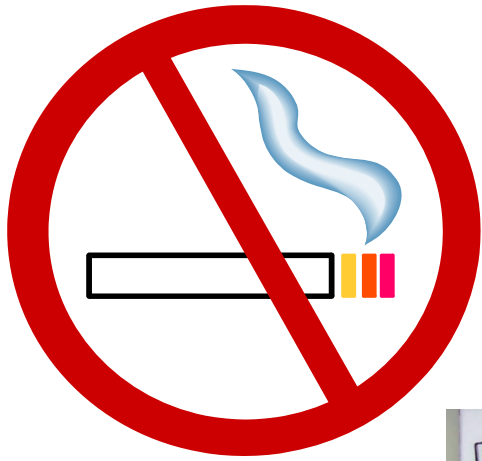


State of Oregon, DAS Fleet Fuel Island Operations - Diesel





Smoking is not permitted while fueling your vehicle or within 25 feet of dispensers. Doing so could result in a serious fire and/or injury.



Avoid potential static electricity problems at the gas pump by staying outside your vehicle while refueling.

Four Rules for Safe Refueling While filling up...

- 1 Turn Off Engine
- 2 Don't Smoke
- 3 Do Not Use Cell Phones
- 4 Never Re-enter Your Vehicle

FIRE EXTINGUISHERS

There are (3) fire extinguishers; (2) on poles, (1) on wall. (View from exit side)



BEFORE fueling, please note the location of the following emergency equipment

THE SITE OPERATOR'S telephone number is posted at the site. If you need assistance or need to report a spill or problem, call this number. In the event of an emergency call **911**.



EMERGENCY TELEPHONE - 911 CALLS ONLY
No coins needed – (front office entrance)



EMERGENCY SHUT-OFFS

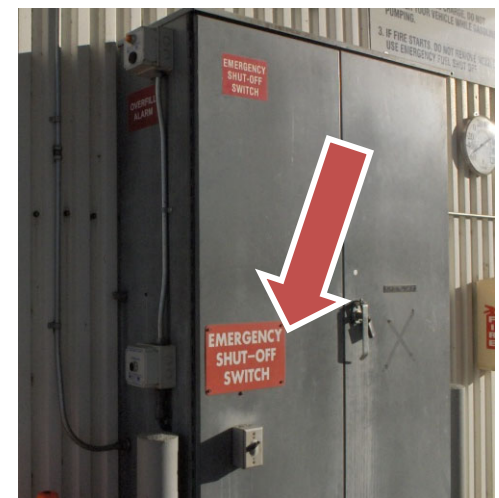


In the event of an emergency that requires the pump to be stopped, there are (2) Emergency Shut-Off switches. Turning off the switch will cut the power to all the pumps and card readers at the fuel island.

Center island next to E-85 pump.



East wall



Spill response...

In the event of a fuel spill, the “Spill Kit” is located in the fuel island kiosk.

Stop the spill locate the source of the spill and make sure you prevent more fluid from spilling.

Contain the spill use the appropriate materials to clean up and dispose of spilled fluid.

Notify a Supervisor using the “Emergency Notification for Spills in DAS Motor Pool Yards” contact list, located on the kiosk window. Notify Fleet staff there has been a spill.



EMERGENCY NOTIFICATION FOR SPILLS IN DAS MOTOR POOL YARDS				
Pool: <u>Salem Motor Pool</u>		Pool phone: <u>503-271-1177</u>		Pool fax: <u>503-271-0410</u>
Pool address: <u>1166 Alameda Rd, Salem, OR 97310</u>				
Pool Contact List				
Name	Title	Office Phone	Cell Phone	Home Phone
Richard Huxell	Fuel Ops Supervisor	503-271-2187	503-948-9666	503-315-0068
Danika Horne	Regis. Manager	503-271-2187	503-948-9786	503-829-1111
Carl Crooks	Shop Supervisor	503-271-2187	503-948-9786	
Karen Frenzel	Fleet Operations Manager	503-271-2112	503-481-1251	503-661-2667
Dan Clark	Schedule Fleet Manager	503-271-2187	503-481-0662	
Bob Cox	DAS Safety Officer	503-271-2662	503-481-1262	
	DAS Facility DSH	503-271-3664		

If a Spill Occurs

1. Notify the Fleet Manager or Supervisor if necessary.
2. Notify the Fleet Manager or Supervisor if necessary.
3. Notify the Fleet Manager or Supervisor if necessary.
4. The Fleet Manager or Supervisor will then coordinate the response to the spill. This may include the notification of the DAS Safety Officer and other personnel in the event of a large spill. The Fleet Manager or Supervisor will also coordinate the response to the spill. This may include the notification of the DAS Safety Officer and other personnel in the event of a large spill.
5. Refer to the "Emergency Notification for Spills in DAS Motor Pool Yards" contact list for more information.
6. Notify the Fleet Manager or Supervisor if necessary.

more than 2 gallons of oil or other liquid spilled on the ground, or
if a hazardous material spill occurs, or
if a spill occurs on the ground.

Call B11
Call the DAS Safety Officer or call
ORSON EMERGENCY RESPONSE (ORSE)
(1-800-452-0511)

The DAS Safety Officer or Regis. Manager will be informed of the spill response to ORSE.

7. Notify the Fleet Manager or Supervisor if necessary.

8. Notify the Fleet Manager or Supervisor if necessary.

9. Notify the Fleet Manager or Supervisor if necessary.

10. Notify the Fleet Manager or Supervisor if necessary.



Fuel Island...

Approaching the fuel island, signs denote the location of the different fuel types. There is (1) main Diesel dispenser along with a satellite (auxiliary dispenser).



Fuel Island...

The fuel dispenser has (2) fill hoses and each works independently of the other. Make note of the **vehicle mileage** before turning off engine and the fill **hose number**; it will be used at the card reader.

Hose #9 has a larger nozzle intended for large truck type vehicles. When Hose #9 is activated, it also activates the satellite dispenser (located to the west) which allows for simultaneous fueling on both sides of the vehicle.

Hose #10 has a smaller nozzle intended for light trucks and passenger cars.

Hose #

Fuel type



Diesel Dispenser



Satellite Dispenser

Dispenser operation...



1) Remove fuel nozzle from dispenser.



2) Rotate on/off lever to “**ON**” position.

3) Remove vehicle fuel cap
and insert nozzle in fuel neck.



Swiping Voyager card...



Voyager card

Card reader
(there are two)



Card reader
face

Display

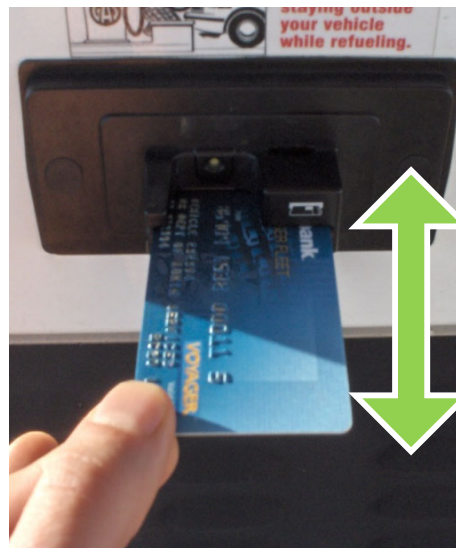
Keypad

Cardreader
slot

Card reader home screen



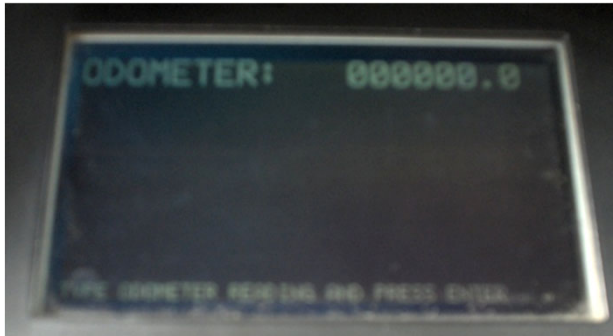
4) Swipe the Voyager card



Proper card direction: magnetic
strip down and to the right.

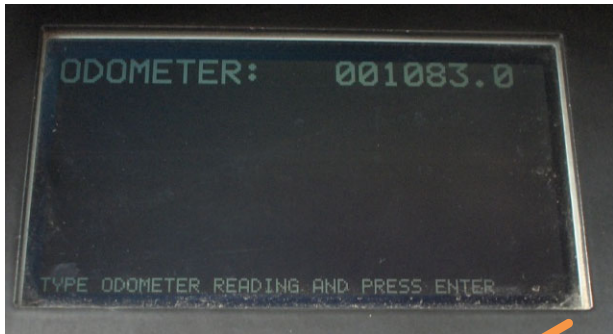
Guide the card in then out
quickly.

After swiping Voyager card...

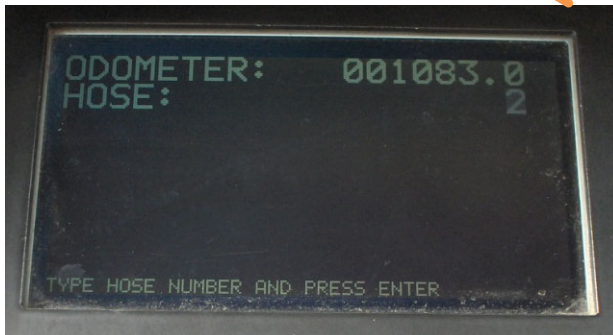


ODOMETER:

Prompt to enter vehicle odometer reading.



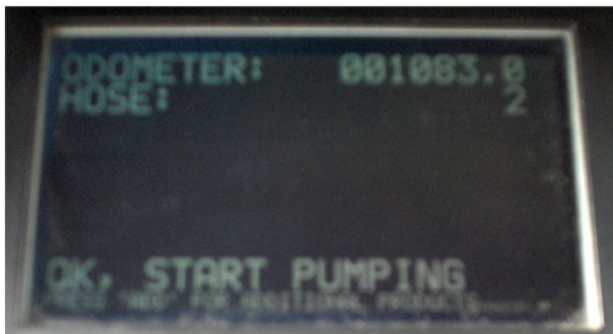
5) Using keypad, enter odometer reading (no tenths) then "Enter" button.



HOSE:

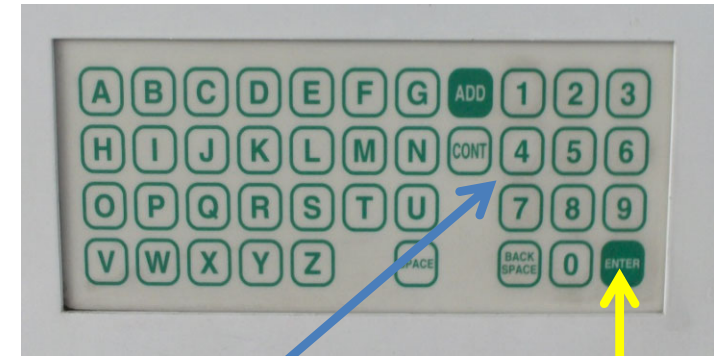
Prompt to enter fuel hose #.

6) Using keypad, enter hose # then "Enter" button.



OK, START PUMPING-

Transaction complete. The chosen fuel dispenser is ready to pump fuel.



Keypad 1

"Enter" button

At this point some customers will be prompted for an **ID #**. This is available from the vehicle's operating agency.

Begin fueling...



7) While squeezing trigger handle open, use index finger to push down the lock lever.

The dispenser meter will automatically “zero.”

Fueling progress can be watched on the dispenser meter (Gallons.) When vehicle tank is full, the handle will “click” off automatically.



Finish fueling...

8) Return lever back to the “**OFF**” position. Replace nozzle in holder.



9) Tighten gas cap until it “clicks.”



10) Verify fuel level.



Drive safely. Thank you!



Fleet front office hours are Monday through Friday 6:30am – 6:00pm

Phone 503-378-4377

Fueling is available 24/7

After hours call 503-881-2451 or 503-580-9006

Dial **911** for emergencies

