

Messiah College

**Fuel Purchases for Fleet and Service Vehicles
Policy and Procedure**

Policy: It is the policy of Messiah College to establish protocol for the purchase of fuel for the Fleet and Service Vehicles.

Objectives: To provide guidelines for college owned vehicle fueling. Vehicle fueling will no longer be available on campus.

Equipment: Credit Cards (Fleet and Department Specific) **Credit cards are to be used for fuel only. No other purchases are permitted.**

Definitions: **Fleet Vehicle:** College owned vehicles that are used by students and employees for offsite college business. These vehicles are reserved on an as needed basis by those students and employees who are approved for such use.

Service Vehicles: College owned vehicles that are used by specific departments for regular on campus or off campus business. These vehicles are primarily assigned to specific employees or departments for department specific business. Such vehicles include, but are not limited to, the Grounds Department, Facility Services, Department of Safety, and the Campus Events Department.

Procedure:

Responsibility

Step Action

Employee or Student using a Fleet Vehicle

1. Reserve a vehicle online at McSquare web page by clicking on the Employee Form link. Select the Operations link. Select College Vehicle Request form and fill the form in.
OR
Fill out a green Vehicle Reservation

Form at the college receptionist office in the Lobby of ECC.

2. Pick up keys and college credit card at the specific time and date the vehicle is needed. The keys and credit card will be available to sign out at the main reception desk in ECC or Dispatch, if the receptionist office is closed.

3. The vehicle to be used can be located at the Lenhert Building. Prior to leaving campus it is necessary to document the vehicle mileage, condition and fuel level.

4. Prior to returning the vehicle to campus the fuel tank must be filled, if it is $\frac{3}{4}$ or less full. The college credit card that is given when the vehicle is signed out is to be used to refuel the vehicle. The vehicle is to be filled at any of the local gas stations near the college. Only "regular unleaded" fuel is to be purchased for use in college owned vehicles. A receipt must also be obtained by the driver for any fuel that is charged on the credit card and the vehicle number is to be written on the receipt.

5. Upon returning to campus, the college owned vehicle is to be returned and parked at the Lenhert Building. The vehicle keys, credit card, and fuel receipt are to be given to the College Receptionist. Receipts are to be kept on file for at least 3 years. All fleet vehicle fuel purchases are to be approved by the Facility Manager.

6. Violations for not refueling a vehicle when returning to campus may include a \$25.00 charge to the department that the student or employee works in. A second violation may include a \$50.00 charge and loss of driving privileges for the specific student or employee who neglects to refuel the vehicle.

7. A minimum fee of \$75.00 will be assessed for vehicles returned in an excessively dirty condition.

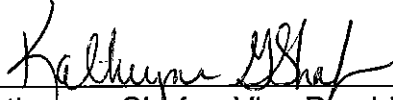
Service Vehicle Fueling

1. Each Department Manager who utilizes service vehicles in their departments will be assigned a fueling credit card for all of the Service Vehicles in their specific department. The individual manager will be responsible to educate their employees on fuel purchases for department specific vehicles. Charges for fuel for individual department vehicles will be charged to the department's specific fuel account number. The Facility Services administrative assistant will collect fuel receipts after any employee in the Facility Services or Campus Events departments makes a fuel purchase using a college credit card. It will be the administrative assistant's responsibility to review and approve fuel purchases. All fuel receipts must be kept for at least 3 years.

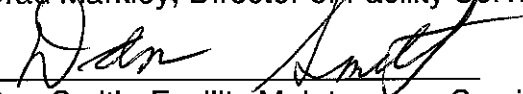
2. It is the responsibility of the individual employee that is assigned to a specific service vehicle to assure that the vehicle is fueled.

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".

X Approved ___ Reviewed ___ Revised


Kathrynne Shafer, Vice President for Operations

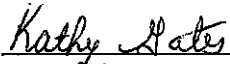

Brad Markley, Director of Facility Services

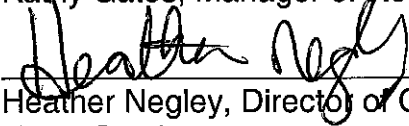

Dan Smith, Facility Maintenance Service Manager


Russ Ehrich, Project Manager


Pete Ramsey, Grounds Services Manager


Cindy Burger, Director of Safety and Dispatch Services


Kathy Gates, Manager of Reception Services


Heather Negley, Director of Conference and Event Services