

REFUELING OF VEHICLES

PURPOSE:

The purpose of this guideline is to provide basic information about the Districts overall approach to refueling of vehicles.

SCOPE:

This guideline applies to each member of the District, as they have a responsibility to understand the refueling of vehicles as outlined in this document.

GUIDELINE:

- A. Diesel and gasoline fuel powered vehicles should be refueled whenever the fuel level drops below three-quarters of a tank.
- B. Vehicles should be refueled at the Boone County Public Works Facility whenever possible. If this is not possible, ensure that you are refueling the vehicle at a station that accepts Fuelman.
- C. In the instance of out of town training and a Fuelman station is not available; retain a copy of the receipt to be turned in for reimbursement at the next regularly scheduled Board of Trustees meeting.