

<b>SUBJECT:</b> Fueling of Fleet Vehicles	<b>Effective Date:</b> 5/15/18	<b>Procedure Number:</b> FS 2018 FS0030	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities & Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all employees authorized to drive Facilities & Safety (F&S) fleet vehicles.


**PROCEDURE STATEMENT:**

F&S employees who do not have assigned vehicles may use shared fleet vehicles to conduct university business, during all F&S work shifts. Driving a F&S vehicle comes with the responsibility of safely refueling the vehicle with the correct fuel when the tank falls below half-full.

**PROCEDURES:**

1. Drivers shall fuel F&S vehicles at one of two fueling stations located on the west side of the F&S Building 16 compound, depending upon the color of the vehicle’s fuel key. The pumps are color-coded to match the fuel key and cannot be activated with the wrong color key.
  - a. Blue key: E85 (flex fuel)
  - b. Black key: E10 (regular unleaded)
  - c. Green key: E10 diesel
2. The driver shall follow the instructions on the FuelMaster control unit display screen. To start the pump, the driver shall enter the current mileage and select the fuel pump.
3. Fleet drivers shall always refuel the vehicle they are driving if its gas tank falls below half-full, before returning it to its parking spot.
4. Drivers shall be aware of all safety controls, drive safely in the compound, and be aware of their surroundings while using the fuel islands.
  - a. Drivers shall note where the emergency shut-off is located. Red signs below the FuelMaster control units identify the location of the emergency shut-off and display the emergency phone number.
  - b. Drivers shall report any spills to the F&S Work Control Center (407-823-5223).
  - c. Drivers shall not smoke while fueling a vehicle.
  - d. Drivers shall turn off the engine while fueling the vehicle.

- e. Drivers shall verify that the pump is turned off when finished fueling, and that the nozzle is returned to the pump hold.
- f. Drivers shall follow directional traffic signage when driving in the compound.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	5/15/18