



NUMBER 6.4

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Fueling Activities Contracted Out

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that some fueling activities are contracted out

PROCEDURE: The City of Rochester currently has an agreement with Rochester Genesee Regional Transportation Authority (RGRTA) to purchase unleaded gasoline at their site at 1372 East Main Street, Rochester NY. This agreement was approved by City Council Ordinance No. 2010-160. The agreement expires on May 31, 2011 but may be extended for two additional one year renewals. The current agreement states that the City will pay for the actual cost of fuel plus an administrative charge of \$.195 per gallon. The City is billed on a monthly basis for the amount of fuel consumed.

The City provides fuel cards to all City vehicles using the site to be used for the purchase of fuel at the RGRTA fueling station.

RGRTA sends a monthly electronic file containing the fuel transactions that is uploaded into the FASTER system at the price charged. An activity summary by driver is also provided.

PREPARED BY: Lynne Kita, Accountant

DATE: February 4, 2011

