

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 40(R)

April 21, 1994

TO: All Departments, Boards, Agencies, and Commissions

FROM: Leonard D. Simmons, Jr., Chief Administrative Officer

SUBJECT: FUEL SERVICES

I. PURPOSE.

The purpose of this policy memorandum is to clearly identify and restate:

- A. The responsibilities of the departments regarding monitoring and controlling fuel use,
- B. The responsibilities of the employees that dispense fuel,
- C. The responsibilities of the Chief Administrative Office with regard to fuel system administration,
- D. The fuel facilities to be used by all City vehicles under normal operating conditions,
- E. The procedures for emergency fuel services,
- F. And the procedures for authorization for exemptions to this Policy.

II. BACKGROUND.

The City of New Orleans currently dispenses fuel from five (5) main City facilities and various departmental and FUELMAN facilities. These transactions are recorded in the FUELMAN automated fuel service data system. The purpose of this system is to record fuel service transactions for each department's employees and vehicles, and provide reports for departments to monitor and control use.

III. DEPARTMENTAL RESPONSIBILITIES.

Each department is responsible for establishing a Departmental Fuel policy as required to facilitate departmental fueling operations and maintain fuel system integrity. A Departmental Fuel Policy cannot contradict or circumvent any part or parts of this CAO policy unless authorized in writing by the Fuel System Administrator. **All requests for exemptions to this policy must be made in writing on the Request for Exemption to the Fuel Policy Form (see attached) and submitted to the Fuel Service**

Administrator, 3800 Alvar St. N.O., La. 70126, for evaluations. Each Department is responsible for the security of its Employee Fuel Cards, Employee PIN numbers, Vehicle Fuel Cards and all fuel transactions charged to those cards. Each Department will appoint a Departmental Fuel System Manager and submit the name and telephone number of the Departmental Fuel System Manager to the Fuel System Administrator. The Departmental Fuel System Manager is responsible for auditing all departmental fuel transactions and fuel related operations. The Departmental Fuel System manager is responsible for reporting any lost or stolen Employee Fuel Cards and/or Vehicle Fuel Cards to the Fuel System Administrator by telephone and in writing immediately after discovering that any card is missing. The Departmental Fuel System Manager is responsible for monitoring and auditing the fuel use reports in order to compare fuel use to departmental operations and/or to identify any discrepancies or inconsistencies that may indicate an impropriety. The Departmental Fuel System Manager is responsible for initiating and/or conducting investigations for any discrepancy, inconsistency or impropriety suspected and taking the appropriate action as warranted by the situation. Departments shall establish, in their respective Departmental Fuel Policies, specific guidelines for progressive, optional, and/or mandatory disciplinary procedures for specific violations of both the CAO and Departmental Policies. This Policy Memorandum as well as the Departmental Policy should be issued to each employee and their receipt recorded. **Failure to comply with the guidelines as established in this Section may result in disciplinary action, and the employee(s), or the employee's department may be charged for any fuel dispensed or any other unauthorized purchases.**

IV. EMPLOYEE RESPONSIBILITIES.

Employees must comply with the guidelines as established in this policy, as well as the policy established by their department. Employees must dispense fuel from the City facilities as listed in Section 7. Employees must use their own personal Employees Fuel Card and their own PIN number when obtaining fuel. Employees may not exchange or loan their personal Employee Fuel Card or divulge their PIN number to any other person. If a personal Employee Fuel Card is lost or stolen the employee must notify his or her Departmental Fuel System Manager immediately so that appropriate action can be taken. If an employee is aware of, or has reason to suspect that any other Employee Fuel Card or any Vehicle Fuel Card is lost or stolen, the employee must notify the Departmental Fuel System Manager immediately so that appropriate action can be taken. If an employee is aware of, or has reason to suspect that any Employee Fuel Card or any Vehicle Fuel Card is lost or stolen, the employee must notify the Departmental Fuel System Manager immediately so that appropriate action can be taken. If an employee is aware of, or has reason to suspect that confidentiality of his or her, or any other PIN number has been compromised, the employee must notify the Departmental Fuel System Manager immediately so that appropriate action can be taken. **Failure to comply**

with the guidelines as established in this Section may result in disciplinary action, and the employee(s), or the employee's department may be charged for any fuel dispensed or any other unauthorized purchases.

V. VEHICLE FUEL CARDS.

Each vehicle with a Vehicle Identification Number will have a Vehicle Fuel Card. The Vehicle Fuel Card should be kept in the vehicle so that it can be used whenever fuel is dispensed to that vehicle. Dispensing fuel to any vehicle without the Vehicle Fuel Card for that vehicle is prohibited. If a Vehicle Fuel Card is lost or stolen, it must be immediately reported to the Departmental Fuel System Manager so that appropriate action can be taken. Vehicles and equipment without Individual Vehicle Identification Numbers must use the specific Fuel Card as designated by Departmental Fuel System Manager for that unit and/or type of equipment. **Failure to comply with guidelines as established in this Section may result in disciplinary action, and the employee(s), or the employee's department may be charged for any fuel dispensed or any other unauthorized purchases.**

VI. FUEL SYSTEM ADMINISTRATOR.

The Chief Administrative Office/Fleet Administration/Equipment Maintenance Division is responsible for fuel system administration. The responsibility of the Fuel System Administrator is to coordinate city-wide fuel services and operations. The Fuel System Administrator will prepare and administer fuel product and automated fuel services contracts. The Fuel System Administrator will operate and maintain the City fuel facilities as listed in Section Seven (7). The Fuel System Administrator is responsible for evaluating all requests by departments for exemptions to any part or parts of this Policy. The Fuel System Administrator is responsible for distribution of the monthly fuel use reports to each department for review. The Fuel System Administrator will deactivate Employee Fuel Cards and/or Vehicle Fuel Cards as required. The Fuel System Administrator will request and distribute Employee Fuel Cards and Vehicle Fuel Cards as required. The Fuel System Administrator will maintain fuel service records.

VII. FUEL FACILITIES.

All City vehicles and equipment will use the City fuel facilities as listed below for all normal operational fuel services, unless otherwise authorized by the Fuel System Administrator.

MAIN FUEL FACILITIES FOR ALL DEPARTMENTS

LOCATION	HOURS OF OPERATION
Broad St. Facility 2600 North Broad St.	24 hours a day 7 days a week
C.M.G. Facility	24 hours a day

3800 Alvar St.	7 days a week
Algiers Facility 2829 Wall Blvd.	24 hours a day 7 days a week
New Orleans East Fuel Facility 10200 Gentilly Road	24 hours a day 7 days a week

SPECIFIC DEPARTMENTAL USE FACILITIES

Parkway Nursery Facility 2829 Gentilly Blvd.	Parkway vehicles only Parkway schedule
NOFD Facility Diesel Dispensers City-wide locations	NOFD vehicles only NOFD schedule

NOTE: If there are particular fuel service requirements that cannot be satisfied by the facilities and schedules a listed above, a Request for Exemption to the Fuel Policy (see attached) must be completed and submitted to the Fuel Service Administrator, 3800 Alvar St., N.O., LA 70126, for evaluation. Failure to comply with the guidelines as established in this section may result in disciplinary action, and the employee(s), or the employee's department may be charged for any fuel dispensed or any other unauthorized purchases.

VIII. EMERGENCY FUEL SERVICES.

In the event that a City vehicle needs fuel and that need cannot wait to be satisfied by the facilities and schedules as listed in Section 7, a City employee may dispense fuel to a City vehicle from a FUELMAN fuel facility as an EMERGENCY FUEL SERVICE. **After fuel has been dispensed from a FUELMAN facility, the employee must notify the Departmental Fuel Service Manager and an Emergency Request for Exemption to the Fuel Policy (see attached) must be prepared and submitted, within two (2) work days, to the Fuel Service Administrator, 3800 Alvar St., N.O., LA 70126, for evaluation.** If the explanation is valid, the fuel purchase will be processed and paid for by the Fuel System Administrator. If the explanation is not valid the request will be forwarded to the Chief Administrative Officer for disposition. Only unleaded premium gasoline or diesel fuel are allowed to be dispensed from fuelman facilities. No other product or commodity can be obtained with employee fuel cards and/or vehicle fuels cards. **Failure to comply with the guidelines as established is this Section may result in disciplinary action, and the employee(s), or the employee's department may be charged for any fuel dispensed or any other unauthorized purchases.**

IX. INQUIRIES.

Questions about this memorandum should be addressed to the EMD Fuel System Coordinator at 827-3368 or 827-3369, Monday-Friday, 6:00 a.m. - 6:00 p.m.

At all other times, call (beeper) 488-0811 #292 or 450-6411. N.O.P.D. personnel should contact the N.O.P.D. Fleet Administration Office at 826-1480 or the Command Desk at 826-5136.

LDSjr/itb