




**New York City Transit  
Department of Buses**

**Memorandum**

**Date:** November 1, 2012

**To:** Vice Presidents  
Chief Officers  
General Managers

**From:** Thomas Del Sorbo, Executive Vice President, Administration & Finance 

**Subject:** Emergency Fuel

Due to the emergency situation surrounding the post Hurricane Sandy recovery, the current short term shortage of gasoline in New York City and the need to ensure that our employees can successfully report to work, MTA Bus Operations is offering employees, for a limited time only, the ability to purchase up to five (5) gallons of regular unleaded gasoline per day from specific NYCT and MTA Bus facilities. This policy is only in effect for the immediate timeframe due to the gasoline shortage and will be rescinded at any time as availability of gasoline is returned to normal conditions.

Each of the nine bus depots that has bulk gasoline will be issued a new GasBoy card that will be used to record all MTA employee sale transactions. No other GasBoy cards should be used for MTA employee sales. Once the policy has been rescinded, these cards will be collected from the depots.

In addition, all NYCT and MTA Bus depots are responsible to record and collect all transactions for MTA employee sales and payments, at \$4.00 per gallon up to five (5) gallons per day on the enclosed form. At the completion of each form, the gallons sold and amount collected will be totaled and reconciled. All monies collected must be fastened to each form. Thereafter the form is to be signed by the Assistant General Manager of these nine (9) depots, and safely stored for pick up.

The depot locations that may sell up to five (5) gallons per day per employee are:

- Kingsbridge Depot
- Casey Stengel Depot
- LaGuardia Depot
- Baisley Park Depot
- JFK Depot
- Eastchester Depot
- Fresh Pond Depot
- East New York Depot
- Castleton Depot