

FLEET MANAGEMENT
POLICY / PROCEDURE

SUBJECT: USE OF RNI/FUELOMAT FUEL KEYS

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MARILYN L. RAWLINGS, FLEET MANAGER**DISTRIBUTION:**Fleet Management
County Departments**PURPOSE:**

To establish guidelines to fuel equipment with the RNI/FUELOMAT key reader.

To establish guidelines for replacing RNI gate/fuel keys to use with the RNI/FUELOMAT Fuel System.

PROCEDURE FOR RNI/FUELOMAT KEY READER:

RNI KEY READER is the device that reads the RNI Key. There are two types of readers one for fuel and one for gates. A single RNI key can be programmed to be used for either or both. Fuel keys can be programmed as bulk fuel key or asset fuel key and will open the gate. Gate keys can be programmed only for gate access.

FUELING WITH BULK KEY:

- Will not ask for a meter (odometer) reading.
- Used only by or under the supervision of the person they are assigned to.
- Used only for bulk fuel. Bulk fuel is used to fill gas cans and bulk tanks used to fuel equipment in the field.
- Never use bulk keys to fuel assets (vehicles or equipment) that have their own key or ring system.

Insert the RNI/FUELOMAT electronic key into the open slot provided on the bottom right of the RNI key reader. The key can be inserted either side up. Screen appears to enter the PIN number but **DO NOT PUSH ENTER** after entering the pin number. Enter nozzle (pump) number and push ENTER. Now you are ready to fuel. Remove Key from reader.

If you see “wrong fuel type” message you have selected a nozzle (pump) with the *wrong fuel type*, remember the key can only be programmed for one type of fuel

FUELING AN ASSET WITH KEY

- Will ask for a meter (odometer) reading.
- Use only by or under the supervision of the person they are assigned to.
- Are only to be used for the asset it is assigned.
- Are not to be used for bulk fuel.

Insert the RNI/FUELOMAT electronic key into the open slot provided on the bottom right of the RNI key reader. The key can be inserted either side up. Screen appears to enter the PIN number but **DO NOT PUSH ENTER** after entering the pin number. If the ENTER button is pushed after the Pin number is entered the fuel system will see this as a zero (0) odometer reading. If you push the ENTER button after the Pin number or the meter reading is not within 500 (miles or hours) of the last inputted meter reading you will see this ERROR message. The reader will ask you to enter the odometer 2 more times before it will allow you to fuel. Enter current meter reading (without tenths). Make sure not to enter trip mileage. Then push ENTER. Enter nozzle (pump) number then push ENTER. You are now ready to fuel. Remove Key from reader.

You must fuel within 20 seconds or the pump will shut off. If this happens, remove the hose, flip handle up to start the pump again, insert the nozzle into the fuel tank and begin fueling.

When you are finished fueling, flip the handle down, place the nozzle back in the cradle, and replace the hose on the island. Do not leave hoses lying across driveways. The fueling transaction is complete.

The RNI/FUELOMAT key readers and automated ring systems are located on the fuel islands at the following locations:

Fleet Management 2955 Van Buren Street Fort Myers, FL 33916	Unleaded and DYED Diesel
Billy's Creek - Depot 7 5560 Zip Drive Fort Myers, FL 33907	Unleaded and DYED Diesel
Evergreen Facility – Depot 1 190 Evergreen Road North Fort Myers, FL 33903	Unleaded and DYED Diesel
Government Complex - Pine Ridge Rd 15650 Pine Ridge Road Fort Myers, FL 33932	Unleaded and GOLD Diesel
Lehigh Acres 6500 Felix Romano Ave., Lehigh Acres, FL 33905	Unleaded and DYED Diesel
<u>Lee County School Board</u> 14701 Six Mile Cypress Pkwy Fort Myers, FL 33912	Unleaded and GOLD Diesel

Lee County School Board
Mariner High School Chiquita Blvd. Cape Coral, FL

Unleaded and GOLD Diesel

Lee County School Board
3291 Buckingham Road Fort Myers, FL 33905

Unleaded and GOLD Diesel

Lee County School Board
Williams Road Estero, FL 33928

Unleaded and GOLD Diesel

IF THE FUEL KEY OR GATE KEY DOES NOT WORK:

If the key is damaged or not reading. The key needs to be replaced at Fleet Management.

NEW KEY REQUEST

For a new key. Complete (attached) RNI fuel key request form including your Supervisor and Director's signatures.

The keys should be stored on the equipment key ring.

The pin number should not be stored at the same place with the fuel key.

A charge will be assessed for new keys or keys replaced for reasons other than normal wear and tear.

GATE KEYS

- 1) Will only work at the badge access, Evergreen Rd and Fleet Management.**
- 2) If you need to get in the gate at the Government Complex, Billy Creek or Lehigh please contact Peter O'Brien 533-8111.**

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