

GENERAL ADMINISTRATION MANUAL

VOLUME 2: HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: FUEL PURCHASE FOR GOVERNMENT VEHICLES

EFFECTIVE: July 1, 1995

1 SCOPE**1.1 Authority**

This policy is issued under the authority of Cabinet meeting No. 95-13 dated March 16, 1995.

1.2 Application

This policy applies to all departments as defined in Policy 2.1.

1.3 Purpose and Principles

The purpose of this policy is to establish the process for purchasing fuel used in government pool and rental vehicles which:

- 1.3.1 results in the greatest savings to the Government of Yukon;
- 1.3.2 is competitive, fair and open to all fuel station operators;
- 1.3.3 is operationally efficient and administratively simple.

1.4 Definitions

- 1.4.1 **Fuel Station** means a business which sells gas and/or diesel fuel to the public.
- 1.4.2 **Community Fuel Station** means a fuel station which is located within a distance of two kilometres by road from a highway maintenance camp or community.
- 1.4.3 **Highway Fuel Station** means a fuel station that is located along a highway maintained by a highway maintenance camp but is further than two kilometres from the highway maintenance camp or community.

- 1.4.4 **Government Vehicle** means any motorized vehicle owned or leased by the government, including heavy equipment.
- 1.4.5 **Operator** means an individual who operates a government vehicle.

2 ROLES AND RESPONSIBILITIES

2.1 Highways and Public Works

- 2.1.1 The Department of Highways and Public Works, Transportation Maintenance Branch will seek quotations from Whitehorse, Yukon community and highway fuel stations on a regular periodic basis.
- 2.1.2 The Director of Transportation Maintenance will evaluate the quotations on the basis of lowest price offered in each location.
- 2.1.3 Operators of vehicles managed by the Transportation and Maintenance Branch of Highways and Public Works will follow operating procedures established by the Transportation Maintenance Branch.
- 2.1.4 Highways and Public Works, Fleet Vehicle Agency, will administer the provision of fuel for all government pool and rental vehicles.
- 2.1.5 Highways and Public Works will circulate the tender results from Transportation Maintenance to all departments and will make the information available to all pool vehicle users.

2.3 Departments

- 2.3.1 Departments will ensure that the current list of designated fuel stations is provided to operators of assigned pool or rented vehicles.
- 2.3.2 Vehicle operators will purchase fuel, using the Yukon government's fleet credit card, from designated fuel stations unless:
- the listed fuel station is closed; or,
 - in the operator's opinion, the cost savings to be realized by purchasing from the fuel station with the lowest price will be negated by the distance to be travelled to that fuel station when a higher cost fuel station is closer.