

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;
- c) "Fuel pin codes" – Randomly generated pin codes for Mackenzie County fuel lock program.

3. Roles & Responsibility

- a) Mackenzie County employees shall have access to a fuel pin code 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 input the requested information into the pin code reader when using Mackenzie County fuel to keep accurate fuel usage records, and assist in vehicle maintenance.
- 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) House cards are not to be obtained, or used by County employees. See 3 d) above.
- f) Fuel card or PIN information will not be shared with anyone.
- g) Mackenzie County fuel may not be used for personal use.
- h) Non-adherence with the above clauses in this policy may result in disciplinary action by the appropriate authority.
- i) UFA "Link" fuel cards may be requested and issued, with full financial responsibility to the end user.
- j) Employees approved to have a fuel card or fuel pin code shall sign a Fuel Cardholder Agreement.
- k) Management shall be responsible for monitoring compliance with this policy.
- l) 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	2024-01-31	24-01-049
Amended	2024-05-22	24-05-418