



**NUMBER 14.4**

## **FLEET MANAGEMENT POLICY / PROCEDURE**

**SUBJECT:** Fuel System is Fully Automated and Interfaced with the Fleet Management System and Captures Accurate Vehicle Meter and Fuel Data

**APPROVED:**

Michael Quattrone, Fleet Manager

**PURPOSE:** Document that the fuel system is fully automated and interfaced with the fleet management system, captures accurate vehicle meter and fuel data

**PROCEDURE:** There are three parts to our fuel management system. The first is an automated system, called Autostik, which helps us manage the fuel inventory electronically. Probes in each tank send signals to this system indicating the levels of fluid in the tanks. Each day at 3AM the system prints a receipt of current levels in inches and gallons. This information, in addition to physically sticking the tanks, is an indication to order more fuel. Probes in the interstitial spaces of the fuel tanks and the sump areas help us manage water levels.

The second part is Phoenix. It is a powerful data management and communications software package that gives you total, centralized control over your fueling operations, featuring back-up and restore, terminal emulation and on-demand or automatic transaction polling, plus reporting capability.

The third part is Petro Vend. This system helps us manage the fuel cards. When a fuel card is created, it is associated with a vehicle which in turn is associated with the department to be billed. When the card is used, the system requires the user to enter the current mileage of the vehicle and a PIN number.

There are several check points the system uses to insure that the right card is being used for the right vehicle. For example, there is a



reasonability field that will not allow fuel to be dispensed if the vehicle has received fuel within 50 miles. Because mileage is entered each time fuel is dispensed, Petro Vend manages the mileage. Reasonability is decided based on the type of vehicle. A police car has no reasonability set but sweepers, which are monitored by hours, have a reasonability of 0 – 500 hours.

We can also tell the system what type of fuel a particular card will be allowed to dispense and what is the maximum that can be dispensed for a single transaction. If the card being used is programmed for unleaded, then it will only dispense unleaded fuel. If the card is programmed for 17 gallons, then the pump will shut off once they reached 17 gallons.

Everyday, we use Phoenix to download the previous day's transactions from Petro Vend. This is where Phoenix extrapolates the data stored on Petrovend's fuel site controller. Once we have the information downloaded, we open the Operational Cost applet in FASTER and load the information into FASTER. FASTER records the fuel against the fleet number so it can be tracked and billed to the respective departments.

If an error has occurred, this is where it will be seen. We can print error reports and evaluate whether something was mis-keyed or if fuel needs to be manually billed.

**PREPARED BY:** Amanda Smith, Automotive Parts & Materials Manager

**DATE:** September 22, 2010