

2010 Hurricane Season GSA Fleet Management Hurricane Preparedness Information

The Fleet Management Division of the General Services Administration department would like to remind all of its customers that every measure should be taken before a storm to ensure that all County property is safe and secure during a storm so that it can be available for restoration and recovery services immediately after.

Please review the information listed below for pointers on what to do before, during and after a storm as well as what Fleet Management services will be available.

Contact GSA Fleet Management at 305-375-5139 should you have any questions or concerns regarding your County vehicle and/or fueling during an emergency situation.

GSA Fleet Shops

- Fleet shops will remain open for service until it is necessary to send employees home in order to ensure their safety.
- Fleet shops will re-open as soon as it is safe for employees to return to their work sites. To view shop operating hours and contact information, visit http://www.miamidade.gov/gsa/fleet_services.asp

Fueling and Fuel Cards

- Once the County Manager releases employees to go home, Fleet personnel will not be available to update odometer reading in the fueling system or correct fuel card issues. Please make sure to top-off your vehicles early.
- Fuel pumps will continue to operate in their regular automated mode assuming there are communication lines and electrical power. You can view the GSA Fleet website for fuel site addresses and fuel type(s) available at each location.
- Fuel sites will be staffed by GSA Fleet personnel when a Fuel Conservation Mode is in effect.
- Fuel cards and fuel access may be interrupted for vehicles previously identified as category 2 or 3 by Department Directors and the County Manager's Office.
- Error messages generated by fuel pumps are a result of your fueling priority that was assigned by your Department and approved by the County Manager's Office.

If you receive a message that reads "*Conservation Mode – Allocation Exceeded*" you have exceeded the number of gallons allotted in that day.

If you receive a message that reads “*Conservation Mode – No Fueling Allowed*” your card has been deactivated during the conservation period, and you will not be able to get fuel from these sites until the conservation period is over.

Due to the current emergency situation, your fueling privileges have been restricted to ensure that fuel is available to first responders. Once things return to normal, you will see that the signs at the stations “Emergency Fuel Conservation Mode in Effect” have been removed. At that time your regular fueling privileges will have been restored.

- Crew cards are fuel cards issued by GSA Fleet Management to customer agencies to fuel off-road equipment such as lawnmowers, forklifts, and other small portable equipment through the use of gas cans.

Only those crew cards that have approved allocations during a hurricane emergency will be allowed to fuel and only up to 20 gallons a day.

- County employees should be sure to fuel their personal vehicles in order to ensure the ability to report to work once the emergency is over.
- The Fleet Management Division does not provide mobile fueling service. The only exception is for emergency generators that are located in the GSA-managed buildings, where fuel orders are placed by GSA’s Facilities and Utilities Division. All departments are to order fuel for their generators and off-road equipment directly through the appropriate fuel contract, Bid #3143. Questions reference this contract should be directed to the Department of Procurement Management.

- **Pool Vehicles**

- All pick-ups that have been issued as pool vehicles **MUST** be returned to the assigned shop once a hurricane watch is issued.
- Similarly, during emergency situations pool vehicles will only be issued in preparation for storms and for recovery services in accordance with prioritized requests by Department Directors.

Misc. Information

- External agencies that are regular County fueling customers (i.e. have County fuel cards) will be allowed to fuel at the GSA Fleet fuel sites in accordance with planned allocations. However, external entities that are not regular customers and do not have fuel cards will not be allowed to fuel with the County. The County’s fuel system is not set up to fuel those without fuel cards.