Operating Policy and Procedure

OP 80.05: Refueling Procedure for University-Owned Vehicles

DATE: October 7, 2022

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish guidelines for the purchase of fuel and propane from Operations Division – Fuel Services.

REVIEW: This OP will be reviewed in January of even-numbered years by the Associate Vice President for Operations with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Hours of Operation
   a. The automated fuel center will be accessible 24 hours a day, seven days a week.
   b. Assistance for the automated fuel center can be obtained in the Services Office. The Services Office is open 7:45 a.m. to 4:45 p.m., Monday through Friday.

2. Type and Location
   a. The automated fuel center is a computer chip-operated, self-service center for unleaded and diesel fuel. Fuel codes are used for generators, authorized gas cans, etc.
   b. Pumps 1 through 4 dispense unleaded fuel; pumps 5 and 6 dispense diesel.
   c. The refueling station is located northeast of the Physical Plant in the 1000 block of Flint Avenue, on the TTU campus.

3. Procurement and Authorization Procedure
   a. Departments wanting to set up a fuel account may do so by completing the Request for Department Fuel Account Form on the Fuel Services Website (Attachment A) with the following information:
      (1) Department name;
      (2) Requester’s information, current FOP(s) to which each department will be charged for fuel, department vehicle coordinator; and
      (3) List of vehicles to be assigned to the fuel account.
b. Departments wanting to add/delete driver(s) authorized for fuel may do so by completing the Add/Delete Driver for Fuel Purchase Form on the Fuel Services Website (Attachment B) with the following information:

(1) Department name and FOP(s) to be charged for fuel; and

(2) Driver name and R#.

c. Departments wanting to procure automated fuel chips may do so by completing the Request for Fuel Chip Form on the Fuel Services Website (Attachment C) with the following information:

(1) Department name and vehicle information;

(2) Requester’s information and current FOP(s) to which each vehicle will be charged for fuel; and

(3) List of vehicles by license number to which each fuel chip / fuel code will be assigned.

4. Security and Responsibility

a. All departments requesting fuel chips or fuel codes will be completely responsible for all charges made by designated representative(s).

b. Non-functioning, lost, or stolen fuel chips or fuel codes must be reported to the Fuel Services Office during office hours or via email: operations.fuel@ttu.edu.

c. ONLY STATE-OWNED VEHICLES MAY BE REFUELED AT THIS LOCATION. Any unauthorized use or noncompliance of state regulations or TTU policy may result in the revocation of a department’s or individual’s fueling privileges.

5. Care, Maintenance, and Replacement of Fuel Chips

a. The special data information fuel chip is constructed of durable high-impact composite materials designed to protect the memory from environmental hazards.

b. The fuel chip will be installed on each department’s vehicle(s). Replacements for lost, worn, or unusable fuel chips may be obtained from the Operations Division Garage.

c. Departments requesting replacement for lost fuel chips will be charged a service fee of $25.

6. Refilling Propane

Departments wanting to refill propane must call Work Control (742.4OPS) or submit a Work Order through iServiceDesk to request propane. The Garage staff will contact the requester to set an appointment. A certified staff member will be responsible for refilling propane tanks and will log the department and amount dispensed.
7. **Safety**
   
a. **Smoking is always prohibited** around the fuel station and propane tank area.
   
b. Prior to handling fuel nozzles, personnel should touch metal poles or other grounded structures to minimize the potential for spark generation during the refueling procedure.
   
c. In the event of a spill, Fuel Services (806.742.5163) or Operations Division Garage (742.3332) should be notified immediately. After hours, call 742.4OPS (742.4677).
   
8. **General Operation of Fuel Terminal**
   
Each pump is equipped with a chip reader. See the *Fueling System Instructions* on the Fuel Services Website or Attachment D for detailed instructions.

9. **Pricing/Billing**
   
a. Unleaded/Diesel – not to exceed cost plus $0.40
   
b. Propane – not to exceed cost plus $0.20
   
c. Notwithstanding (9.a. and b.), pricing may be adjusted to cover the cost of operation.
   
d. FOPS will be charged at the first of the month for the prior month’s fuel/propane purchases.

**Attachment A:** *Request for Department Fuel Account Form* (Fuel Services Website)

**Attachment B:** *Add/Delete Driver for Fuel Purchase Form* (Fuel Services Website)

**Attachment C:** *Request for Fuel Chip Form* (Fuel Services Website)

**Attachment D:** *Fueling System Instructions* (Fuel Services Website)