

**FLEET MANAGEMENT  
POLICY / PROCEDURE**

**SUBJECT: ON-CALL MECHANIC  
EMERGENCY FUEL SPILL PROCEDURES  
For Weekends, Holidays and Nights**

**APPROVED:**   
**MARILYN L. RAWLINGS, FLEET MANAGER**

**DISTRIBUTION:**

**Fleet Management**

**PURPOSE:**

**To establish procedures for emergency fuel spills at Lee County fueling sites. This procedure if properly followed will help to preserve and protect the natural resources and protect the safety and welfare of Lee County and its citizens.**

**PROCEDURE:**

**Fleet Management maintains all fuel sites except for the Lee County School Board. If any of the sites that Fleet maintains (all, except for the school board) has a spill or a breakaway and/or the alarm is sounding, the following should happen. Guestimate how many gallons have been spilled. If the spill is five gallons or less, clean it up promptly. If it is more than five gallons, contact the Manager at Natural Resources: 533-8129 or cell 850-5248.**

**Make sure you have the site name, address, pump #, Unleaded or Diesel, and the time spill reported. Also, ascertain if the Emergency Button was pushed. If so this turns the fuel off at the site and no one can use ANY of the pumps. If the button has been pushed, notify EOC immediately at 533-3622 so they can advise their staff not to fuel at that particular site.**

**Confirm with the Natural Resources Manager whether you should call the fuel repair vendor or if they will handle the call. If you are asked to call the vendor, use the vendors listed below. On the next working day make sure a purchase order is in place for the vendor.**

**SOUTHERN TANK & PUMP INC.**

**995-1991 Listen to recording for an emergency number to call.**

**OR**

**JMP SOLUTIONS, INC.**

**768-3535 Listen to recording for an emergency number to call**

**On the next working day, the on-call mechanic should report to the Administrative Assistant all details of the incident. This information needs to be recorded in the Service Section of the Site Manuals.**

## **FUEL SITE INFORMATION**

**Fleet Management** Unleaded and DYED Diesel  
2955 Van Buren Street Fort Myers, FL 33916

**Billy's Creek - Depot 7** Unleaded and DYED Diesel  
5560 Zip Drive Fort Myers, FL 33907

**Evergreen Facility – Depot 1** Unleaded and DYED Diesel  
190 Evergreen Road North Fort Myers, FL 33903

**Government Complex - Pine Ridge Rd** Unleaded and GOLD Diesel  
15650 Pine Ridge Road Fort Myers, FL 33932

**Lehigh Acres** Unleaded and DYED Diesel  
6500 Felix Romano Ave., Lehigh Acres, FL 33905

Fleet Management does not maintain Lee County School Board fuel sites. They maintain their own sites. If you receive a report that there is a spill at one of these sites, please contact Steve Lucas at 344-2546 during office hours. His cellular phone number is 707-3025.

**Lee County School Board** Unleaded and GOLD Diesel  
14701 Six Mile Cypress Pkwy Fort Myers, FL 33912

**Lee County School Board** Unleaded and GOLD Diesel  
Trans West – Mariner High School Chiquita Blvd. Cape Coral, FL

**Lee County School Board** Unleaded and GOLD Diesel  
Trans East – 3291 Buckingham Road Fort Myers, FL 33905

**Lee County School Board** Unleaded and GOLD Diesel  
School Estero – Williams Road Estero, FL 33928

**Revision Date: April 2012**

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