

FUELING POLICY

1.0 Purpose:

- 1.1 To establish a safe and uniform policy for dispensing fuel. This policy applies to any person(s) in the area of the fuel dispensers.

2.0 Scope:

- 2.1 This policy shall apply to all employees of The City of Lake Forest and authorized outside persons who, in the course of their work, are required to dispense fuel or be in the fuel dispensing area.

3.0 Policy:

3.1 Practices that must be followed to minimize risk while fueling.

- a) The vehicle engine must be turned off.
- b) The vehicle must be in park and/or set the parking brake.
- c) Disable or turn off any auxiliary sources of ignition such as auxiliary engines or devices with gas pilot lights.
- d) Never smoke, light matches or use lighters while fueling.
- e) Do not use cell phones or pagers while fueling. Cell phone signals could spark a fire.
- f) Do not reenter the vehicle during fueling – even when using the nozzle's automatic hold-open latch. If you must reenter the vehicle, discharge the static electricity buildup when you get out by touching the outside metal portion of your vehicle, away from the filling point, before attempting to remove the nozzle.
- g) To avoid gasoline spills, do not over fill or top off your vehicle fuel tank. The fuel dispenser will shut off automatically when the tank is full.
- h) Use only the hold-open latch provided on the gasoline pump. Never jam or force the latch open by using some other object such as the gas cap.
- i) When dispensing gasoline into a portable gasoline can, use only an approved container. Always place the container on the ground. Containers should never be filled inside a vehicle, in the trunk, on the bed of a pickup truck, a flat bed or on the floor of a trailer. Keep the pump nozzle in contact with the container when refueling to avoid ignition of fuel vapors by static electricity.
- j) Fill container no more than 85 percent full to allow for expansion.
- k) Place cap tightly on the container after filling - do not use containers that do not seal properly.

- l) If gasoline spills on the container, make sure that it has evaporated before you place the container in your vehicle.
- m) When transporting gasoline in a portable container make sure it is secured against tipping and sliding, and never leave it in direct sunlight or in the trunk of a car.
- n) Never siphon gasoline by mouth or put gasoline in your mouth for any reason.
- o) Use gasoline as a motor fuel only. Never use gasoline to wash hands or as a cleaning solvent.
- p) Never allow children or any unauthorized persons to operate the pump.
- q) Truck mounted fuel dispensing tanks need to be grounded when being filled.
- r) Keep gasoline away from your eyes and skin; it may cause irritation. Remove gasoline-soaked clothing immediately.
- s) Avoid prolonged breathing of gasoline vapors. Use gasoline only in open areas that get plenty of fresh air. Keep your face away from the nozzle or container opening.
- t) Any fuel spill needs to be reported to the Fire Department and Fleet Maintenance immediately.
- u) Use only the fuel key programmed for the equipment you are filling. Never fill multiple pieces of equipment with the same key.
- v) Use your own employee I.D. number and PIN number.

3.2 What to do in the event of a fire.

- a) Leave the nozzle in the fill pipe and back away from the vehicle.
- b) Shut off all dispensing devices and pumps with the emergency shutdown button.
- c) Call 911 immediately.

4.0 Distribution:

Human Resources website, www.citylf.org.



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