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...

Turn Off Engine
Don't Smoke
Do Not Use Cell Phones

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.



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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).

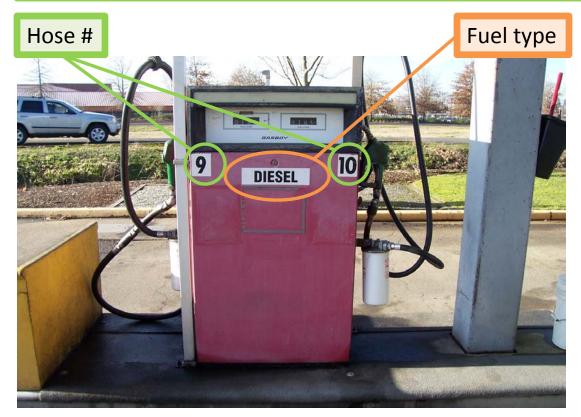


Fuel Island...

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.



Diesel Dispenser



Satellite Dispenser

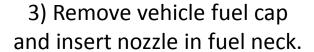
Dispenser operation...



1) Remove fuel nozzle from dispenser.



2) Rotate on/off lever to "ON" position.





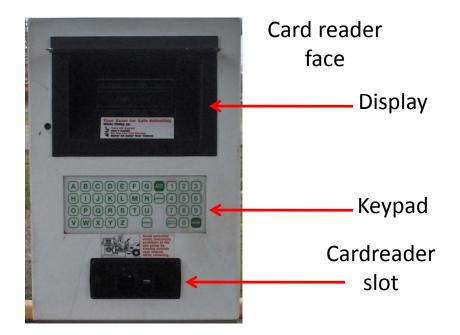
Swiping Voyager card...



Voyager card

Card reader (there are two)





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:

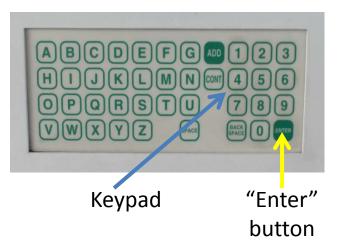
Prompt to enter fuel hose #.

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



OK, START PUMPING-

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



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.



10) Verify fuel level.



9) Tighten gas cap until it "clicks."





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

