



## Fuel Purchases

### Background

KTCEA acknowledges that is effective and beneficial to maintain fuel purchase accounts at select vendors rather than using a direct reimbursement program.

### Guidelines

Authorized staff may have access to KTCEA accounts to purchase fuel for KTCEA vehicles while conducting KTCEA business.

#	Procedure	Roles & Responsibilities
1.	<p>A staff person authorized to use a KTCEA vehicle my request authorization to use KTCEA accounts at certain fuel suppliers. Authorized staff must</p> <ul style="list-style-type: none"> <li>1.1 only purchase fuel for a KTCEA vehicle and for KTCEA business purposes only.</li> <li>1.2 record the odometer reading, unit number, printed name and signature on all fuel receipts.</li> <li>1.3 submit all fuel receipts to the Transportation Manager or designate as required.</li> <li>1.4 seek to maintain ½ of the tank filled at all times.</li> </ul>	Transportation Manager, Drivers,

### Definitions:

**Driver** refers to “the designated driver of a KTCEA vehicle or school acquired vehicle used to transport students to a school activity, and can include volunteers, teachers, Board members, staff, principals and other authority officials, and cannot include students”.

### References:

Student Transportation Regulation 250/98 (AR 197/2000)

Traffic Safety Act

Use of Highway and Rules of the Road Regulation (304/2002)

ASBIE Off-Site Policy and Procedures Manual

ASBIE Volunteer Driver Checklist and Authorization Form

### Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.