



Contra Costa County Operations
Patient Focused - Customer Centered - Caregiver Inspired

SOP# 208 Fueling of Company Vehicles Effective: January 1, 2010 Updated: February 1, 2020	Approved By: Michael Johnson Regional Director
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Purpose

The purpose of this policy is to establish clear standards for the use and process of the fleet fuel card program and provide company expectations for the fueling of units.

Policy

It is company policy that employees will use a vehicle assigned fuel card in conjunction with an assigned employee Personal Identification Number (PIN). It is also policy that company vehicles will be appropriately fueled to meet patient response and transportation needs.

Procedure

Employees will be responsible for the proper usage of the fuel card and their PIN for the specific purpose of fueling ambulances and support vehicles at the designated service stations.

The use of a fuel card for personal vehicles or any other unauthorized use is strictly prohibited and will be considered theft of Company property.

When utilizing the fueling cards, authorization must be obtained from the service station prior to pumping fuel at the pump by inserting the card in the card slot.

Service stations shall not be used where this cannot be accomplished at the pump except in emergency situations. In that case, authorization shall not be assumed by just handing the card to the attendant. The employee shall have the attendant obtain authorization electronically or by phone.

If, at any time, the card is denied at the pump, employees shall advise a Operations Supervisor immediately.

Immediate contact of the Operations Supervisor is required if the assigned fueling card is missing, even if the missing card has been reported in the past. Employees shall not use an out of service unit's fueling card without prior consent from the Supervisor.

All company vehicles shall be fueled with 87 Octane when the fuel tank reaches ½ tank as long as System Status Levels allow. An ambulance is at Critical Fuel Level when the fuel tank reaches ¼ tank or less.

It is both crewmembers' responsibility to ensure company vehicles have tanks full of fuel

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prior to going off duty or out of service, including the return of a back-up unit.

Crewmembers will check the ambulance for adequate fuel levels every morning. If a vehicle is left by a prior crew with less than minimum fuel levels, an Operations Supervisor shall be notified.

If an ambulance reaches Critical Fuel Levels, advise the Communications Center immediately.

Never allow a tank to run completely dry. If a diesel tank runs dry, it will need to be towed so the fuel lines can be recharged.

If gasoline is inadvertently put in a diesel vehicle, or diesel fuel is inadvertently put into a gasoline vehicle:

DO NOT START THE ENGINE.

Call the Communications Center and put the unit out of service immediately.

Call an Operations Supervisor immediately.

Enforcement of Policy

Violations of this policy are subject to corrective action up to and including termination of employment.

American Medical Response
Contra Costa County Operations
Standard Operating Procedure
#208