4.36 When feasible, All Gasoline should be obtained from the ASC Garland or Desoto fuel stations.

4.37 When it is not feasible to obtain gasoline at the ASC Garland or DeSoto fuel stations, drivers may use the fuel credit card assigned to each vehicle to purchase gasoline.

(A) Vehicles regularly used within Dallas County:

(1) Fuel credit cards will be limited to the purchase of regular unleaded gasoline (87 octanes) from self-

service pumps only.

(2) All oil will be obtained from the ASC shop or Road and Bridge Districts:

(3) Credit cards may not be used for non-fuel items such as food

(B) Vehicles regularly used outside Dallas County:

(1) At the request of the Department Head to the Fleet Manager, a non-restricted fuel credit card may

be issued for vehicles regularly traveling outside of Dallas County:

(2) All gasoline purchased on this credit card must be regular unleaded (87 octane) from self-service

pump.

4.38 When possible, this fuel credit card should be used in place of other cards employees may have.

4.39 The Fleet Manager will coordinate initial distribution of fuel credit cards. replacement of lost cards, and

assignment of new cards.

4.40 If a card is lost or stolen, it is the driver’s responsibility to immediately notify the Fleet Manager by next the

next business day.

4.41 Failure to use a Fuel credit card according to these procedures without prior approval of the Department Head

or the Fleet Manager will subject the driver to reprimand and/or disciplinary action.

**All employees who receive authorization through using a PIN shall be required to sign the employee agreement as follows.**

***(PLEASE PRINT LEGAL NAME LEGIABILITY)***

**I HAVE READ THE POLICY ADOPTED BY DALLAS COUNTY CONCERNING “FUEL CREDIT CARDS” AND UNDERSTAND THEM. IF I AM APPROVED, TO HAVE A PIN # ISSUED TO ME, I WILL COMPLY WITH ALL THE ABOVE-MENTIONED POLICIES**.

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DEPT # DEPARTMENT NAME EMPLOYEE # (KRONOS) BADGE # (Law Enforcement)

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DRIVER’S LICENSE # CELL NUMBER (County issued required / Carrier NICKNAME Personal cell optional)

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DRIVER’S SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR NAME SUPERVISOR SIGNATURE DATE

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DO NOT WRITE BELOW THIS LINE**

**PIN # ISSUED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**