



Buxton Fire-Rescue

Administrative Policy

Subject: Vehicle/Equipment Usage (13)

Section/Number: Fuel Reporting (1)

Date Approved: December 31, 2014

Not R. S. C.



Page 1 of 1

Objective:

To outline the process to report fuel usage for department vehicles and equipment.

Process:

1. Apparatus shall fuel at the Public Works facility located on Portland Road in Buxton.
2. Apparatus shall call dispatch, via radio, and ask for the pumps to be turned on.
3. Operators must completely fill out the fuel log located near the fuel pumps.
 - a. Note: there is one for Diesel and one for Gasoline.
4. Once apparatus has been fueled, and log completed, the apparatus operators shall contact dispatch, via radio, and give the dispatcher the total gallons pumped, and advised that they are clear of the pumps.

***There is no need to complete individual slips for each apparatus, and turn them into dispatch, as we have done in the past.

***It is imperative that the fuel logs are completed and that you report your gallons to dispatch as soon as you clear the fuel pumps.