

LCS Unit Order 66

LANCASTER STATION

UNIT ORDER # 66

FUEL OVERRIDE KEY

PURPOSE:

The purpose of this unit order is to establish protocol regarding fuel system record keeping and the use of the fuel override key at Lancaster Station.

SCOPE:

This unit order applies to anyone obtaining fuel at the Lancaster Station fuel site regardless of their unit of assignment or County Department.

ORDER:

Recently, the County replaced most existing fuel meters with an upgraded system known as the "Fuel Focus System" to better track fuel use throughout the County facilities. Occasionally, personnel attempting to use the system may receive an error message indicating the mileage on a given vehicle is erroneous. When this message is displayed, the vehicle cannot be fueled until the vehicle's existing mileage has been reset.

Communications and Fleet Maintenance (CFMB) has the responsibility of maintaining the system during regular business hours, and should be the first contact for personnel attempting to have a vehicle's mileage reset. Facilities Services Bureau (FSB) and the Internal Services Department (ISD) also have the ability to reset vehicle mileage. Their numbers are listed at the pump islands, and typically, the reset takes only a few moments to complete.

IN THE EVENT OF AN EMERGENCY, there is an override key for the fuel pumps located in the watch commander's safe. It is NOT to be used without the approval of the watch commander. The override key shall be maintained in a sealed envelope. If the envelope is opened for any reason, the event shall be noted in the watch commander's log, along with any persons utilizing the key and for what purpose. Use of the override key mandates the use of paper logs to document vehicle use. It shall be the responsibility of the watch commander (or designee) to ensure the logs are completed correctly and are clearly legible for later input into the Fuel Focus System. Completed log sheets shall be maintained by the fleet LET until transported to CFMB for input into the system.
