

Tempe Fire Department Policies and Procedures

Fuel Dispensing, Usage, and Reporting

602.07

Rev 7-5-05

PURPOSE

To provide responsibility and procedures for fuel dispensing, usage and reporting.

RESPONSIBILITY

Department members assigned a city vehicle, and all Company Officers are responsible for ensuring the fueling procedures are followed and reported as described in this policy. All members have a responsibility to promote and monitor efforts to conserve fuel usage while conducting non emergency or non essential city and department approved activities.

FUEL DISPENSING SITES

All fire department apparatus, staff and support vehicles shall obtain fuel from the following locations.

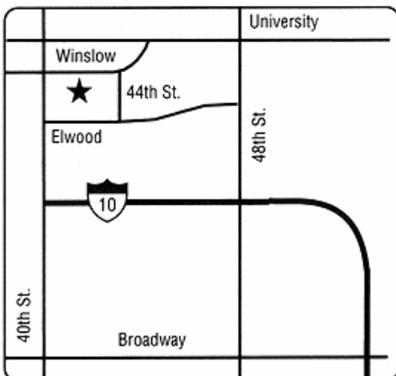
City of Tempe

| | | |
|----------------|--------------------------|-------------------|
| Fire Station 1 | 1450 E. Apache Blvd. | Diesel Only |
| Fire Station 2 | 3025 S. Hardy | Diesel Only |
| Fire Station 3 | 5440 S. McClintock | Diesel Only |
| Kiwanis Park | 6300 S. All American Way | Unleaded / Diesel |

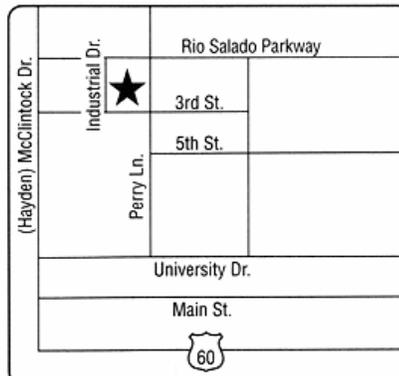
Firebird Fuel

| | | |
|--------------|--------------------------------|-------------------|
| Tempe | Rio Salado / Perry Lane. | Unleaded / Diesel |
| East Phoenix | 42 nd St. / Winslow | Unleaded / Diesel |

42nd St. / Winslow



Rio Salado / Perry Lane



FUELING PROCEDURES

Fire Stations

Fire station sites are not equipped with a control panel similar to Kiwanis or Firebird.

1. Ensure the gallonage meter reads “zero”. If not, the reset button is below the meter
2. Remove nozzle
3. Turn the pump on and dispense

Kiwanis Park

1. Locate the control panel
2. Enter Tempe **Employee ID Number** / press “Enter”
3. Enter Tempe **Vehicle Number** / press “Enter”
4. Enter **Odometer** reading / press “Enter” (no 10ths of miles)
5. Select **Pump #** / press “Enter” (ensure the pump # matches fuel type)
6. Remove nozzle
7. Turn the pump on and dispense

Firebird Cardless Fueling System

1. Locate the control panel
2. Press “**Start Over**” on the control panel
3. Enter account number: “**2000**” / press “Enter”
4. Enter Tempe **Employee ID Number** / press “Enter”
5. Enter Tempe **Vehicle Number** / press “Enter” (system needs 4 digits; use zeros)
6. Enter **Odometer** reading / press “Enter” (no 10ths of miles)
7. Select **Pump #** / press “Enter” (ensure the pump matches the fuel type)
8. Remove nozzle
9. Press **Start** at the pump and dispense

REPORTING PROCEDURES

Station Fuel Tank Readings

Accurate and timely fuel reporting is necessary to ensure delivery and sufficient quantities of fuel to provide essential services. Stations 1, 2, and 3 shall report fuel readings by phone (7245) to Fire Maintenance every Monday by 0830 hours or on Tuesday following a holiday. Fire Maintenance will report all readings to Equipment Management, which manages fuel delivery and scheduling.

The fuel reading is taken from the round fuel gauge located on top of the tank, and is represented in feet and inches. The gauge is analogous to a clock except the short hand represents “feet” and the long hand represents “inches”. The hands must be on or between numbers to represent the

actual feet or inches. Example: The short hand is between 2 and 3, and the long hand is on 10. The reading is 2 feet 10 inches. If the short hand is on 2 and long hand is between 10 and 11, the reading is 2 feet 10 inches.

Fire Apparatus/Support Vehicles

Fire Maintenance keeps ongoing records for all apparatus and vehicles maintained by the fire department, including fuel usage. The following apparatus and vehicles require documentation and reporting of fuel usage as outlined in this policy regardless of fueling location:

- All pumpers and ladders
- LT276
- S276
- SS271
- HM272
- SI272

After fueling, the assigned operator or designee shall complete and submit an "Apparatus Fuel Report Form" from "on line forms" on the Intranet. As a guide, this form can be printed from the "printable forms" section in "on line forms".

The form is to be submitted on same shift/date the fuel was obtained. Required information includes unit, city equipment number, date, time, hours, odometer, fuel site, amount of fuel dispensed, and the name of the person submitting the report.

Once submitted, the "form confirmation" shall be printed and filed with the printed confirmation of the Daily Apparatus Inspection Form on the vehicle.

BC271/ SE276 / Staff Vehicles

BC271, SE276 and all staff vehicles use unleaded gas which can only be obtained at the Kiwanis or Firebird sites. All fuel quantities are electronically reported by the Cardless Fuel System. No other reporting is required.