

## Cumberland County

### Driver Fuel and Gate Access Code Agreement Form

Drivers authorized to fuel County vehicles will be issued a fuel code by Department of Public Works. This document outlines the procedures regarding the use of your fuel access code and verifies that you understand your responsibilities.

#### Driver Acceptance Statements

- I understand that I have been issued a fuel access code authorizing me to fuel County vehicles only.
- I understand that the fuel access code is NOT to be used for personal vehicles or non-business purposes. Using the fuel access code identifies me by name on fuel invoices and reports and that I am responsible for all transactions made with the fuel access code. I will not share my fuel access code with anyone else. If I suspect another driver knows my driver access code, I will immediately contact my Department Head and the Director of Compliance via email [cindyhi@cumberlandcountynj.gov](mailto:cindyhi@cumberlandcountynj.gov)
- I understand standard fueling should only occur at Bridgeton or Vineland Fuel Pump stations.
  - Public work region 3 employees shall use the Region 3-yard (check here if you are a PW Region 3 employee and use the Region 3 Port Norris Fuel Station)
- I understand each time I use the fuel access code; I am required to fill the fuel tank and enter an accurate odometer reading.
- I understand access to County fueling is subject to policy, State Law and safety training as same may be updated from time to time updated. I agree to adhere to all instruction provided and be aware of all warnings and signage.
- I understand failure to adhere to these policies and procedures may result in disciplinary action or up to termination.
- I acknowledge that I have received the fuel toolbox talk fuel pump safety training document (pgs.2-4)

Evidence by my signature below, I understand and agree with the above statements.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_



# TOOLBOX TALK FUEL PUMP SAFETY

Refueling is a common task performed at many job sites: it's often performed without much thought to the possible danger it poses. All employees are required to follow safety guidelines when refueling vehicles or equipment. It is important to remember you are working with a liquid that can easily catch fire or explode. Following these guidelines can create a safe environment for yourself and coworkers.

## HOW TO FUEL YOUR VEHICLE

### INSTRUCTIONS BEFORE FUELING

1. NO SMOKING INSIDE THE GATES WHERE THE FUEL PUMPS ARE LOCATED. AN OPEN FLAME IS NOT NECESSARY TO IGNITE THE FUEL VAPORS; ONE SPARK IS ALL THAT IT TAKES.
2. DO NOT USE THE CELL PHONE ANYWHERE NEAR THE FUEL PUMP.
3. ALWAYS CONCENTRATE ON TASK AT HAND.
4. STAND BY TANK SO YOU CAN ACT QUICKLY IF SOMETHING GOES WRONG.
5. MAKE SURE FIRE EXTINGUISHER IS IN REACH.
6. IF YOUR SKIN COMES IN CONTACT WITH FUEL WASH SKIN WITH SOAP AND WATER. CHANGE CLOTHES IMMEDIATELY IF YOU GET GASOLINE ON THEM.
7. PULL UP TO PUMP AND MAKE SURE YOUR GAS TANK IS ON THE CORRECT SIDE.
8. PARK CLOSE ENOUGH TO THE HOSE TO REACH YOUR TANK.
9. TURN OFF YOUR ENGINE BEFORE FUELING.

10. OPEN FUEL DOOR, UNSCREW CAP (if applicable), AND PLACE SOMEWHERE SAFE.

11. INPUT USER AND VEHICLE INFORMATION IN THE FOLLOWING ORDER AT THE PEDESTAL:

- a. USER ID
- b. VEHICLE NUMBER
- c. ODOMETER
- d. PUMP NUMBER

12. TAKE NOZZLE OFF OF PUMP AND LIFT HANDLE

13. INSERT NOZZLE IN FUEL TANK AS FAR IN AS POSSIBLE AND PULL TRIGGER/ LIFT HOLD LATCH

14. WAIT FOR FUEL TO DISPENSE-DO NOT TOP OFF GAS. DO NOT OVERFILL.FUEL.TANK\_51. FULL.IS.A.GOOD.GUIDELINE.FOR.ANY.TYPE.OF.VEHICLE

15. REMOVE NOZZLE FROM VEHICLE ONCE FUELING IS COMPLETED

16. LOWER PUMP HANDLE AND RETURN NOZZLE.

17. CLOSE GAS CAP AND FUEL DOOR-MAKE SURE CAP IS TIGHT

18.DRIVE OFF SAFELY

REFUELING.MACHINERY.WITH.A.PORTABLE.CONTAINER.(ADD.FROM.KEVIN'S.RESEARCH.WITH.BRIAN.CURLEY)

7j Only.authorized.personnel.are.permitted.to.refuel.gas.containersj.

- 8; Place.proper.approved.gasoline.containers.on.ground.when.refueling?never.on.the.bed.of.the.work.vehicle;
- 9; Keep.the.nozzle.in.contact.with.the.fuel.tank's.inlet.tube;
- 0; Do.not.refuel.in.areas.with.heavy.vehicles.or.foot.traffic;
- ❶ Do.not.refuel.in.areas.that.have.the.potential.for.spills.or.fuel.ignition;
- ❷ Use.only.approved.fuel.containers;
- ❸ After.filling?wipe.off.the.container.and.ensure.the.cap.is.secure.and.the.air.vent.is.tight;

## OTHER INSTRUCTIONS

- LOCATE.THE.SPILL.KIT.NEAR.THE.FUEL.PUMPS.(TBD);
- CALL.❸77.IMMEDIATELY.IN.THE.EVENT.OF.A.SPILL
- IF.THERE.IS.A.FIRE?SPILL?EQUIPMENT.MALFUNCTION?OR.IN.ANY.EMERGENCY?USE.THE.EMERGENCY.SHUT.OFF.ON.THE.FUEL.TANK;
- USE.FIRE.EXTINGUISHER.ONLY.IF.YOU.HAVE.BEEN.TRAINED.ON.FIRES.EXTINGUISHER.SAFETY
- October 2025