

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 7.2.4
2. SUBJECT: *Fueling Procedures*
3. POLICY: The vehicles owned by Grant County Fire District 3, and vehicles owned by The City of Quincy under contract with Grant County Fire District 3 shall be fueled as needed. The District shall have in place a one card fueling system. One card assigned to participating drivers at station's 30, 31 and 35.
4. SCOPE: This Policy and Procedure is applicable to all personnel of the Grant County Fire District 3.
5. RESPONSIBILITIES:
 - A. The District Fire Chief or designee shall be responsible for enforcing the provisions of this Policy and Procedure.
6. PROCEDURE:
 - A. District shall maintain an inventory of all fueling cards by card number and vehicles they are assigned to.
 - B. The District shall issue a driver's card to all drivers at station 30, 31, and 35 who are qualified and willing to participate. The District shall maintain an inventory of all drivers' card by card number and assigned driver name.
 - C. Drivers Qualifications:
 1. Twenty-one years of age. If less than 21 approval by District Fire Chief shall be required.
 2. Have in their possession a current Washington State Driver's License.
 3. Successfully completed the District's Emergency Driving requirements.
 4. Has maintained his documented driving hours to stay current with District's Emergency Driving Requirements.

- D. Drivers shall sign a form indicating the following:
1. What drivers card number was issued.
 2. They had an opportunity to review and understand this Policy & Procedure.
 3. Upon departure from the District they will return drivers card.
- E. Fuel Card Use:
1. Driver shall insert driver's card in card reader and enter personnel identification number.
 2. Driver shall enter vehicle number and odometer reading.
 3. Driver shall fill out fuel log completely, located in each vehicle, which shall include date, time, gallons pumped, mileage on odometer, and driver's printed name.
- F. The District shall do the following:
1. Collect all fuel logs monthly.
 2. Check fuel logs against monthly fuel statement from vendor.

See Appendix 07_02_04