

JOB PROCEDURE

Job: Fueling Vehicle

1. While the vehicle is stationary, determine which side the fuel filler opening is
2. Drive to fueling station (see Vehicle Use TSA)
3. Approach the side of the fuel pump to align with your fuel filler opening
4. Place vehicle shifter in park, turn engine off and remove keys
5. Touch your door or side of vehicle after you have exited so as to discharge any static electricity you may be charged with
6. Locate the Emergency Pump Shut Off and Spill Kit
7. Insert payment card and follow instructions on pump
8. Open fuel filler opening
9. Remove fueling nozzle from fuel pump and carefully insert nozzle end into filler opening
10. Select fuel grade
11. Pull handle up, towards the palm of your hand to begin the fuelling
12. Do not walk away while the fuel is pumping into your vehicle, listen as the fuel fills your tank, it will become higher in pitch as it reaches the full level
13. When the nozzle handle clicks loudly, your fuel tank has reached its maximum
 - a. If the nozzle handle does not click and fuel begins to come out of the filler opening, activate the emergency shut off
 - b. If fuel has spilled on the ground, notify the station attendant immediately and use the spill kit as per the directions of the kit and/or attendant
14. Carefully remove the nozzle from the filler opening, being careful not to spill residual fuel that may still be in the hose/nozzle
15. Hang the nozzle back up in its place on the pump
16. Close fuel filler opening
17. Retain fuel receipt for submission
18. Check to ensure your route to your door is clear and safe to return to the inside of your vehicle