

Messiah University
Fuel Purchases for Fleet and Service Vehicles Policy and Procedure
May 2024

Policy: It is the policy of Messiah University to establish protocol for the purchase of fuel for the Fleet and Service Vehicles.

Objectives: To provide guidelines for university owned vehicle fueling. Vehicle fueling is not available on campus.

Equipment: Credit Cards (Fleet and Department Specific) **Credit cards are to be used for fuel only. No other purchases are permitted.**

Definitions: **Fleet Vehicle:** University owned vehicles that are used by students and employees for offsite university business. These vehicles are reserved on an as needed basis by those students and employees who are approved for such use.

Service Vehicles: University owned vehicles that are used by specific departments for regular on campus or off campus business. These vehicles are primarily assigned to specific employees or departments for department specific business. Such vehicles include, but are not limited to, the Grounds Department, Facility Services, Department of Safety, and the Campus and Building Services Department.

Procedure:

Responsibility

Employee or Student Using a Fleet Vehicle

1. Reserve a vehicle through the EMS application. To be set-up with an EMS account to create your own vehicles reservations, please contact roomres@messiah.edu
2. Pick up keys and university credit card at the specific date and time the vehicle is needed. The keys and credit card will be available to sign out at the receptionist desk in ECC or Dispatch, if the receptionist office is closed.
3. The vehicle to be used is located at the Lenhert Building. Prior to leaving campus it is necessary to document the vehicle mileage, condition and fuel level.
4. Prior to returning the vehicle to campus the fuel tank must be filled if it is $\frac{3}{4}$ or less full. The university credit card that is given when the vehicle is signed out is to be used to refuel the vehicle. While vehicles can be filled at any gas station, filling the vehicle at a local gas station will ensure the tank is properly filled when returning to the University. Only "regular unleaded" fuel is to be purchased for use in university owned vehicles. A receipt must also be obtained by the driver for any fuel that is charged on the credit card and the vehicle number is to be written on the receipt.
5. Upon returning to campus, the university owned vehicle is to be returned and parked at the Lenhert Building. The individual or group using the vehicle is responsible to clean up any trash on floors/seats, empty trash and remove all personal items. The vehicle keys, credit card, and fuel receipt are to be given to the receptionist desk in ECC or to Dispatch if the receptionist desk is closed. Receipts are to be kept on file for at least 3 years. All fleet vehicle fuel purchases will be monitored by the Assistant Director of Facility Services.
6. Violations for not refueling a vehicle when returning to campus may include a \$25.00 charge to the department that the student or employee works in. A second violation may include a \$50.00 charge and loss of driving privileges for the specific student or employee who neglects to refuel the vehicle. Driver must indicate on the vehicle invoice card whether fuel level was below $\frac{3}{4}$ of a tank when picking up vehicle. Charges should be credited to Account 3070.
7. A minimum fee of \$75.00 will be assessed for vehicles returned in an excessively dirty condition. Driver must report dirty vehicle condition before leaving campus for their destination by calling Dispatch at 717-691-6005. Charges should be credited to Account 3070.
8. Vehicles that have been reserved, but not picked up or canceled, may incur a \$25 non-cancellation fee.

Service Vehicle Fueling

1. Each department leadership who utilizes service vehicles in their departments will be assigned a fueling credit card for all of the Service Vehicles in their specific department. The individual leaders will be responsible to educate their employees on fuel purchases for department specific vehicles. Charges for fuel for individual department vehicles will be charged to the department's specific fuel account number. The Facility Services administrative assistant will collect fuel receipts after any employee in the Facility Services or Campus and Building Services departments makes a fuel purchase using a university credit card. It will be the administrative assistant's responsibility to review and approve fuel purchases. All fuel receipts must be kept for at least 3 years.
2. It is the responsibility of the individual employee that is assigned to a specific service vehicle to assure that the vehicle is fueled.

Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the

contents, share with your staff and adhere to standards.

Scott Zeigler, Form
creator Signature

Electronically signed by Scott Zeigler on 05/06/2024 3:33:04 PM

Vice President for
Operations Signature

Electronically signed by kathie Shafer on 05/06/2024 3:49:53 PM

Director of Facility
Services Signature

Electronically signed by Bradley Markley on 05/06/2024 3:33:59 PM

Assistant Director,
Physical Plant Signature

Electronically signed by Brian Miller on 05/10/2024 8:07:30 AM

Project Manager
Signature

Electronically signed by Russ Ehrich on 05/06/2024 3:51:21 PM

Assistant Director of
Building and Grounds
Signature

Electronically signed by Mark Graybill on 05/06/2024 3:45:10 PM

Director of Safety
Signature

Electronically signed by Bryce Wickard on 05/07/2024 5:53:15 PM

Director of Conference
and Event Services
Signature

Electronically signed by Jody Brandt on 05/06/2024 3:54:43 PM

University Receptionist
Signature

Electronically signed by Dianne Kirsch on 05/08/2024 9:04:11 AM

Ticket and Billing
Coordinator Signature

Electronically signed by Cindy Sterling on 05/07/2024 10:25:16 AM