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**FUEL ISLAND OPERATION (TRA-W001)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 Instructions to operate the fuel island

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Director of Transportation

**3.0 APPROVAL AUTHORITY:**

Approved Signature on File

- 3.1 Director of Transportation

**4.0 DEFINITIONS:**

- 4.1 Key – Microchip that is encoded with a vehicle number, department number and fuel type.

ser – Nozzle for dispensing engine oil.

- 4.8 Water Nozzle – Hose with nozzle to dispense radiator water.

**5.0 WORK INSTRUCTIONS:**

**5.1 Putting Fuel in a Vehicle**

- 5.1.1 Pull vehicle up to the appropriate dispenser.
- 5.1.2 Insert key in EPROM and follow prompts.
- 5.1.3 Prompts are:
  - 5.1.3.1 Enter PIN
  - 5.1.3.2 Enter Mileage
  - 5.1.3.3 Enter Pump Number
- 5.1.4 Remove nozzle from dispenser and insert into filler neck.
- 5.1.5 Press START on the dispenser and pump fuel.
- 5.1.6 Stay with vehicle while fueling to prevent a fuel spill.
- 5.1.7 Return nozzle to dispenser when fueling completed.

**5.2 Adding Air to a Tire**

- 5.2.1 Unreel hose with air chuck on it.

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- 5.2.2 Place air chuck on tire stem securely
- 5.2.3 Put air in tire to correct PSI
- 5.2.4 Remove air chuck and recoil hose

**5.3 Adding Oil to Vehicle**

- 5.3.1 Unreel hose with oil dispenser nozzle
- 5.3.2 Twist end of nozzle clockwise to open
- 5.3.3 Place nozzle in opening for oil
- 5.3.4 Pull trigger to dispe

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**\*\*\* End of procedure \*\*\***