

UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION			
Section:	Fleet Operations	Procedure Number:	FO-03
Subject:	Fuel Supply for University Owned/Leased Vehicles	Effective Date:	May 2023
		Revised Date:	
Facilities Officer:		Reviewed Date:	

Standard Operating Procedure

Facilities and construction will make available fuel supply to all University owned vehicles.

Purpose

To provide access to diesel and unleaded fuel for University personnel while operating University owned vehicles and equipment.

Procedure

1. Unleaded fuel and diesel fuel will be made available at designated location on Main Campus and the Health Science Campus.
2. Fuel pumps may only be utilized to fill University-owned or leased vehicles and equipment.
3. Fuel will be only available thru use of a fuel key fob assigned to the vehicle by Fleet Operations.
4. One (1) fuel fob can be assigned to each University vehicle or equipment. Single drivers of the vehicle can be assigned a unique PIN identifier to access fuel.
5. The first initial fuel fob will be assigned to the vehicle responsible department index with no charge. Replacement fobs due to technical issues, broken or stolen fobs will be replaced without charge. Replacement of lost fobs or damaged fobs due to negligence or misuse will result in a \$10 fee charged to the responsible index.
6. Fuel charge per gallon used is billed to responsible index monthly and is based on market cost per gallon at the time of fuel delivery, plus 10% to cover delivery, administrative costs and pump/tank maintenance.
7. Fuel usage charges will be charged back to the responsible index once monthly.
8. Fleet Operations will maintain records of assigned indexes and fuel charges and usage.