

	<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
	<b>Subject:</b>	Fueling of Vehicles
	<b>Reference Number:</b>	ADM 03-001
	<b>Effective Date:</b>	28-Jul-04
	<b>Last Revision Date:</b>	N/A
	<b>Signature of Approval</b>	Curtis Sheets, Chief

**Purpose:**

To establish a systematic procedure for re-fueling department vehicles and emergency apparatus.

**Policy:**

Person re-fueling shall observe safety precautions necessary to ensure proper completion of task.

- A. No smoking while re-fueling.
- B. Engines should be turned off.
- C. At no time shall a pump be left running unattended.
- D. Any malfunction in fueling equipment shall be reported to the shift captain.

Fueling shall take place when the fuel level reaches three quarters (3/4) full.

If the tank at the appropriate station is empty, fuel may be charged at Hickman's Exxon.

Members may receive fuel at Wintergreen Maintenance but must log the following information:

- Apparatus number
- Mileage
- Gallons
- Log books are kept on units between the front seats.