



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **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*