

	<b>Policies &amp; Procedures</b>		
	Tri-Town Emergency Medical Service		
	<b>Title:</b>  <b>Fuel Cards</b>		
<i>Policy No.</i> TBD	<i>Original Adoption Date</i>	<i>Revision – No. &amp; Dates</i>	<i>Page No.</i> Page 1 of 3

### **Section 1.0: Purpose**

The purpose of this policy is to establish the acceptable use of Fuel Cards and other devices used to spend service funds which are used by Tri-Town Emergency Medical Service (hereafter “the Service”)

### **Section 2.0: Organization Affected**

All employees of Tri-Town EMS

### **Section 3.0: Definitions**

**3.1 “Fuel Card”** shall refer to any and all cards used by the service, that is owned by the service or one of the towns, that is intended for the purpose of purchasing fuel for the service owned vehicles.

**3.2 “Personal Identification Number”** is a number that is assigned to an employee and is specific to the employee.

### **Section 4.0: Policy**

#### **4.1 Limit Use of Fuel Cards**

- a. The Service’s Fuel Card shall only be used to purchase fuel exclusively for the ambulances that are owned and operated by the service.
- b. The Service Director approve the use of service fuel cards for other vehicles when the vehicle fuel is used for official business of the Service. This shall not be extended to any personal vehicle.
  - i. The vehicle will be fully fueled prior to service use.
  - ii. The service will return the vehicle’s fuel tank to “full”, when the vehicle is no longer being used by the service.
- c. Misuse of a service fuel care may result in the immediate dismissal of the employee.

#### **4.2 Personal Identification Number (PIN)**

- a. Each employee will be given a PIN number for the service’s fuel cards.
- b. Employees shall not give out their PIN number to anyone else.
- c. Since keeping all PIN numbers confidential is essential to maintaining the integrity of the accountability aspect of the fuel cards, the act of divulging a PIN number to an

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unauthorized person may subject the employee to disciplinary action, up to, and including termination.

### 4.3 Fuel Card Accountability

- a. The Service staff shall be responsible for verifying the service’s fuel cards are in the appropriate ambulance during each shift and accounting for the fuel card on the ambulance check sheet.
- b. If a fuel card is missing, the Service Director or Assistant Director is to be notified immediately upon discovery.

## Section 5.0: Procedures

### 5.1 Selection of Fueling Location.

- a. The service’s fuel cards can be used at most gas stations in, and around Tri-Town’s service area.
- b. Employees are to enter the following information into the pump prior to pumping fuel:
  - i. Employee PIN
  - ii. Vehicle Mileage. (exact mileage is to be entered)
- c. When the Service Director is made aware of a fueling location where a discount is given to the town, the Service Director shall request employee’s fuel the ambulance at the location when feasible to do so.
- d. Employees shall print off the receipt and get it to the Service Director or their designee.

### 5.2 Fueling.

- a. Ambulances shall be fueled when that fuel tank is between ½ and ¾ or greater.
- b. Ambulances shall be fueled prior to the arrival of forecasted inclement weather.
- c. Ambulances shall be fueled prior to, and after any detail of which the ambulance was left running for greater than one (1) hour.

## Section 6.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to all employees and at such other times as may be necessary.

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**Section 7.0: Signatures**

	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b><u>Policy Prepared By:</u></b> Christopher Gamache	Service Director		
<b><u>Board of Directors:</u></b> Shaun Muholland	Chairman of the Board		

**Section 8.0: Policy & Procedure Revision History**

	<b>Section</b>	<b>Changes Made</b>	<b>Approvals</b>	
			<b>By</b>	<b>Date</b>
Original Adoption				
Amendment				
Amendment				
Amendment				