



TRACKING FUEL USAGE PROCEDURE (TRN-P006)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for tracking fuel usage of Clarksville-Montgomery County School System Transportation Department.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Vehicle Maintenance Manager or designee
- 2.2 Vehicle Maintenance Administrative Assistant

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

Signature Date

4.0 DEFINITIONS:

- 4.1 Fuel Master: Automated fuel dispensing system.
- 4.2 Prokee: Fuel key used to access the automated fuel dispensing system.
- 4.3 Polling Report: Accumulates data for each fuel site and whether log in was completed successfully. Report prints automatically at 4:00 a.m.
- 4.4 Site Inventory Report: Accumulates data for fuel inventory, quantity, and tank capacity. Report is printed manually for each day.
- 4.5 Transaction Report: Accumulates data by fuel site, vehicle number, quantity and price of each transaction. Report is printed manually for each day.
- 4.6 Daily Inventory Worksheet: Data from Inventory Receipt and Transaction Report is documented daily.
- 4.7 Monthly Inventory Report: Data from Daily Monthly Inventory Report is documented monthly.

Signature Date

5.0 PROCEDURE:

- 5.1 Fuel sites are located at Operations Service Complex, Byrns Darden Fuel Site, Liberty Complex, Montgomery Central Fuel Site, and West Creek Complex. Each fuel site is equipped with an automated fuel dispensing system.
- 5.2 Employee's last four digits of social security number or CMCSS employee number are entered into the computer database for the fuel system.
- 5.3 Clarksville Montgomery County School System employees are issued a Prokee. When an employee places the device into the Prokee slot and enters the last four numbers of social security number or CMCSS employee number, the pump will turn on to dispense fuel.
- 5.4 The Fuel Master computers are programmed to print the Polling Report at 4:00 am, each day.
- 5.5 The Vehicle Maintenance Administrative Assistant will run a Site Inventory Report and Transaction Report each day.



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- 5.6 The Vehicle Maintenance Administrative Assistant keeps a Daily Inventory Worksheet and Monthly Inventory Record of the fuel level and the amount of fuel pumped from each site using the figures from the Polling Report, the Site Inventory Report and the Transaction Report.
- 5.7 Fuel Master reports are filed and kept active for one year after the last entry date.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Polling Report
- 6.2 Site Inventory Report
- 6.3 Transaction Report
- 6.4 Daily Inventory Worksheet
- 6.5 Monthly Inventory Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Fuel Master Reports	Vehicle Maintenance Office	One year rotation	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/5/15		Initial Release.

9.0 FLOWCHART:

- 9.1 A flowchart detailing this process can be found below.



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Employee inserts
Prokee into fuel
pump

Employee enters last
four of SSN or
CMCSS employee
number

Polling Report is
printed automatically
each day

VM Administrative
Assistant prints Site
Inventory and Transaction
Report

VM Administrative
Assistant completes Daily
Inventory Worksheet
using Inventory Receipt
and Transaction Report

VM Administrative
Assistant completes
Monthly Inventory
Record using Daily
Inventory Worksheets

End

***** End of procedure *****