

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.10.02
GASOLINE AND DIESEL
FUELING/RECORDING



Adopted: 12/20/16
Reviewed: 12/10/20
Revised: 12/10/20

Approved:

A handwritten signature in black ink, appearing to read "Jan J. Bahr", is written over a horizontal line.

Purpose: District 8 maintains accounts with various fuel vendors and apparatus that are fueled on an as-needed basis.

References: N/A

Procedure:

1. Fuel.

- a) Fuel levels on each front line apparatus shall be checked daily.
- b) Any front line apparatus with fuel below three-quarters shall be filled.

2. Fuel Cards.

- a) The District maintains a fleet account which assigns an identification number and fuel card to each apparatus/vehicle.
- b) It may be necessary to enter a personal identification number (PIN) at the pump.
- c) ONLY USE THE FUEL CARD THAT IS ASSIGNED TO AND IN THE APPARATUS/VEHICLE.
- d) If it is necessary to use an alternate vehicle's card, please advise Administration immediately by leaving a voice mail at (509) 926-0852, extension 8806.

3. Fuel Receipts.

- a) District personnel fueling apparatus or a vehicle will obtain a receipt that will indicate the following:
 - i. Date.
 - ii. Signature.
 - iii. Personnel Identification Number (PIN).
 - iv. Apparatus Number.
- b) It is not necessary to include the odometer reading, however, it is mandatory to obtain a receipt.
- c) The receipt will be immediately (within 24 hours) placed in an interoffice envelope for delivery to the Administrative Office.
- d) Failure to provide a fuel receipt can result in disciplinary action up to and including termination.

4. Mobe Fires.

- a) When a unit is mobilized, the 820 Officer will provide the crew a Fire District credit card to be used when the fleet credit card cannot be used for

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fuel. The Fire District credit card shall not be used for any other purpose except for fuel.