

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title: Vehicle Refueling
Policy: 405.00
Purpose: To provide procedures for fueling EMS vehicles and card security

Policy:

Okaloosa County vehicles use the Fuelman and /or Wright Express fuel cards for refueling. Each vehicle is issued a Fuelman and a Wright Express card. These cards are vehicle specific will be kept secured in the vehicle they are assigned without exception. After fueling, cards will be placed back in the assigned vehicle. At no time should a fuel card be carried in the pockets of employees or removed to an EMS station. Each qualified driver will be issued a personal identification number (PIN) for use with each gas card. Employees are responsible for remembering their issued PINs and under no circumstances should the PINs be exchanged between employees. At the beginning of each shift, employees will inspect their unit for all cards. If any card is missing, the Shift Supervisor is to be notified immediately.

Fuelman/Wright Express Card Instructions:

1. Verify the gas station will accept the Fuelman or Wright Express card.
2. These cards are accepted widely with “pay at the pump” convenience.
3. Use the Pay at Pump or Point of Sale (POS) machine located inside the store. If you cannot pay at the pump, you must SEE the cashier BEFORE pumping fuel.
4. Collect all receipts.
5. If neither card can be used for any reason, the on-duty Shift Commander must be notified immediately for further instructions.

Approved Fuel Locations for County vehicles:

EMS vehicles will be fueled at County fueling locations listed below:

1. North County
2798 Goodwin Avenue
Crestview, FL 32539
2. South County
84 Ready Avenue
Fort Walton Beach, Florida
- 141-A Hollywood Blvd NW
Fort Walton Beach, Florida

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Exceptions:

When traveling outside the County, use Fuelman stations exclusively. This will require planning to identify Fuelman stations along your route. A search may be performed on-line at *fuelman.com*. If out-of-county fueling is required, always obtain a receipt and follow the documentation process outlined below.

It is understood that certain operational conditions will exist where travel across multiple response districts to refuel at an approved location is impractical.

Under these conditions, and with approval from the EMS Shift Commander, ambulance crews may refuel at alternative in-county commercial fuel locations that accept Fuelman. The following procedures will be followed and documented:

1. With approval, refuel at an alternative location that accepts Fuelman according to the instructions above.
2. Collect the receipt for the purchase.
3. Attach the receipt to an 8.5 x 11 sheet of paper.
4. Document the following on the paper next to the receipt.
 - a. Who obtained the fuel
 - b. Who approved the fuel purchase
 - c. Reason for obtaining fuel at an alternative fuel location
 - d. Sign and date the bottom (employee obtaining the fuel)
5. Place in Commander's file box in the station.

Shift Commanders will collect and sign fuel receipts daily and deliver to the logistics office.

The Logistics Supervisor will batch the fuel receipts by month. Fuel receipts will be reconciled individually with the monthly fuel report provided by the Fleet Department and filed appropriately for later inspection.

Never use personal cash or credit card to purchase fuel in the event of a system failure. Each EMS Shift Commander and/or the Logistics Supervisor can pay for fuel over the phone in crisis situations if necessary. In these situations collect the receipt and document as outlined above.

Accountability and Compliance:

It is the responsibility of all EMS employees to ensure that the above procedures are followed regarding the fueling of vehicles, and to make certain the vehicle specific cards remain with the specific unit they are assigned to. The off-going crew will ensure the vehicle has no less than $\frac{3}{4}$ tank fuel.

Policy #: 405.00
CAAS: 203.02.02
Author: Bailey
Reviewed: Leadership
Approved: Leadership
Status: Active
Effective Date: 08/19/15
Revision Date: 03/01/16