OP 80.05: Refueling Procedure for University-owned Vehicles

DATE: February 26, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish guidelines for the purchasing fuel from Transportation Services.

REVIEW: This OP will be reviewed in January of even-numbered years by the assistant vice president for operations with substantive revisions forwarded to the vice president for administration and finance and chief financial officer.

POLICY/PROCEDURE

1. Hours of Operation
   a. The automated fuel center will be accessible 24 hours a day, seven days a week.
   b. Assistance for the automated fuel center can be obtained in the Vehicle Rental Office. The Vehicle Rental Office is open 7:45 a.m. to 4:45 p.m., Monday through Friday.

2. Type and Location
   a. The automated fuel center is a computer key-operated, self-service center for unleaded and diesel fuel.
   b. Pumps 1 through 4 contain unleaded fuel while pumps 5 and 6 contain diesel.
   c. The refueling station is located northeast of the Vehicle Rental Office, 1000 block of Flint Avenue, TTU campus.

3. Procurement and Authorization Procedure
   Departments wishing to procure automated fuel keys may do so by furnishing the following information to Transportation Services, MS 3142, Attention: Vehicle Rental:
   a. Department representative name, signature, and telephone number;
   b. Names and driver license numbers of all authorized personnel;
   c. Current FOP(s) to which each vehicle will be charged for fuel; and
   d. List of vehicles by license number to which each key will be assigned.
4. **Security and Responsibility**
   a. All departments requesting fuel keys will be required to sign for the keys and will be completely responsible for all charges made by designated representative(s).
   
b. Lost or stolen keys should be reported to the Vehicle Rental Office at 742-3810.
   
c. **ONLY STATE-OWNED VEHICLES MAY BE REFUELED AT THIS LOCATION.** Any unauthorized use or noncompliance of state regulations will result in the revocation of a department's privileges.

5. **Care, Maintenance, and Replacement of Fuel Keys**
   a. The special data information key is constructed of durable high-impact composite materials designed to protect the key and its memory from environmental hazards.
   
b. The key can be installed on a user's regular key ring. Replacements for worn or unusable keys may be obtained from Vehicle Rental.
   
c. Departments requesting replacement for lost keys will be charged a service fee of $10.00.

6. **Safety**
   a. **Smoking is prohibited at all times** around the fueling station.
   
b. Prior to handling fuel nozzles, personnel should touch metal poles or other grounded structures to minimize the potential for spark generation during the refueling procedure.
   
c. In the event of a spill, Vehicle Rental (742-3810) or Transportation Services (742-3332) should be notified immediately. After hours, call 742-3328.

7. **General Operation of Fuel Terminal**
   a. Each pump is equipped with a key fuel terminal. See the attachment for detailed instructions.

    *Attachment: Fuel Control Terminal – General Operation*