

Introduced by: Council Present

AN ORDINANCE OF THE CITY OF BERKELEY CREATING A DRIVER FUEL POLICY FOR ALL BERKELEY EMPLOYEES

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 five (5) digit Driver ID to be used with the city's Berkeley Security Identification Card. This document is to verify that you understand your responsibilities and the city's policies regarding the use of your Driver ID.

Definitions

Key Fob – commonly called a **fob**, is a small security hardware device with built-in authentication used to control and secure access to network services and data for all vehicles.

Employee Acceptance Statements

1. I have been issued a Berkeley Security Identification Card, which authorizes me to fuel city vehicles only, using the city's Berkeley Security Identification Card and pin number.
2. I understand that my security card and pin number 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 Security Identification Card with anyone. If I believe someone else knows my Driver ID, I will immediately notify my immediate supervisor and/or fleet supervisor, or designee.
3. I understand that if I lose, destroy, or damage my assigned key Fob, I will be solely responsible for the replacement at my cost and shipping and handling. I agree to cash, credit, or payroll deduction for all costs associated with replacement.
4. I understand that the Berkeley Security Identification Card is not to be used for personal vehicles or non-business purposes. Using the Berkeley Security Identification Card for any purpose other than official business use will be considered theft of city property; and immediate termination.
5. I understand that each time I use a Berkeley Security Identification 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.
6. I understand that each Berkeley Security Identification Card is assigned to either an individual, or a city vehicle for 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.

7. Fire, Public Works, and Parks employee: I understand that each time I use a Berkeley Security Identification Card I am required to fuel containers for miscellaneous equipment at a separate login. I will *not* fuel my city vehicle and cap off a fuel can.
8. On shared vehicles it will be the responsibility of the immediate supervisor to login and log out each assigned Key-Fob.
9. 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 17th day of July 2017

2nd Reading this _____ day of _____ 2017

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

ATTEST:

Theodore Hoskins, Mayor

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 ___