

Standard Operating Guidelines

FUELING OF APPARATUS

Guideline # 210.04

Date: 02/13 Rev.

PURPOSE

To ensure that all apparatus returned to the stations are adequately fueled and ready for response.

RESPONSIBILITY

All personnel shall abide by the following rules and procedures as established herein. Failure to do so will result in appropriate discipline.

PROCEDURES

The following procedures have been developed to ensure that all apparatus have sufficient fuel and are ready to respond at all times.

- 1) All drivers will verify their fuel gauges every time the apparatus is taken out of the station. If the fuel gauge is below 3/4 of tank of fuel prior to returning to the station, the driver will ensure the apparatus is fueled up.
- 2) Every Friday, the career staff will check to verify that all fire trucks and EMS vehicle are at $\frac{3}{4}$ tank or higher.
- 3) When the fire department has been placed in storm readiness mode, all apparatus and gas cans should be filled.

FUELING LOCATIONS

- 1) Primary Source of Diesel Fuel

Any gas station accepting Wright Fuel Card, in which fire apparatus can safely enter and exit the premises. All vehicles have a corporate gas card that will be kept inside the vehicle. After fueling record the mileage, gallons, cost on the truck trip sheet. Place the receipt in the appropriate envelope in the vehicle.

2) Secondary Source of Diesel Fuel

The Department of Public Work on Don Connor Blvd. All apparatus are equipped with a fuel key

Approved:

Approved:

Date:

Date:

Date:

District Chief

Company Chief

Board