

**CITY OF NEW BERN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMISTRATIVE ORDER 4.3</b>
<b>FLEET FUEL CARD POLICY</b>
To: All City Employees
From: Mark Stephens, City Manager
Maintained By: Finance Department
Date: January 2017
Update to December 7, 2011 Policy

**Purpose**

The purpose of this policy is to describe employee responsibilities as part of the managed fuel program.

**Policy**

The use of the City's fuel card system is strictly for refueling city-owned vehicles and equipment at the City Garage. Use of the fuel card for personal purposes or other misuse is grounds for disciplinary action, up to and including termination of employment with the City of New Bern. Misuse of the fuel card may also result in legal action and employee repayment of fraudulent charges.

Driver identification numbers are not to be shared with anyone and are not to be written down and left with a fuel card or in a vehicle. Fuel reports will be issued to each Department Head to monitor fueling activity and related transactions.

**Procedures**

1. The Fleet Maintenance Superintendent will be responsible for the overall administration of the fleet fuel card program. A driver identification number ("ID number") will be required for each employee to dispense fuel, and the Fleet Maintenance Superintendent will be responsible for issuing said ID number. Prior to issuance, an employee must be authorized by their respective Department Head to receive an ID number, and Department Heads must be authorized by the City Manager to receive an ID number. Once authorization is obtained, an employee must sign the Vehicle Fuel Credit Card and Driver ID Number Employee Usage Agreement. The Fleet Maintenance Superintendent will be responsible for ensuring the agreement is signed by the employee and will be responsible for maintaining the executed agreement for future reference.

2. The Fleet Maintenance Superintendent will distribute centralized billing system reports to Accounting for all fuel purchases for charging city-wide departments with fuel consumption and to invoice Craven County or other entities for their fuel purchases. The Fleet Maintenance Superintendent will also issue detailed fuel reports to Department Heads on a monthly basis. Department Heads are then to review the report to analyze fuel spending patterns of each driver to look for suspicious activity as well areas to modify driver behavior to cut fuel costs. Based on current system capability, Department Heads should address the following three key exception areas:

- a. Miles per gallon (or number of hours/gallon) is below expectations for the Vehicle/equipment;
- b. Driver has entered non-sequential odometer readings; and
- c. Unauthorized offsite activity.
- d. Any other abnormalities identified

In addition, the Fleet Maintenance Superintendent should review other opportunities for migration toward a fully managed fleet program, such as updating the fuel management system so as to provide department heads and others with other information designed to counter high fuel costs, reduce fraud, and change driver behaviors including:

- a. Fuel purchases that exceed the vehicle's tank capacity;
- b. Dispensing diesel fuel in a vehicle that requires gasoline;
- c. Establish daily spending limits for the type of vehicles and equipment in the fleet;
- d. Number of daily transactions is exceeded; and
- e. Establish individual transaction spending limits.

3. If an employee is traveling outside of the City of New Bern for training purposes or other official City business for which offsite use of the fuel card may be necessary offsite, prior authorization is required as per the City's Travel Policy.

4. Offsite fuel purchases should be kept to a minimum. They are identified in the Monthly vehicle management reports for management review. Accounting will obtain a separate approval from an authorized department representative for approval to pay all offsite fuel purchases.

  
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Mark A. Stephens  
City Manager

01/09/17  
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Date