

Mackenzie County

Title	Fuel Usage	Policy No:	ADM054
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Legislation Reference	MGA
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PURPOSE

To provide standard policy regarding the use of Mackenzie County issued fuel cards and Mackenzie County fuel.

POLICY STATEMENT

1. Statement:

Mackenzie County Council recognizes that in order for staff to carry out their duties, administration must have access to resources such as fuel. Mackenzie County Council wishes to establish a policy for fuel cards and access to Mackenzie County fuel to staff that requires fuel for work purposes.

Related Policies: ADM001 and ADM002

GUIDELINES

2. Definitions:

- a) "Fuel cards" – Mackenzie County issued fuel cards from various suppliers;
- b) "Mackenzie County fuel" – Fuel from tanks located at County shops and tanks designated for rural graders

3. Roles & Responsibility

- a) Mackenzie County employees shall have access to a fuel card or fuel key for shop fuel tanks if required to perform their duties as approved by the CAO, Director or designate.
- b) Employees attending out of town courses related to their work may have access to a fuel card at the request of their CAO, Director or designate.
- c) All employees using Mackenzie County fuel shall be required to keep accurate records and submit fuel sheets to the Finance department on a monthly basis.
- d) In the event that a fuel card is not available, an employee shall be reimbursed for fuel costs at the supervisor's discretion.

- e) Fuel card PIN information will not be shared with anyone.
- f) Fuel cards and Mackenzie County fuel may not be used for personal use.
- g) Non-adherence with the above clauses in this policy may result in disciplinary action by the appropriate authority.
- h) Employees approved to have a fuel card shall sign a Fuel Cardholder Agreement.
- i) Management shall be responsible for monitoring compliance with this policy.
- j) Chief Administrative Officer or Designate shall oversee compliance with this policy.

	Date	Resolution Number
Approved	2014-12-08	14-12-878
Amended	2018-03-13	18-03-209
Amended		