

OPERATING INSTRUCTIONS FOR FUEL MANAGEMENT SYSTEM

BEFORE YOU START YOU WILL NEED:

1. **"TURN OFF CELL PHONE AND VEHICLE"**
2. Gasboy Fleetkey assigned to your vehicle.
3. Kilometre reading from vehicle.
4. Pump number you will be using.

TO ACCESS FUEL

1. Lift flap on Gasboy Key reader and insert key into reader.
2. Turn key ¼ turn to the right.
3. Enter kilometre reading and press enter. (green key)
4. Enter pump number and press enter. (green key)
5. Turn key ¼ turn to the left and remove.
6. Remove pump nozzle from pump handle and place in fuel filler neck.
7. Lift pump handle to turn on pump, fill vehicle.
8. Turn off pump handle and replace nozzle on pump handle.
9. Replace gas cap.

HELPFUL HINTS

1. Do not enter 1/10 of kilometre reading.
2. Key will allow you 3 tries.
3. You have 50 seconds to turn pump on and dispense fuel before System will automatically shut off.
4. If reader displays **ODOMETER OUT OF RANGE** report to Transportation Services immediately.
5. If reader displays **ERROR** report to Transportation Services Immediately.

IN CASE OF EMERGENCY

1. **PUSH RED EMERGENCY BUTTON** located at lower left of key reader to shut off system.
2. During operating hours : CONTACT TRANSPORTATION SERVICES STAFF IN THE BUILDING
3. After hours: CONTACT CAMPUS COMMUNITY POLICE USING YELLOW CALL BOX LOCATED ON THE EAST WALL UNDER THE BLUE LIGHT.

Date: _____ Name: _____ Signature: _____