

## Motor Pool/Auto Shop Guidelines

### **Guidelines for Fueling Assigned WCU Vehicles at the Auto Shop**

WCU assigned vehicles are fueled at the self-service Auto Shop gas station located on the North side of 821 S. Matlack Street.

When using the gas card:

- Keep each gas card with its assigned WCU vehicle and/or keys.
- Do not use a gas card to fuel another WCU vehicle, any privately-owned vehicle, or a personally-owned gasoline can.
- When filling gasoline or diesel cans intended to fuel campus equipment or tractors, use the card that was issued for this purpose. Do not use a card assigned to a vehicle.

When fueling a WCU vehicle:

- Activate the pump using the following steps:
  - Insert the gas card into the slot
  - Enter the vehicle's odometer reading (rounded to the nearest whole number) and indicate which pump is being used on the keypad
  - Remove nozzle and switch pump lever to the "On" position
  - Observe these safe fueling procedures:
    - Remember SAFETY FIRST!
    - Do not smoke
    - Turn off ignition
    - Maintain full contact between the nozzle seal and the fill spout to reduce vapor releases into the air
    - Do not top off the tank
  - Turn off pump and return the nozzle to the dispenser cradle when fueling is completed.
  - Be courteous and observe all traffic safety regulations while driving to and from the fueling site.
- Check all fluid levels under the hood at the time of each fill-up. Motor Pool personnel are available during working hours to assist with this, if necessary.

When on the road:

- Make sure the vehicle does not run out of gas. No emergency service is available for vehicles that run out of fuel.
- Report any missing or lost gas cards to the WCU Maintenance Garage (610-436-2434).