

Fuel and Equipment**PURCHASING FUEL AND PARTS**

The purchase of fuel, motor oil, transmission fluid, antifreeze, and selected bus parts shall be determined by the Board's bidding policy (04.32) and related procedures. The designated vendor will furnish, install and maintain, as appropriate, pumps and related equipment for gasoline and diesel fuel.

PROCEDURES FOR ACQUIRING

Drivers will fuel their buses at the Board's fuel pump(s), as designated. They shall keep a monthly log of all fuel used and submit this form to the Director of Transportation/Central Office designee on the last working day of the calendar month.

Drivers will secure their motor oil, transmission fluid, and antifreeze at the bus garage or other facility, as designated. Drivers are required to check all fluid levels daily. Bus garage employees shall fill all fluids to appropriate levels.

REPLACEMENT OF PARTS

All replacement of parts will be done by bus garage employees.

EMERGENCY PROCEDURES

In case of trouble, the driver will call (or radio) the bus garage or the Director of Transportation/Central Office designee for instructions.

OUT OF DISTRICT TRIPS

In the event it becomes necessary for the driver to pay cash for a bus charge(s), s/he shall get a receipt for the payment and turn it in to the Transportation Director/Central Office designee for approval and reimbursement of expenses. In emergency situations, the Superintendent may authorize payment prior to Board approval.

RELATED PROCEDURES:

03.125 AP.21
03.125 AP.22
04.31 AP.2
04.32 AP.1
06.13 AP.2

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