



ADMINISTRATIVE DIRECTIVE

FUELING CITY VEHICLES	NUMBER 6.01-3	PAGE 1 of 3
	EFFECTIVE DATE October 1, 2015	

I. **PURPOSE**

The fueling of vehicles has important public safety and financial implications. Failure to adhere to safe operating practices and procedures can result in serious injuries and environmental accidents. Failure to maintain accountability in the issuance of fuel can result in financial losses. The purpose of this directive is to provide appropriate guidance for addressing the above issues.

II. **POLICY**

All City of Tucson departments and agencies shall utilize city-owned and operated fueling stations when driving in town. If fuel is required while driving a city-owned vehicle outside of the immediate City of Tucson area, operators should refuel at a commercial station either:

- A. At their own expense and file for travel expense reimbursement upon their return, or
- B. Use a city-issued pCard and provide purchase documentation to their Department's assigned pCard reconciler upon their return.

III. **LIMITS OF RESPONSIBILITY**

This directive applies to all city functions with the exception of Tucson Police motorcycles and specific Tucson Fire's fire response units authorized by Fleet Services to fuel at City of Tucson contract vendor locations.

IV. **AUTOMATED FUEL SYSTEM ACCESS**

- A. City-owned fueling stations use an automated system for fueling control, consumption record keeping, and mileage monitoring to determine vehicle preventive maintenance schedules. The Fleet Services Division of the General Services Department issues fuel system employee cards and vehicle fuel fobs to obtain fuel. Vehicle fuel fobs are issued to all vehicles when they are placed in service. Departments can receive assistance with all of their fueling inquiries by calling 791-3138 or emailing the fuel desk at Fueldesk@tucsonaz.gov. The fuel desk is located at the Thomas O. Price Service Center (TOPSC), 4004 S. Park, Building 1.
- B. City departments are responsible for requesting their employees receive automated fuel system employee fuel cards. Fuel cards are issued to individual employees only.
 - 1. **New Employees.** To acquire fuel cards for new employees, authorized department representatives will send an email to Fueldesk@tucsonaz.gov requesting the card, listing employee name, employee number and unit number the employee is assigned to.



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2. **Replacement Cards.** To acquire replacements for lost, stolen, or damaged fuel cards or fobs, employees can visit the fuel desk or authorized department representatives can send an email to Fueldesk@tucsonaz.gov requesting the replacement fuel card or fob. Fleet Services will charge departments for replacement fuel cards and fobs.
3. **Employee Transfers or Separations.** Departments will notify Fleet Services when employees with fuel cards or fobs transfer to another unit number or terminate their employment. Fleet Services will update or cancel the card/fob as necessary.

V. FUELING LOCATIONS

In-town City fueling stations for all departments can be found at the following locations:

- A. Thomas O. Price Service Center, 4004 South Park Avenue (Park and Ajo)
- B. 18th Street Fuel Facility, 501 West 18th Street (18th and Osborne)
- C. Midtown Fuel Facility, 900 South Randolph Way
- D. Public Safety Training Academy, 10001 South Wilmot Road
- E. 10th Avenue Fuel Facility, 1402 South 10th Street (Transfer Station)
- F. Southeast Fuel Facility, 9670 East Golf Links Road (Rincon Fuel Center)
- G. Northwest Fuel Facility, 3960 North Sun Tran Boulevard (City of Tucson side)
- H. City of Tucson contract fuel vendors (only for approved public safety vehicles)

In-town City fueling stations for Sun Tran and Sun Van use only:

- A. Sun Van Service Center, 3401 East Ajo Way
- B. Sun Tran, 4220 South Park Avenue
- C. Sun Tran N.W. Maintenance & Operations, 3920 North Sun Tran Boulevard

VI. FUEL STATION OPERATIONS AND REGULATIONS

- A. Vehicle operators shall follow all applicable safety standards and on-site posted directions and regulations. Vehicle operators and Fleet Services staff are responsible for immediately reporting any safety violations or hazards.
 1. Follow the prompts displayed on the fuel terminal screen to begin fueling.
 2. Instructions for nozzle or dispenser operation are posted on the dispensers at each of the fuel stations.



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- 3. Do not share fuel cards and only use the fob for the vehicle to which it is assigned.
- B. Operators are responsible for preventing spills of fuel and motor oil. In the event of a spill, vehicle operators are responsible for cleaning up spills following the directions posted at each fuel station. Operators shall call 9-1-1 immediately for any and all spills that exceed five feet by five feet.
- C. Fire extinguishers shall be available in conspicuous locations at all fuel stations in the event of a fire.

VII. EMERGENCY FUELING

In the event the automated fueling system is inoperable, Fleet Services will manually operate one or more fuel stations depending on City fleet fueling requirements.

Appendices None

References None

Review Responsibility and Frequency The General Services Department Director shall review this directive as needed. Last review date: 10/15/07

Authorized



 City Manager

10/15/15

 Date