

ADMINISTRATIVE PROCEDURE

AUTOMATED FUEL DISPENSING SYSTEM: AUTHORIZATION FOR USE AND RESPONSIBILITIES

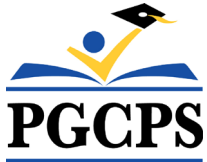
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Procedure No.

January 4, 2021

Date

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- I. PURPOSE:** To limit fuel use in Board of Education (BOE) owned or leased vehicles or equipment to those uses for which the fuel is intended by setting forth rules involving the use of the Automated Fuel Dispensing System, including access, user responsibilities, usage parameters, removal of fueling authorization and consequences of inappropriate use.
- II. POLICY:** Prince George’s County Public Schools (PGCPS) is a tax supported entity and recognizes its responsibility for ensuring a high level of integrity and commitment to responsible stewardship of resources. The Board endorses a strict policy for acts of fraud, waste and abuse committed against PGCPS and is committed to ethical and moral standards, transparency and accountability at all levels of the school system. This applies to the use of Board Vehicles. The usage of any Board vehicle taken home by an employee is restricted to PGCPS business only and an employee’s failure to do so may be subject to a finding of fraud, waste, or abuse. (Board of Education Policy Numbers 0109 and 3545)
- III. DEFINITIONS:**
- A. Authorized Use – The use of an assigned vehicle and/or a Board vehicle or equipment within the meaning of Administrative Procedure 3545, which is being used in the furtherance of work-related duties.
- B. Authorized User:
1. A current PGCPS employee whose division head has provided notice in writing to Central Garage Services (CGS) that the employee’s work-related responsibilities are appropriate for access to the automated fuel dispensing system;
 2. Is an Authorized User within the meaning of Administrative Procedure 3545, and has not had the authorization suspended or revoked;
 3. Has executed the Standard Fuel User Agreement; and
 4. Has an authorization to use the Automated Fuel Dispensing System that is not suspended or revoked.



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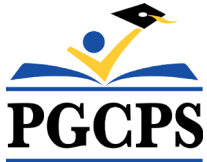
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- C. Authorized Vehicle – An Assigned Vehicle and/or a Board Vehicle, within the meaning of Administrative Procedure 3545, that is owned or leased by the Board of Education for school-system related use.
 - D. Automated Fuel Dispensing System – A fuel dispensing system, using a FEIN to access fuel, operated, maintained and administered by CGS, for the use of Authorized Users with Current Authorization, for BOE owned or leased vehicles or equipment to be used in work-related tasks.
 - E. Central Garage Services (CGS) – Has the same meaning as defined in Administrative Procedure 3545 and administers the Automated Fuel Dispensing System.
 - F. Current Employee – A current part-time or full-time employee of Prince George’s County Public Schools.
 - G. Division Head – A PGCPS Chief on the Executive Leadership Team, or the Chief’s designee, authorized to make assignment decisions pertaining to the use of BOE vehicles and/or BOE equipment consistent with the Administrative Procedures governing their use.
 - H. Fuel Employee Identification Number (FEIN) – A unique code number, assigned by CGS to an Authorized User for the purpose of allowing the User access to the Automated Fuel Dispenser System and allowing CGS to track fuel usage by the Authorized User. A FEIN is active if it has not been suspended or revoked.
 - I. Standard Fuel User Agreement – Agreement which sets forth conditions regarding the use of the Automated Fuel Dispensing System including, but not limited to: access, user responsibilities, usage parameters, removal of user authorization and consequences of inappropriate use.
 - J. Pool Vehicle – Has the same meaning as defined in Administrative Procedure 3545.
 - K. Usage Parameters – The conditions contained in the Standard Fuel User Agreement under which an Authorized User may use the Automated Fuel Dispenser System.



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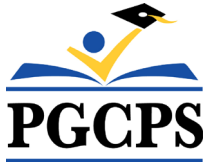
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IV. PROCEDURES:

- A. As part of its normal functions, PGCPS purchases fuel to be dispensed at its automated fuel dispensing locations. In order to avoid waste, only Authorized Users, with current authorization, fueling Authorized Vehicles and BOE equipment may use the Automated Fuel Dispensing System.
- B. Authorized Users are required to sign a Standard Fuel User Agreement. A copy of the Standard Fuel User Agreement is attached to this Administrative Procedure as Attachment 1, and may be altered by CGS from time to time without the necessity of amending this administrative procedure.
- C. Access to the Automated Fuel Dispensing System
 1. In order to obtain an authorization to access the Automated Fuel Dispensing System, a current employee must meet the requirements to be an Authorized User, and:
 - a. Be employed in a position wherein the employee is assigned a BOE owned or leased vehicle or equipment;
 - b. Is responsible for fueling a BOE owned or leased vehicle or equipment as part of employee's job responsibilities; or
 - c. Has, as part of the employee's job responsibilities, using a BOE owned or leased pool vehicle or equipment.
 2. For an Authorized User to access the Automated Fuel Dispensing System, CGS must:
 - a. Have received the written approval from the Division Head;
 - b. Have received the executed Standard Fuel User Agreement from the Authorized User; and
 - c. Have issued the Authorized User an FEIN.
- D. At the time of fueling, in order to acquire fuel from the Automated Fuel Dispensing System the Authorized User must:
 1. Have an active FEIN;



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2. Be using the fuel for a work-related purpose;
3. Be fueling a BOE owned or leased vehicle or equipment; and
4. Be authorized to either use, or fuel, the BOE leased or owned vehicle or equipment for work purposes.

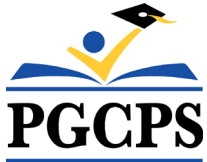
E. Authorized User Responsibilities

The responsibilities for using the Automated Fuel Dispensing System are set forth in the Standard Fuel Use Agreement. A violation of these responsibilities will subject the Authorized User to disciplinary action, including, but not limited to, suspension or revocation of fueling authorization, workplace discipline or both.

F. Revocation of Fueling Authorization

If the user no longer fits the definition of an Authorized User as described above, or if management decides to remove fueling privileges for any period of time, fueling privileges will be revoked.

1. It shall be the responsibility of the User to provide written notice to CGS when the User's employment responsibilities change such that the employee no longer meets the definition of an Authorized User. Failure to follow this requirement may result in workplace disciplinary action.
2. CGS is not required to provide user notice of revocation of fueling authorization.
3. Examples of changes which may cause revocation include, but are not limited, to:
 - a. User changing jobs within the school system to a job which does not involve use of a BOE leased or owned vehicle or equipment;
 - b. Realignment of job responsibilities or reorganization of a division or subdivision which eliminates BOE vehicle use;
 - c. A change of Division Head requiring a new written approval;



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- d. Violation of the Standard User Agreement;
- e. Workplace discipline;
- f. Revocation by the CEO or a designee for any reason, or no reason; or
- g. Separation of employment through resignation, retirement, termination, or other manner.

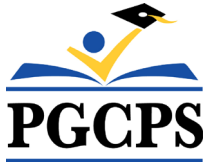
G. Unauthorized Use of Automatic Fuel Dispensing System

Any unauthorized access to the Automatic Fuel Dispensing System may result in workplace discipline and/or referral to law enforcement authorities. Unauthorized access includes, but is not limited, to:

- 1. Using another employee's FEIN;
- 2. Permitting another employee, or nonemployee, to use one's FEIN; or
- 3. Otherwise gaining, attempting to gain, or agreeing with another to gain, unauthorized access to the Automatic Fuel Dispensing System.

V. **MONITORING AND COMPLIANCE:**

- A. The Transportation Department and CGS are responsible for monitoring the use of the Automated Fuel Dispensing System.
- B. CGS shall be responsible for:
 - 1. Maintaining a list of Authorized Users;
 - 2. Maintaining an electronic copy of Authorized User's executed Standard Fuel User Agreement in accordance with the Transportation Department records retention policy;
 - 3. Performing, at a minimum on a quarterly basis, random checks to confirm separated employees cannot gain access to fuel;



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4. By June 30 of each year, completing an annual update of the list of Authorized Users, by confirming that each Authorized User:
 - a. Holds a position with PGCPS wherein the Division Head authorizes vehicle use; and
 - b. Has an executed Standard Fuel User Agreement on file; and
 5. Maintaining a record of all efforts it makes to reconcile and update its records.
- C. Violations of this Administrative Procedure may result in the employee's name and details of the violation being forwarded to:
1. The Employee and Labor Relations Office (ELRO) for appropriate disciplinary action, if required;
 2. The employee's immediate supervisor;
 3. The Division Head who signed the authorization on file, if applicable;
 4. The Chief Operating Officer who may immediately revoke or suspend fueling privileges; and
 5. The Chief Executive Officer who may immediately revoke or suspend fueling privileges.

VI. RELATED PROCEDURES:

- Administrative Procedure 2200, Fraud, Waste and Abuse and Whistleblower Protection
- Administrative Procedure 3545, Procedures for Employee Use of Board of Education Owned Motor Vehicles

VII. MAINTENANCE AND UPDATE OF THESE PROCEDURES: These procedures originate with The Transportation Department and CGS and will be updated as needed.

VIII. CANCELLATIONS OR SUPERSEDURES: None. This is a new procedure.

IX. EFFECTIVE DATE: January 4, 2021