



City of Corpus Christi

DATE: _____

TO: MAINTENANCE SERVICES

FROM: _____

DEPT: _____

SUBJECT: **Request for Issue of Automated Fueling Key**

VEHICLE FUELING KEY (Black):

Request that a vehicle fueling key be issued for

UNIT # _____ Activity Number _____

Check one: _____ A. This is an initial issue. _____ B. This is a replacement key.

PERSONAL FUELING KEY (White):

Request that a personal fueling key be issued for

Name: _____

Employee ID Number: _____ Activity Number _____

Telephone Number: _____

Check one: _____ A. This is an initial issue. _____ B. This is a replacement key.

Department/Division Head or Supervisor/Foreman

Employee ID

Received by

Employee ID

Date

Maintenance Services Use Only:

Key # _____ Lost Key # _____ Work Order # _____

Posted _____ Charged _____

CITY OF CORPUS CHRISTI FLEET MAINTENANCE DEPARTMENT

PROCEDURES & INFORMATION – FUEL KEYS

GENERAL INFORMATION

1. The Automated Fueling System requires two keys to obtain fuel. The black (vehicle) key is inserted in the fuel sentry; the sentry then instructs the user to insert the white (personal) key and enter the vehicle's mileage or hours. Mileage needs to be entered without tenths.
2. When fuel is obtained, the system provides Fleet Maintenance personnel with the date, time, sentry number, pump number, quantity and price of fuel, vehicle number, and employee's identification number.
3. After fueling, return gas nozzle to the pump and assure that the sentry has cleared (look for the message "Insert Black Key" in the display) before leaving the Station.
4. If a key is rejected by a fuel sentry, make note of the message on the sentry display and the sentry number. Try the key at another sentry, if possible, then report the problem to the upstairs office at Fleet Maintenance.

BLACK VEHICLE KEYS

1. The black key identifies the vehicle receiving fuel. Each vehicle is permitted only one black fuel key. When the key is programmed at Fleet Maintenance, the Unit Number is engraved on the key for identification purposes.
2. The black key should be kept with the vehicle at all times (for example, on the key ring with the ignition key) and never taken home by an employee.

WHITE PERSONNEL KEYS

1. The white key identifies the person receiving the fuel. When the key is programmed at Fleet Maintenance, the employee I.D. number is engraved on the key for identification purposes. This key is kept by the employee at all times and used only by the employee to whom it is issued.
2. **NEVER LOAN OUT YOUR WHITE PERSONAL KEY.**
3. Supervisors are responsible for notifying Fleet Maintenance (826-1902) immediately when an employee is terminated or transferred to another department. The Supervisor will obtain the key from the employee and return it to Fleet Maintenance.

REPLACEMENT KEYS

1. Immediately report a lost or stolen key of either type to Fleet Maintenance (826-1902). The missing key must be locked out of the fuel system in order to prevent loss of fuel. A new key may be obtained with supervisor's authorization.
2. To replace a lost or stolen key, first obtain authorization from the supervisor (form available online at <http://www.citynet.cc/Intranet/GeneralServices/Forms.cfm>). Bring the signed form to Fleet Maintenance Services.
3. To replace a damaged key (broken, worn, or non-working), the procedure is the same except that supervisor authorization is not required. The damaged key must be turned in to Fleet Maintenance to receive a new key.