



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: UPD

From: Marty Williamson

Date: March 18, 2020

**Subj: Off Site Fueling
Directive 20-02**

Effective March 20, 2020, UPD will utilize off campus fueling for our vehicles. The primary station for fuel will be at Brookside on Camino Media. This will keep our vehicles closest to campus. It is my understanding the pumps are 24 hours. The cards may be accepted at other stations when needed.

Each regular driver of a UPD vehicle will be issued their personal identification number by Lisa. Do not use other PINs. Any issues with PINs please contact Lisa.

Each vehicle will be assigned a gas card by fleet number. The card will be stored in the vehicle. When you go on duty, as part of your vehicle check, ensure the gas card is with the vehicle.

When accessing the gas pump enter the mileage of the vehicle along with your PIN.

Print a receipt when finished fueling.

After fueling write your ID number on the receipt.

Turn your receipt into dispatch by end of shift. Dispatch will need to scotch tape the receipt onto a regular sheet of paper. Please center the receipt on the sheet of paper for consistency.

After dispatch records the mileage and other needed data, the receipt is routed to Lisa.

Lisa will reconcile the receipts with the monthly billing and pay the bill.

In an emergency situation, we can use Facilities with management approval.