

Fuel System Procedures

Pumping fuel from the district fueling station requires an individual to obtain a specialized programmed key from the Service Center and to be issued a four digit code number that is assigned to that individual only.

The specialized programmed key is department specific for tracking and billing purposes. When approved by a superintendent or designee, departments may be issued a permanent key.

A fuel station gate access key will accompany the specialized program key when checked out for access to fueling station.

A four digit security code will be assigned to any individual prior to use of the district fueling station. Security codes may be obtained at the Service Center after approval by a department administrator or supervisor. **It is a violation of district fueling procedures to allow any other individual use of an assigned security code.**

It is the responsibility of the applicable department to notify the Service Center of any resignations, terminations or reassignments of employees that may necessitate the need to cancel an individual's security code.

Fueling Procedures:

1. Check out specialized programmed key from Service Center front desk.
2. Park vehicle on applicable fueling station pod and turn engine off. **It is a violation of district fueling procedures for operator to leave vehicle running during the fueling process.**
3. Unlock fueling station access gate with key provided by Service Center when checking out specialized programmed key.
4. Insert programmed key into the control box and turn clockwise. You will be prompted to enter your assigned security code and then press enter.
5. Select pump number and press enter.
Pump #1 and #2 provide Diesel. Pump #3 provides Unleaded Gasoline
6. Turn key back and remove.
7. Remove fueling nozzle from fuel pump and flip the switch to the on position. When fueling is complete, turn pump off and replace nozzle.
8. If applicable, return keys to Service Center front desk.