



## **FLEET VEHICLE AND EQUIPMENT FUELING PROCEDURE (OPS-P019)**

Clarksville-Montgomery County School System

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

### **1.0 SCOPE:**

- 1.1 This procedure is intended to minimize spilled fuel and leaked fluids from coming into contact with rain water. The good housekeeping practices outlined in this procedure will prevent or reduce the discharge of pollutants to storm water during fueling.

### **2.0 RESPONSIBILITY:**

- 2.1 Vehicle Maintenance Manager

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer

### **4.0 DEFINITIONS:**

- 4.1 Designated Fueling Area: Designated fueling areas are located at the Operations Complex, the Liberty Complex, the West Creek Complex, the Kirkwood Complex, and the Montgomery Central fuel point. Each designated fueling area is paved and covered which prevents spilled and leaked fluids from coming into contact with rain water. Nozzles used in vehicle and equipment fueling are equipped with an emergency stop switch that may be pressed to automatically shut off the diesel, gasoline, or propane to prevent overfill of hazardous materials.
- 4.2 Hazardous materials are pollutants that can negatively impact waterways. This includes fuel and other petroleum products; chemicals from paints and solvents; herbicides and pesticides; acids for cleaning; curing compounds and any other controlled material.
- 4.3 Spill Cleanup Kits: Spill kits are containers located at designated fuel and wash areas storing equipment intended for the cleanup or treatment of hazardous materials. Kits contain Personal Protective Equipment (PPE), equipment used to clean up spills of hazardous materials, and equipment to stop leakage.

### **5.0 PROCEDURE:**

- 5.1 Drivers should be aware of the Spill Prevention, Control and Cleanup Procedure (OPS-P022).
- 5.2 Fuel at designated fueling area only.
- 5.3 Shut off engine while operating fuel equipment.
- 5.4 Ensure that the fuel is the proper type for the vehicle.



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- 5.5 Never fuel busses with passengers on board. (This includes bus aides.)
- 5.6 Fuel vehicle carefully to minimize drips to the ground.
  - 5.6.1 Never leave the fueling area when fueling, stay by your vehicle in case there is a leak or spill.
- 5.7 Fuel tanks shall not be 'topped off'.
- 5.8 Document all gallons through fuel master or DBI on the day received in accordance with TRN-P006 Tracking Fuel Usage Procedure.
- 5.9 Take immediate action when drips or spills are detected.
  - 5.9.1 Refer to OPS-P022 for spill prevention, control and cleanup procedure.

**6.0 ASSOCIATED DOCUMENTS:**     [OPS-P022](#) Spill Prevention, Control, and Cleanup  
TRN-P006 Tracking Fuel Usage Procedure

### **7.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
2/7/18		Initial Release
6/4/24	A	4.1 Added "the Kirkwood Complex, and"; deleted ", and the Byrns Darden fuel point", replaced "They intended to" with "which", changed "prevent" to "prevents", replaced "shall be" with "are", added "emergency stop switch that may be pressed to", changed "automatic" to "automatically", added "the diesel, gasoline, or propane", changed "Hazardous" to "hazardous"; 5.8 Added "in accordance with TRN-P006 Tracking Fuel Usage Procedure."; 6.0 Added "TRN-P006 Tracking Fuel Usage Procedure"

**\* \* \* E n d   o f   P r o c e d u r e \* \* \***