

Transportation Services Fueling Operation

Transportation Services has installed a software system that will facilitate fueling of vehicles. Operational changes are being made to facilitate the transition into this system.

All University vehicles that wish to fuel at UH Mānoa Transportation Services will be required to sign up for a fueling pass. The pass will enable the tracking of fuel distributed into the assigned vehicle. All departments are requested to complete the fueling application sheet below. **Please complete the application below and submit your application to Transportation Services before attempting to fuel your vehicle.** You may e-mail your completed application to auxtrans@hawaii.edu. Thank you for your assistance in this matter.

APPLICATION FOR FUELING PASS:

1. Department Name: _____
2. Fueling Charges Account Code & Campus Code: _____
3. Vehicle License Number: _____
4. Vehicle Make (i.e. Ford, Dodge): _____
5. Vehicle Model (i.e. Impala, Explorer): _____
6. Fueling Pass Key Number: _____

The Fueling Pass Key is vehicle specific and is not transferable. The FPK shall be kept on the key ring with the vehicle's key. Vehicles will not be able to obtain fuel without the FPK. The Fuel Pass Key is the property of University of Hawai'i Transportation Services and must be returned to Transportation Services if the vehicle is transferred, sold, or disposed. A charge of \$100.00 will be charged for lost or unreturned FPK's.

Authorized Department Representative

Print Name: _____ Position: _____

Signature

Date

INSTRUCTIONS FOR FUELING VEHICLES

Transportation Services has installed a software system that will facilitate the tracking of fueling, repair and rental of vehicles. Operational changes are being made to facilitate the transition into this system. After obtaining your fueling card from the Transportation Office staff, please follow the instructions below to fuel your vehicle.

FOLLOW DISPLAYED PROMPTS:

1. Park vehicle in open fueling lane
2. Key in pump number (1 or 2)
3. **Push Enter key**
4. Scan Fueling Pass Key over pad
5. Key in vehicle mileage
6. **Push Enter key**
7. Begin fueling

FUELING PROCEDURE:

1. Lift up lever to the ON position
2. Insert nozzle into tank
3. Begin fueling
4. When finished, pull down lever to the OFF position
5. Replace nozzle
6. Fueling completed

We are in a transitional phase and a staff member will be available to walk you through the process. We will continue to record fuel charges on our forms until we have completed the transition phase, for audit purposes. Thank you for your assistance.