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) ddammingerc@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.