FUEL CREDIT CARDS POLICY

4.36   When feasible, All Gasoline should be obtained from the ASC shop.

4.37   When it is not feasible to obtain gasoline at the ASC shop, 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: and
        (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: and
        (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 an employee 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 drivers 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 he Department Head or the Fleet Manager will subject the driver to reprimand and/or disciplinary action.

All employees who receive authorization through the use of 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 AFORE MENTIONED POLICIES.

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

_____   _____   _____
Driver License #   Cell Number (County issued required / Carrier   Nick name
                                Personal cell optional)

_____   _____
  DRIVERS SIGNATURE   DATE

_____   _____   _____
  SUPERVISORS NAME   SUPERVISORS SIGNATURE   DATE
_____

DO NOT WRITE BELOW THIS LINE

PIN # ISSUED _____ **DATE** _____ **BY:** _____