

Secure Fuel Transferring and Dispensing

Purpose

This policy sets forth the requirement for a secure fuel transferring and dispensing program to support employee health and safety as well as school and community environmental protection and preservation of property.

Scope

This policy applies to the Board of Directors, Superintendent, Transportation Supervisor, and employees involved in the transferring and dispensing of fuel.

Policy

1. The district will establish a program for the secure operation of fuel loading and transferring vehicles, facilities, dispensing systems and related equipment to prevent or limit environmental contamination, accidents and associated injuries.
2. The district is responsible for providing the tools and resources necessary for the implementation of this program, and for ensuring that its provisions are being followed by the Transportation Supervisor and all transportation department employees responsible for the operation of fuel trucks and dispensing systems. The program will consist of procedures and guidelines that prescribe:
 - a) Uniform screening and hiring processes to ensure qualified operators and drivers.
 - b) Staff orientation, training, certification, annual evaluations and reviews.
 - c) Standard operating procedures, including fuel dispensing instructions, vehicle and fuel dispensing system maintenance plan, inspections and reporting.
 - d) System for recordkeeping and employment documentation.
 - e) Safe practices and protocols to promote staff health and safety, protection of the environment and preservation of property.
3. The district program will adhere to all applicable local, state, federal and facility regulations and standards, including the National Fire Protection Association's *NFPA 30: Flammable and Combustible Liquids Code* for risk management.
4. The Superintendent and designee(s) will develop written procedures and supportive documents to implement the objectives of this policy.

Related Procedures

6635P1-Secure Fuel Transferring and Dispensing

Policy Cross References

6631-Transportation-Employee Responsibility

6632-Transportation-Mandated Drug and Alcohol Testing

Policy Legal References

29 CFR Part 1910 – Occupational Safety and Health Standards

Management Resources

N/A

Policy History

Action:	Date:
Approved by the Board	May 17, 2017
Revised	
Revised	
Revised	