

**ADMINISTRATIVE  
PROCEDURE**

SUBJECT: **FUELING CITY OF WINONA  
VEHICLES**

**1.0 POLICY:**

This policy outlines the operation of the Central Garage fueling station for all City of Winona vehicles and care with the use of the gas keys. **Following out of town trips, pool cars should be filled before returning the Central Garage Parking Lot.**

**2.0 ORGANIZATIONS AFFECTED:**

All departments/divisions.

**3.0 PROCEDURE:**

- 3.1 The Central Garage Superintendent is responsible for the operation, setup, training and control of this system.
- 3.2 The fueling station is open 24 hrs a day with access controlled by security codes and computerized gas keys using the fuel island access terminal within the small building on the gas island.
- 3.3 The computerized gas key system provides an accurate means of billing fuel for each vehicle and departments usage.
- 3.4 Access to the system requires two items: entry of a security code assigned to each employee (employee number) and a gas key for the vehicle requiring fuel.
- 3.5 Each gas key is programmed to the specific vehicle and **shall not** be used to fuel any vehicle but the one it is assigned to.
- 3.6 Each gas key must be kept on the vehicle key ring to which it was assigned to eliminate loss or mixing with another vehicle.
- 3.7 The screen at the fuel island terminal will provide prompts to guide you through each step to allow access to fuel as follows:

- Step one: enter employee number – Press Enter  
Step two: insert gas key into terminal and remove  
Step three: enter vehicle mileage – Press Enter  
Step four: enter vehicle number – Press Enter  
Step five: pick choice of gas pump to use: #1 & #2 pumps are unleaded #3

DEPARTMENT:  
CENTRAL GARAGE

SUPERSEDES:  
1/19/2004

PREPARED BY:  
AR

APPROVED BY:  
JRB

REVISED: 4/5/2013

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Step six:                   & #4 are diesel fuel. Press Enter  
Wait for "authorization to use" message, remove gas hose, turn on pump and proceed with fueling.

- 3.8    When fueling is complete, all information is stored automatically for future retrieval to the billing system.
- 3.9    If there are any troubles with the keys or with the pumps and their operation, contact the Central Garage Superintendent as soon as possible.

<b>DEPARTMENT:</b> CENTRAL GARAGE	<b>SUPERSEDES:</b> 1/19/2004	<b>PREPARED BY:</b> AR	<b>APPROVED BY:</b> JRB	<b>REVISED: 4/5/2013</b>
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