

MANAGEMENT DIRECTIVE
VEHICLE FUEL CARD POLICY

Management Directive #MD 12-07

Date Issued: **10/24/12**

New Management Directive Release

Revision of existing Management Directive dated

Revision Made: **NOTE:** Current Revisions are Highlighted

Cancels: None

POLICY/BACKGROUND STATEMENT

The Department continues to focus on the three priority outcomes. We have identified improved safety for children, reduced reliance on out-of-home care, and improved timelines to permanency. Timely permanency is achieved, with the first permanency option being reunification, followed by adoption and legal guardianship with a relative followed by legal guardianship with an unrelated caregiver.

APPLICABLE TO

This Management Directive is applicable to all DCFS employees who operate County vehicles on County business and are issued fuel cards.

OPERATIONAL IMPACT

This Management Directive is in accordance with the County Vehicle Policy, Management Directive #12-01 and current practices.

PURPOSE

The purpose of this Management Directive is to establish procedures for the usage of County issued vehicle fuel cards. It is also to provide guidelines to authorized DCFS employees who operate the County vehicles that need fuel and oil.

POLICY

It is the policy of the County of Los Angeles that each County vehicle, leased or owned, that is assigned to an office be issued one fuel card by Procurement Services Section (PSS).

Procedures

A. VEHICLE FUEL CARDS

Each County vehicle is issued one fuel card. The fuel card must only be used for the vehicle to which it is assigned. The only time a fuel card can be used for another vehicle is when the fuel card for the other vehicle is not working. This situation should be documented, and the vehicle I.D. number is to be written on the back of the fuel receipt. When a fuel card is not working, it must be immediately reported to the Department Coordinator, who will then report it to Voyager. A new pin number and/or fuel card will be issued. Each fuel card has a unique pin number. The pin number should be kept in a separate place from the fuel card. The vehicle I.D. number is listed on each fuel card.

The vehicle and the assigned fuel card must always remain together when the vehicle is relocated from one office to another.

Office Head/Regional Administrator (RA)/Division Chief will take appropriate disciplinary action when an employee is not adhering to the Vehicle Fuel Card Policy and there is reported misuse of the fuel card.

1. OFFICE VEHICLE COORDINATOR'S RESPONSIBILITIES

- a. Meet with employee/driver who will be driving the County vehicle to discuss their responsibilities.
- b. Require employee/driver to review and sign the DCFS 166A, Cardholder/Fuel Card User Agreement. Give the original agreement to the employee/driver. File the copy of the agreement. Retain signed copy of agreement for five (5) years.
- c. Instruct employee/driver to use only unleaded regular fuel for the County vehicle unless otherwise specified in the Vehicle Manual. (See attachment for list of fuel stations that accept the vehicle fuel card.) Inform them to bring in the vehicle fuel card with the receipt at the end of each day. The vehicle fuel card is to be returned to the Office Vehicle Coordinator and the vehicle fuel card receipt is to be given to the Fuel Card Coordinator.
- d. Instruct the employee/driver to secure the assigned vehicle fuel card at all times, and to use it only for the County vehicle while performing County business.

- e. Make an entry on the DCFS 6007, Fuel Card Control Log indicating when and to whom the vehicle fuel card was issued. Have employee sign log when receiving the vehicle fuel card.
- f. Place the vehicle fuel card into a safe (preferably) or a locked filing cabinet with a side bar when the card has not been issued.
- g. Inform employee/driver that if the vehicle fuel card is lost or stolen, they must contact you immediately.
- h. Report the lost or stolen vehicle fuel card to the Department Vehicle Coordinator at (213) 351-5280 as soon as the information is received from the employee, so that the card may be cancelled and replaced.
- i. Fax a report with the information of the lost or stolen vehicle fuel card to (213) 738-6514 or e-mail it to the PSS Manager. The report must include the vehicle fuel card number, vehicle I.D. number, contact and phone number. If the vehicle fuel card number is not known, contact the Department Vehicle Coordinator.
- j. Give the employee/driver a DCFS 77, Loss Affidavit to explain the circumstances of how the vehicle fuel card was lost or stolen. File the original DCFS 77, and give a copy to the employee/driver. Retain original DCFS 77 for five (5) years.
- k. Complete the DCFS 250, Procurement Request and give it to the Office Head/RA/Division Chief to review and sign for replacement of the vehicle fuel card. Forward the DCFS 250 to the Department Vehicle Coordinator at PSS.
- l. Give all vehicle fuel cards to the Office Head/RA/Division Chief if you will be resigning, transferring to another position/office or going on a leave of absence.

2. FUEL CARD COORDINATOR RESPONSIBILITIES

- a. Receive vehicle fuel card receipt(s) at the end of each day from the employee/driver. File fuel card receipt(s) in a locked cabinet.
- b. Receive monthly invoices from the Accounts Payable Unit. Reconcile the invoices with the vehicle fuel card receipts. Make sure the total charges on the vehicle fuel card receipts match the charges on the invoices. Review vehicle fuel card receipts and invoices to ensure that the vehicle fuel cards have not been used for any personal business, by making certain there are no additional charges listed other than for fuel. If there appears to be an error on the invoice, contact the Accounts Payable Unit at (213) 351-3245.

- c. Compare the monthly DCFS Vehicle Mileage Report (total miles driven for a particular vehicle) to the fuel card receipts (total gallons of fuel purchased for the same vehicle). If there is a discrepancy or a questionable charge, meet with the employee and have them complete a DCFS 853, Affidavit. If necessary, refer the situation to the Office Head/RA/Division Chief by forwarding the DCFS 853 and an incident report.
- d. Write "okay to pay" on invoice, sign and date if the receipts match the amounts on the invoice and there are no questionable charges. Give invoice and receipts to Office Head/RA/Division Chief/designee to review, sign and date.
- e. Send copies of receipts with signed invoice to Accounts Payable Unit, 425 Shatto Place, Room 205, Los Angeles, CA 90020. File original receipts with the copy of the invoice. Retains for five (5) years.

3. OFFICE HEAD/RA/DIVISION CHIEF RESPONSIBILITIES

- a. Review/sign the DCFS 250 for replacement of the lost or stolen vehicle fuel card.
- b. Call or e-mail the Department Vehicle Coordinator with the name of the staff person who will be picking up the replacement vehicle fuel card.
- c. Receive vehicle fuel cards from the Office Vehicle Coordinator if they are resigning, transferring to another position/office or going on a leave of absence. Secure vehicle fuel cards until another Office Vehicle Coordinator is chosen.
- d. Receive DCFS 853 and incident report from Fuel Card Coordinator. Review all information regarding the questionable charges and forward the DCFS 853 and incident report to the Internal Controls Section.

4. DEPARTMENT VEHICLE COORDINATOR RESPONSIBILITIES

- a. Call Voyager at 1-800-987-6591 or go to their website online to report the lost or stolen vehicle fuel card as soon as the information is received. Receive the signed/approved DCFS 250 from the Office Vehicle Coordinator. Voyager will cancel the vehicle fuel card and re-issue a new one. File DCFS 250 and retain for five (5) years.
- b. Receive replacement vehicle fuel card from Voyager when vehicle fuel card is lost, stolen or expired.
- c. Enter appropriate information (Account Name, Vehicle Identification Number, Account Number, Card ID, Vehicle ID, Card Status, Pin Number, Card Expiration Date, Card Tie To, Card Holder Name, Contact Number,

Employee, Office, including the replacement vehicle fuel cards' numbers) onto Excel worksheet. Print copy of the updated Excel worksheet. File in binder. Retain for five (5) years.

- d. Contact the Office Vehicle Coordinator and inform them that the vehicle fuel card(s) are available for pick up.

<p>NOTE: Vehicle fuel cards may not be sent by County Messenger or U.S. mail.</p>
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- e. Prepare the DCFS 6-1, Miscellaneous Transmittal in duplicate and list the vehicle(s) and vehicle fuel card number(s) of the vehicle fuel cards being issued. Place the vehicle fuel card(s) in an envelope.
- f. Obtain the staff person's signature and date on the original DCFS 6-1. A copy of the DCFS 6-1 will be stapled to the envelope containing vehicle fuel cards. File copy of DCFS 6-1 and retain for five (5) years.

5. EMPLOYEE/DRIVER RESPONSIBILITIES

- a. Meet with Office Vehicle Coordinator to receive vehicle fuel card and DCFS 166A. Review agreement, sign and date. Receive original agreement. Sign DCFS 6007 for receipt of vehicle fuel card.
- b. Secure vehicle fuel card at all times. Keep pin number in a separate place from the vehicle fuel card.
- c. Write vehicle I.D. number on the back of the vehicle fuel receipt. Give vehicle fuel receipt to the Fuel Card Coordinator at the end of the day. Return the vehicle fuel card to the Office Vehicle Coordinator at the end of the day.
- d. Report lost or stolen vehicle fuel card to Office Vehicle Coordinator immediately. Complete the DCFS 77 and give it to the Office Vehicle Coordinator.

Currently Accepting
Voyager...

Admiral	Exxon Aviation	Kum & Go*	Speedway
A to Z Tire	Fina	Kwik Trip	Speedy Auto
Glass			
Amoco	Flynn's Tires	Kwikfill	Sprint
BP	Food Chief	Lil' Champ	Sunoco
BP Procure	Freedom Value Center	Marathon	SuperAmerica
Cel Oil	Gasman	McKnight	Tesoro Alaska
Cenex/			
Farmland Industries	Gasmat	MFA Oil	Texaco
Chevron	Gate Petroleum	Mobil	Texaco
Aviation			
Chevron Aviation	Getty	Mustang	Texaco
Xpress Lube			
Circle K	Giant	Oil Changer	The Pantry
Citgo	Grease Monkey	Phillips 66	Thriftway
Clark	(Company Owned)	Phillips 66 Aviation	Total
Coastal	Gulf	Phoenix Oil	Trade Oil
Conoco	HandyWay	Plateau	Uni-Mart
Dash-N	Hess (Company Owned)	QuickStop	Union 76
Depot	Holiday	Rich	United States
Auto Club			
Eastern Aviation			
Fuels Inc.	Independent Locations	Sheetz	US Oil
Etna	Jiffy Lube	Shell	Wilco
Express Stop	Kangaroo	Sinclair	ZipMart
Exxon	Keystone	Smokers Express	

RELATED POLICIES

Management Directive #12-01, County Vehicle Policy, Dated 1/30/12

FORMS(S) REQUIRED/LOCATION

LA Kids: **DCFS 6-1**, Miscellaneous Transmittal
DCFS 77, Loss Affidavit
DCFS 166A, Cardholder/Fuel Card User Agreement
DCFS 250, Procurement Request
DCFS 853, Affidavit
DCFS 6007, Fuel Card Control Log