Buildings and Grounds – Boca Raton
Policy and Procedure #13

TITLE: **AUTOMATION OF THE FUEL DISPENSING SYSTEM**

OBJECTIVE AND PURPOSE: This policy details the processes for establishing and operating an automated fuel dispensing system; outlines the user training process for utilizing the automated fuel dispensing system (hereafter referenced as "fuel"); and describes how individual departments will be able to manage its own users and costs.

RESPONSIBILITY: <u>ACTION</u>

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♦ **System Setup:**
  o The FAU Buildings and Grounds – Boca Raton will manage the initial fuel system setup for dispensing operations, which will include input of all vehicles and users into the web based system (https://fau.fuelserve.net/login), in order that all user departments have the ability to see information such as vehicle(s), users, and fuel use on a read-only basis.
  o Setup will consist of verifying departmental vehicles and obtaining a current list of vehicle users who will require access to the fuel dispensing system to be maintained in the Computerized Maintenance Management System (CMMS) database. Buildings and Grounds - Boca Raton will distribute to each department coded keys (fobs) for vehicles and magnetic identification cards for all users. Only Buildings and Grounds - Boca Raton will be able to access the website to make changes when necessary.

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♦ **System Initialization and Training:**
  o After completion of the setup process, user departments will be notified of the two (2) month training period during which time the fuel dispensing system will be activated. Onsite training by Buildings and Grounds - Boca Raton staff will be available during that period. Manual recordkeeping will no longer be in use once training period begins.
  o After the initial two-month training period, departments are to contact the System Manager at 561-297-2240 to coordinate training for new users.
  o **It will be necessary for all users to have their vehicle identification key and identification card to obtain fuel. If a user does not have the key, no fuel will be dispensed. It will be necessary for the user to contact their own department to obtain their identification number, and not call Buildings and Grounds - Boca Raton, in the event they do not have their identification card.**

USER DEPARTMENTS

♦ **Systems Operations:**
  o Obtaining fuel at the dispensing site (gasoline/diesel fuel pumps) will require the user to have three items of information:

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APPROVED:	Vice President	Associate V.P.	Director

1. FAU Vehicle Key – each vehicle will have an exclusive identification key or fob assigned only to that vehicle, which will enable the proximity reader at the pump. The user will wave the key at the reader and the system will automatically recognize the vehicle.
2. User Identification Card – each user will have a magnetic identification card that will be swiped at the card swipe at the pump, such that the system will automatically recognize the user.
3. The Odometer or Hour Meter Reading – the user will need to input on the keypad the mileage or hours on the vehicle, obtained from the vehicle odometer or hour meter on a piece of equipment.

o It is the user's responsibility to have all necessary items indicated above in order to obtain fuel. Buildings and Grounds – Boca Raton will not be staffing the pumps once the fuel dispensing system has been fully implemented.
o Should the fob or card not operate, the user will be able to use the key pad at the fuel dispensing location to enter the vehicle and user information. In the event that this type of situation should occur, the user should also contact Work Control at 561-297-2240 to report the non-functioning of the fuel dispensing system.
o It will be the responsibility of each department, through a specific department designee, to keep Buildings and Grounds - Boca Raton up-to-date on changes in vehicles (addition of new vehicles, removal of vehicles from the fleet by way of auction or some other means) and changes in users (addition/removal of employees, students or other users to/from the University), by email sent to the Systems Manager. When changes in vehicles or users occur, the department will need to return the keys and/or cards back to Buildings and Grounds - Boca Raton. All keys and cards not in use must be returned to Buildings and Grounds - Boca Raton for reassignment or storage.
o In addition to vehicles and equipment needing fuel, small fuel containers (i.e., 5-gallon UL listed/FM approved containers) will be filled by the Buildings and Grounds - Boca Raton representative (with an ID card) with the fuel costs charged to the department getting the fuel during FAU regular business hours. Buildings and Grounds - Boca Raton Grounds equipment (mowers, power tools like edgers, blowers, etc.) will be fueled by the Mechanic or designee as each piece of equipment will have a key identification.
o Other pre-approved users (other than FAU departments) who may need to obtain fuel from the FAU fuel dispensing system, such as Palm Beach State College, will need to comply with the requirements herein and obtain keys and cards for their vehicles and users.
o The fuel dispensing system will be operational 24 hours a day. There is an emergency shut-off at the site that can be pressed in the event of an emergency, which will shut off the system immediately. In the event of manual shut-off of the system Buildings and Grounds – Boca Raton will be automatically notified by email. If that were to occur, Buildings and Grounds - Boca Raton employee(s) will remain onsite for dispensing fuel during business hours until the system is repaired.

o When dispensing fuel the following safety rules must be adhered to:

1. No fuel is to be dispensed while a vehicle is running
2. No smoking during dispensing of fuel
3. No one shall leave the pump unattended when obtaining fuel.
4. No one shall re-enter a vehicle until after fueling is complete.
5. Dispensing fuel while lightning is reasonably expected (i.e., when Thur Guard System is activated) is prohibited.

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♦ **System Management:**
o The Buildings and Grounds - Boca Raton, Computer Applications Coordinator will be the fuel dispensing "system manager." This person will input or have input by Fuelserve (system web service) all necessary information including vehicle and user identification, as follows:

1. Website: The system manager will logon username and password.

(https://fau.fuelserve.net/login)

    2. Dashboard: The system manager will add/remove users, add/remove vehicles on the website.

- o Buildings and Grounds - Boca Raton will collect departmental funds through an automatic electronic transfer of funds for fuel dispensing to User Departments/Colleges on a monthly basis.

USER DEPARTMENTS

♦ **System Management:**
- o Each department can assign any person(s) to monitor their fuel dispensing system operation, as follows:
  1. Website: The department designee(s) will log on through a username and password, which the department can establish the first time a designee accesses the site. (https://fau.fuelserve.net/login)
  2. Dashboard: The user department can search and view fueling transactions and lists of vehicles and users on the website.