

State of Oregon, DAS Fleet Fuel Island Operations - Unleaded





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

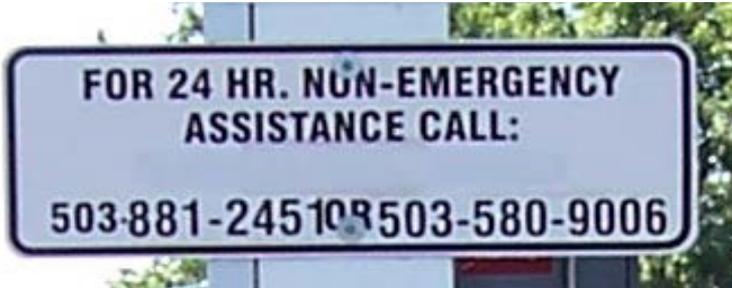
FIRE EXTINGUISHERS

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



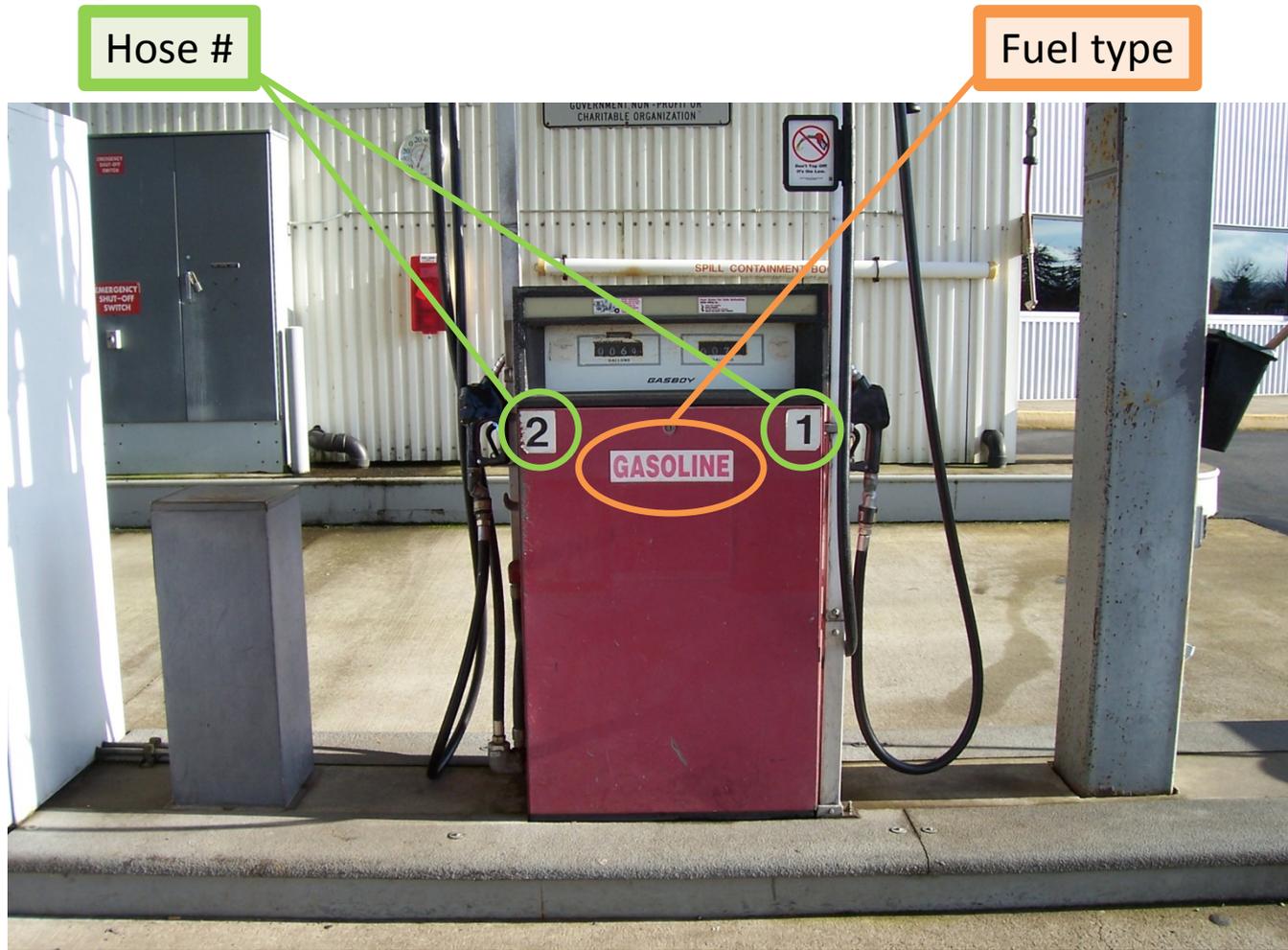
Fuel Island...

Approaching the fuel island, signs denote the location of the different fuel types. There are (2) unleaded dispensers.



Fuel Island...

Each 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.



Unleaded 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

Card reader
slot

Card reader home screen



4) Swipe the Voyager card



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

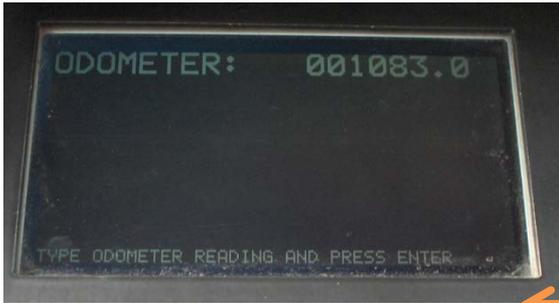
Guide the card in then out
quickly.

After swiping Voyager card...



ODOMETER:

Prompt to enter vehicle odometer reading.



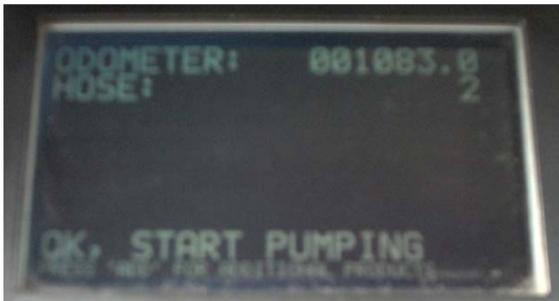
5) Using keypad, enter odometer reading (no tenths) then "Enter" button.



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

"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...

Do not top off (DEQ regulation). After the handle has “clicked” off do not attempt to add more fuel. “Topping Off” can force liquid fuel into the vehicle vapor recovery system defeating its purpose and allowing gasoline vapors to escape.

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

