

# NORTH WHATCOM FIRE AND RESCUE

## FIRE DISTRICT POLICY

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<b>Number:</b> 0700.0001.00	<b>Date:</b> 1/11/07
<b>Area:</b> Vehicle Management	<b>Page:</b> 1 of 4
<b>Subject:</b> Fueling Apparatus, Vehicles, Portable Equipment	<b>Approved:</b>

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### Policy 0700.0001.00

#### 1. **General:**

Fuel consumption is one of the major expenses for a fire department. Therefore, documenting the amount, type, and cost of usage becomes a primary factor in determining and forecasting department budgets. This policy provides guidance and direction to NWFR members on the proper documentation to be used when fueling NWFR vehicles, and portable equipment and on the proper distribution of that documentation and receipts following fueling.

#### 2. **Purpose:**

The purpose of this policy is to provide standardized documentation of fueling operations for NWFR vehicles and portable equipment and to provide directions for accurate distribution of fueling documentation and receipts.

#### 3. **Scope:**

This policy applies to all driver/operators of NWFR vehicles. The driver/operator of a NWFR vehicle is responsible for ensuring that fueling procedures are followed and reported as described in this policy. The driver/operator is also responsible for fueling portable equipment carried on a vehicle/apparatus even if the fueling operation is delegated to another NWFR member. All NWFR members have a responsibility to promote and monitor efforts to conserve fuel usage while conducting non-emergency or non-essential approved activities.

#### 4. **Policy:**

##### 4.1. **Definitions:**

*Fuel* - Any petroleum product used to power a vehicle or piece of portable equipment that uses a four-cycle engine

*Mixed Fuel* - A mixture of oil and fuel to power a vehicle or piece of portable equipment that uses a two-cycle engine

##### 4.2. **Policy statement - Fueling Operations**

4.2.1. Fuel for Department vehicles and portable equipment is obtained through one of three methods:

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**Cancels:** New

**Revised:**

**Reviewed:**

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- From a Department-owned pumping facility to which bulk fuel is delivered on a periodic basis.
- Purchase at a public gas station (e.g. Texaco or Shell) using an oil company credit card.
- From a commercial fueling station (e.g. Pacific Pride) using a pass code-protected card provided by the vendor.

4.2.2 The driver/operator shall ensure that the recommended grade of fuel is used for the vehicle or portable equipment.

4.2.3 The driver/operator shall ensure that the recommended fuel/oil mixture is used for portable equipment requiring mixed fuel.

4.2.4 Each vehicle and piece of portable equipment shall be conspicuously marked with the required fuel for that vehicle or piece of portable equipment.

4.2.5 The driver/operator is responsible for ensuring that the following safety precautions are followed:

- Shut off engine before commencing fueling operations.
- Do not leave pump unattended.
- Ensure no person is smoking within 50 feet of a fuel facility.
- Ensure all ignition sources are secured prior to fueling operations.
- Do not "top off" fuel tanks.
- Clean up minor spills. Report any significant spills to the facility management, and initiate emergency response procedures as appropriate (e.g. HAZMAT I).
- Do not transmit on cellular telephones or radios within 20 feet of fueling operations in progress.

### **4.3 Policy Statement - Fueling Documentation**

4.3.1 All fueling operations shall be documented using the approved and current *NWFR Fueling Record*.

4.3.2 The *NWFR Fueling Record* form will require the following information:

Date of Fueling Operation  
Time of Fueling Operation  
Type of fuel (gasoline or diesel) purchased  
Vehicle AP Number

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Mileage (Odometer) reading (If applicable)  
Hour Meter Reading (If applicable)  
Meter beginning and ending readings (if applicable)  
Total Fuel Amount  
Total Cost of Fuel Purchased (if available)  
Signature of NWFR Member Conducting the Fueling  
Employee ID Number of NWFR Member Conducting the Fueling

- 4.3.3. The *NWFR Fueling Record* shall be completely filled out after conducting fueling operations.
- 4.3.4. Each NWFR vehicle shall have an envelope containing blank *NWFR Fueling Record* forms.
- 4.3.5. Each NWFR vehicle shall have an envelope marked "Completed Fueling Records" for depositing completed *NWFR Fueling Records* forms.
- 4.3.5.1. The outside of the envelope will have the vehicle AP number and a list of the information required to document fueling operations.
- 4.3.5.2. In the event there are no *NWFR Fueling Record* forms in the vehicle, the driver/operator conducting the fueling shall "create" a form on any available paper using the list on the envelope.
- 4.3.6. If possible, driver/operators conducting fueling operations will obtain a receipt for the fuel purchased.
- 4.3.7. Disposition of *NWFR Fueling Record* Forms and Receipts
- 4.3.7.1. Completed *NWFR Fueling Record* forms (with attached receipts, if applicable) will be placed in the vehicle "Fueling Records" envelope.
- 4.3.7.2. The "Fueling Records" envelope, with the completed *NWFR Fueling Record* forms, will be picked up weekly by the Station Captain during the Sunday Watch period, will be sealed, and will be forwarded with station mail to NWFR Administration.

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Approved: \_\_\_\_\_

Chairman, Board of Fire Commissioners  
North Whatcom Fire & Rescue

Date: \_\_\_\_\_

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**Cancels:** New

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