

BUS FUELING PROCEDURES

Scope

These procedures apply to all company employees and vendors or contract workers who fuel buses and other equipment.

General Information

Fueling of buses with the engine running is strictly prohibited, as is smoking or exposing any open flame in the vicinity of the vehicle.

Buses must be grounded while fueling by continuously pressing the nozzle against the intake pipe. The person fueling the bus will remain at the intake pipe until the job is completed.

Fueling of buses in enclosed buildings with passengers on board is strictly prohibited. When passengers are on board, buses will be fueled only when reasonably necessary, and then only in an open environment.

Fueling hoses will not be dropped on the ground where they can leak or obstruct pedestrian traffic. They will be secured on holders designed for that purpose.

All employees and other applicable individuals will know where the emergency shut-off switch for the fuel pump is located in the event of a failure of the automatic stop. This switch must be readily accessible and clearly marked for easy identification.

There will be an approved and certified fire extinguisher (ABC) immediately available at all fueling points. The extinguisher must be fully charged and have a current inspection tag affixed thereto. Employees and other applicable individuals will be trained in its use.

Spills will be cleaned up by approved means and residue disposed of in appropriate containers. Supervisors will immediately contact appropriate management personnel for further guidance as required. Material Safety Data Sheets and emergency assistance contact information will be available for use when necessary for the cleanup of spills.

Personal protective equipment (gloves; and safety glasses as necessary) will be available and used. Absorbent mats will also be available for use at the standing location while fueling to absorb minor spills and provide a slip resistant surface.