

VINELAND BOARD OF EDUCATION

61 W. LANDIS AVE
VINELAND, NJ 08360

FUELING SERVICES - CITY OF VINELAND

FAQ:

1. Are the gas cards assigned to the vehicle or driver?

Answer - Gas cards are assigned to the vehicle, not the driver. DO NOT use a fuel card to fuel another vehicle. The card needs to remain in the vehicle at all times. If a card is damaged, lost or does not work correctly contact your supervisor to request a replacement.

2. What time is best to fuel my vehicle?

Answer - It is recommended to fuel your vehicle at the end of the day. On very cold mornings the pumps are very SLOW to pump fuel.

3. How do I access the facility?

Answer - you can use the assigned pin number to open the gate allowing access to the fueling station. There are two pin code pad pedestals. You must use the **small black keypad** (taller pedestal) and enter in the following code to access the facility: **996#**

4. What hours is the facility open?

Answer - you can access the facility 7 days a week 24 hours a day.

5. How do I use the pumps?

Answer - please have all the staff watch the attached training video.

6. Do I need to pump my own gas?

Answer - yes, each driver is responsible for pumping their own gas. See training video. The video will also be posted on the purchasing website.

5. What do I do with the current gas cards?

Answer - please collect and store these cards in a safe place. These cards should only be used if a vehicle is leaving the district or there is a catastrophic failure with the city's pumping station. Please **DO NOT** use these cards going forward.

7. How do I add or delete drivers and vehicles?

Answer - please use the attached excel form to add/delete drivers and vehicles. Please email The School Board Gas Request form to Dawn Damminger (ext. 4347) ddamminger@vinelandcity.org. Each department will be responsible for maintaining their own records and updating them with the city.

Adding a new vehicle or an employee to drive the same vehicle that already has a card, does not require a new card. The employee just needs to be added to authorize them to use an existing card.

- a. If an employee leaves please send the School Board Gas Card Request form deleting them from our system
- b. If you need a replacement card select the replace option in the left-hand column
- c. If adding a vehicle card select add and fill in vehicle information and driver information.

8. What are the current pin numbers for my department?

Answer - Each department head will receive a separate package with the list of current pin numbers, driver names, vehicles and new cards. **Note: a 0 must be placed in front of all pin numbers. This will identify you as a VBOE user. Example: 0123 or 03456**

9. When do I enter in my pin number?

After swiping your card you will be asked to enter in the following information: pump #, odometer reading and your pin # starting with a 0. **YOU MUST ENTER IN A ZERO BEFORE YOUR PIN #, THIS WILL IDENTIFY YOU AS A VBOE USER.**

10. How do I report problems?

Answer - Please report all problems immediately to Dawn Damminger 794-4000 (ext. 4347) ddamminger@vinelandcity.org or Keith A. Salerno 794-6700 (ext. 6801) ksalerno@vineland.org.

The hours of the City of Vineland garage on Park Ave. are from 7:30 a.m. to 4 p.m.

11. What is the location of the fueling station?

Answer - the pumps are located at the City of Vineland Road Department 1086 E. Walnut Rd.

12. Is diesel fuel available at this station?

Answer - yes, diesel fuel can be purchased at this facility. Please look for the designated pumps # 7, 8, 9 & 10

13. When can we begin using the fueling station?

Answer - Please begin using the pumps on Thursday, January 31, 2019.

14. Will we receive new gas cards?

Answer - Yes, you will receive a package with new gas cards. If there is an error or missing cards please see item # 6 above.

15. How do I get help fueling?

Answer - If you are in need of assistance please contact your immediate supervisor to review these procedures.