



# NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive  
No.  
3.4

**SECTION:** FINANCE  
**TITLE:** FUEL CARDS  
**DATE:** OCTOBER 2021  
**SUPERINTENDENT APPROVAL:**

## 1. OVERVIEW

- 1.1. The District uses a fleet of vehicles and other equipment to conduct its business, including transporting students, maintaining grounds, and performing other necessary functions. These operations require the regular purchase of fuel by designated employees.
- 1.2. The District fuels its vehicles and equipment through a government program known as the State of Utah's Fuel Network under the Utah Division of Fleet Operations (the Network). Using the Network allows the District to manage and monitor fuel expenses. This directive outlines the procedures and requirements for the purchase of fuel.

## 2. ISSUANCE OF FUEL CARDS

- 2.1. A fuel card is a credit card issued through the Network for the purchase of fuel. Each card has been programmed with preset limits, allowed fuel types, and purchase quantity. An employee must be issued a PIN, also known as a Driver ID, in order to use a fuel card.
- 2.2. Fuel cards are authorized and issued by the Operations Department. Fuel cards are designated as one of three types: vehicle, location, and supervisor.

### 2.3. Vehicle Cards

- 2.3.1. Most fuel cards are specific to a particular vehicle. The name embossed on the card includes the vehicle number or description, as well as the school or department to which the vehicle is assigned.
- 2.3.2. These cards are to be used to purchase fuel only for the vehicle to which they are assigned. They are to be kept in the assigned vehicle if possible.
- 2.3.3. In an emergency, a vehicle card may be used to purchase fuel for another vehicle. If a vehicle card is used to purchase fuel for a vehicle other than that to which it is assigned, a log must be kept identifying the date, time, amount, and reason for the purchase.

### 2.4. Location Cards

- 2.4.1. Some fuel cards are specific to a location, usually a school. These cards are embossed with the location number and the department to which they are assigned, such as custodians.
- 2.4.2. Location-specific cards must be requested by the school principal or department supervisor. They are to be used to purchase fuel only for vehicles and equipment specific to their assigned location.

### 2.5. Supervisor Cards

**2.5.1.** Other fuel cards are specific to a supervisor. These cards are embossed with part of the supervisor's name and the department to which they belong.

**2.5.2.** Supervisor cards may be used only by the supervisor to whom they are assigned.

### **3. DRIVER ID**

**3.1.** Principals and department heads may request that a driver ID be issued to employees responsible for purchasing fuel. The request is made to the Operations Department. Fueling vehicles may be done only by employees to whom a driver ID has been issued.

**3.2.** Parent volunteers may not normally be issued a Driver ID. In exceptional circumstances a school administrator may authorize a parent to be issued a temporary driver ID.

### **4. REVIEW**

**4.1.** The Network provides information on the purchases made by each card issued to the District. The Operations Department monitors these purchases and provides a report to principals and department heads at least monthly. Principals and department heads will conduct a monthly review of each fuel detail report and notify the Operations Department of any inaccuracies.

**4.2.** The Operations Department will conduct a review at least annually of all fuel cards and all Driver IDs.

### **5. TRAINING**

**5.1.** All principals, department heads, and employees assigned a Driver ID must complete an annual training on the use of fuel cards. Training on fuel cards and Driver IDs will be provided under the direction of the applicable director.

**5.2.** The training will include instruction on what an employee should do if the employee's Driver ID doesn't work. It will also require the employee to read this directive, complete any applicable forms, and review all templates provided by the Operations Department.