
Ames Fire Department Standard Operating Guidelines

Book: 2 – Routine Operations

Section: II – Apparatus Operations

Chapter: 2 – **Fueling Procedures**

Date Approved: 01-29-2008 Revision No.: 1 Approved by: 

PURPOSE:

To facilitate the fueling of apparatus and equipment used by the Fire Department for emergency operations and station use. This procedure also provides direction on the use of fuel keys and proper documentation.

POLICY:

The intent of this policy is to ensure that fuel keys and documentation will be used for fire units and station use.

PROCEDURES:

Fuel for Apparatus and Staff Vehicles

- Fire apparatus and staff vehicles will be refueled at $\frac{3}{4}$ of a tank.
 - Gas and diesel pumps are located at the Department of Transportation (D.O.T.) (800 Lincoln Way).
 - In the event the pumps at the Department of Transportation are inoperable or inaccessible, utilize the City's designated backup location for fueling.
- In the event that apparatus need to be refueled at an incident, a pickup and fuel tank are available 24 hours a day from the Resource Recovery Plant (110 Center Ave.) using the following procedures:
 - Keys to the plant are located on Engine 1 or via the Knox box.
 - Location of the pickup is on the tipping floor and the key for the pickup is typically found in the ignition.
 - Exit the building by driving backward over scale and out through overhead door.
 - The tank in the back of the pickup has an electric pump. The tank can be filled at the D.O.T. and brought to the scene.
- When utilizing staff vehicles for department-related travel, document the mileage during fuel purchases. Turn in receipts with travel expense forms for reimbursement.

Fuel for Small Engines

- Fuel for small gasoline powered engines that utilize gasoline without ethanol additives is available for Fire Department use from the Ames Cemetery. If required, complete the appropriate paperwork after fueling.
- Fuel should be replaced on a quarterly basis and include the addition of a fuel stabilizer.


Fuel System Keys

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- Fuel keys provide access to the fuel system 24 hours a day, 7 days per week.
- Keys are to be kept with the assigned vehicle, preferably on the ignition key ring or in the glove box.
- Each key has a computer chip encoded with the information for its assigned vehicle only.
- The key will turn on only the pump with the correct fuel for the vehicle.
- Fuel system keys shall not be taken home by any employee, with the exception where an employee is authorized to take the vehicle home.
- Please remember there are *no* backup keys.

Fuel System Key Problems

- Report lost keys to the City Equipment Services immediately. The D.O.T. staff will not replace lost keys without authorization from the City Equipment Services.
- Equipment Services will handle keys for new vehicles put into service and old vehicles taken out of service.
- Report damaged or malfunctioning keys to the D.O.T. staff immediately; they will replace or correct the problem at that time.