

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Paramedic Services	Effective Date: April 30, 2019
Topic: 5. Fleet, Equipment and Facilities	Replaces: May 10, 2010
Subject: 1. Fueling Procedure	
Policy No. G.5.12.2019	Page 1 of 1

**PURPOSE**

To ensure that staff are familiar with the process for determining fuelling points in time and can follow the documentation process.

**APPLICATION**

Paramedics, Paramedic Superintendents, Senior Managers

**PROCEDURE**

Paramedic Services vehicles are always to be kept response ready. Operational readiness always includes having a minimum fuel level. Paramedics shall ensure that after each call the vehicle is fuelled where the fuel level is less than  $\frac{3}{4}$  of a tank.

The fuelling of Paramedic Services vehicles shall be documented and submitted in the Operative IQ system, and shall include the following mandatory information

- a) Odometer Reading
- b) Fuel Station Location (Municipality and Street Name)
- c) Fuel Vendor Name
- d) Cost per Litre
- e) Total Number of Litres
- f) Total Fuel Cost (on pump)
- g) Additional Fleet Purchases
- h) Total Purchase Cost

**REFERENCE**