

Introduced by: Council Present

AN ORDINANCE OF THE CITY OF BERKELEY CREATING A DRIVER FUEL POLICY

Now, Therefore, Be it ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1: Purpose

DRIVER FUEL POLICY

Employees authorized to fuel city vehicles are issued a (5) digit Driver ID to be used with the city's Berkeley Lenel OnGuard ID and Card. This document is to verify that you understand your responsibilities and the city's policies regarding the use of your Driver ID.

Employee Acceptance Statements

1. I have been issued a Berkeley Lenel OnGuard ID and Card, which authorizes me to fuel city vehicles only, using the city's Berkeley Lenel OnGuard ID and Card.
2. I understand that my Driver ID identifies me by name on a fuel report and that I am accountable for all transactions made using my Driver ID. Therefore, I will not share my Berkeley Lenel OnGuard ID and Card with anyone. If I believe someone else knows my Driver ID, I will immediately notify my immediate supervisor and/or fleet supervisor.
3. I understand that the Berkeley Lenel OnGuard ID and Card is not to be used for personal vehicles or non-business purposes. Using the Berkeley Lenel OnGuard ID and Card for any purpose other than official business use will be considered theft of city property.
4. I understand that each time I use a Berkeley Lenel OnGuard ID and Card I am required to completely fill the vehicle's fuel tank and enter an accurate odometer reading. This will allow the city to monitor fuel usage and track required maintenance intervals. My failure to do this may result in disciplinary action, including termination.
5. I understand that each Berkeley Lenel OnGuard ID and Card is assigned to either an individual city vehicle or specific fueling purpose (example; off road equipment fuel card), issued to the city. I understand that it is against city policy to swap or share cards between vehicles or to use any card for other than the intended purpose.
6. Employee understand that each time the Berkeley Lenel OnGuard ID and Card I am required to fuel containers for miscellaneous equipment at a separate login. I will not fuel city vehicle and cap off a fuel can.
7. The Public Works Director, Fleet Supervisor or designee shall review the fuel report and note excessive usage or abuse of fuel.

Evidenced by my signature below, I understand and agree to the above statements.

Employee Name: (Print) _____

Signature: _____

Date: ____/____/____

Received by Fleet Supervisor: _____

Date: ____/____/____

Section 2: Effective Date

This Ordinance shall be in full force and effect upon and immediately upon its passage and adoption.

Section 3: Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional may the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance the City Council declares that would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion would be declared invalid or unconstitutional.

1st Reading this _____ day of _____ 2017

2nd Reading this _____ day of _____ 2017

3rd Reading, PASSED and APPROVED, this day of **2017**

Theodore Hoskins, Mayor

ATTEST:

Deanna L. Jones, City Clerk

Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Kirkland	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mathison	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman-at-Large McDaniel	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___