



City of Arts & Innovation

City of Riverside Administrative Manual

Effective Date: 07/2003
Last Review Date: 07/2018
Latest Revision Date: 07/2022
Next Review Date: 07/2025
Policy Owner(s): General Services

Approved:


 _____ Department
 City Manager

SUBJECT:

Fuel Container Control

PURPOSE:

To establish a procedure for controlling and accounting for fuel dispensed into approved portable fuel containers.

SOURCE OF AUTHORITY: California Air Resource Board Article 6, section 2467

POLICY:

Departments shall not dispense any fuel into any non-safety approved portable fuel container. All fuel dispensed into containers shall be issued to the miscellaneous fuel card number assigned to the department and not to the vehicle transporting it. Conversely, departmental fuel card numbers are not to be used for dispensing fuel directly into a vehicle or piece of equipment.

PROCEDURE:

Responsibility	Action
Department	Contacts Fleet Management requesting a departmental fuel card number (If department has no current fuel card number(s) assigned or as needed.)
Central Stores	Issues container to requesting department. Note: Containers must meet California Aire Resource Board (CARB) Article 6, section 2467 requirements.
Fleet Management	Ensures departments have appropriate fuel card numbers in the City fuel System to authorize limited quantities of miscellaneous fuels.
Department	Should departments require additional fuel card numbers for the purpose of proper cost allocation, department(s) shall contact Fleet Management

PROCEDURE:

Responsibility	Action
	Requesting additional card numbers. Should the using department no longer require a fuel card number(s) or suspect inappropriate use of the card number, departments should contact Fleet Management requesting such card number be retired or changed.

Attachments:

None

Department Review			
<i>Required</i>	<i>Department</i>	<i>Signature</i>	<i>Printed Name</i>
<input type="checkbox"/>	City Attorney		
<input type="checkbox"/>	City Clerk		
<input type="checkbox"/>	CEDD		
<input type="checkbox"/>	Off. of Communications		
<input type="checkbox"/>	Finance		
<input type="checkbox"/>	Fire		
<input type="checkbox"/>	General Services		
<input type="checkbox"/>	Housing		
<input type="checkbox"/>	Human Resources		
<input type="checkbox"/>	IT		
<input type="checkbox"/>	Library		
<input type="checkbox"/>	Museum		
<input type="checkbox"/>	Off. of Homeless Solutions		
<input type="checkbox"/>	Parks, Rec & Comm Svcs		
<input type="checkbox"/>	Police		
<input type="checkbox"/>	Public Utilities		
<input type="checkbox"/>	Public Works		