

Agency Name
Transit Policies and Procedures

Subject	Fueling
Section	Maintenance
Effective Date	
Approved By	
Approval Date	

Purpose

Provide instructions for safe fueling of Agency vehicles.

Procedure

Establish written guidelines for employees to follow when fueling Agency vehicles. Drivers are responsible for monitoring the fuel level in their assigned vehicle and for ensuring that the vehicle has at least $\frac{3}{4}$ of a tank of fuel at the end of each day. If a Driver is assigned a vehicle that has less than $\frac{3}{4}$ of a tank of fuel at the start of a shift, the Driver must inform the Dispatcher that the vehicle will be out of service until fuel is added.

Employees shall follow these safety procedures when fueling a vehicle:

- Ensure that no passengers are onboard.
- Place the vehicle in park.
- Shut off the engine.
- Set the parking brake.
- Verify whether the vehicle requires gasoline or diesel fuel and use the correct type of fuel.
- Purchase fuel using the assigned Agency fuel card.
- Do not leave the vehicle unattended at the fuel pump.
- Do not use the two-way radio while fueling.
- Obtain a receipt showing the date, total gallons purchased, and total cost.

After each fuel purchase, the Driver shall update the daily manifest to show the vehicle mileage, number of gallons purchased, and the total cost of the fuel. The Driver shall also attach the receipt to the manifest.

At the end of each shift, the Driver shall refuel the vehicle if it has less than $\frac{3}{4}$ of a tank of fuel before returning it to the Agency Office. If refueling is needed midday, Drivers shall notify the Dispatcher that fuel is needed and request permission to purchase fuel.

The Transit Director shall calculate the miles per gallon for each vehicle on a monthly basis. A maintenance check should be scheduled for any vehicle with a significant drop in miles per gallon.

Responsibilities

Drivers are responsible for fueling Agency vehicles in accordance with this policy. The Transit Director is responsible for calculating the miles per gallon for each vehicle and scheduling maintenance checks if needed.