



COOK COUNTY FUEL USE POLICY

PURPOSE

The purpose of the Cook County Fuel Use Policy is to provide uniform structure and procedures in the utilization of fuel cards. In addition to any provisions of the Illinois Vehicle Code, 625 ILCS 5/1-100 et seq. and any internal policies and procedures established by a County Department or Agency, this policy lists the procedures to be followed when issuing fuel cards, purchasing fuel, and receiving driver alerts.

SCOPE

This policy applies to employees of all Cook County Departments and County Agencies that use County-owned vehicles, shared fleet, rented vehicles or personal vehicles for the purpose of conducting County business.

CONFLICT

Nothing in this fuel policy shall be construed as being in conflict with the internal policies and procedures established by a County Department or Agency. The regulations which are more restrictive or impose higher standards or requirements shall govern.

In the event that this policy or the internal policies and procedures established by a County Department or Agency conflict with the Illinois Vehicle Code, the Illinois Vehicle Code shall govern.

DEFINITIONS

Fuel Card or Fleet Card: means a payment card for gasoline, diesel, and other fuels at gas stations while conducting County business. Fleet cards can also be used to pay for vehicle maintenance of County vehicles and expenses at the discretion of Sheriff fleet management. Fleet cards are unique due to the convenient and comprehensive reporting that accompanies their use. Fleet cards enable fleet owners and managers to receive real time reports and set purchase controls with their cards helping them to stay informed of all business related expenses.

County Department, Agencies or Agency: means all Cook County Elected or Appointed Officials, Departments, Office Institutions or Agencies of the County including but not limited to the offices and departments under the jurisdiction of the County Board President, the Board of Commissioners, Cook County Health and Hospitals System, Cook County State's Attorney, Cook County Sheriff, Cook County Public Defender, Clerk of the Circuit Court of Cook County, Cook County Treasurer, Cook County Clerk,

Cook County Recorder of Deeds, Cook County Assessor, Chief Judge of the Circuit Court of Cook County, Board of Review, Cook County Public Defender, Office of the Independent Inspector General, and the Public Administrator.

Employee: means persons employed by Cook County, including any County Department, Agency or Agencies.

Parties: means drivers, vehicle occupants, and their supervisors.

Vehicle: means any County owned, leased, shared fleet and rented vehicles including but not limited to, automobiles, trucks, sport utility vehicles, vans, heavy duty trucks, trailers, tractors, and all other County owned, leased, miscellaneous vehicles and equipment as well as any employee owned, leased or rented vehicle authorized and being used for conducting County related business at the time of the collision. Upon or by which any person or property is or may be transported or drawn upon a street or highway, except motorized wheelchairs, devices moved solely by human power, devices used exclusively upon stationary rails or tracks and snowmobiles, as defined in the Snowmobile Registration and Safety Act of Illinois.

Vehicle Steering Committee: means the committee authorized by the Cook County Board of Commissioners pursuant to Section 2-671 of the Cook County Code.

FUEL USE POLICY

A. Obtaining Fuel Cards

1. Fuel cards are obtained through the Sheriff's Office Department of Vehicle Services. Requests will contain the license plate number or unit number, whichever is preferable as an identifier on the card. Department designees will sign a form indicating receipt of the fuel card. If available, temporary fuel cards may be issued as needed.

B. Use of Fuel Cards

1. Fuel cards for use in county vehicles are assigned to the vehicle, not to the operator.
2. Fuel allotments are provided for use in one vehicle only, whether county owned. If the allotment for the month is not completely used by the last day of the month, the remaining fuel is not to be used in another vehicle.
3. Fuel cards will only be used for the authorized and registered vehicle, and only by the employee to whom the vehicle is assigned.
4. Employees may only use fuel cards to obtain gasoline for County vehicles and should retain receipts for each purchase.
5. Fuel cards must remain in the County vehicle.
6. If the fuel card is lost or stolen, the employee is to notify the Sheriff's Office Department of Vehicle Services within 24 hours of the loss.

7. If a registered vehicle is substituted for any reason (repairs, purchase of another car, etc.), the vehicle operator's supervisor and the Department of Vehicle Services must be notified immediately.
8. If the amount of gas used in a month surpasses the allotment, then the number of gallons in excess will be deducted from the following month's allotment. Overages occurring more than twice will result in the invalidation of the fuel card.
9. Employees allowed fuel allotments will notify the Department of Vehicle Services in writing in the event of a change of assignment, vacation, or any absence in excess of two working days.
10. Fuel cards may be issued and used for equipment that are not vehicles such as lawn mowers, snow blowers, other outdoor equipment, etc. Agencies shall use a separate fuel card for this type of equipment. Fuel cards assigned to vehicles are not permitted to be used to fuel non-vehicle equipment.

C. Odometer readings

1. All employees must provide the exact odometer reading (including tenths of miles) when receiving fuel.
2. Employees providing incorrect odometer readings will be subject to disciplinary action and termination of fuel privileges.

D. Employees who fail to comply with the aforementioned requirements are subject to disciplinary action and termination of fuel privileges.

E. Daily Alerts

1. Alerts are forwarded Monday through Friday by the Sheriff's Department of Vehicle Services via email to the department head/designee. Alerts shall include but not be limited to the following events:
 - a. Fuel purchased outside of working hours.
 - b. Fuel purchased outside of the state or county.
 - c. Fuel purchases exceeding tank capacity.
 - d. Odometer entered incorrectly.
 - d. Fuel purchased on days the vehicle operator is not on duty.
2. The department head/designee shall acknowledge receipt of the email and review the alerts.

3. Each alert shall require a response via email to CCSO.Vehicles@cookcountyil.gov within five business days by the department head/designee verifying if the reason for the alert was justified or not.
4. If inaccuracies are noted, disciplinary action shall be taken under the guidelines of each department.

F. Monthly Reports

1. Monthly reports specifying vehicle unit numbers and corresponding fuel consumption will be forwarded via email by the Sheriff's Department of Vehicle Services to the department head/designee once per month.
2. The department head/designee shall acknowledge receipt and review the reports for anomalies regarding odometer accuracy, overall fuel consumption and validity of consumption patterns. Instructions on how to interpret the data will be provided by Vehicle Services.
3. Each report shall require a response by the department head/designee verifying the validity of usage. Responses shall be sent within five business days via email to CCSO.Vehicles@cookcountyil.gov.
4. If inaccuracies are noted, disciplinary action shall be taken under the guidelines of each department.