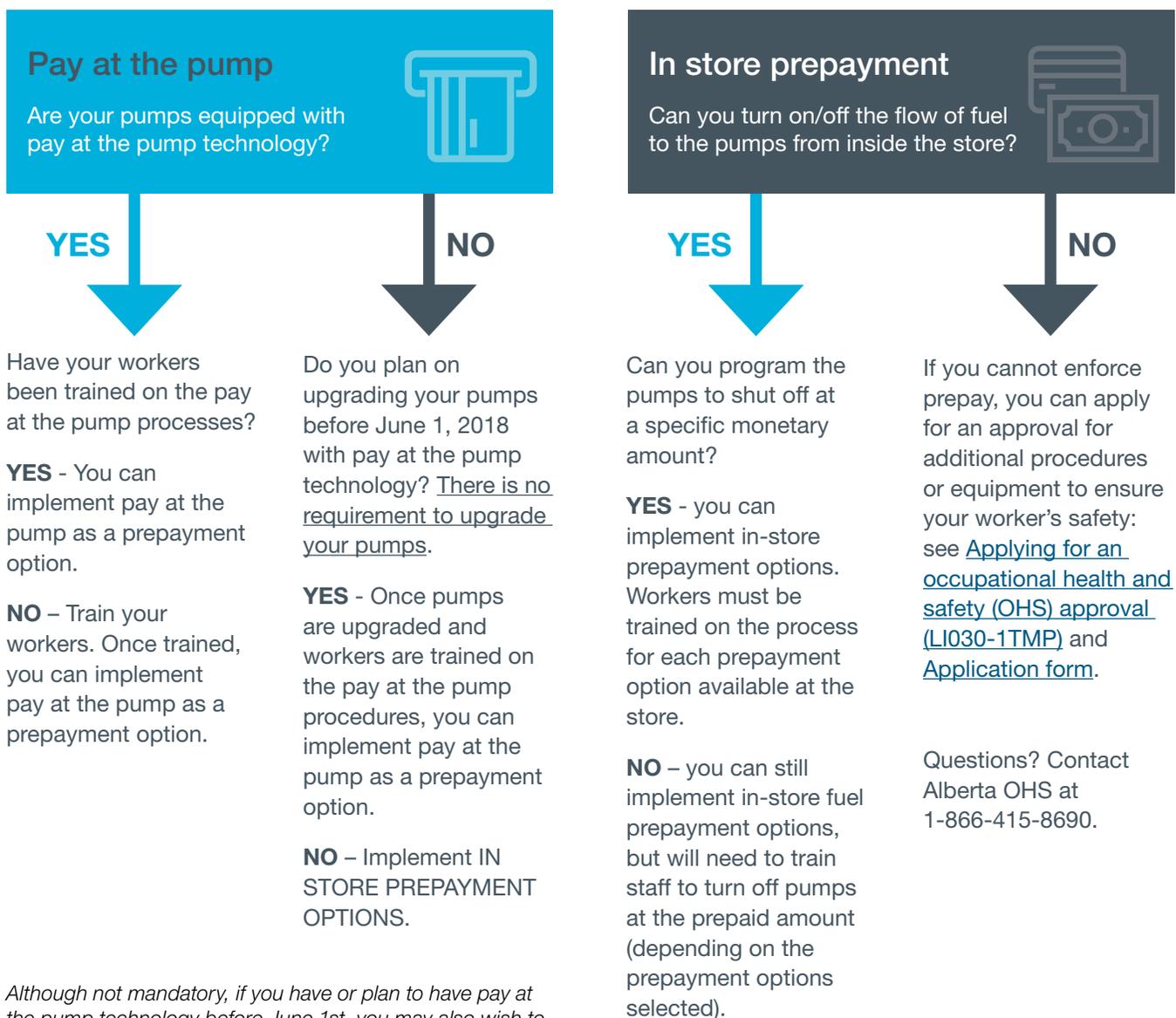


Fuel Prepay Requirement

This decision tree will help employers understand and meet the requirements of the mandatory fuel prepay requirement in the Occupational Health and Safety Code. These requirements only apply to gas stations and other retail fuel stations.



Although not mandatory, if you have or plan to have pay at the pump technology before June 1st, you may also wish to implement in-store prepayment options to provide flexibility for your customers.

In-store prepayment options

There are many options for in-store prepayment of fuel. As the employer, the prepayment options available at your work site(s) are your business decision. You may consider other factors beyond safety, including fraud prevention, when deciding which prepayment options will be offered. Customers can select from the available options depending on their preferences. Workers must be trained on the processes for each prepayment option that is available at the work site.

Prepay in full

Before fueling, customers can prepay in full for the amount of fuel they wish to purchase by any method accepted (e.g. cash, debit, credit, etc.). If the pump cannot be programmed to shut off, staff must monitor and if necessary, turn off the pump at the prepaid amount. If a customer prepays for more fuel than they dispense, a refund will be issued. It is up to the employer to determine how to issue the refund.

Preauthorize with credit/debit card or leave cash with an attendant

Before fueling, customers can preauthorize a credit or debit card for a specific amount of fuel or leave cash with a worker. The pump is either programmed to shut off at this amount or the worker monitors the fueling process and shuts off the pump from inside the store. The transaction completed is for the actual amount of fuel put into the vehicle.

Leaving ID

Before fueling, customers can leave a government issued ID with a worker. After fueling, customers retrieve their ID and pay for the fuel pumped. You may consider other factors beyond safety, including fraud prevention, when deciding which prepayment options will be offered. It is up to the employer to determine how to ensure IDs remain safe when in the possession of the worker.

Standing accounts

Are most of your customers “regulars” who you and your workers know? You can create standing accounts for these customers and inform customers and staff how a standing account works. It is up to the employer to determine how to collect payment on these accounts.

Fleet cards are a type of standing account.

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This material is current to May 2018. The law is constantly changing with new legislation, amendments to existing legislation, and decisions from the courts. It is important that you keep yourself informed of the current law in this area.

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