



**CALVERT COUNTY GOVERNMENT
GUIDELINE/POLICY/PROCEDURE**

TITLE:	2.1-Alternate Refueling Sites		
ISSUED BY:	Department of Public Safety/Career EMS		
RESPONSIBLE STAFF:	Division Chief Barry Contee		
ISSUE DATE:	12/11/2019	REVISION DATE:	
PURPOSE:	To establish approved locations for refueling of vehicles and back-up procedures when sites are unavailable		
APPLICABLE TO:	All Field Clinicians		
ATTACHMENTS:			

<input type="checkbox"/> GUIDELINE	<input checked="" type="checkbox"/> POLICY	<input checked="" type="checkbox"/> PROCEDURE
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This document needs to be reviewed/updated:

<input type="checkbox"/> Annually <input type="checkbox"/> (Fiscal Year) <input type="checkbox"/> (Calendar Year)	<input type="checkbox"/> Other Interval:	
	<input checked="" type="checkbox"/> As needed	Flag for review on:

I. Purpose

To establish approved locations for refueling of vehicles and back-up procedures when sites are unavailable

II. Policy

All refueling of Calvert County Government owned vehicles should be completed at the county fuel pumps located on Stafford Road. In the event these pumps are out of service or crews are unable to make it to the fuel pumps, alternative sites are available. No other site should be used without prior approval. These sites are:

Lusby Fast Stop- 11790 H.G. Trueman Road, Lusby, MD 20657

Chesapeake Beach Fast Stop-8054 Bayside Road, Chesapeake Beach, MD 20732

Dunkirk Fast Stop-9880 Southern Maryland Blvd, Dunkirk, MD 20754

Prince Frederick Shell (Corner of Route 4 and West Dares Beach Road)- 400 Solomons Island Road, Prince Frederick, MD 20678

III. Procedure

For refueling at the county fuel pumps:

- Insert orange fuel key into pump
- Enter your employee ID number
- Follow Instructions on screen

For refueling at alternative sites:

- Inform attendant that you are filling up a Calvert County Government vehicle.
- Upon approval, fill County vehicle and return to attendant for receipt.
- Employees name (printed and signed) county vehicle tag number, and department shall be written on each receipt by the employee.
- Employee will provide receipt to supervisor/administrative assistant for payment.
- Receipts should be submitted to Finance for payment using the current voucher form.