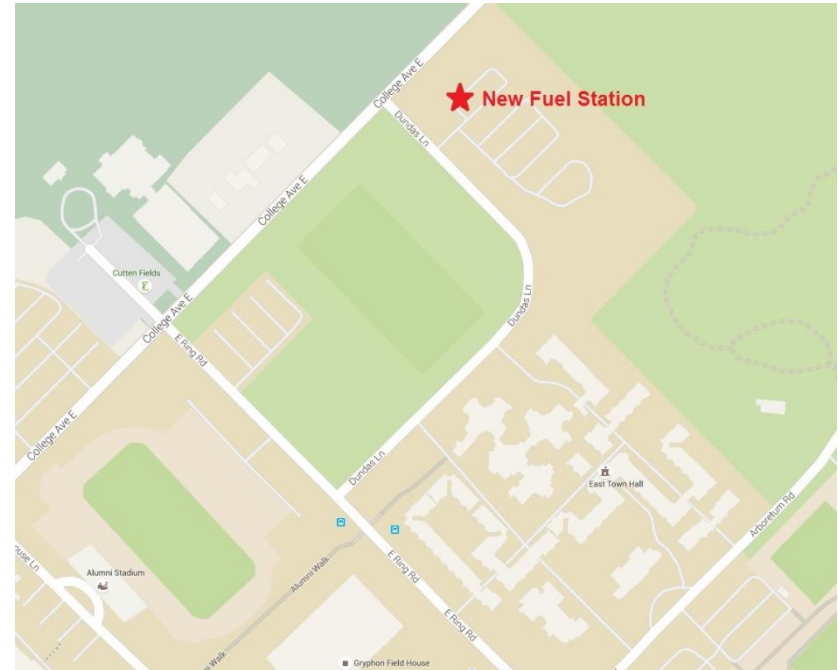


# Animal Biosciences Fueling Departmental Vehicles



# Fueling the Vehicles

- Remember to check fuel level
  - we ask you fill up the car once car is at  $\frac{1}{4}$  tank (25%)
- University Gas Pump: College Ave East and Dundas Lane
- Parking Lot 18
- If filling at a commercial gas station: Keep the receipt, and submit to Diana or Luke (ANNU 147).



# Fueling the Vehicles

- In order to fuel the vehicle, you will have to visit parking lot 18 which is located on Dundas Lane. Take College Avenue East and head toward Victoria Rd, take a right on Dundas Lane. Then take a left and the fuel terminals will be on your left.
- There are two terminals – the red is the regular octane fuel for the department cars while the yellow is for diesel-fueled cars.
- Car 40 - As of June 15, 2020 – a new white gas card was issued for this vehicle as the automatic chip to identify this vehicle stopped working - use the gas card same as with cars 11 and 21 (directions follow in next bullet-points).
- Car 11 and 21 will require you to use the middle terminal prior to fueling. (and will require the use of the white gas card) The gas cards can be found in the vehicles in their glove boxes
- Make sure that the middle terminal is at a screen that asks for “vehicle ID” if it doesn’t, hit cancel and wait (up to 15 seconds) once on “VEHICLE ID” tap the card on the HID pad which gives the terminal that information that had been programmed to the card. Then add mileage and select a pump #.
- To operate the fuel pump:
  - Lift the nozzle and insert it into the vehicle
  - Lift the saddle so that fuel can be dispensed.
- If fueling outside the university, fuel at any gas station and make sure that you keep the receipt so that you can be reimbursed. Send the receipt to Luke or Diana for reimbursement.

# Troubleshooting - filling the Vehicle

- Did you get an “unauthorized user” error when you went to fill a department vehicle?
- Here are steps to resolve the issue: (for cars with the white card for ID)
- The “unauthorized user” error can happen when a person tries to enter something manually at the terminal before tapping the card. The terminal must be on the home screen which reads “VEHICLE ID” before you tap the card, otherwise the “unauthorized user” error appears. Note, it may have been the person ahead of you that caused the issue.
- If the terminal is not on the home screen, you can simply hit the cancel button and it will revert back to the home screen in about 10-15 seconds.
  - Be patient – 15 seconds feels like a long time when standing at the terminal 😊

# Troubleshooting continued...



Saddle

Gas pump handle

Other reminders: the key must be out of the ignition to work even if car is “off”

Remember to lift the “saddle” the piece that gas pump handle sits in, to release gas

Still having issues – let Karina McKenzie know.