

# Village of Avoca Fueling Policy

Policy: <b>Fueling of Village of Avoca Owned Vehicles / Equipment</b>							Policy <b>#21</b>	
Effective: <b>April 14, 2022</b>				Author: <b>Eric R. Tyner</b>				
Approved by Board:	Mayor:	Trustee:	Trustee:	Trustee:	Trustee:		Filed:	Clerk:

I. Purpose: To establish a standardized policy for the fueling of all Village of Avoca owned vehicles and equipment in order to provide a standardized process of fuel usage for all vehicles and equipment. This policy to is be implemented and adhered to by all Village of Avoca employees and officials, both elected and appointed, during their official duties and tenure in the employment of the Village of Avoca.

II. Policy: It shall be the policy that every employee or official, either elected or appointed, who used fuel in their official duties or capacity for the Village of Avoca, are covered under the following provisions set forth in this policy. This policy is being implemented to ensure all employees follow the standardized procedure for the procurement of fuel and records the use of fuel on the standardized Fuel Log Sheet implemented at the time of this policy. This process is being implemented to ensure all fuel being used by the Village of Avoca employees is accounted for and recorded in the official records being maintained for the residents of the Village of Avoca.

### III. Definitions:

#### A. Fuel:

1. Fuel shall be defined as any diesel fuel or gasoline purchased by and maintained in the village storage tanks for official Village of Avoca use only.
2. Fuel shall further be defined as any diesel fuel, gasoline, or other petroleum product which is purchased by the Village of Avoca for official use only for other venues outside the village owned and maintained fuel tanks.

#### B. Employees:

1. Any person in the employment of the Village of Avoca, either full-time or part time, hired under the provision of the State of New York.
2. Employees are further defined as receiving weekly, biweekly, or monthly compensation in the form of funds and/or benefits by the Village of Avoca.
3. Employees are further defined as either being full-time or part-time employees, to include members of the Fire Department who volunteer and are covered for liability purposes during the course of their official duties.

C. Officials:

1. Any person who is appointed to a job description for the Village of Avoca, either elected or appointed, for the duties they are performing.
2. Officials may be compensated for the duties they are performing by funds or benefits, as provided for the job description they are occupying.
3. Certain officials may be occupying job description that do not receive any form of compensation, but shall also be covered by the provisions as outlined in this policy.

D. Village Clerk:

1. This is the person appointed by the Mayor of the Village of Avoca and approved by the Board of Trustees to be the official record keeper of all transactions and business conducted for the Village of Avoca.
2. The Village Clerk shall be the person responsible for reporting to the Board each month that the fuel used by the Village Employees or Officials has been balanced or report any discrepancies.

E. Village Trustee Liaison to the Street Department:

1. The Village Board of Trustees member that has been assigned to be the Village Board Liaison to the Street Department shall be named and approved at the yearly organizational meeting for the Village of Avoca.
2. The Village Trustee assigned as the Liaison to the Street Department shall be responsible on a monthly basis to meet with the Village Clerk to ensure that the fuel used and consumption reports are balanced and physically verify the main pump reading for both the diesel and gasoline pumps maintained by the Village of Avoca.
3. The Village Trustee assigned as the Liaison to the Street Department shall also be the board member responsible to investigate any fuel consumption discrepancy and report back to the Board of Trustees his/her findings.

IV. Procedure

- A. Each employee or official for the Village of Avoca will follow the following procedure during their employment or when pump inf fuel for the Village of Avoca, when they secured fuel for use in their official capacity for their official duties:
  1. Each vehicle for the Village of Avoca Street Department shall be issued the two fuel keys, which will then be used to unlock / lock the Fuel Distribution Cabinet and the Fuel Pump Master Switch. These keys will be issued to each Village Street Department vehicle by the Village Maintenance Supervisor. In the event a fuel key is misplaced by an employee or member of the Street Department, the appropriate Department Head shall

immediately notify the Mayor of the circumstances to determine if the keys shall all be replaced.

2. Each vehicle designated with the Avoca Village Fire Department will be assigned two keys, which will then be used to unlock / lock the Fuel Distribution Cabinet and the Fuel Pump Master Switch. These keys will be issued to each Fire Department vehicle by the Fire Chief. In the event a fuel key is misplaced by an employee or member of the Fire Department, the Fire Chief shall immediately notify the Mayor of the circumstances to determine if the keys shall all be replaced.
3. Fuel Keys will be kept on the key ring for each vehicle. An additional fuel key will be assigned to the Fire Chief and housed in the office of the Fire Department in a location as designated by the Fire Chief.
4. Each employee or member of the Street or Fire Department shall use their assigned key or vehicle assigned key to unlock the Fuel Distribution Cabinet and Fuel Pump Master Switch located at the Village Fueling Station located behind the Avoca Village Fire Department. This cabinet and switch shall remain locked and secured at all times when not in use by a member of the Street Department or Fire Department.
5. The employee or member of the Street / Fire Department shall then select the proper pump to be used, diesel or gasoline, to ensure the proper fuel is being put into the designated vehicle.
6. The employee or member of the Street / Fire Department shall then check the appropriate fuel meter located on the top of the fuel tank to ensure the fuel meter is reset to zero. If the fuel meter is not reset to zero, the fuel meter shall be reset at this time.
7. The employee or member of the Street / Fire Department shall then remove the fuel nozzle from the pump head and insert the nozzle into the vehicle fuel receptacle to beginning fueling the vehicle. **At no time is a vehicle to be left unattended while the fueling process is taking place.**
8. While the fueling process is being completed, the employee or member of the Street / Fire Department shall secure the appropriate fueling clipboard for the vehicle being filled and complete the required information, which will be as follows:
  - a. Date the vehicle is being fueled;
  - b. The designated vehicle number being fueled;
  - c. The hours or mileage at the time of fueling;
  - d. The overall current meter reading after the fueling process is complete;
  - e. The number of gallons that were dispensed into the vehicle / equipment at the time of fueling, this amount shall be recorded to the nearest tenth of a gallon of fuel dispensed;
  - f. The name of the employee or member of the Fire Department fueling the vehicle.

9. The employee or member of the Street / Fire Department shall review the Fuel Sheet upon completion of the fueling process to ensure each line as outlined in #8 above has been completed and is accurate.
10. Once the fueling process is completed, the employee or member of the Street / Fire Department shall then return the fuel head lever in the down position and then return the fuel nozzle to the fuel head holder.
11. The appropriate fuel sheet clipboard shall then be returned back to fuel clipboard's appropriate labeled hook within the Fuel Distribution Cabinet.
12. The employee or member of the Street / Fire Department shall then ensure the Fuel Distribution Cabinet and Fuel Pump Master Switch have been closed and locked before securing from the fuel station.

#### V. Monthly Reporting of Fuel Usage

1. On the first calendar day of each month the Department Head, being the Street Department Supervisor or the Fire Department Chief, shall secure the monthly fueling sheets for the Fuel Distribution Cabinet located behind the Fire Department at the Fueling Station to be turned in with their month reports to the Village Clerk.
2. The Fuel Sheet shall be checked by each department head for accuracy to ensure that all fuel used by each department for the preceding calendar month has been accounted for and is reported on the appropriate fuel sheet.
3. Once the fuel sheet has been reviewed and all fuel has been accounted for, the department head will then sign and date the Fuel Sheet after indicating the number of gallons reported to be used on that sheet in the appropriate location.
4. The Fuel Sheet(s) shall then be forwarded to the Village Clerk for the monthly reporting of fuel consumption by each department by the fifth day of each month.
5. The Village Clerk shall then sign of each Fuel Sheet and record the date she received same in the appropriate spaces. The Village Clerk shall then add the Fuel Sheets from each department to the packet to be reviewed by the Board of Trustees before each monthly meeting.
6. The Mayor and the (4) Trustees shall each then review and initial each Fuel Sheet on a monthly basis and report same at the monthly Board of Trustee Meeting.
7. In the event of a large discrepancy of fuel consumption compared to the reported fuel use, the department head shall contact and meet with the Mayor or his designee as soon as possible after the discovery of the discrepancy to discuss possible causes for the discrepancy.

#### VI. Fuel Sheet

- A. The attached addendum, listed as the Village of Avoca Fuel Sheet, shall be the official form and document used to record and report all fuel usage for all employees and officials during a calendar month. These forms shall be

maintained in the Fuel Distribution Cabinet located at the fuel pumps located behind the Fire Department for the Village of Avoca.

- B. The Village Maintenance Supervisor shall ensure that both the Diesel and Gasoline Sheets as completed during the calendar month and turned in to the Village Clerk for the monthly report to be made to the Board of Trustees for the use of all fuel by the Village Street Department. The Street Superintendent shall review each fuel sheet and sign / date each to report any discrepancies before turning the sheets in to the Village Clerk at the end of each month.
- C. The Fire Chief shall ensure that both the Diesel and Gasoline Sheet as completed during the calendar month and turned in to the Village Clerk for the monthly report to be made to the Board of Trustees for the use of all fuel by the Fire Department and Ambulance Service. The Fire Chief shall review each fuel sheet and sign / date each to report any discrepancies before turning the sheets in to the Village Clerk at the end of each month.
- D. The Village Clerk shall date and sign for the receipt of each Fuel Sheet from the respective department and report any discrepancy needing attention to the Liaison to the Street Department as outlined above. The Liaison to the Street Department then shall report the findings of his investigation to the Mayor to be discussed with the Village Board at the next public monthly meeting.
- E. Upon completion, each Village Trustee shall review and initial each Fuel Sheet for all departments upon review of the monthly bills and departmental reports if they are in agreement with the fuel consumption and reporting for that month.

## VI. Exceptions

- A. No employee or officials shall be exempt from the above procedure and policy for the Procurement of Fuel unless under extreme circumstances and;
  - 1. Employees of the Village Street Department under the direction of the Village Maintenance Supervisor. In this event, the Village Maintenance Supervisor shall immediately notify the Mayor of the circumstances surrounding the departure from this procedure.
  - 2. Officials or employees appointed to the Fire Department under the direction of the Fire Chief. In this event, the Fire Chief shall immediately notify the Mayor of the circumstances surrounding the departure from this procedure.
  - 3. Any employee or official under the direction of the Mayor. In this event or as outlined in #1 or #2 above, the Mayor shall then notify the Board of Trustees at the next monthly meeting the circumstances and reason this Policy and Procedure was deviated and any further action taken as a result of this action.