
FUEL ISLAND OPERATION (TRA-W001)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 Instructions to operate the fuel island

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation

3.0 APPROVAL AUTHORITY:

Approved Signature on File

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 Key – Microchip that is encoded with a vehicle number, department number and fuel type.
- 4.2 EPROM – Where the key is inserted.
- 4.3 Key Pad – Mileage, pump and PIN number are entered.
- 4.4 Dispenser Nozzle – Nozzle where fuel is dispensed through.
- 4.5 Air Chuck – Device for adding air to tire.
- 4.6 PSI – Pounds per Square Inch
- 4.7 Oil Dispenser – Nozzle for dispensing engine oil.
- 4.8 Water Nozzle – Hose with nozzle to dispense radiator water.

5.0 WORK INSTRUCTIONS:

5.1 Putting Fuel in a Vehicle

- 5.1.1 Pull vehicle up to the appropriate dispenser.
- 5.1.2 Insert key in EPROM and follow prompts.
- 5.1.3 Prompts are:
 - 5.1.3.1 Enter PIN
 - 5.1.3.2 Enter Mileage
 - 5.1.3.3 Enter Pump Number
- 5.1.4 Remove nozzle from dispenser and insert into filler neck.
- 5.1.5 Press START on the dispenser and pump fuel.
- 5.1.6 Stay with vehicle while fueling to prevent a fuel spill.
- 5.1.7 Return nozzle to dispenser when fueling completed.

5.2 Adding Air to a Tire

- 5.2.1 Unreel hose with air chuck on it.

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- 5.2.2 Place air chuck on tire stem securely
- 5.2.3 Put air in tire to correct PSI
- 5.2.4 Remove air chuck and recoil hose

5.3 Adding Oil to Vehicle

- 5.3.1 Unreel hose with oil dispenser nozzle
- 5.3.2 Twist end of nozzle clockwise to open
- 5.3.3 Place nozzle in opening for oil
- 5.3.4 Pull trigger to dispense oil
- 5.3.5 Release trigger when desired oil level is reached. (Oil is measured in quarts on dial)
- 5.3.6 Remove nozzle from opening
- 5.3.7 Twist end of nozzle counter clockwise to close nozzle
- 5.3.8 Recoil hose

5.4 Adding Water to Radiator

- 5.4.1 Remove radiator cap
- 5.4.2 Unreel hose
- 5.4.3 Place end of hose over opening and push lever on end of hose
- 5.4.4 Release lever when water has reached desired level
- 5.4.5 Place radiator cap back on radiator
- 5.4.6 Recoil hose

6 ASSOCIATED DOCUMENTS:

- 6.1 Fuel Billing Report

7 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Fuel Billing Report	File Cabinet	One Year	Discard as Desired	On-site staff

8 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/03/04	A	Initial Release

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***** End of procedure *****