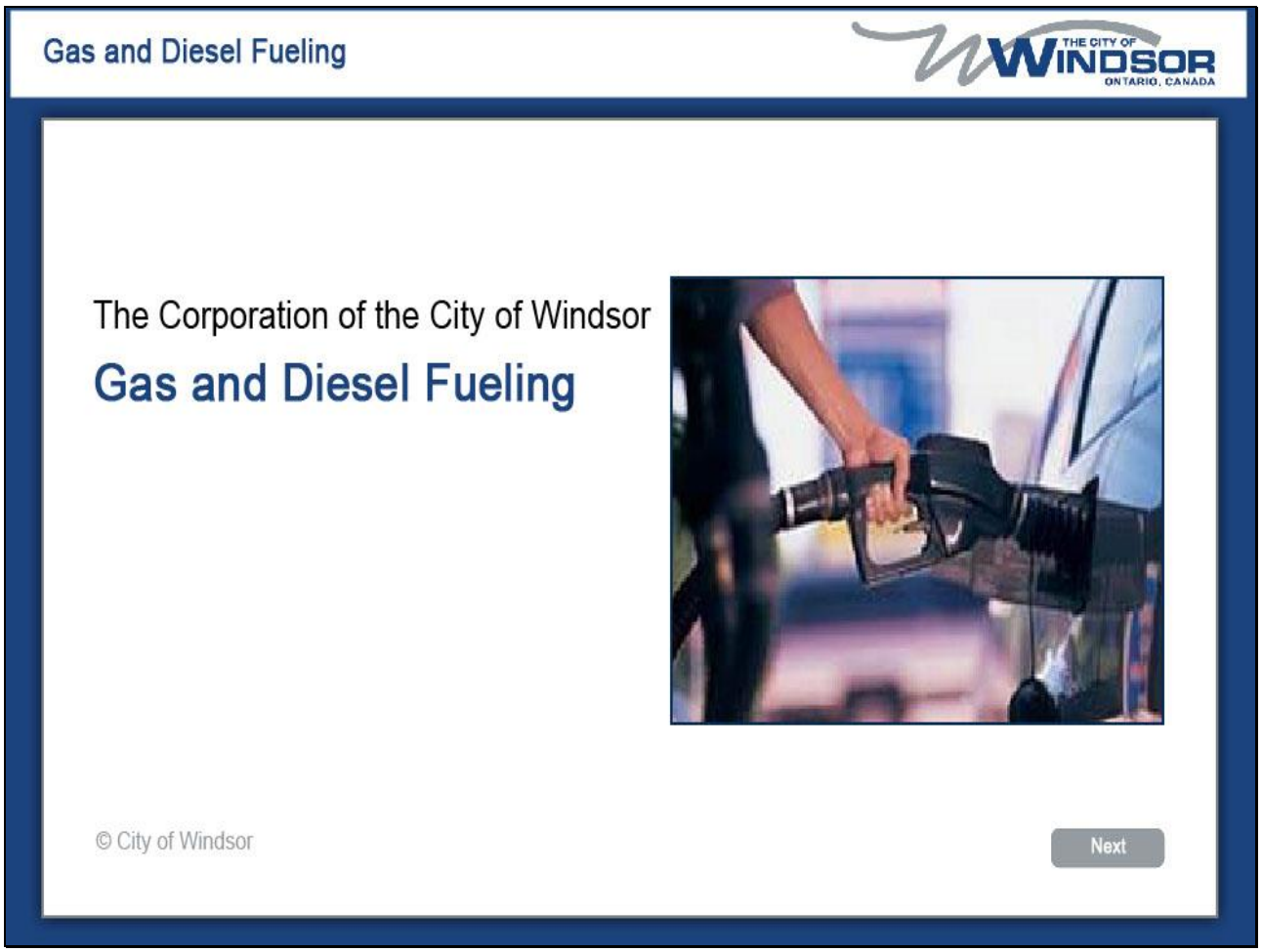
**Slide 1 - Slide 1**

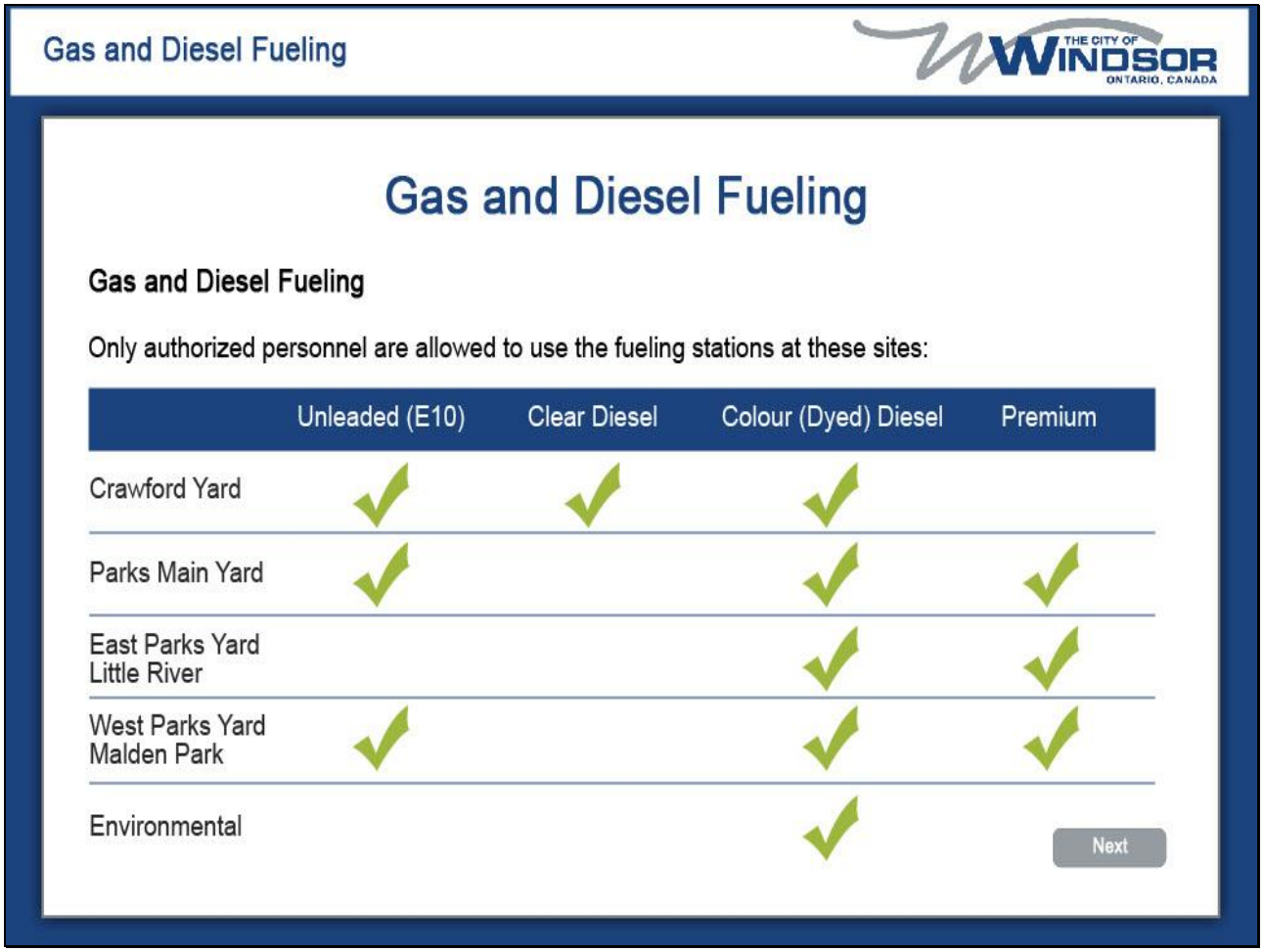



**Slide notes**

Welcome to the City of Windsor's Gas and Diesel Fuel training. The training is mandatory for all city employees who use corporate fueling sites to fuel corporate vehicles.

Click next when you are ready to begin the training.

**Slide 2 - Slide 2**




**Slide notes**

Only authorized and trained personnel are allowed to use the corporate fueling stations at Crawford Yard, Parks Main Yard, East Parks Yard Little River, West Parks Yard Malden Park, or Environmental.

Each site has specific types of available fuel.

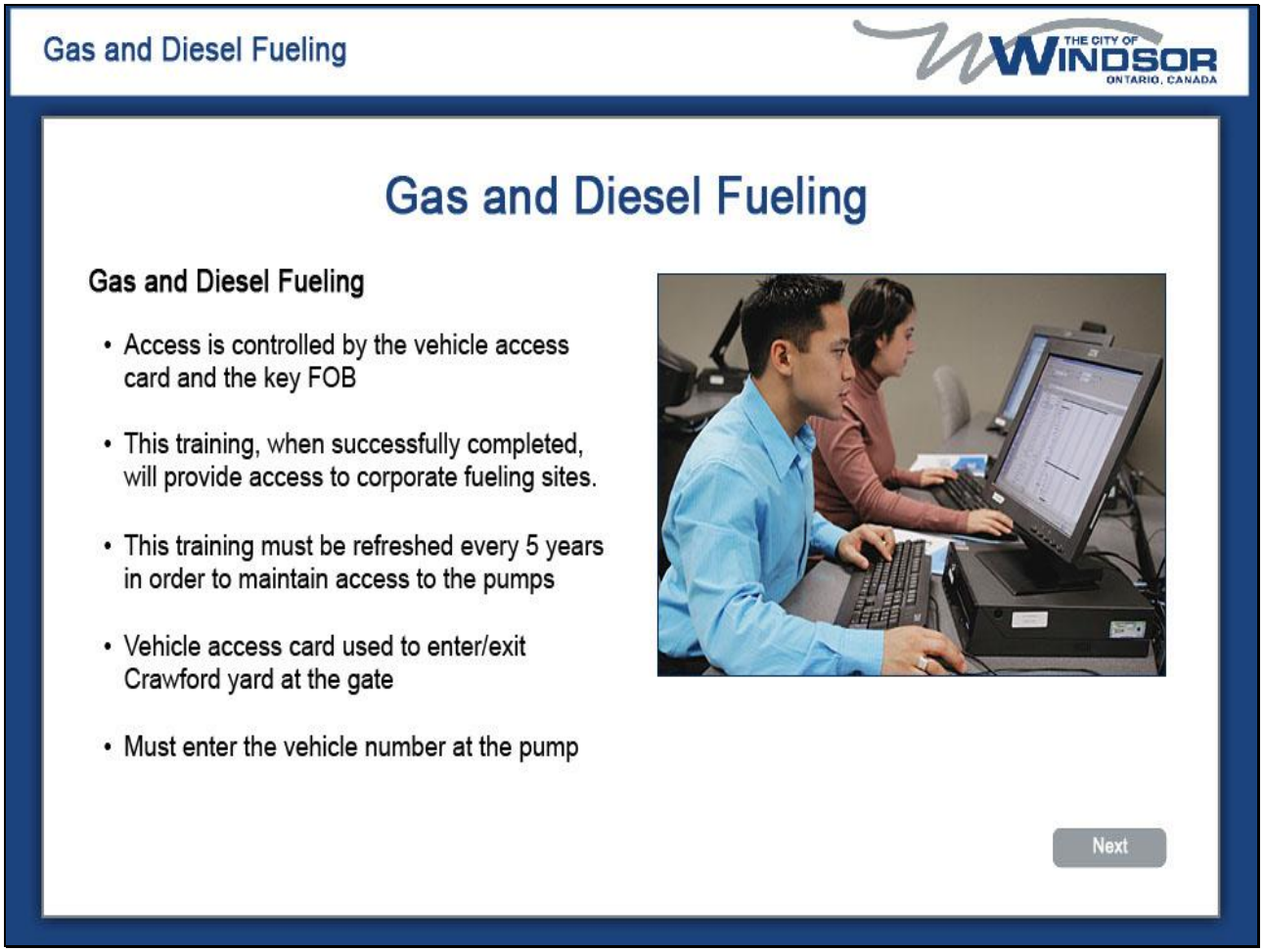
For unleaded fuel, you can use Crawford Yard, Parks Main Yard, or West Parks Yard Malden Park.

If you need clear diesel fuel, Crawford Yard is your only choice.

For coloured, or dyed diesel fuel, you can go to Crawford Yard, Parks Main Yard, East Parks Yard Little River, West Parks Yard Malden Park, or Environmental.

Lastly, for premium fuel, you can use Parks Main Yard, East Parks Yard, Little River, or West Parks Yard, Malden Park.

**Slide 3 - Slide 3**




**Slide notes**

Access to fueling is controlled by the vehicle access card and the key fob.

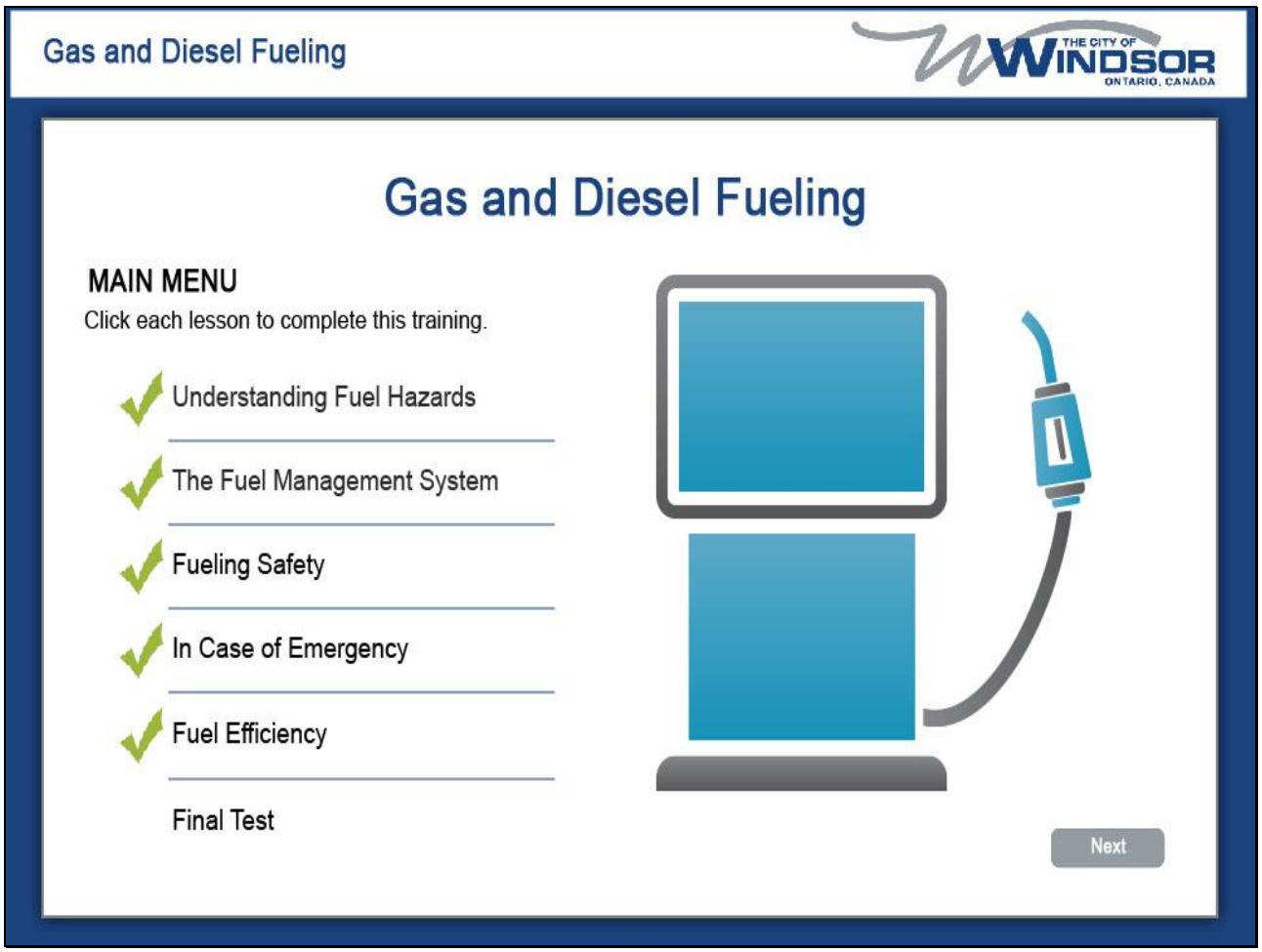
But you won’t be authorized to access corporate fuel sites until you have completed your training.

This training must be refreshed every 5 years in order to maintain access to the pumps.

The vehicle access card will be located in each vehicle and will be used to enter and exit Crawford yard at the gate.

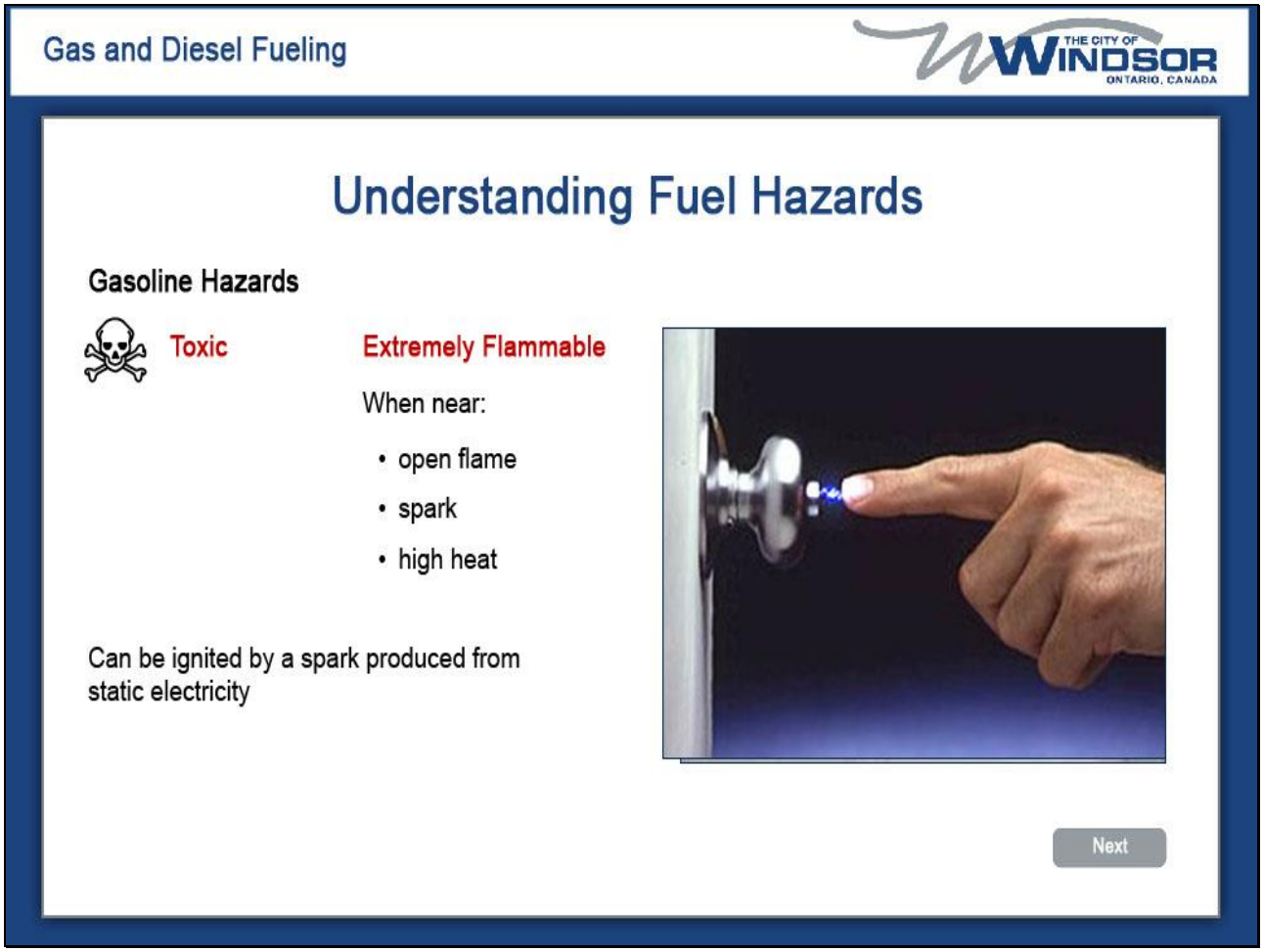
In place of your employee number, you’ll also need to enter the vehicle number at the pumps.

**Slide 4 - Main_Menu**




**Slide notes**

**Slide 5 - MM_1_Understanding_Fuel_Hazards**

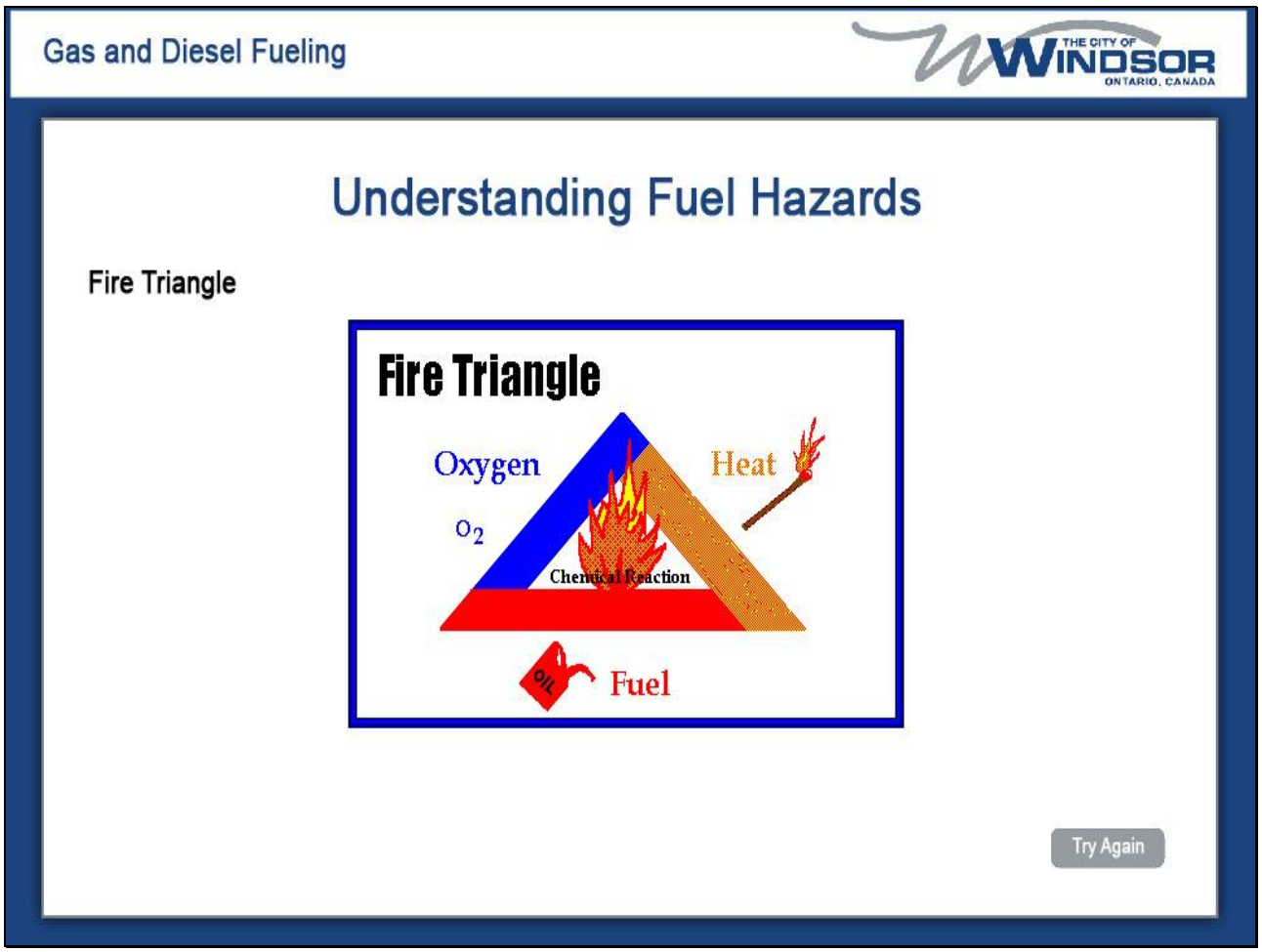



**Slide notes**

Gasoline is toxic. It is also extremely flammable in the presence of an open flame, spark, or high heat.

Gasoline can also be ignited by a spark, produced from static electricity.

**Slide 6 - Slide 6**




**Slide notes**

To stay safe, it’s vital that you understand how fire happens.

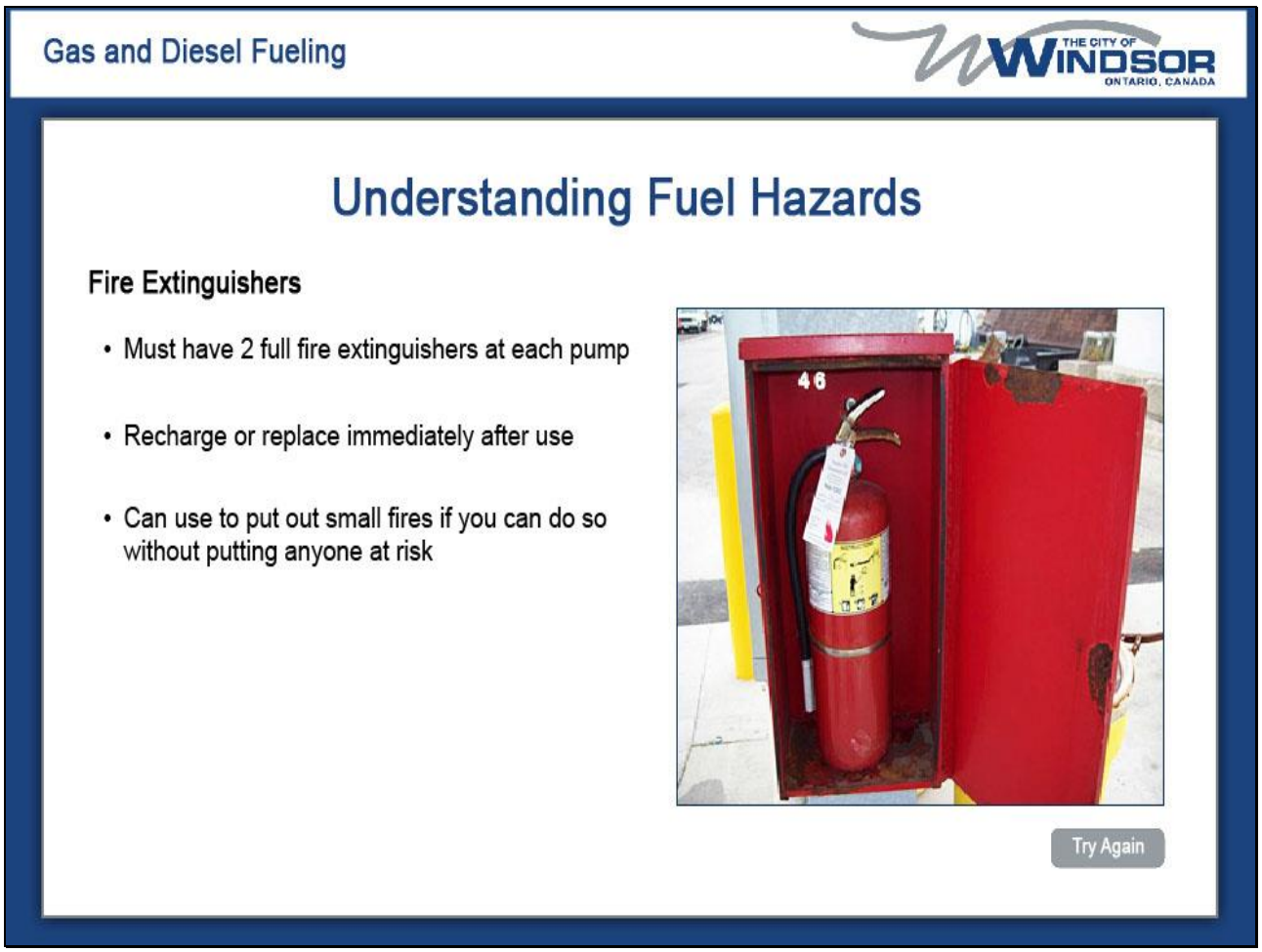
3 things must be in place for a fire, or explosion to occur.

Oxygen, which is all around us.

Fuel, which is right there at the pumps.

And, an ignition source.

**Slide 7 - Slide 7**




**Slide notes**

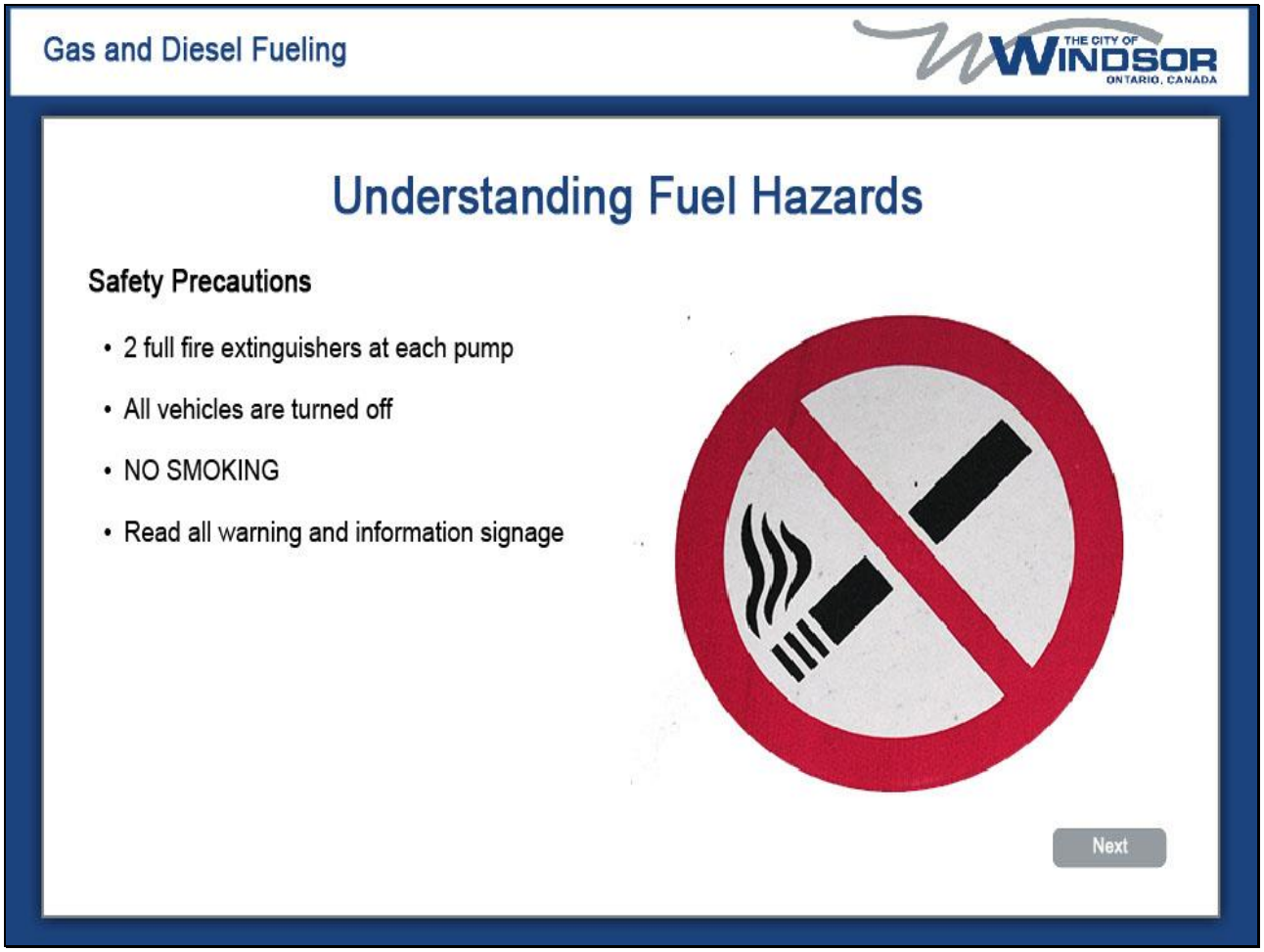
That’s why safety precautions are essential.

2 fire extinguishers exist at each pump location. Make sure they’re there - and make sure they’re full.

A fire extinguisher must be recharged, or replaced, immediately after being used.

But keep in mind, that you can attempt to put out a small fire with a fire extinguisher, if you can do so without putting yourself, or someone else at risk.

**Slide 8 - Slide 8**



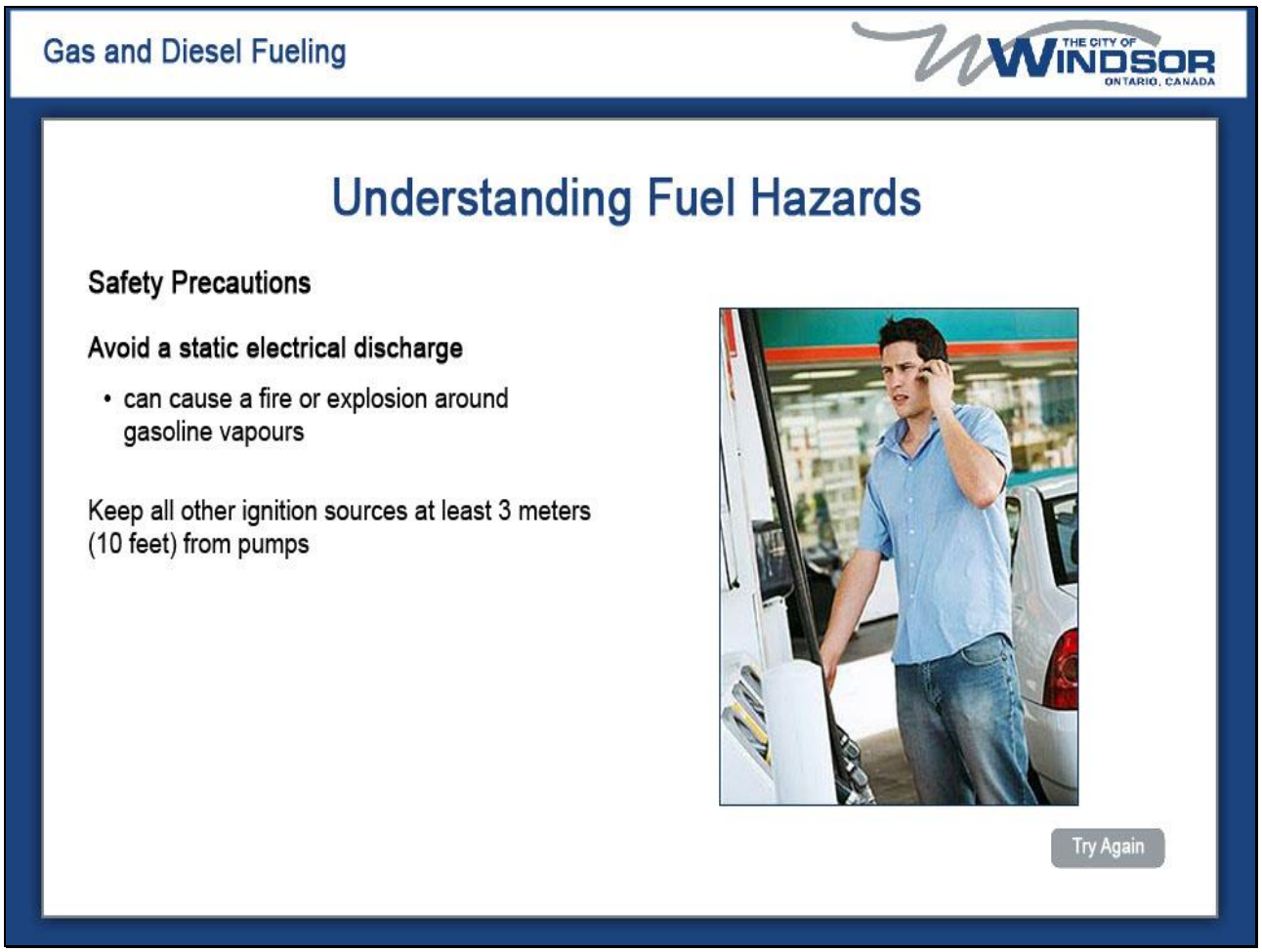

**Slide notes**

Besides ensuring the 2 fire extinguishers are present and full, other ways to ensure your safety are to include: always turning your vehicle off.

Never smoke when fueling, and read all warning, and information signage at the fuel site.

Even if you're familiar with the information on the signs, your safety is worth spending a few minutes reviewing the signs every once in a while.

**Slide 9 - Slide 9**

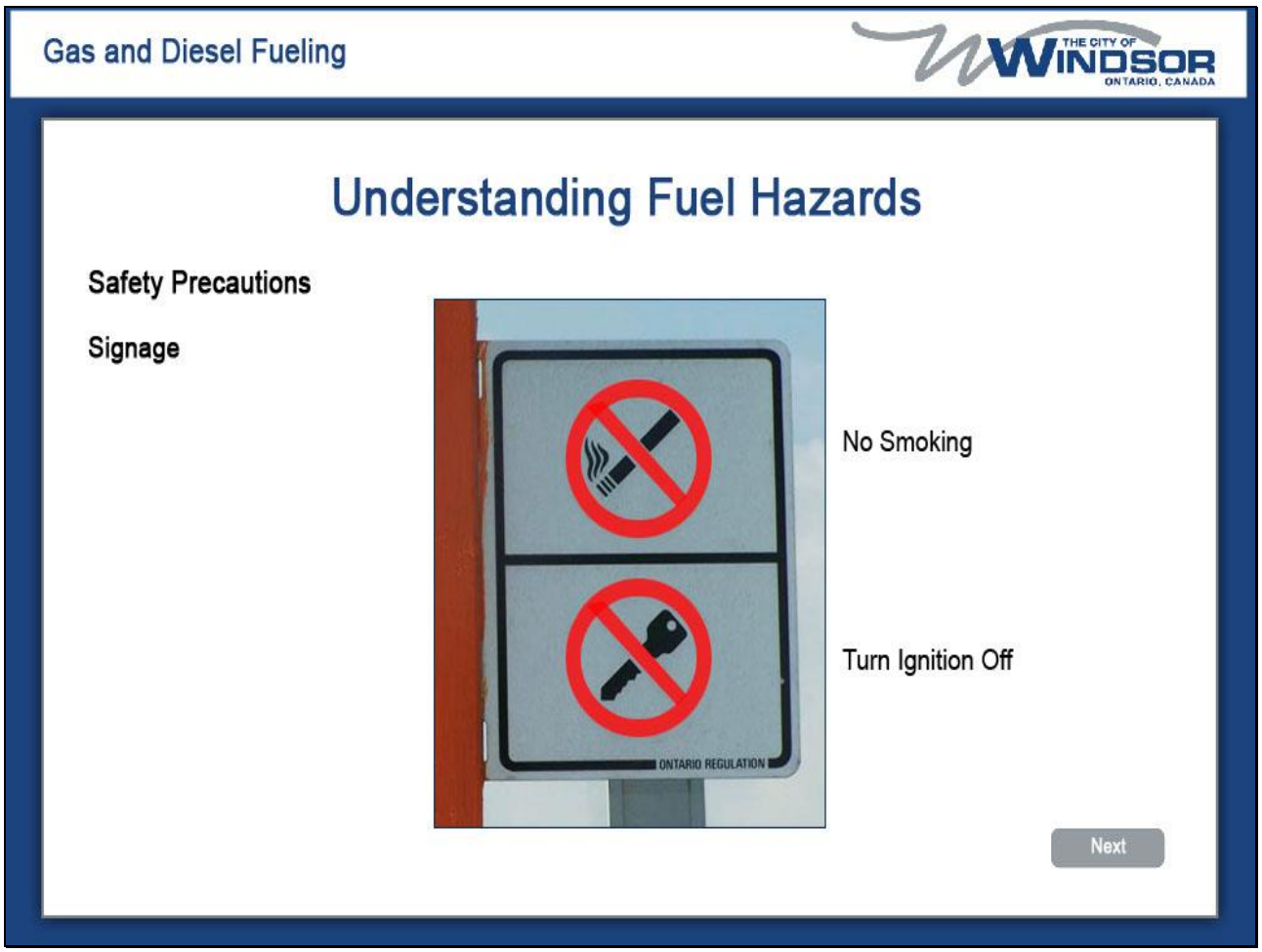



**Slide notes**

A static electrical discharge has enough energy to cause a fire, or explosion, in the presence of gasoline vapours.

While fuel is an obvious ignition source you have to have when filling up, it’s important to keep all other ignition sources at least 3 meters - or 10 feet - from the pumps.

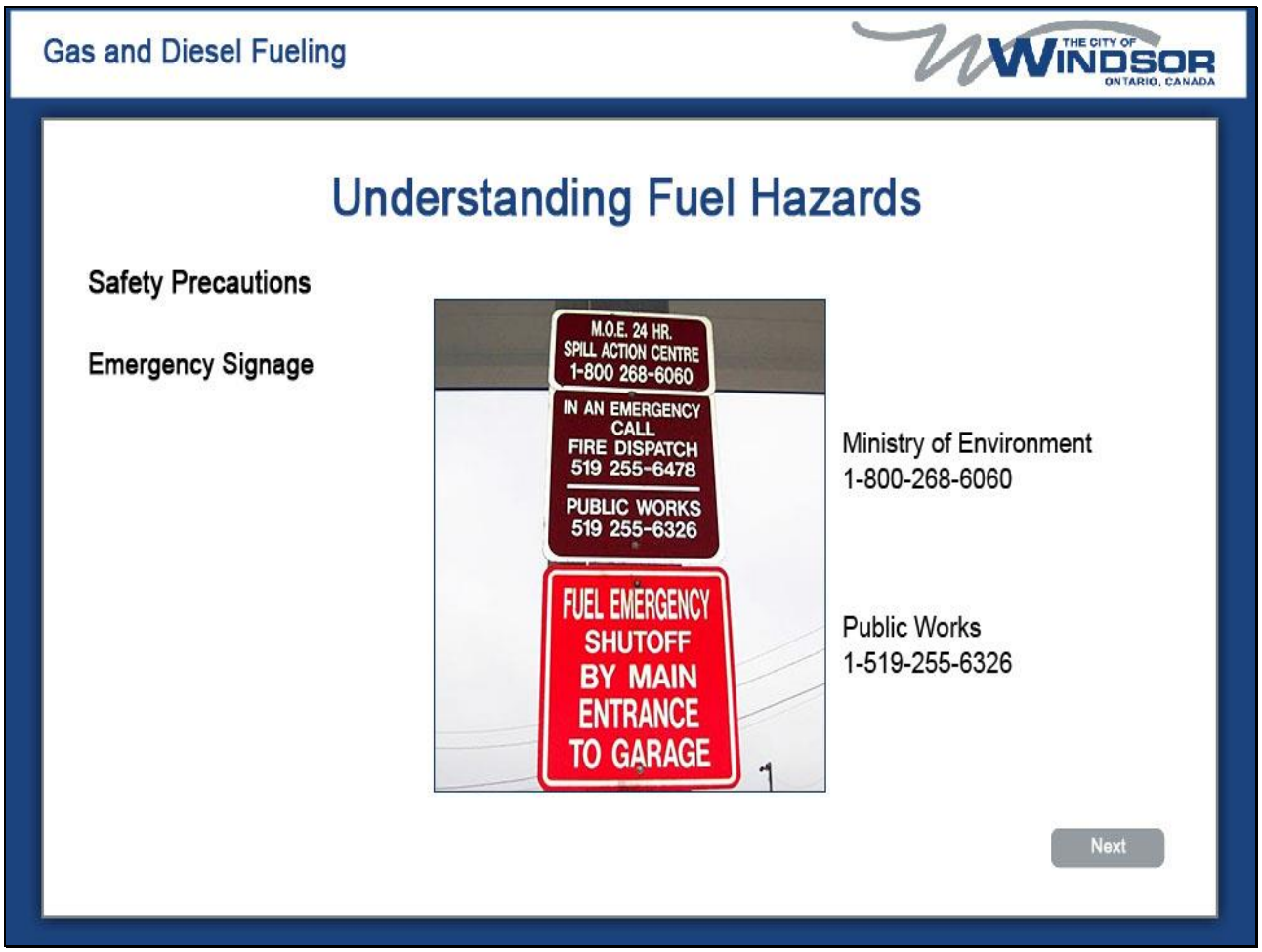
**Slide 10 - Slide 10**




**Slide notes**

Although these safety precautions should be easy to remember, we've made it even easier by posting signs at the fueling sites.

**Slide 11 - Slide 11**



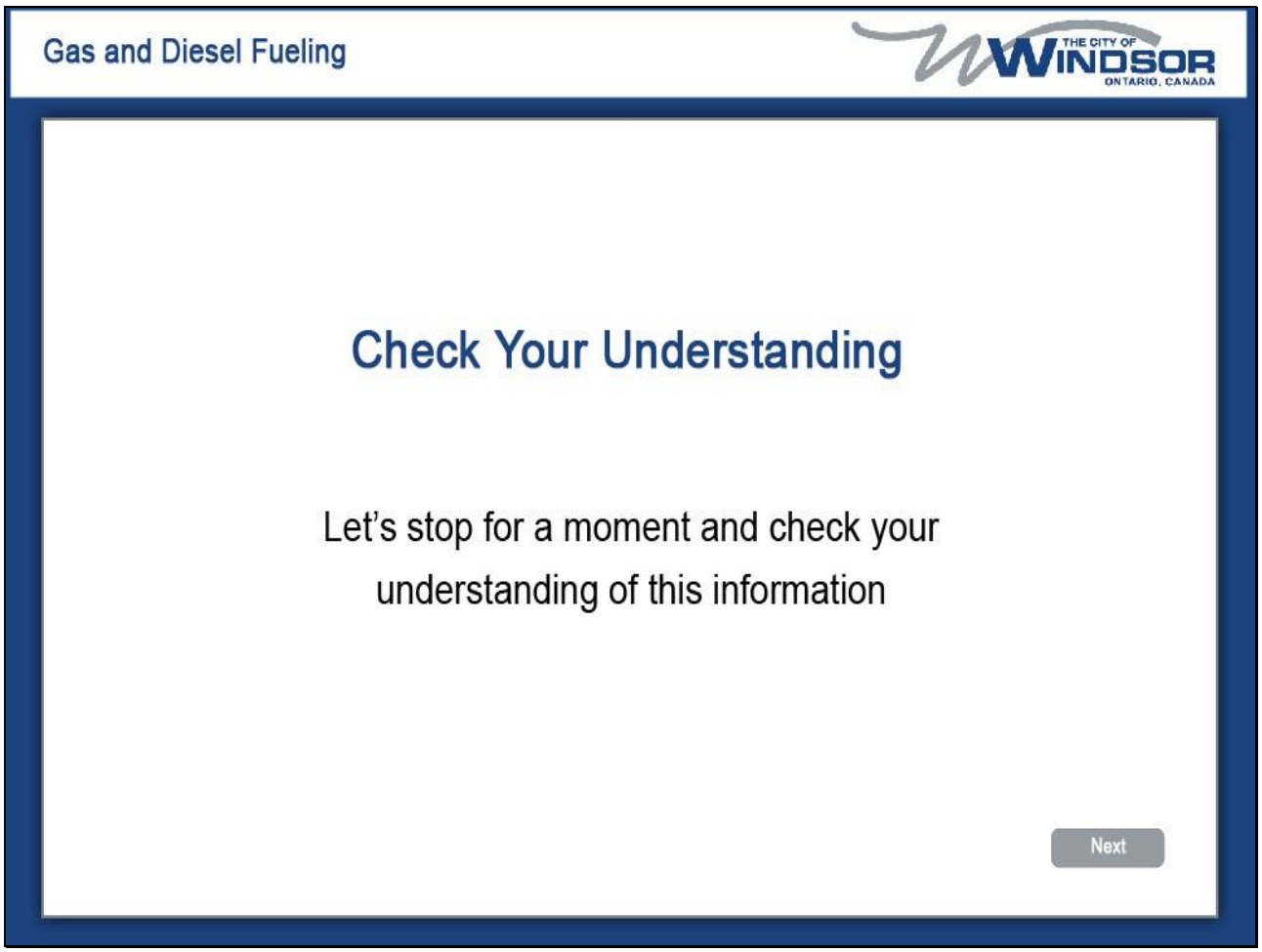

**Slide notes**

We also post a sign in case of an emergency.

For example, if there’s a fuel spill and some of the spill enters the sewer system, the Ministry of Environment and Public Works must be notified.

That’s why their phone numbers are posted on the emergency signage.

**Slide 12 - Slide 12**

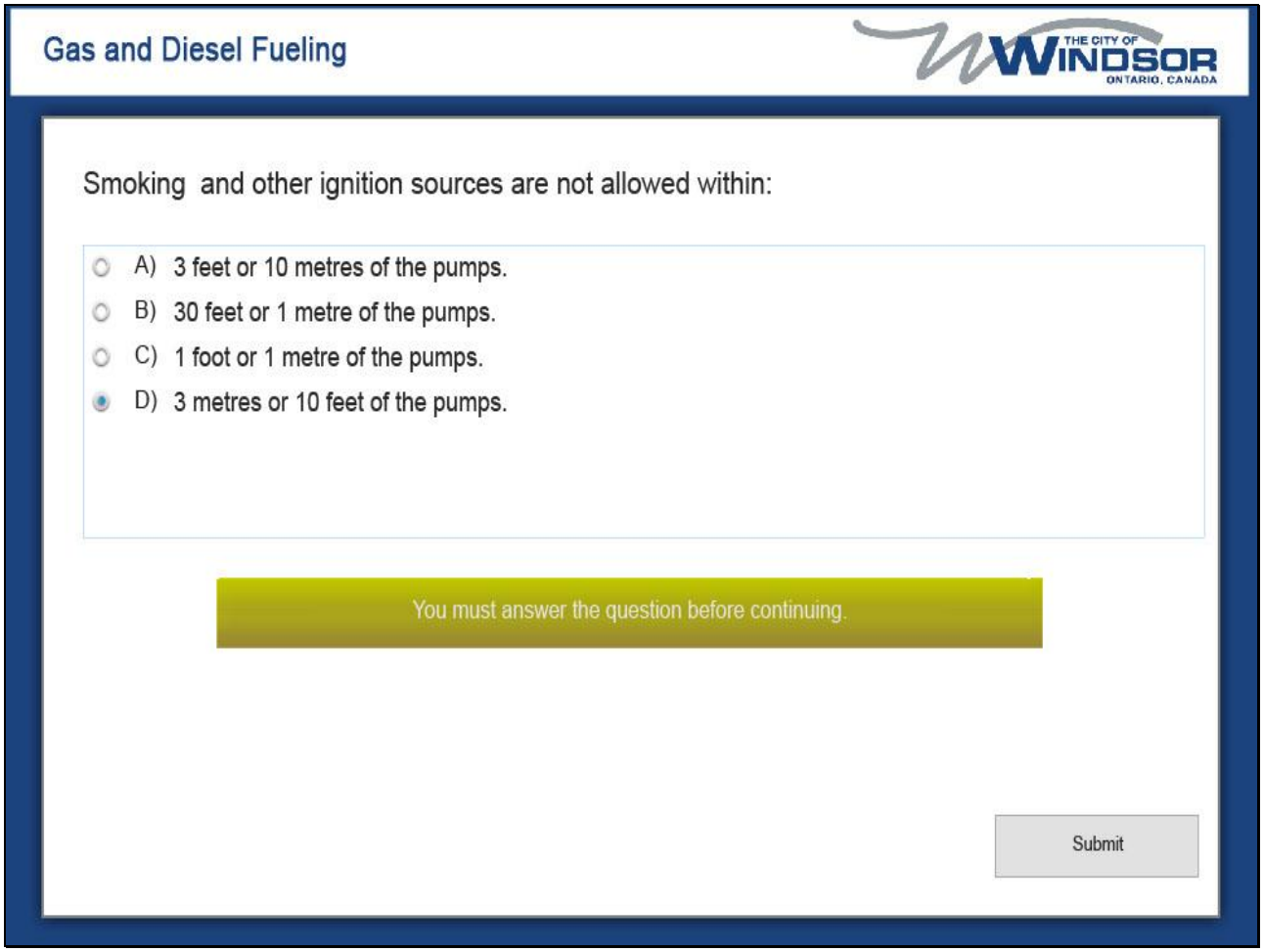



**Slide notes**

Let's pause for a moment and check your understanding of the information just presented.

Click next, when you are ready to answer a few questions about this material.

**Slide 13 - Slide 13**




**Slide notes**

Smoking and other ignition sources are not allowed within:

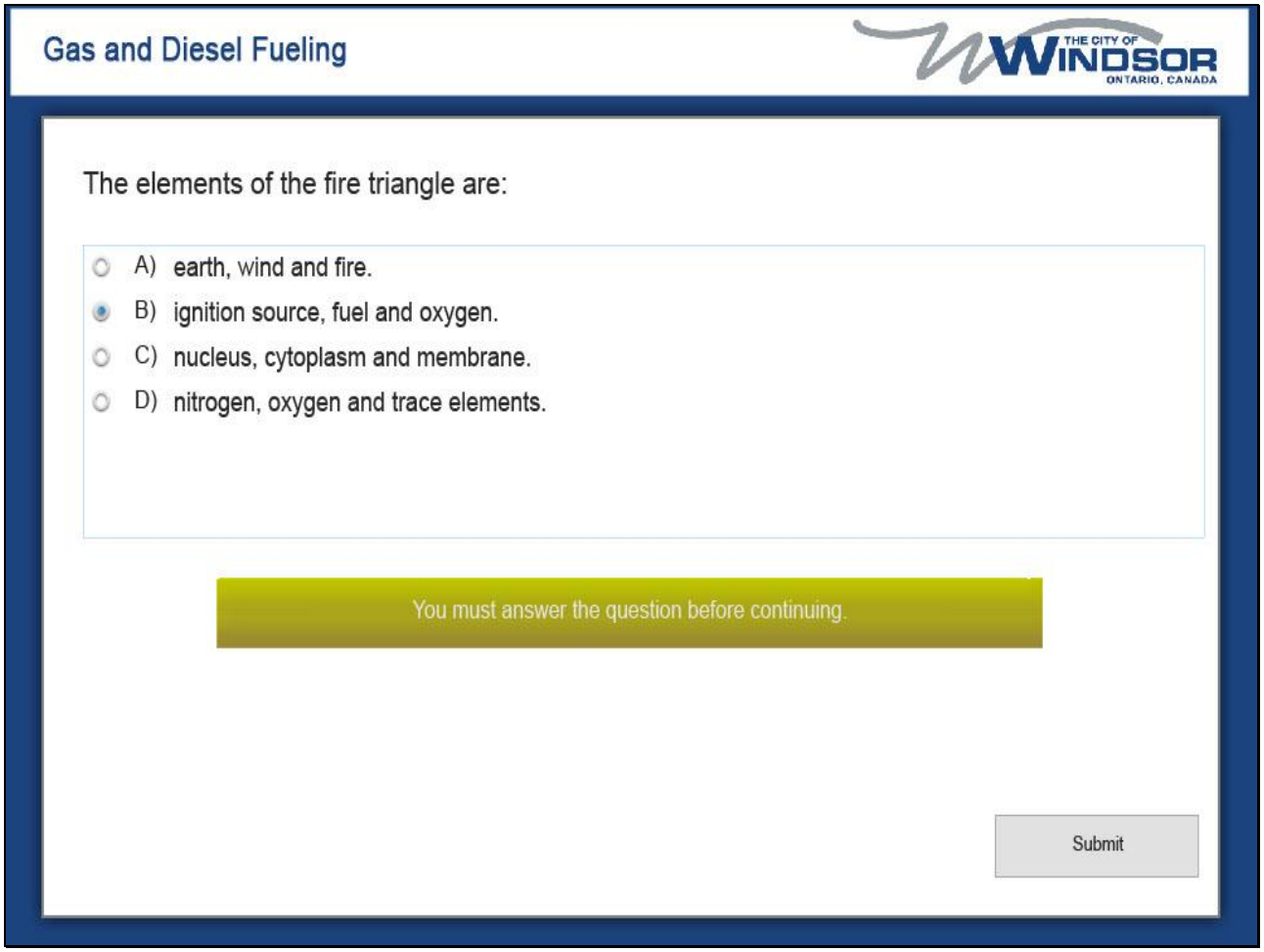
3 feet or 10 metres of the pumps.

30 feet or 1 metre of the pumps.

1 foot or 1 metre of the pumps.

3 metres or 10 feet of the pumps.

**Slide 14 - Slide 14**




**Slide notes**

The elements of the fire triangle are:

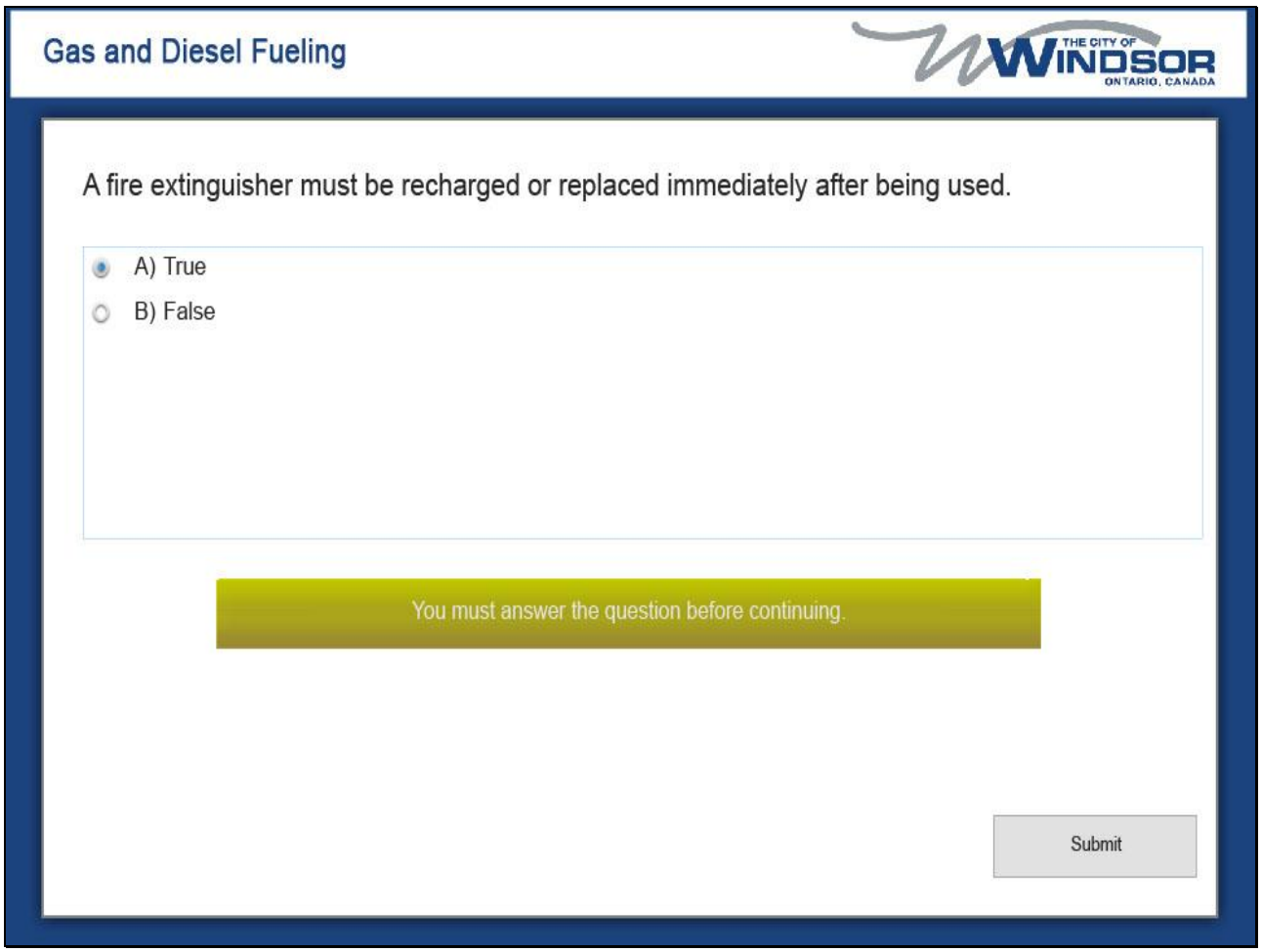
earth, wind and fire.

ignition source, fuel and oxygen.

nucleus, cytoplasm and membrane.

nitrogen, oxygen and trace elements.

**Slide 15 - Slide 15**



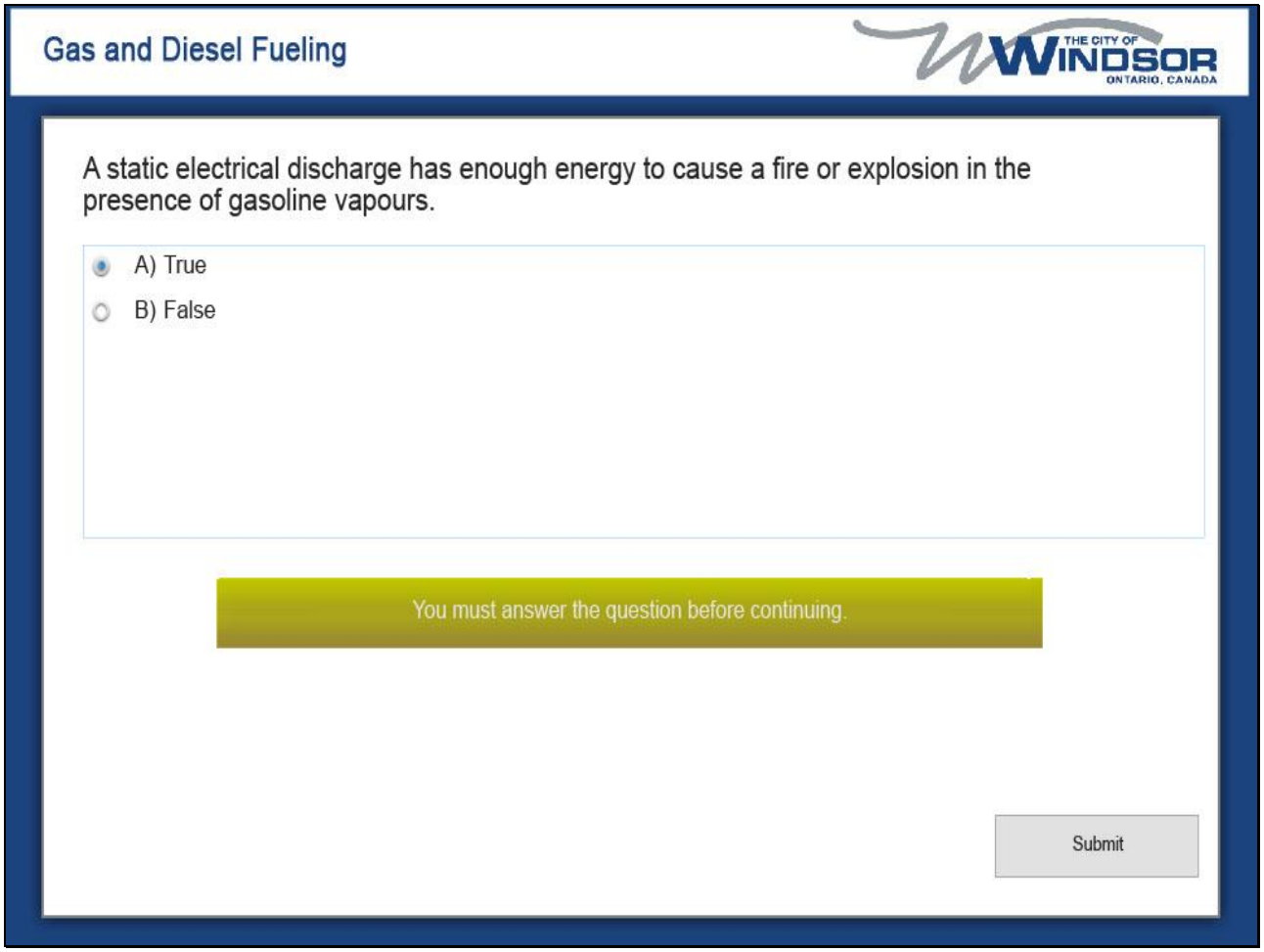

**Slide notes**

A fire extinguisher must be recharged or replaced immediately after being used.

Is this true.

Or false.

### Slide 16 - Slide 16



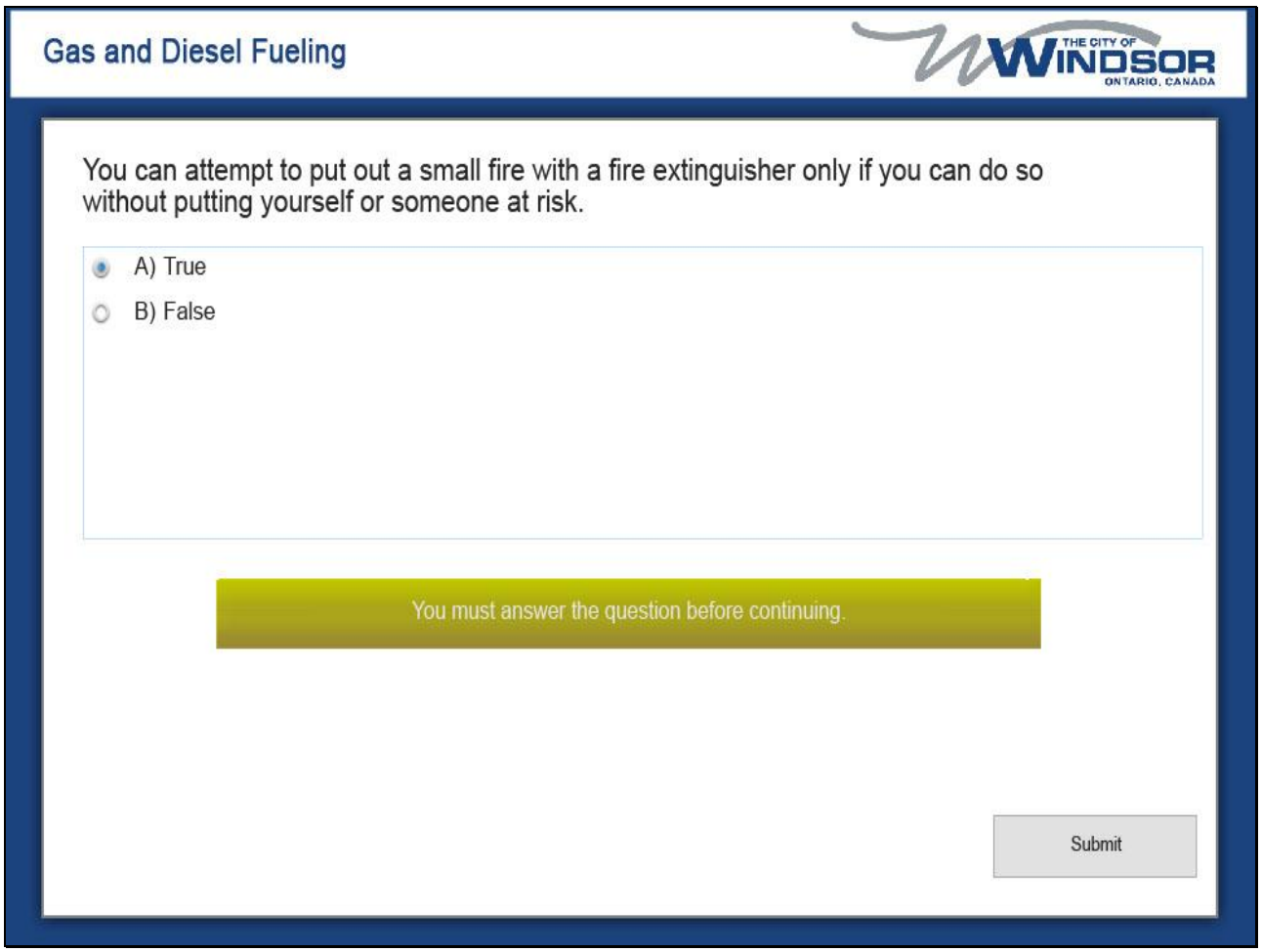

### Slide notes

A static electrical discharge has enough energy to cause a fire or explosion in the presence of gasoline vapours.

Is this statement true.

Or false.

**Slide 17 - Slide 17**

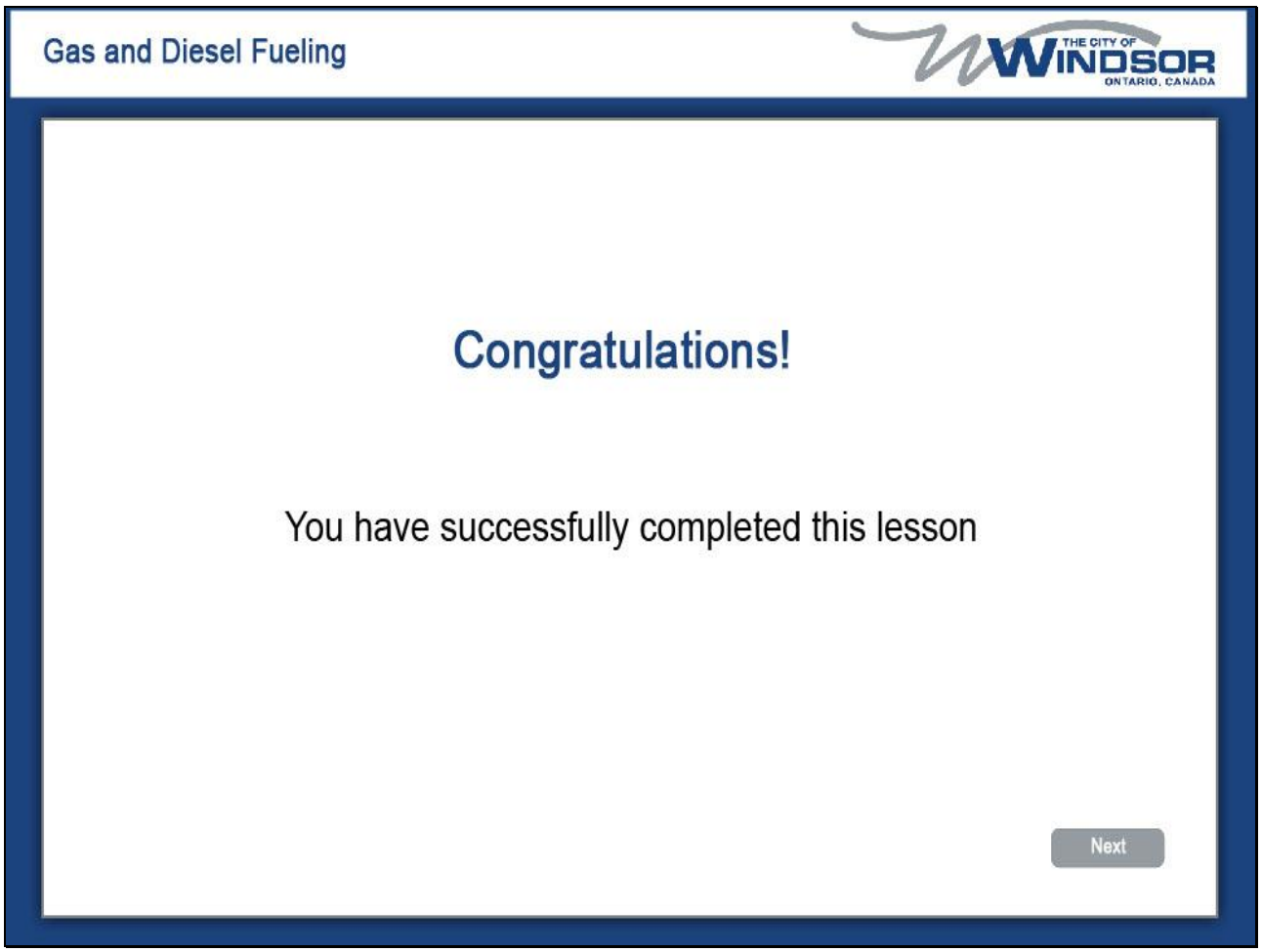



**Slide notes**

Is this true or false.

You can attempt to put out a small fire with a fire extinguisher only if you can do so without putting yourself or someone at risk.

**Slide 18 - Slide 18**



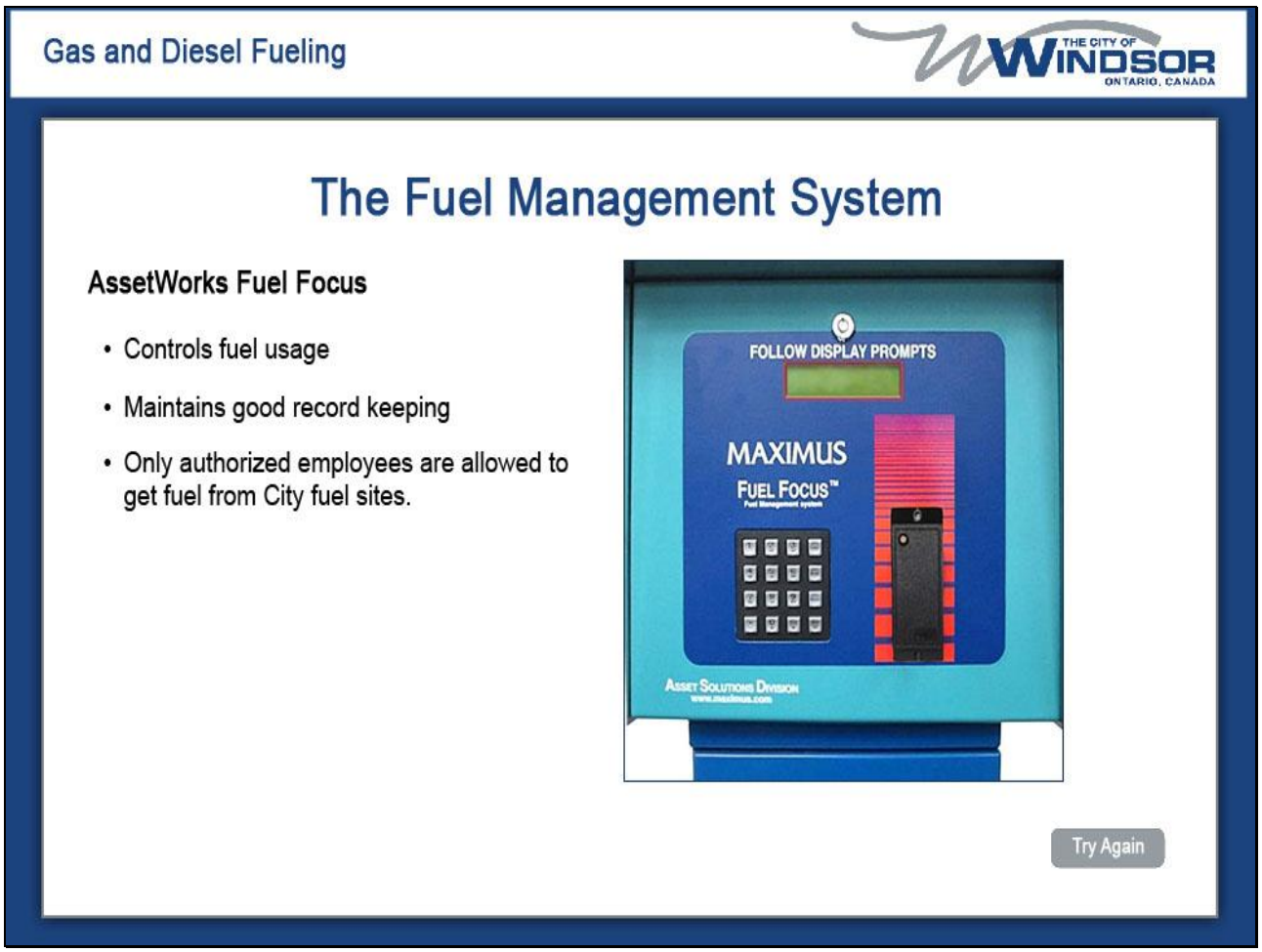

**Slide notes**

Congratulations!

You have successfully completed this lesson.

Click next to continue.

**Slide 19 - MM_2_The_Fuel_Management_System**

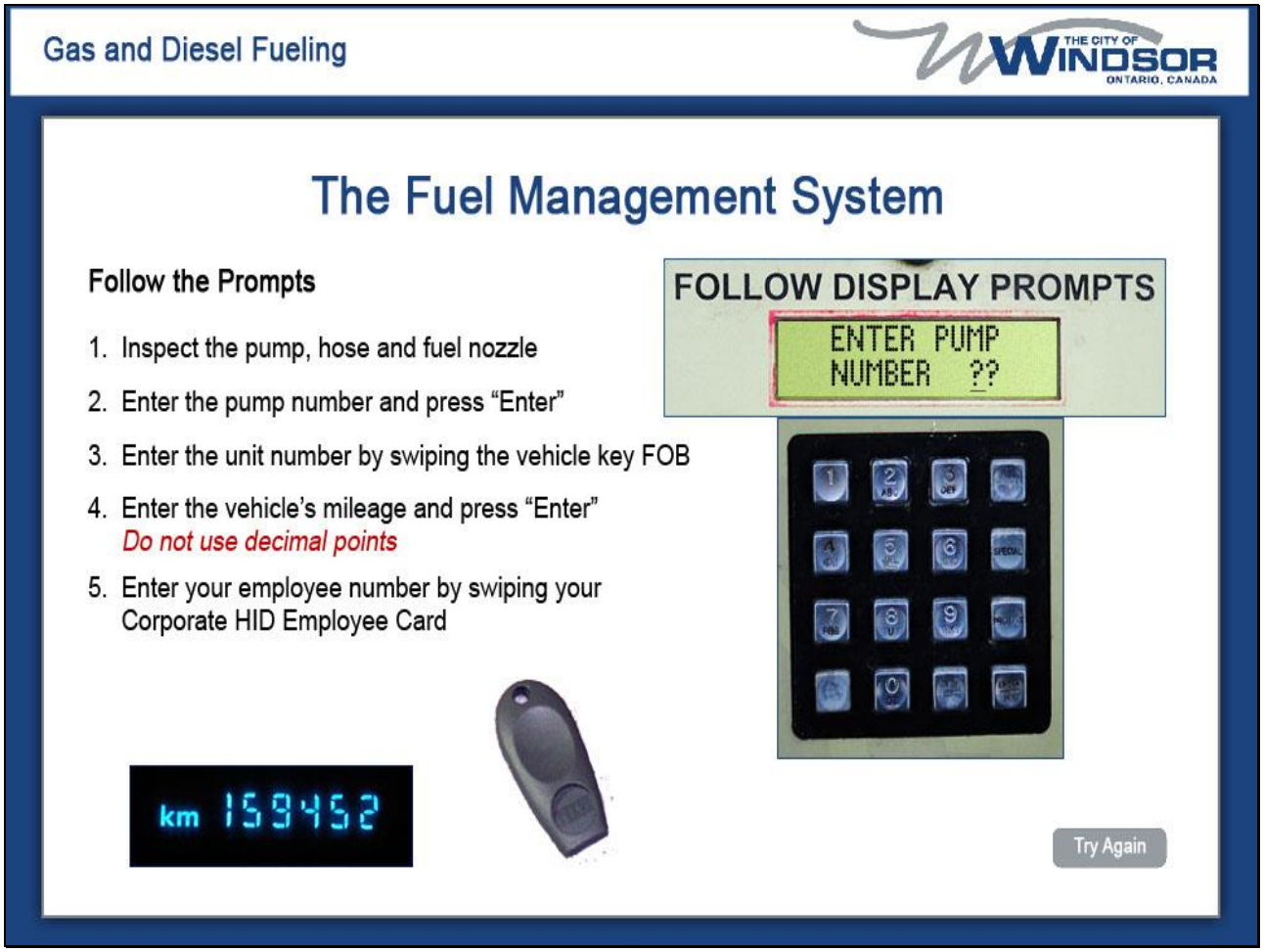



**Slide notes**

The fuel management system, referred to as “Asset Works Fuel Focus”, allows the Fleet Division, to control fuel usage and maintain better record keeping.

Only authorized employees are allowed to get fuel from City fuel sites.

**Slide 20 - Slide 20**




**Slide notes**

The system is easy to use. You simply follow the display prompts.

First, inspect the pump, hose and fuel nozzle to ensure they are in good condition prior to fueling.

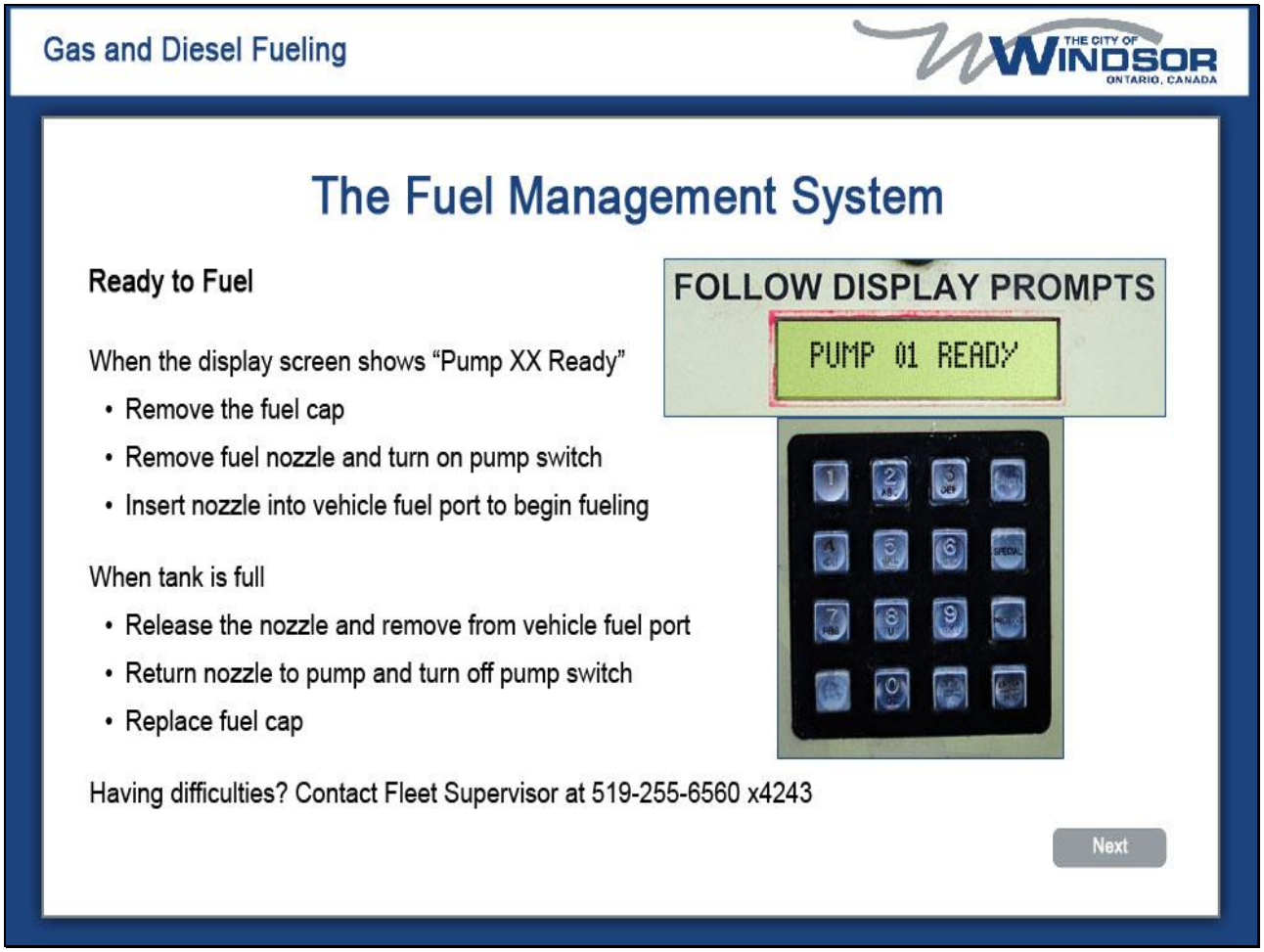
Begin by entering the pump number on the keypad; then press the "Enter" key.

Next, enter the unit number by swiping the vehicle's key fob.

Next, the system requires you to key in the vehicle's mileage.  Do not use decimal points, and press the "Enter" key when done.

Finally, when prompted, enter your employee number by swiping your Corporate H I D employee card.

**Slide 21 - Slide 21**




**Slide notes**

Once all the required information is entered, the display screen will show "Pump Ready". This will let you know that the pump is ready to dispense fuel

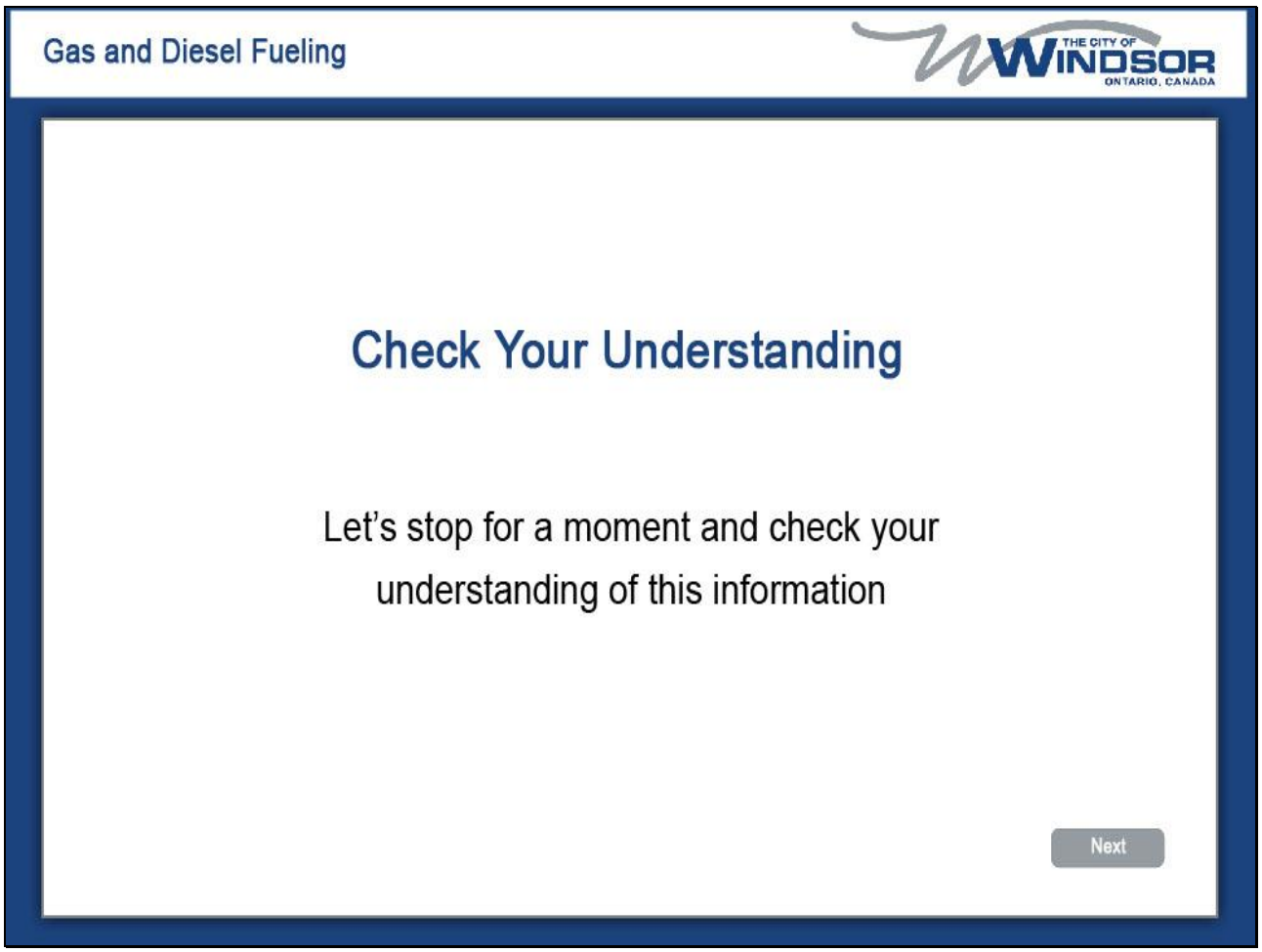
Start by removing the fuel cap, then remove the fuel nozzle and turn on the pump switch. Insert the nozzle into the vehicle fuel port and begin to fuel.

When the tank is full, release the nozzle and remove it from the vehicle fuel port. Return the nozzle to the pump and turn off the pump switch. Replace the fuel cap.

If the fuel system times out, go back and restart at step 3, where you are swiping the vehicle key fob.

If you have any difficulties with the fueling process, contact the Fleet Supervisor at 519-255-6560 extension 4243.

**Slide 22 - Slide 22**

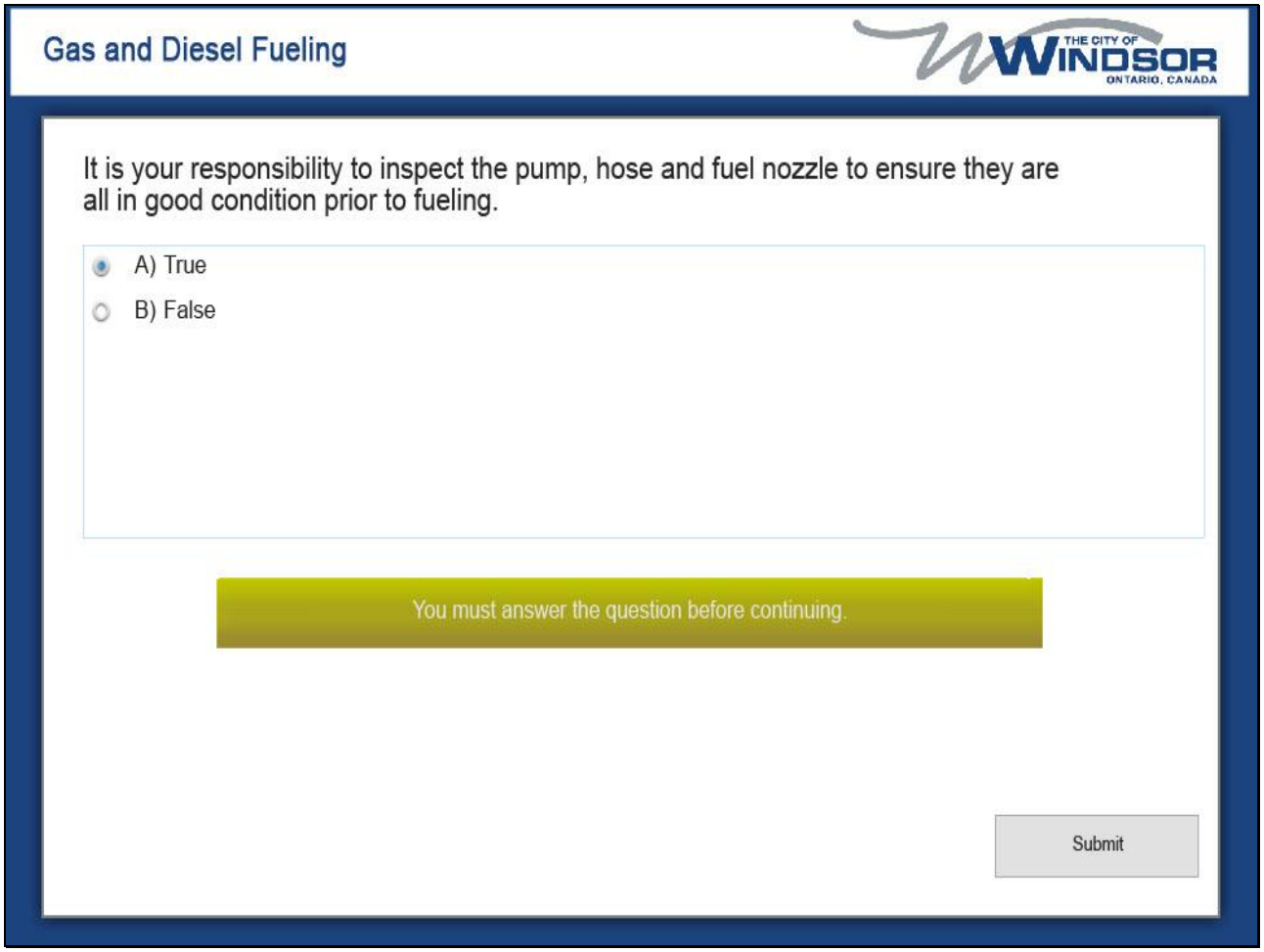



**Slide notes**

Now let's check your understanding of this lesson.

Click next, when you are ready to begin.

### Slide 23 - Slide 23



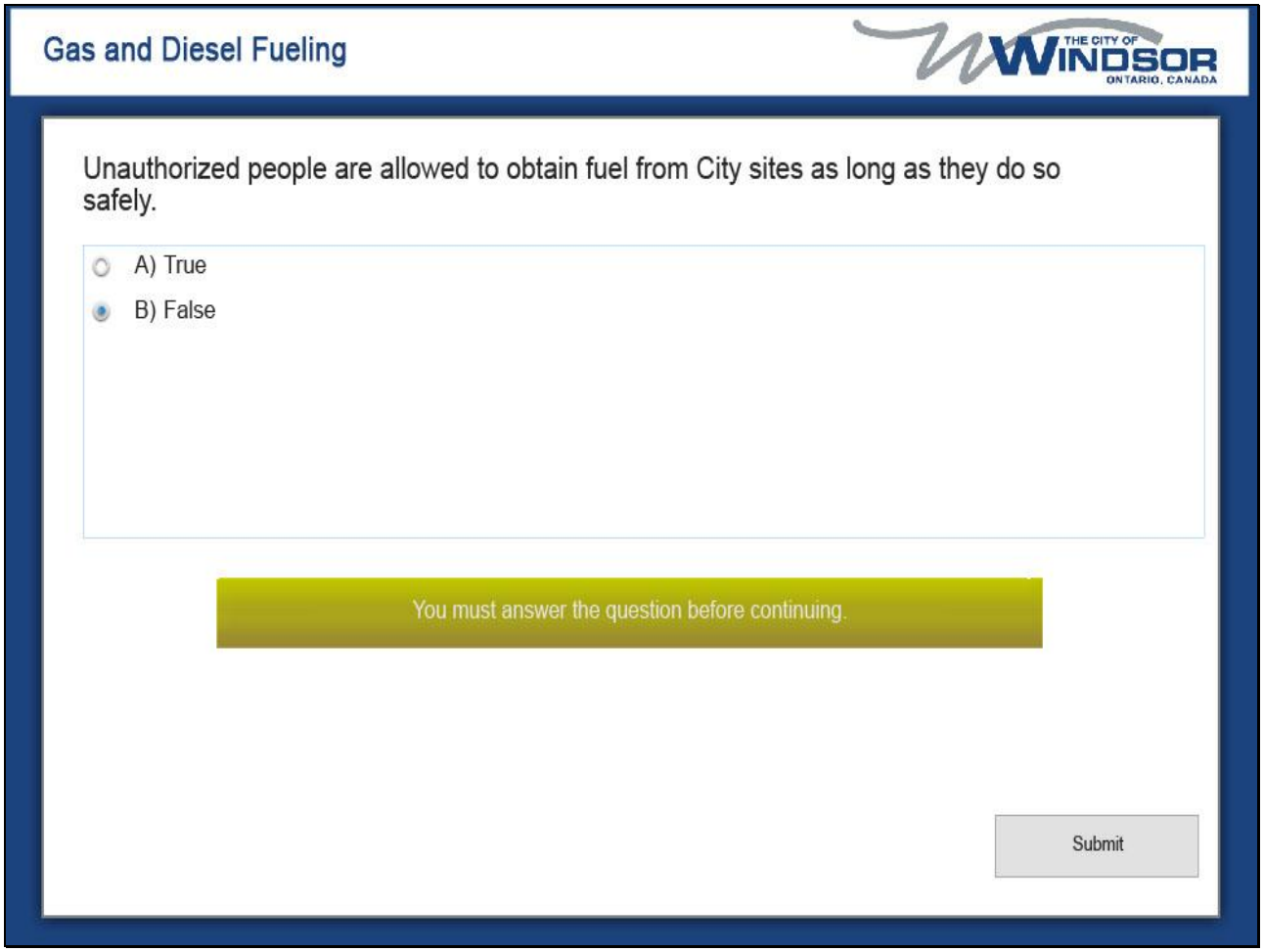

### Slide notes

It is your responsibility to inspect the pump, hose and fuel nozzle to ensure they are all in good condition prior to fueling.

True.

Or False.

**Slide 24 - Slide 24**



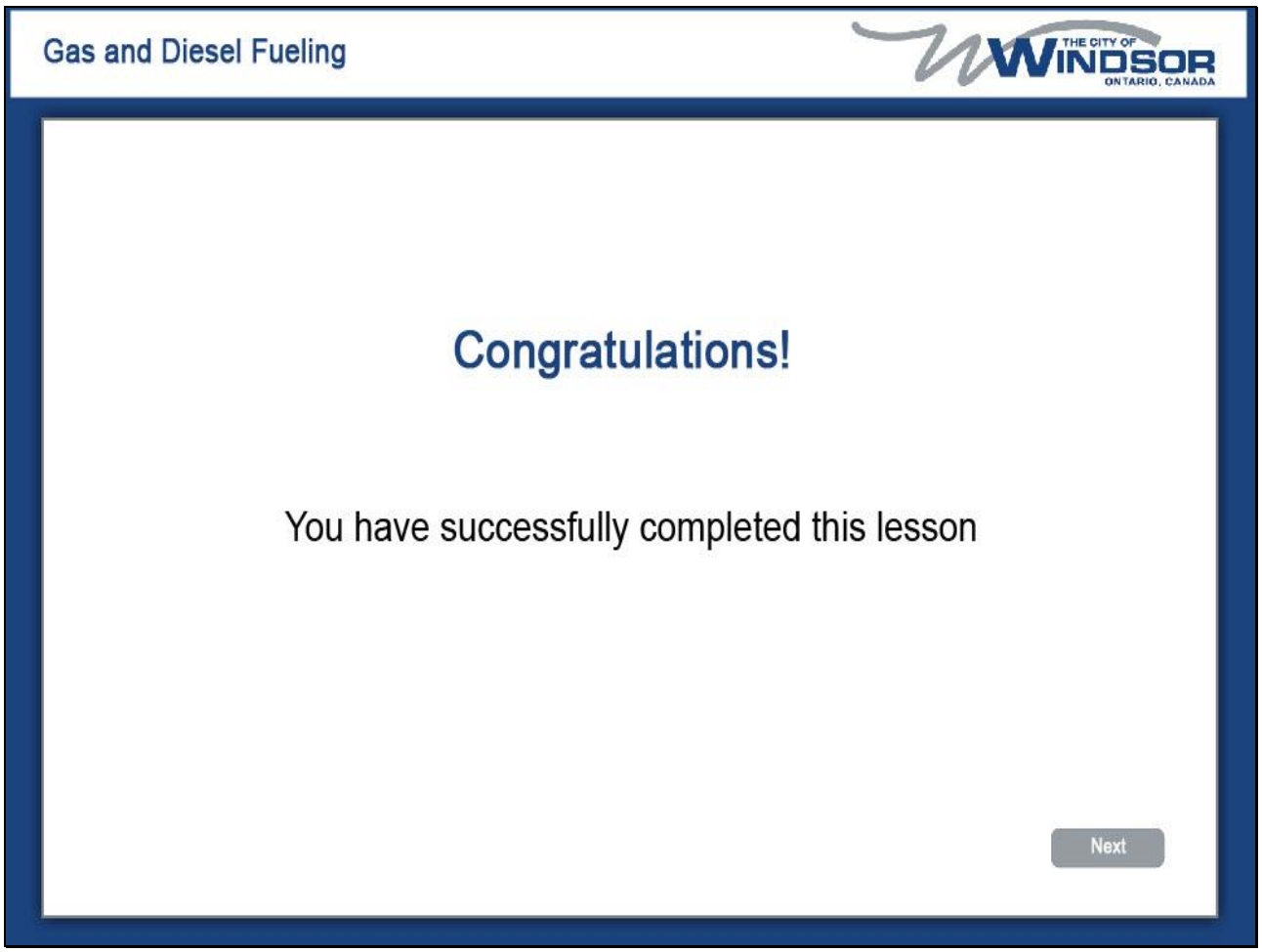

**Slide notes**

Unauthorized people are allowed to obtain fuel from City sites as long as they do so safely.

Is this true.

or false.

**Slide 25 - Slide 25**




**Slide notes**

Congratulations!

You have successfully completed this lesson.

Click next to continue.

**Slide 26 - MM_3_Fueling_Safety**

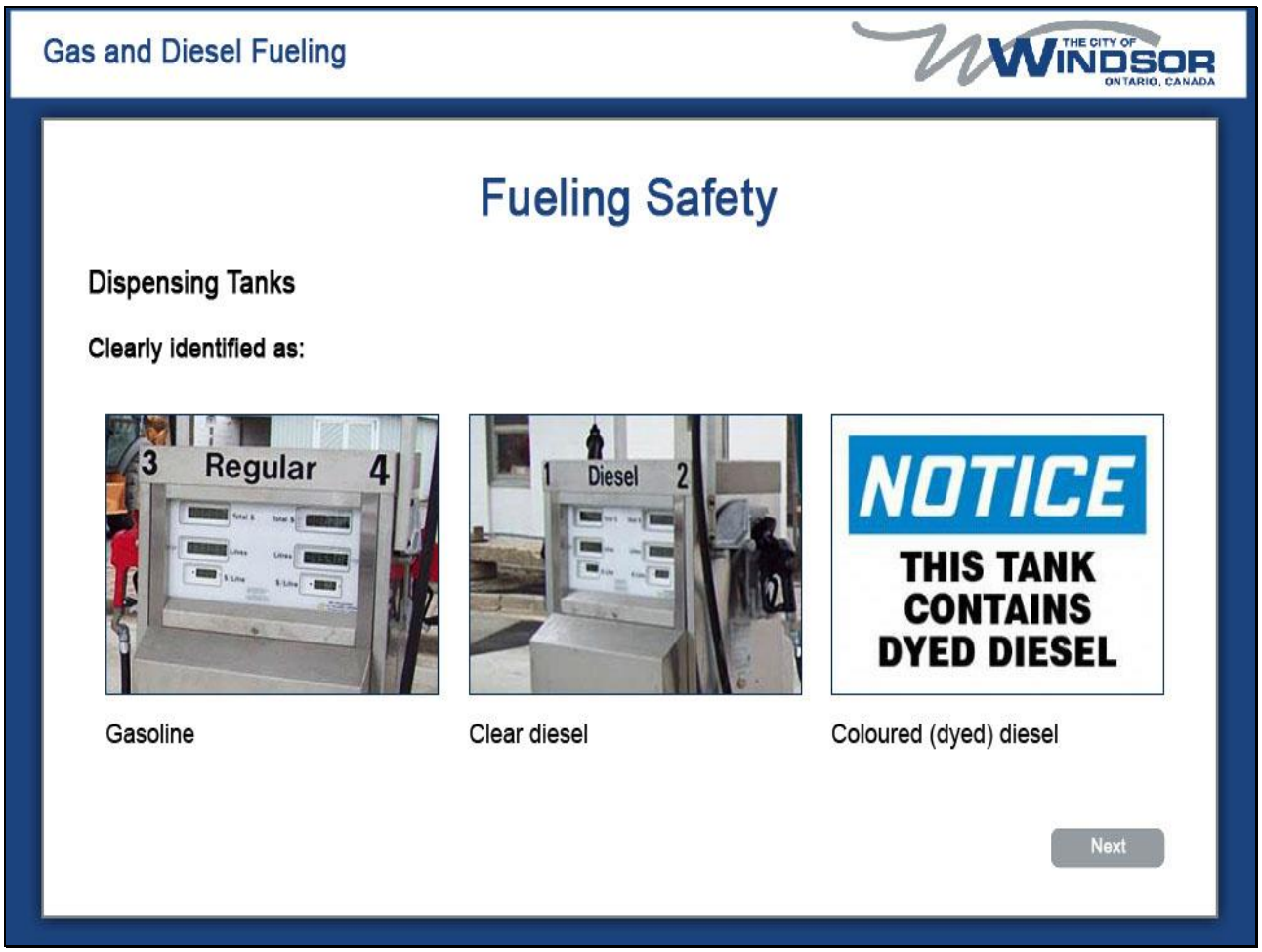

**Slide notes**

In following the Technical Standards Safety Authority rules, never re-enter your vehicle, until you've finished fueling.

And never leave your vehicle unattended while fueling.

If you need to leave the vehicle unattended, for whatever reason, shut off the pump, replace the fuel nozzle, and put the fuel cap back on.

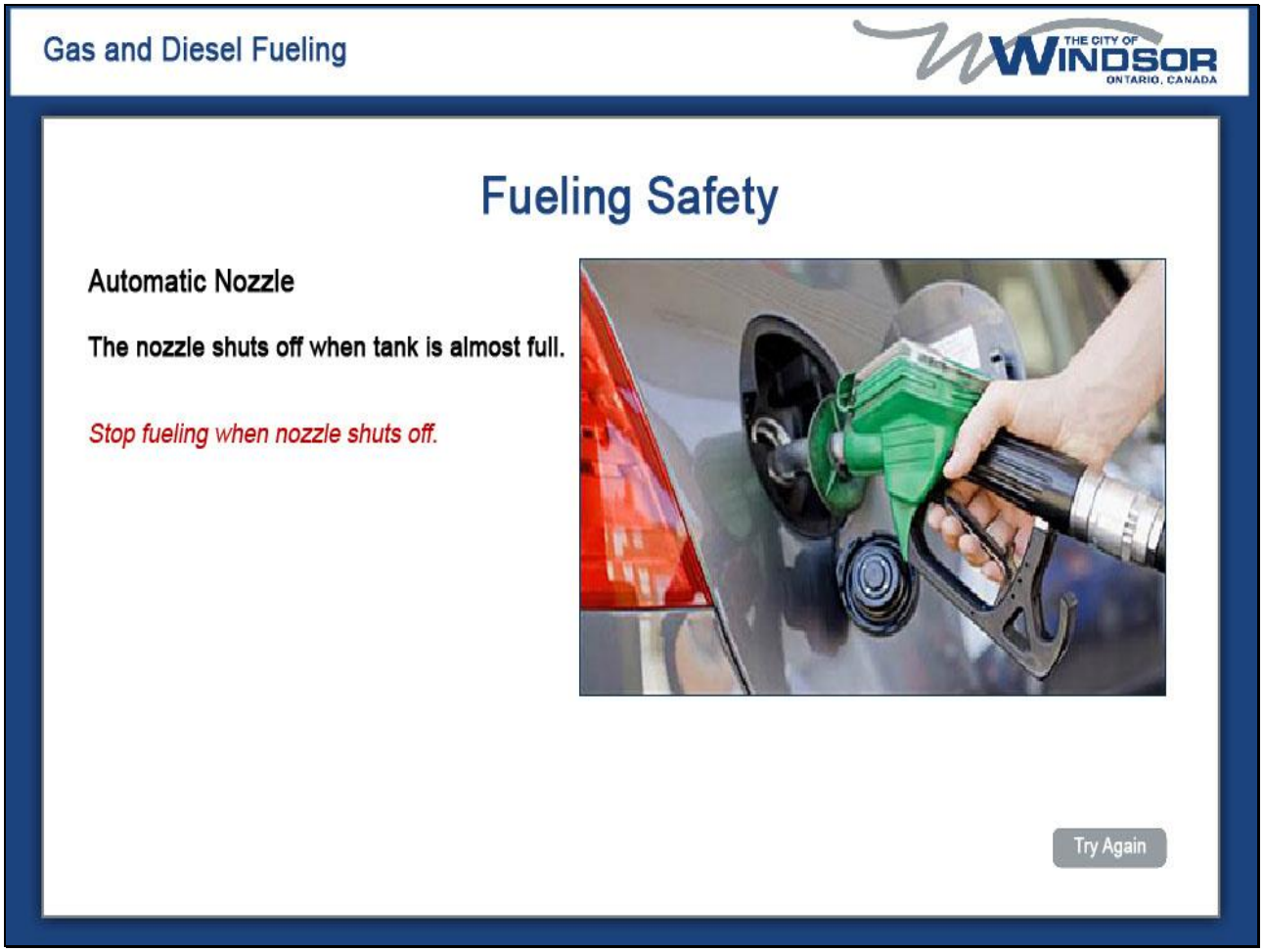
**Slide 27 - Slide 27**




**Slide notes**

When you pull up to the pump area, you'll see that the dispensing tanks are clearly identified as either gas, clear diesel, or coloured, (or dyed) diesel.

**Slide 28 - Slide 28**




**Slide notes**

A minor spill could be caused by over-filling a fuel tank, or portable container.

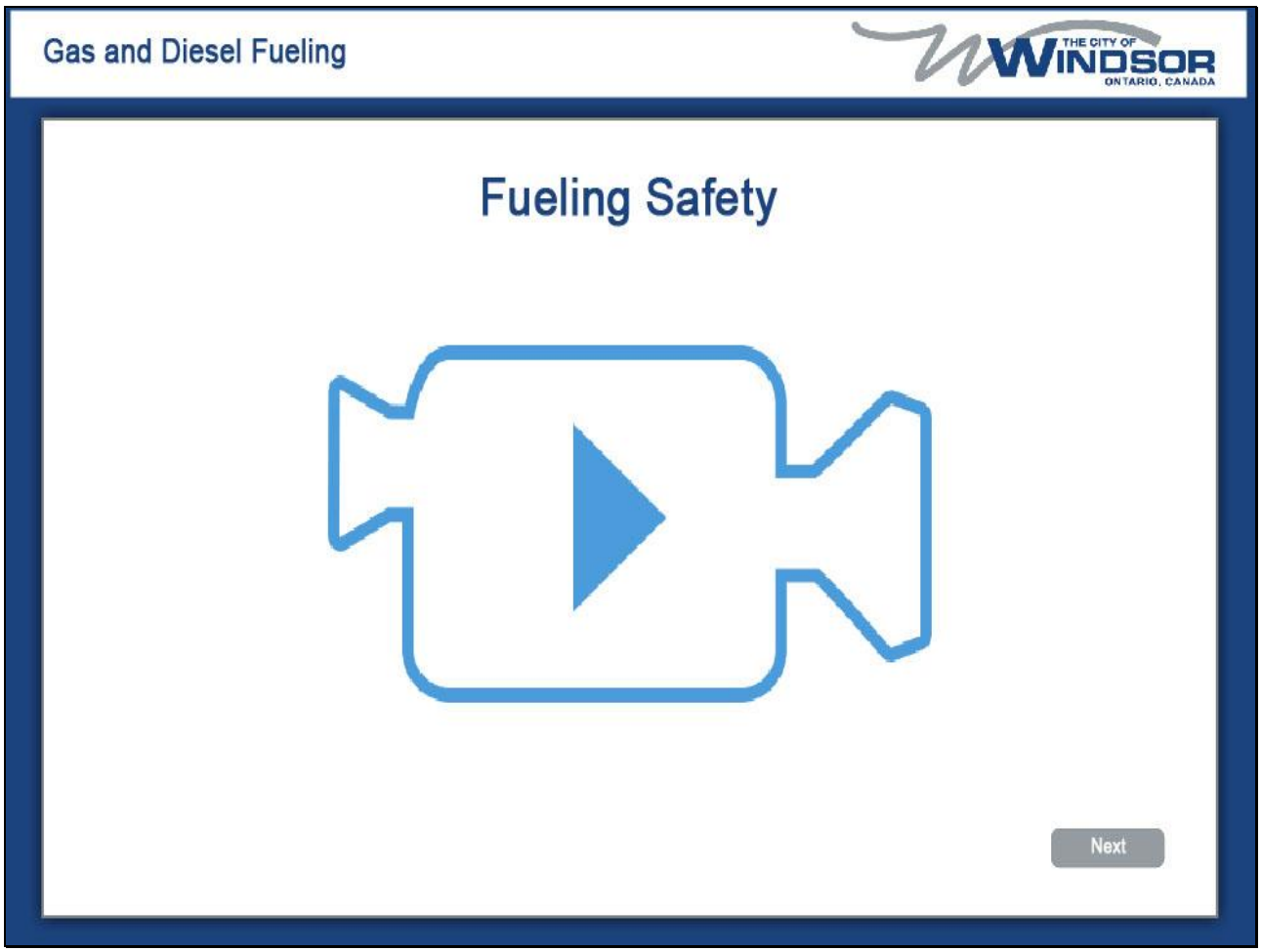
That’s one reason why the dispensing tanks are equipped with automatic nozzles.

When filling the top portion of the vehicle tank, do not ease up on the nozzle trigger.

The nozzle will shut off when the tank is almost full.

At this point, you’re done fueling.

**Slide 29 - Slide 29**




**Slide notes**

Now, let’s get more details regarding this information.

**Slide 30 - Slide 30**


**Slide notes**

**Slide 31 - Slide 31**


**Slide notes**

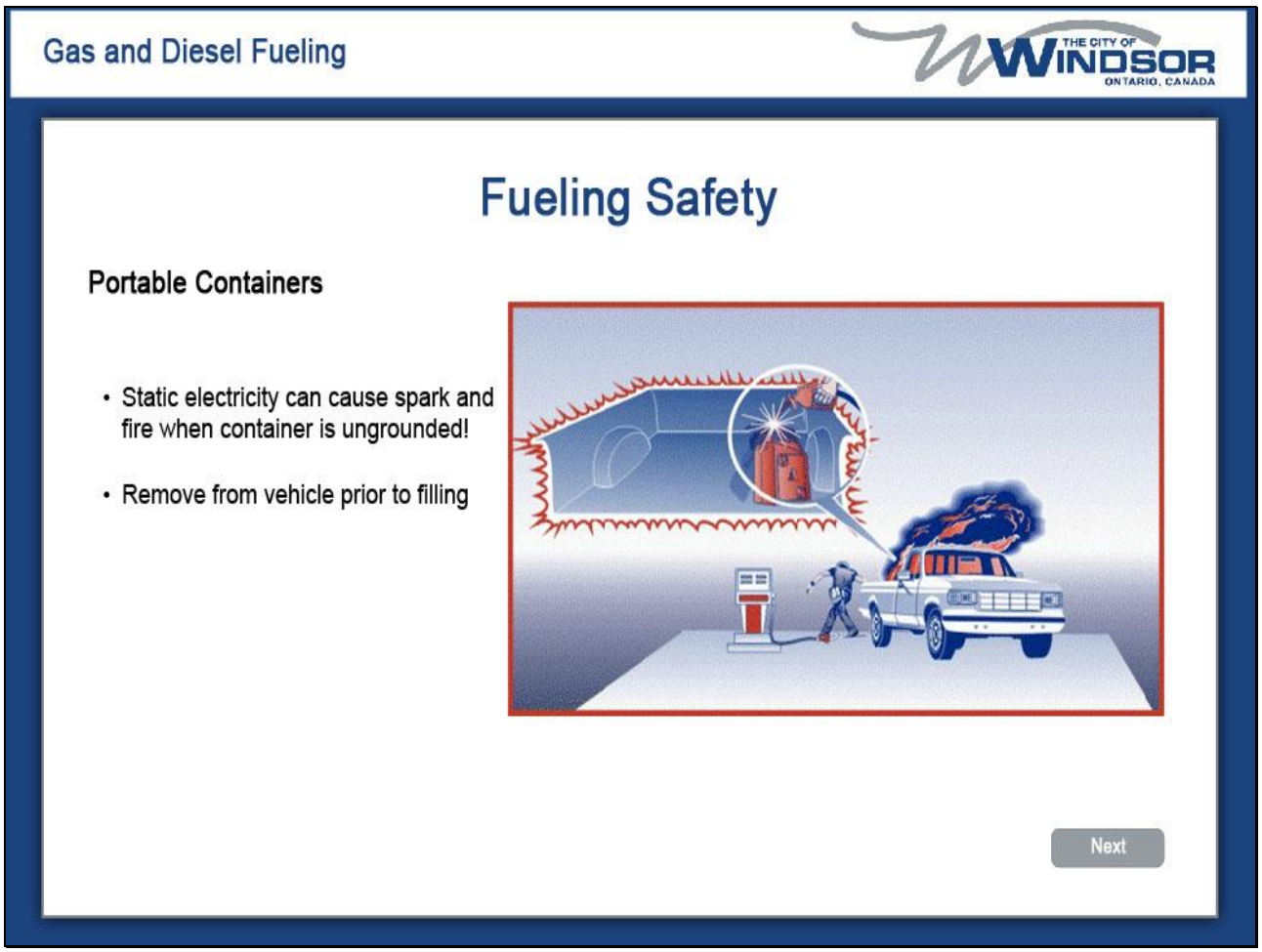
**Slide 32 - Slide 32**


**Slide notes**

An ‘Approved Portable Containers’ sign is posted to indicate the types of portable containers, that can be filled, which must be either CSA, or Underwriter Lab (UL) approved.

That means even if you mark a container as Flammable, you cannot use it unless it is  CSA, or UL approved, for transporting fuel.

**Slide 33 - Slide 33**

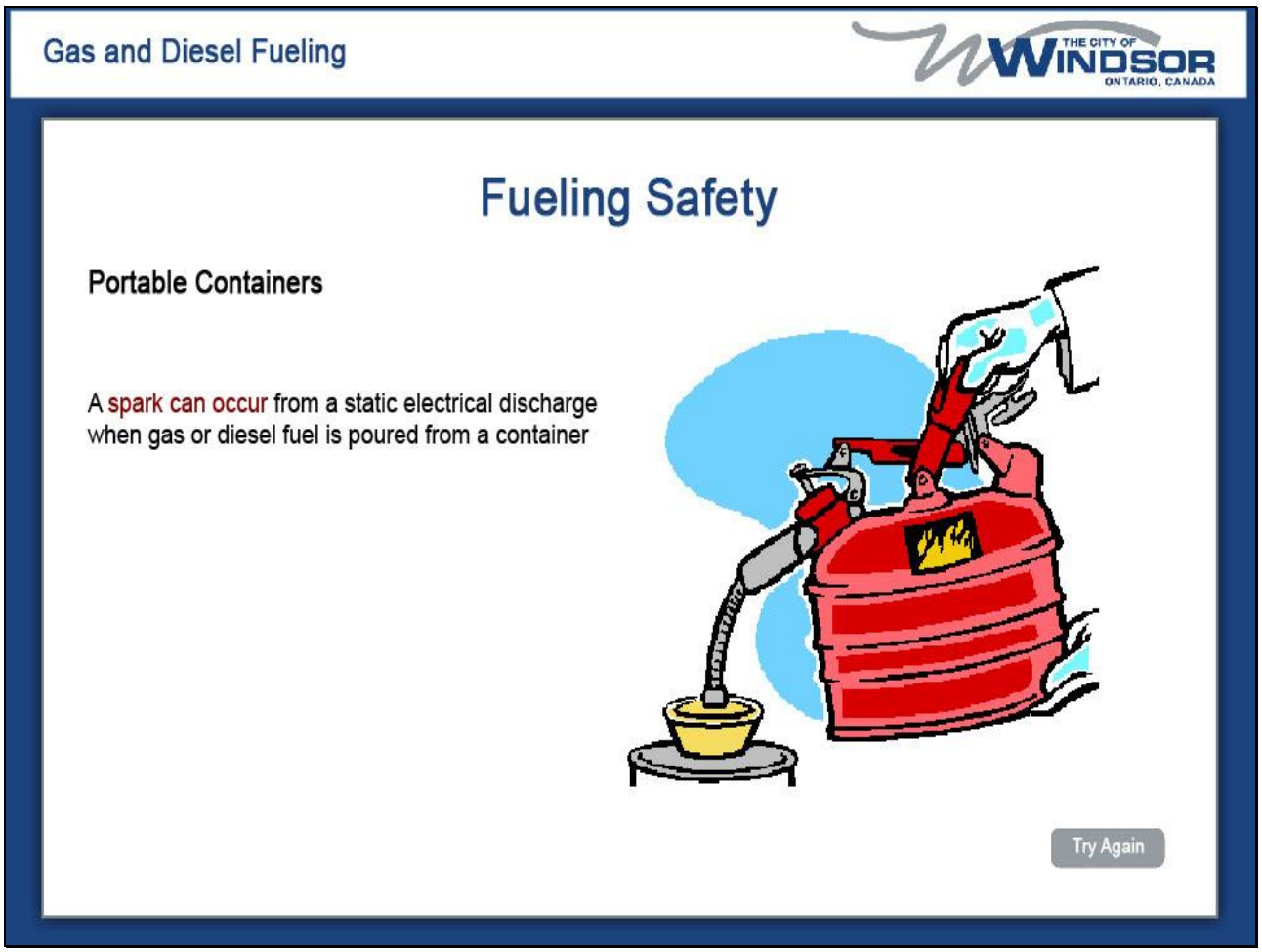



**Slide notes**

Static electricity can cause a spark, and fire, when the container is ungrounded, which means you must always remove portable containers from the vehicle, before filling them.

If a container is left in the vehicle when refueling, a static spark can cause a fire.

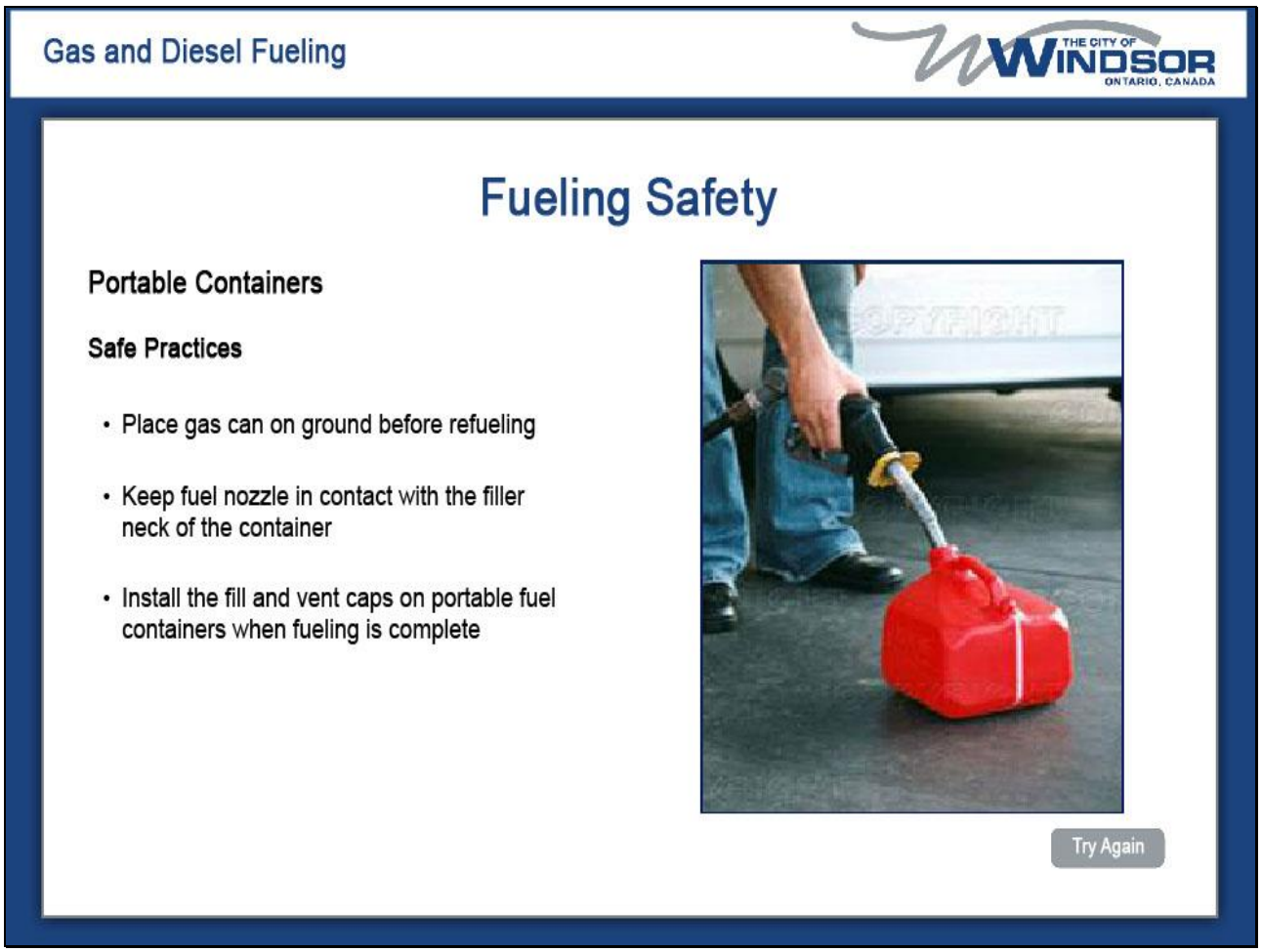
**Slide 34 - Slide 34**




**Slide notes**

A spark can also occur, from a static electrical discharge, when gasoline or diesel is poured from a container.

**Slide 35 - Slide 35**




**Slide notes**

Filling a gas can in a pickup truck with a plastic bed liner, is a fire hazard!

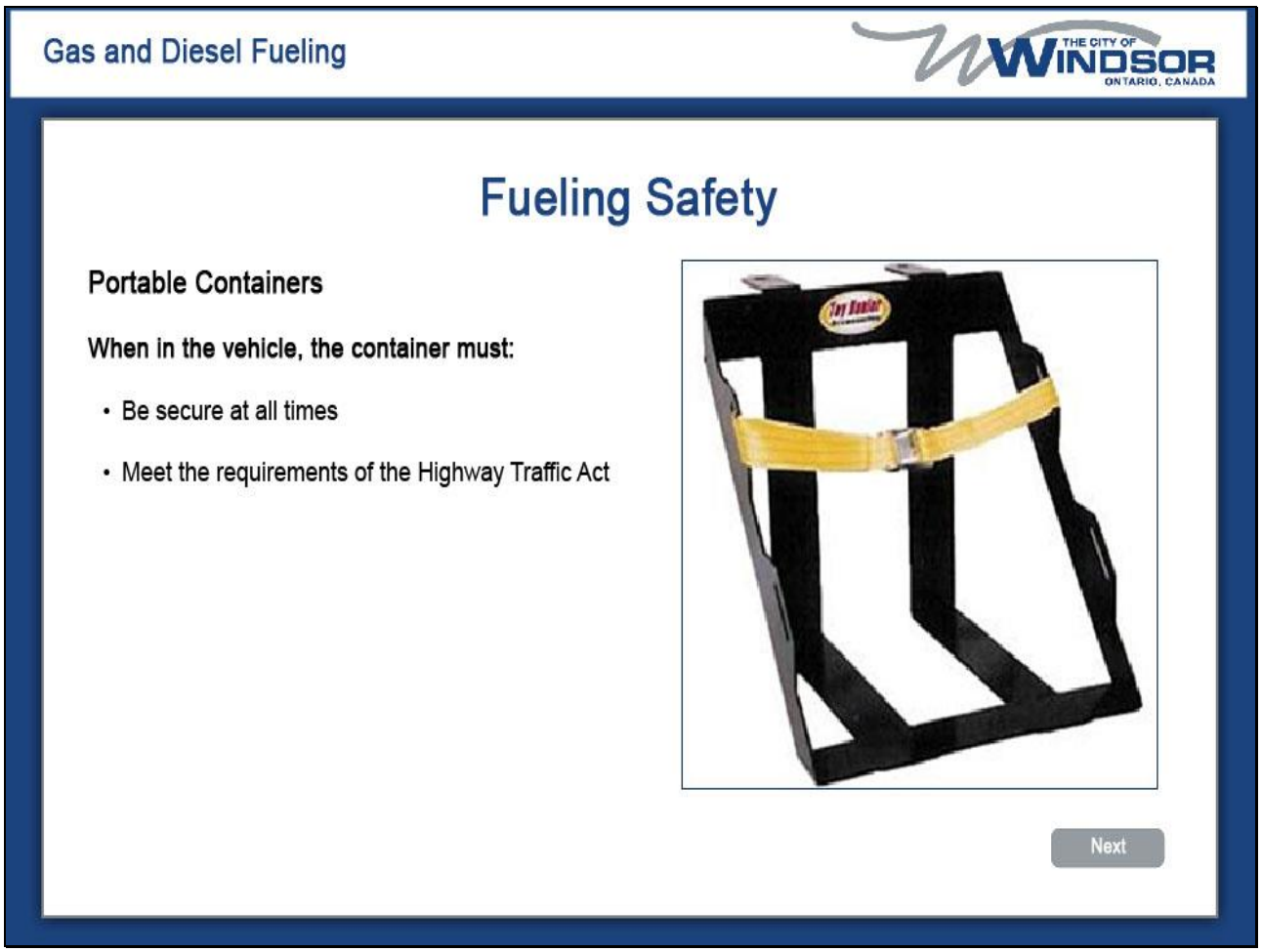
Safe practices to follow whenever filling a portable container include:

Always place the gas can on the ground before refueling. Once the container is on the ground, it’s better grounded.

Make sure the pump nozzle is in contact with the filler neck on the container while you fill.  This eliminates the possibility of a static electric discharge.

Install the fill and vent caps on portable fuel containers when fueling is complete.

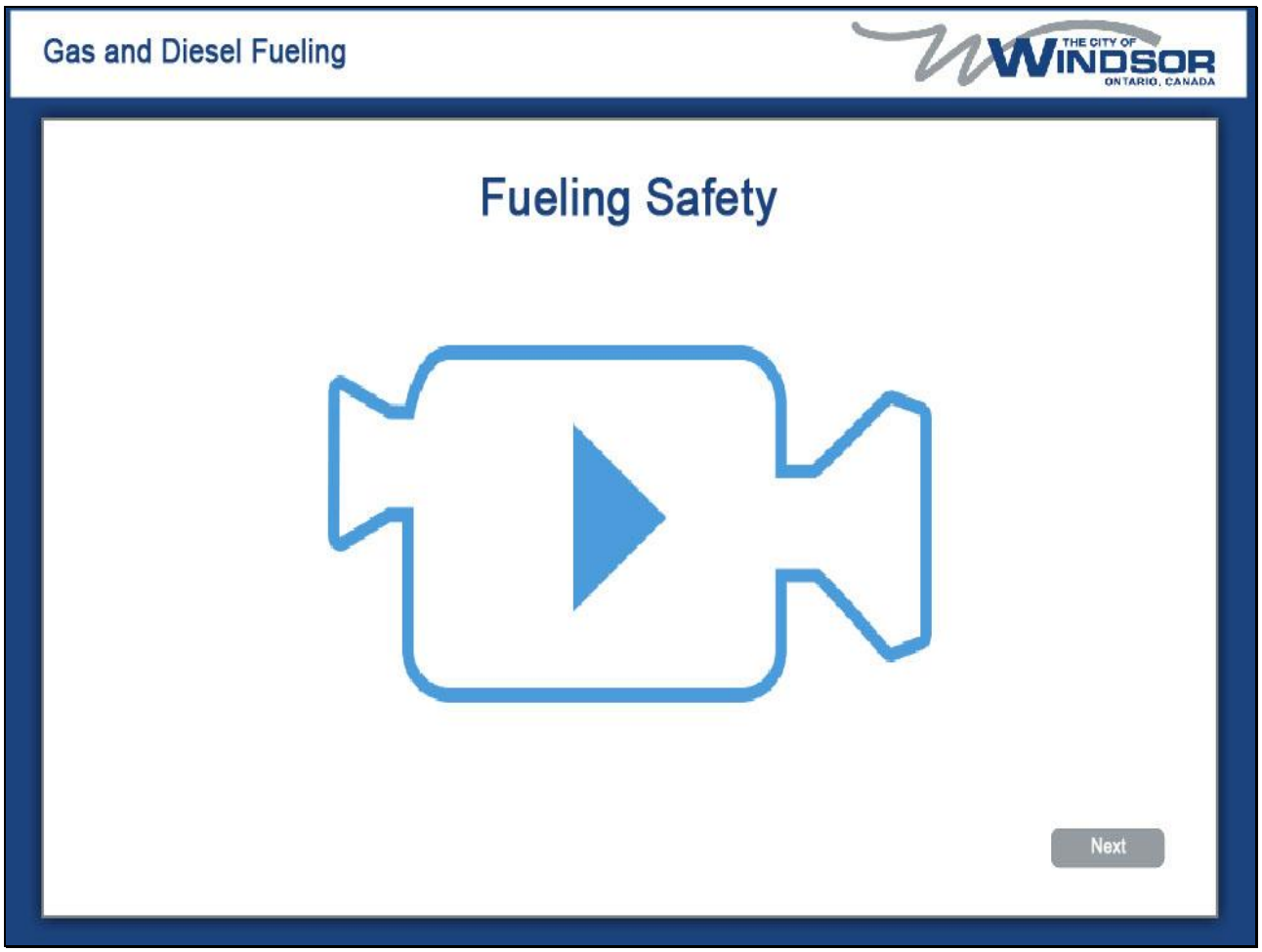
**Slide 36 - Slide 36**




**Slide notes**

Whenever the container is in your vehicle, it must be secure at all times, meeting the requirements of the Highway Traffic Act.

**Slide 37 - Slide 37**




**Slide notes**

You'll find even more detailed information about safe fueling in this next video.

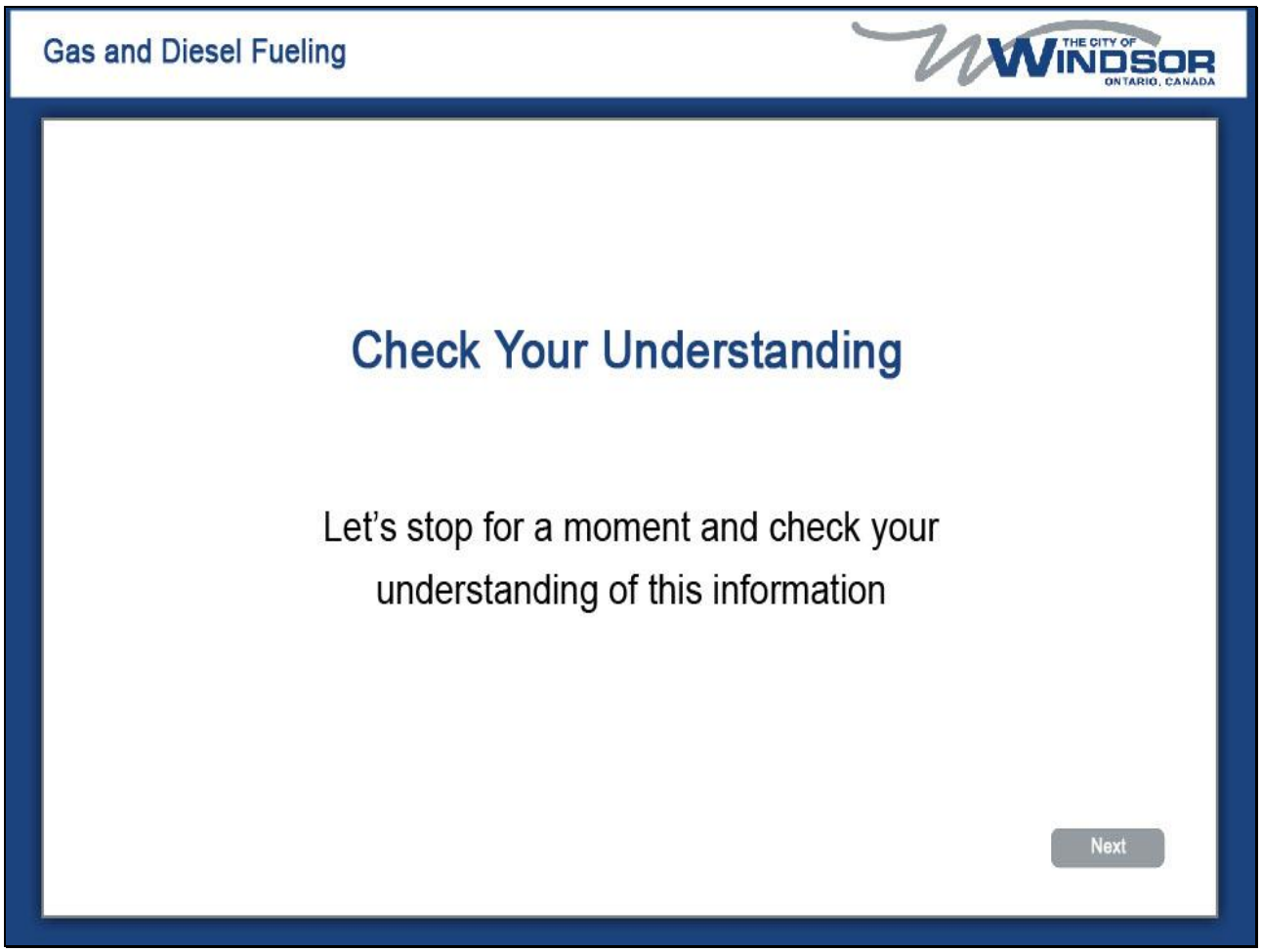
**Slide 38 - Slide 38**


**Slide notes**

**Slide 39 - Slide 39**


**Slide notes**

**Slide 40 - Slide 40**

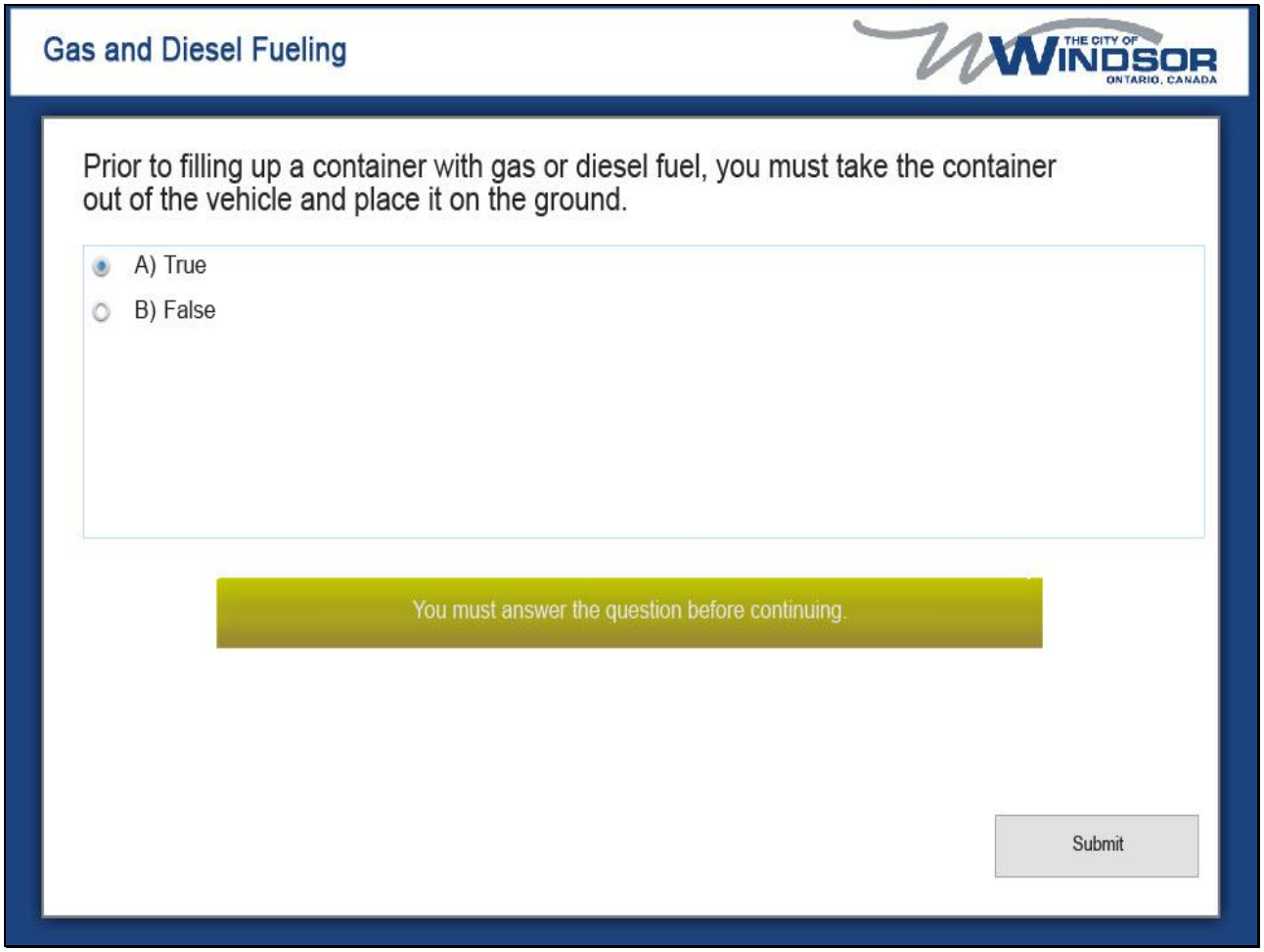



**Slide notes**

Now let's check your understanding of this lesson.

Click next, when you are ready to begin.

**Slide 41 - Slide 41**

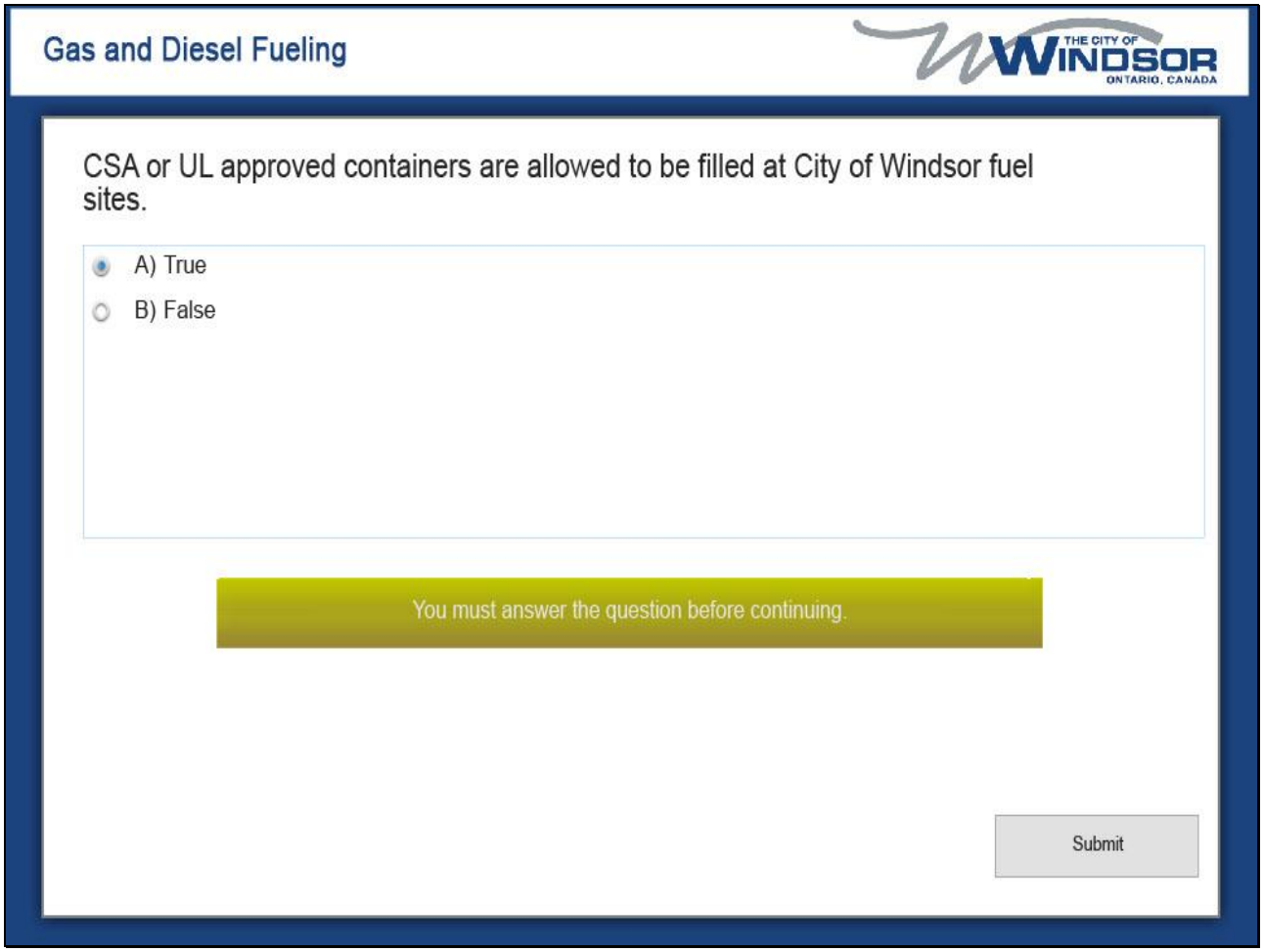



**Slide notes**

Prior to filling up a container with gas, or diesel fuel, you must take the container out of the vehicle, and place it on the ground.

**True.** Or false?

**Slide 42 - Slide 42**

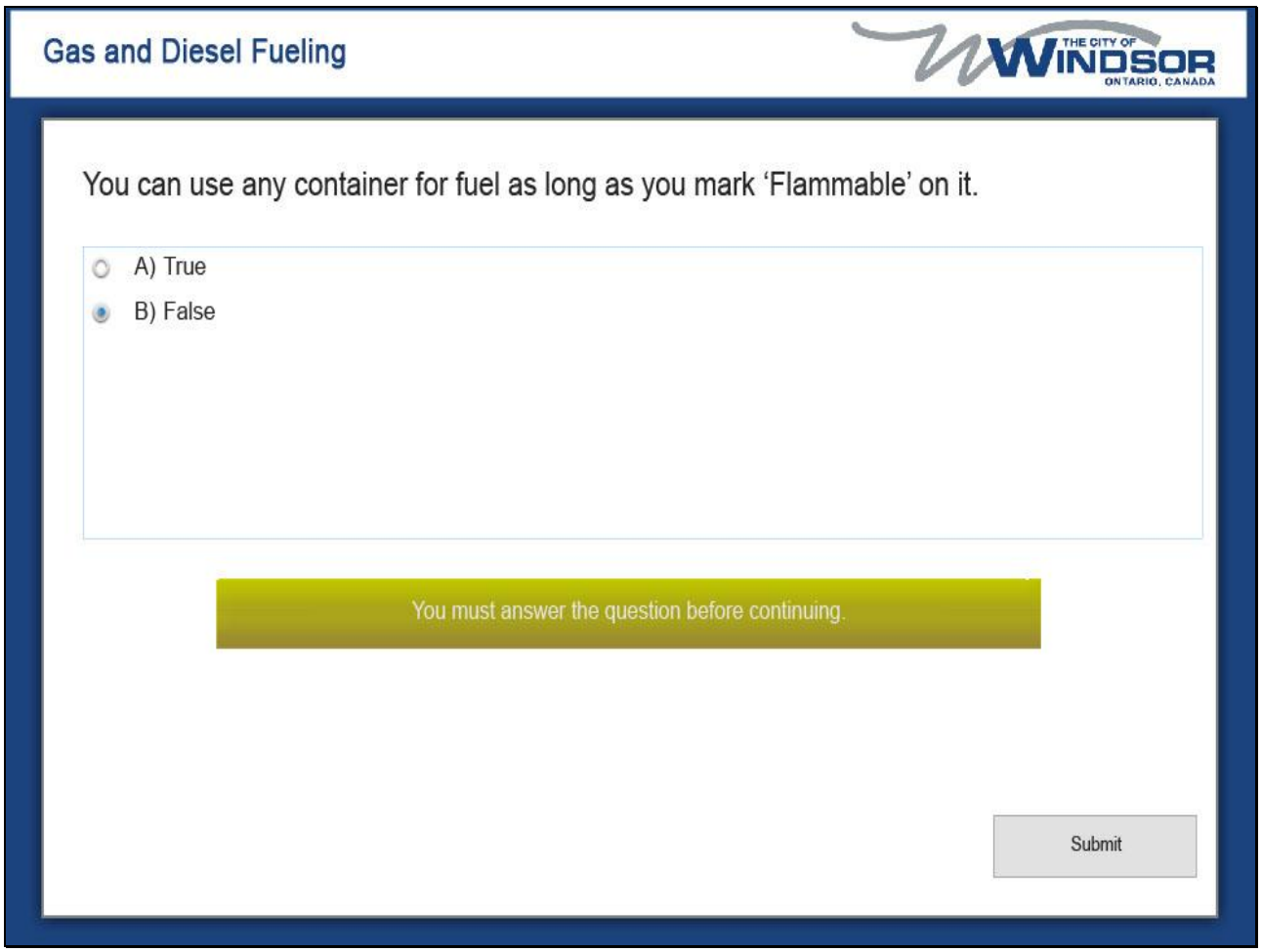



**Slide notes**

CSA or UL approved containers are allowed to be filled at City of Windsor fuel sites.

Is this statement **true.** Or false?

**Slide 43 - Slide 43**

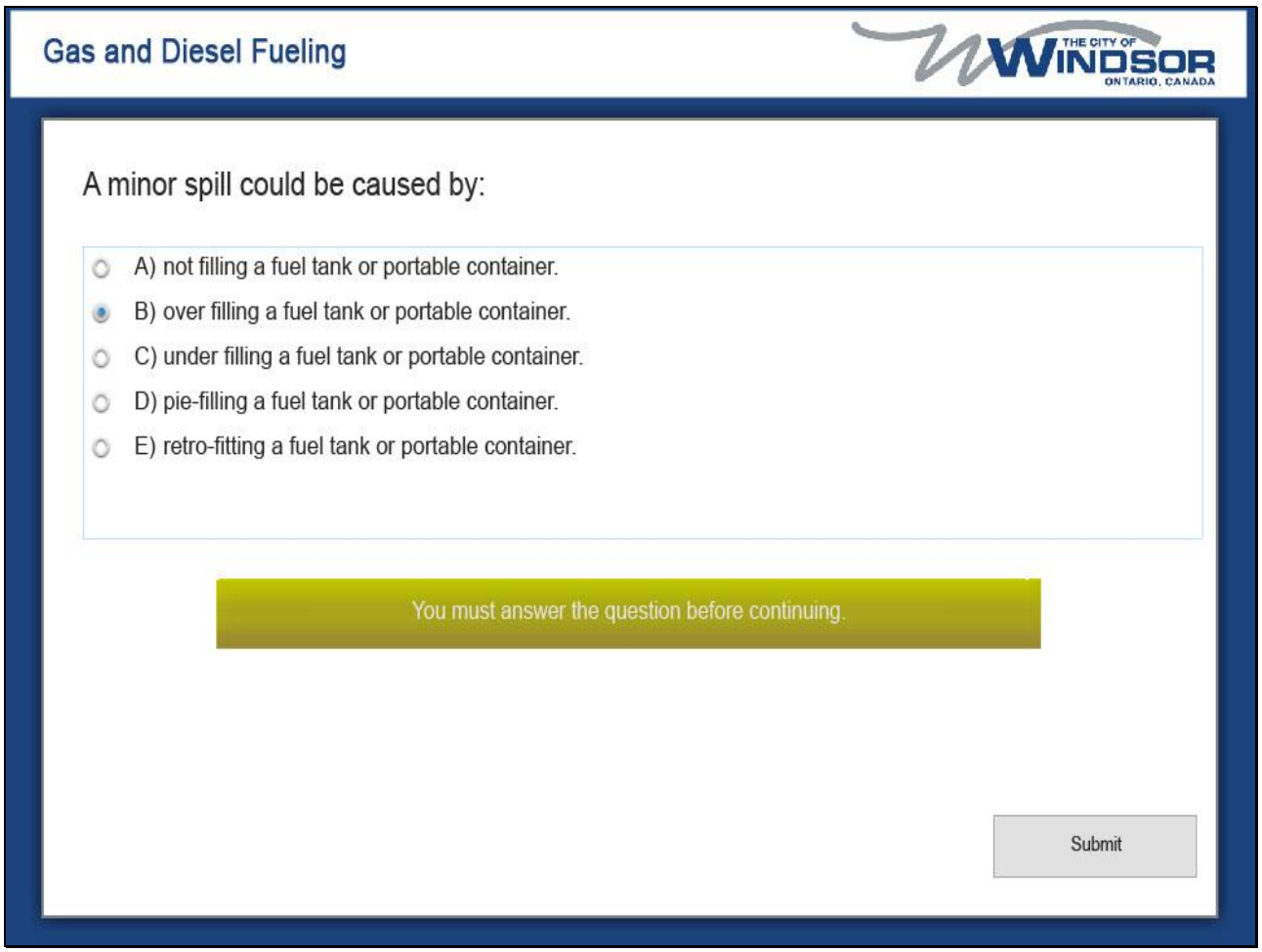



**Slide notes**

You can use any container for fuel as long as you mark 'Flammable' on it.

Is this true. Or **false**?

**Slide 44 - Slide 44**




**Slide notes**

A minor spill could be caused by:

not filling a fuel tank or portable container.

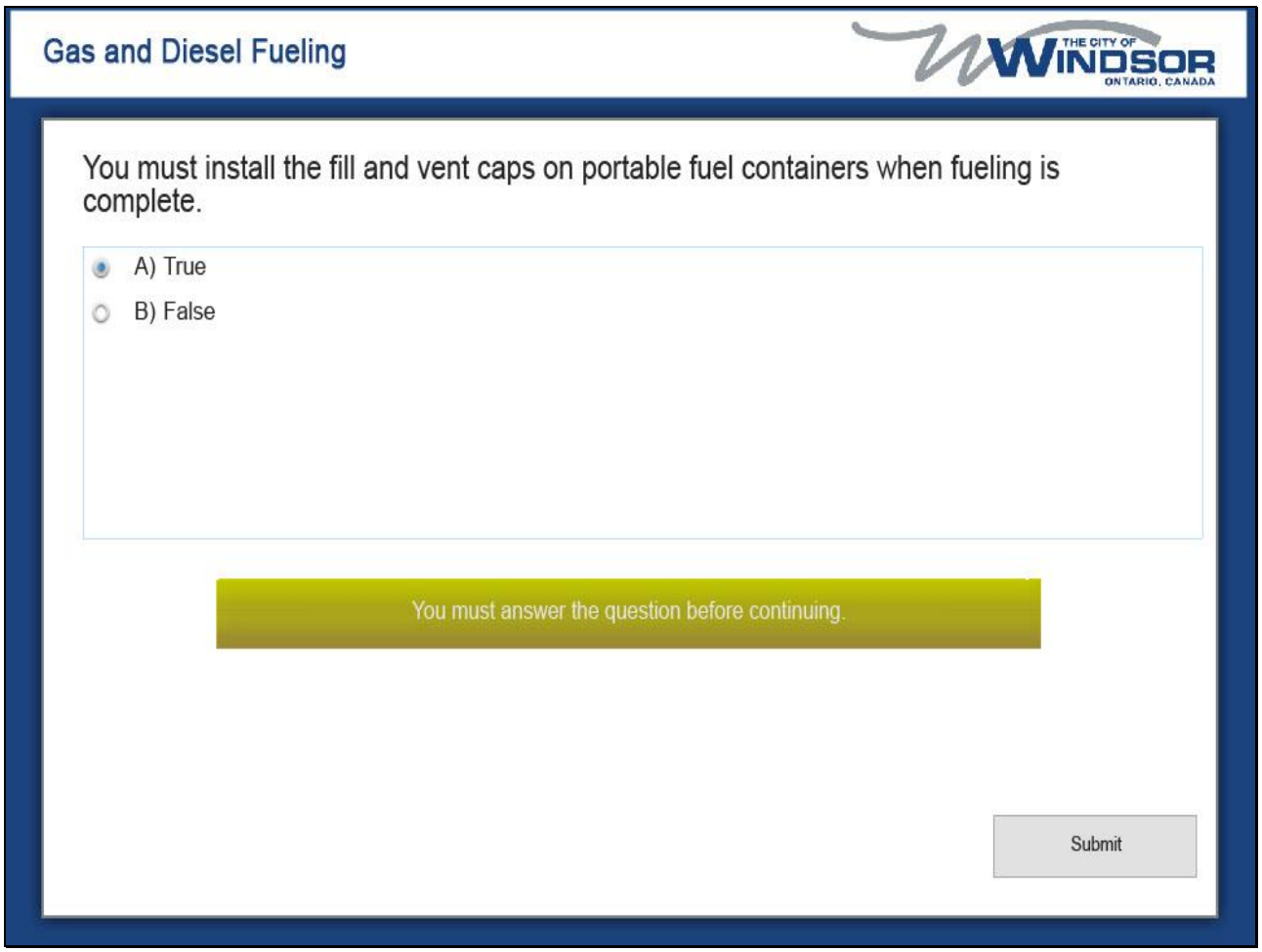
over filling a fuel tank or portable container.

under filling a fuel tank or portable container.

pie-filling a fuel tank or portable container.

retro-fitting a fuel tank or portable container.

**Slide 45 - Slide 45**

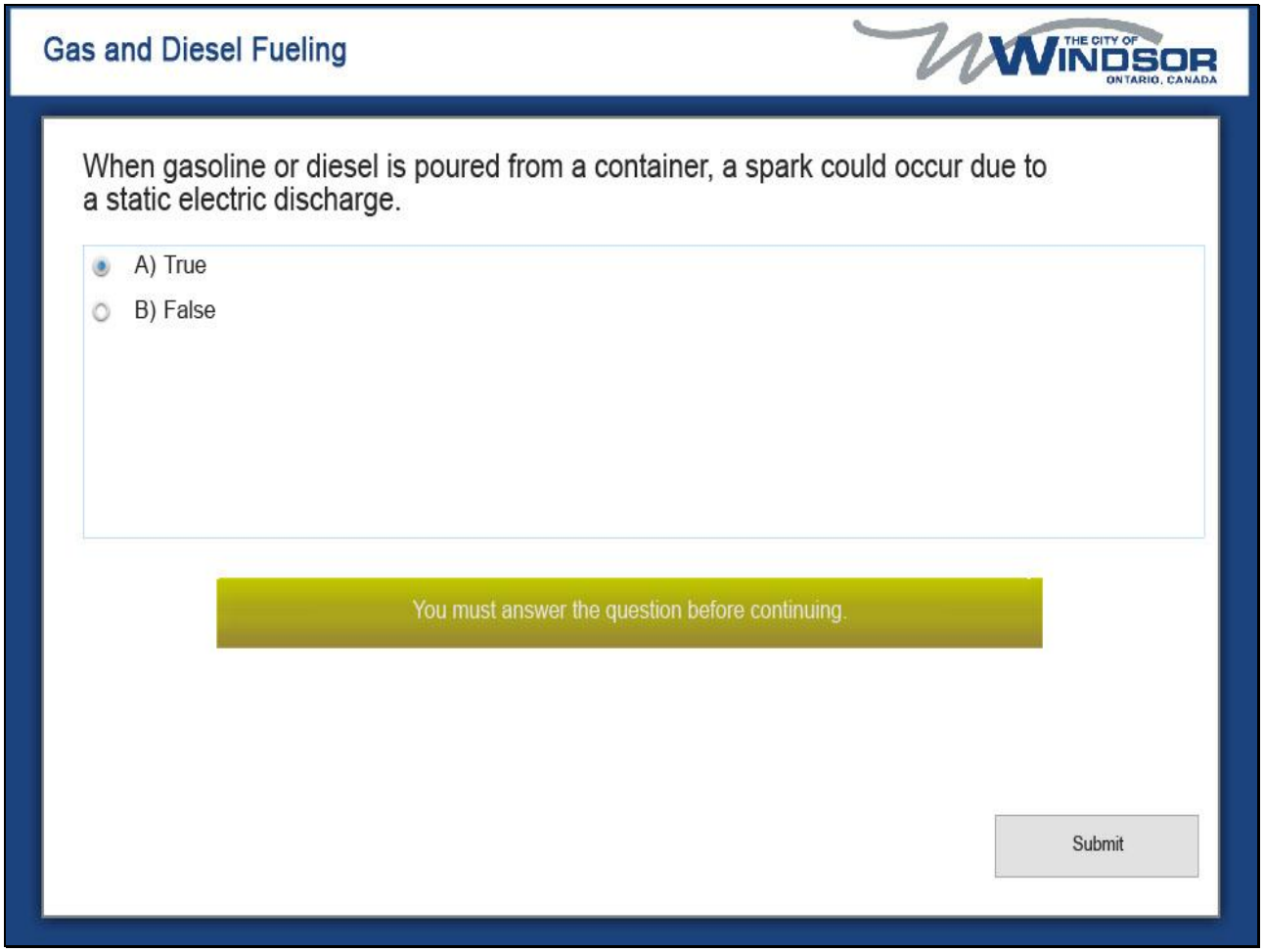



**Slide notes**

You must install the fill and vent caps on portable fuel containers when fueling is complete.

**True.** Or false?

**Slide 46 - Slide 46**

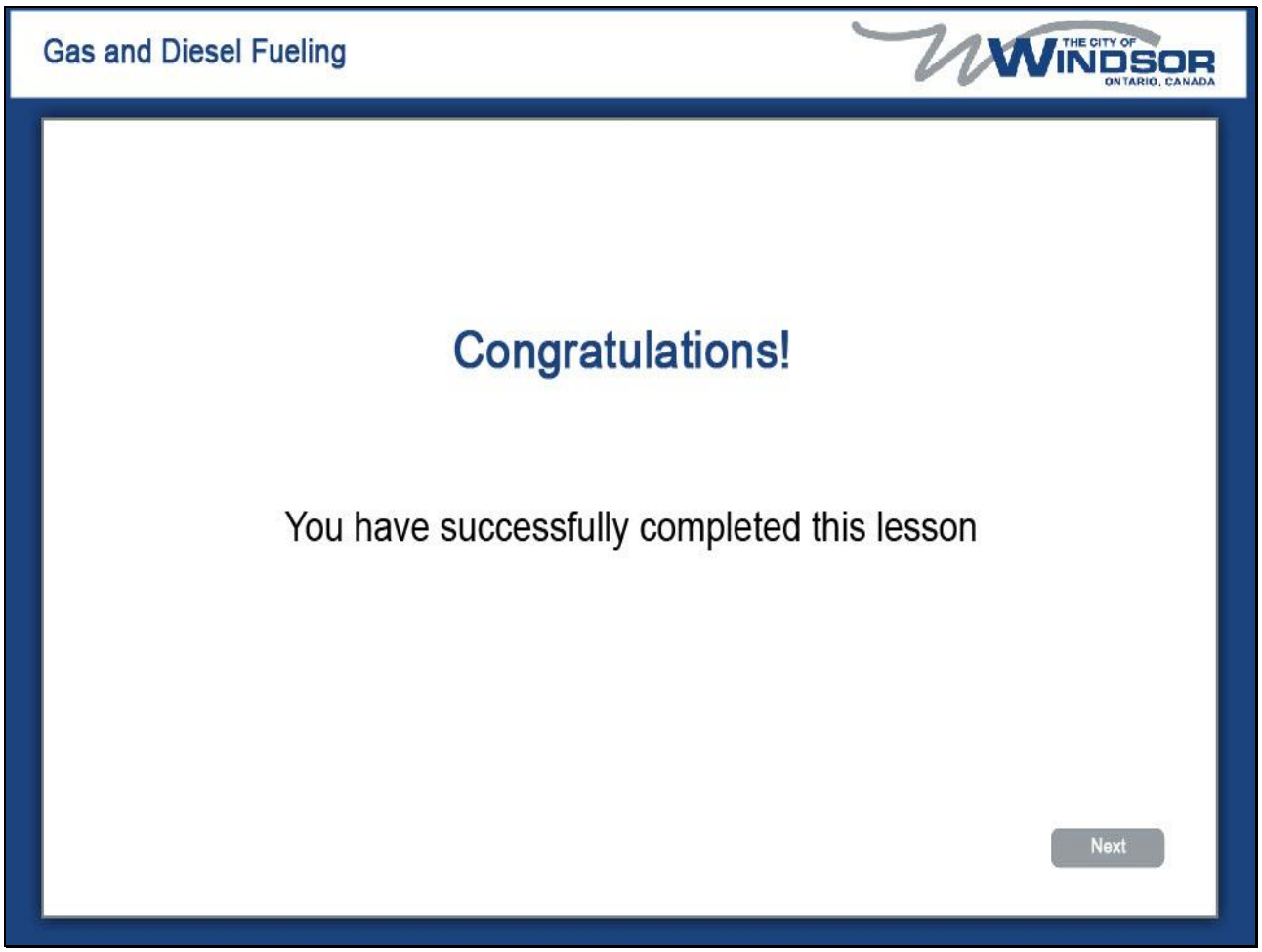



**Slide notes**

When gasoline or diesel is poured from a container, a spark could occur due to a static electric discharge.

True. Or false.

**Slide 47 - Slide 47**

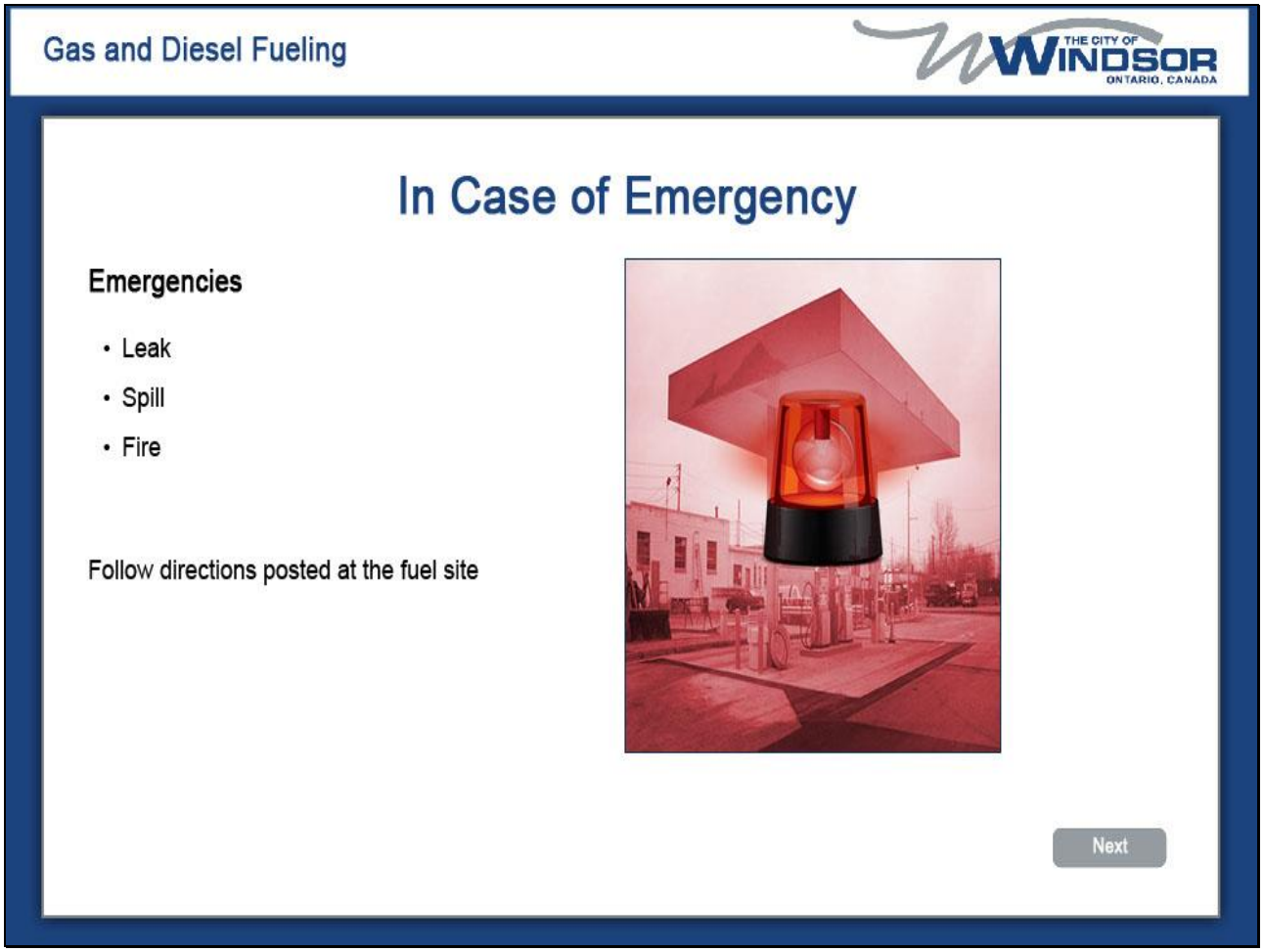



**Slide notes**

Congratulations!

You have successfully completed this lesson.

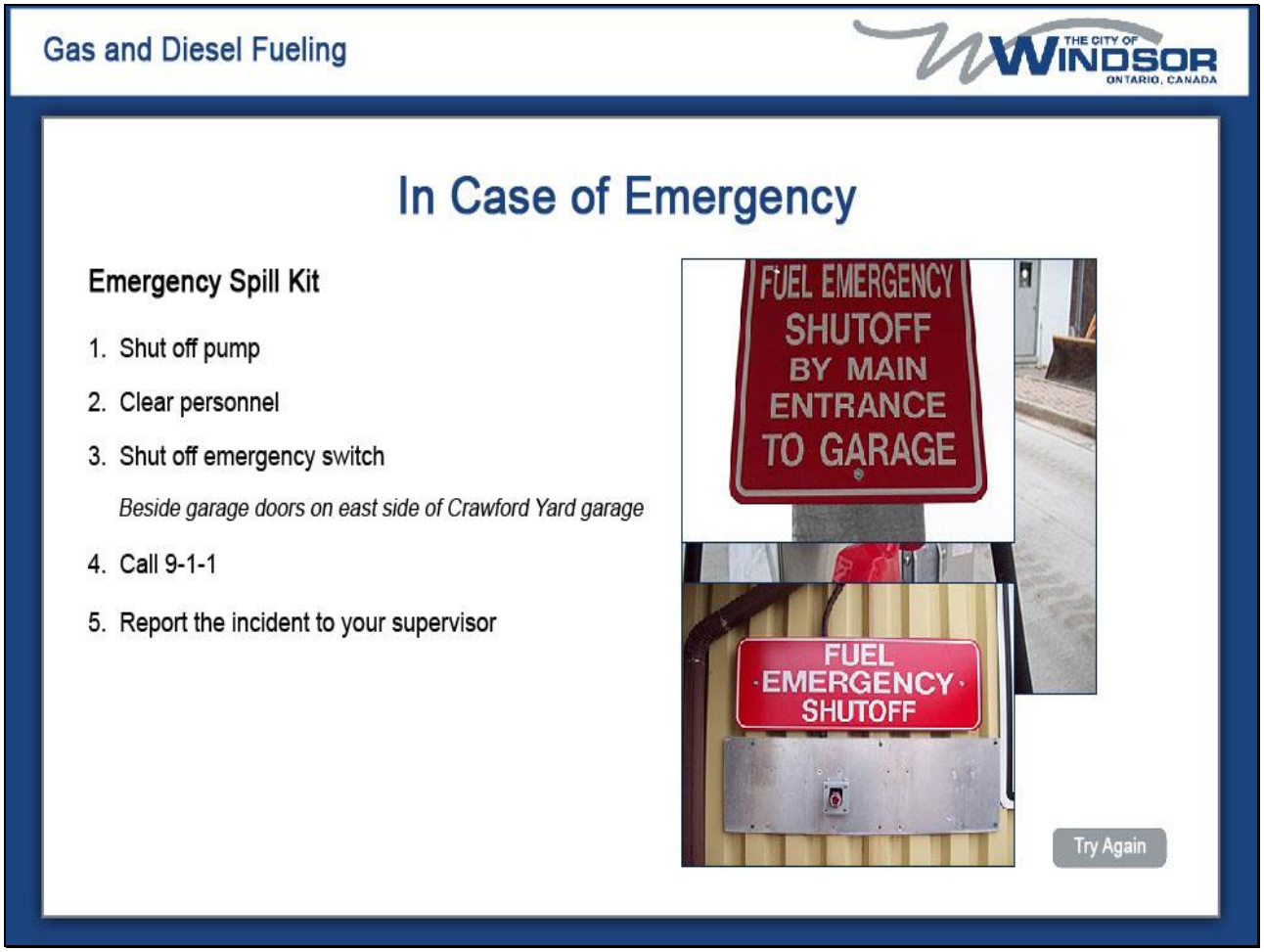
**Slide 48 - MM_4_In_Case_Of_Emergency**




**Slide notes**

In the event of an emergency, which includes a leak, spill or fire, follow the directions on posted signs at the fueling site.

**Slide 49 - Slide 49**




**Slide notes**

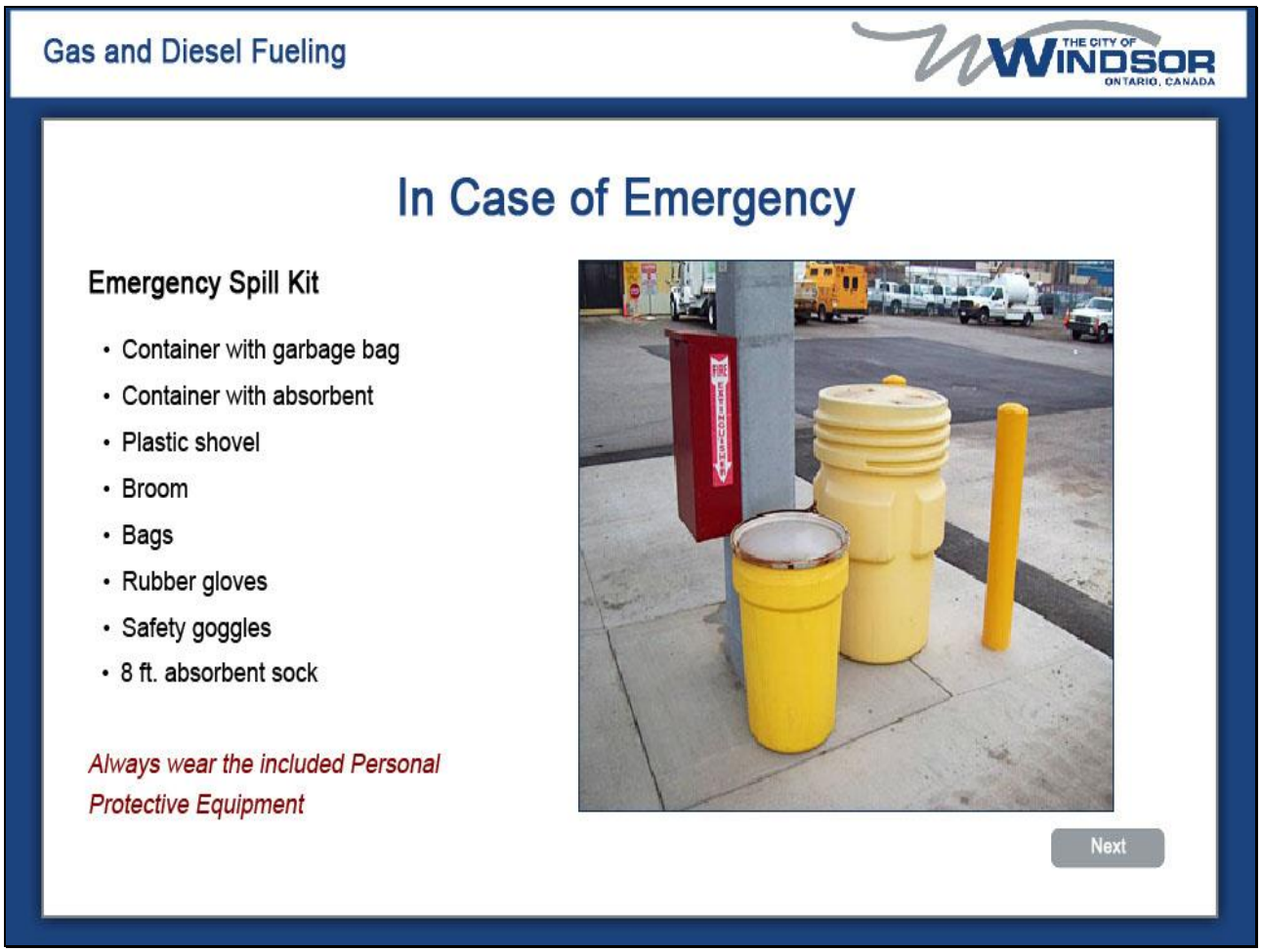
The first thing to do when you discover a spill, leak or fire is to shut off the dispensing unit.

Then clear the pump area of all personnel.

Next, press the Fuel Emergency Shutoff Switch. At the Crawford Yard, the Fuel Emergency Shutoff Switch is located beside the garage doors on the east side of the garage.

As soon as you've shut off the pump and emergency switch, and should you not be able to control the spill, leak or fire, immediately call 911 and report the incident to your supervisor.

**Slide 50 - Slide 50**

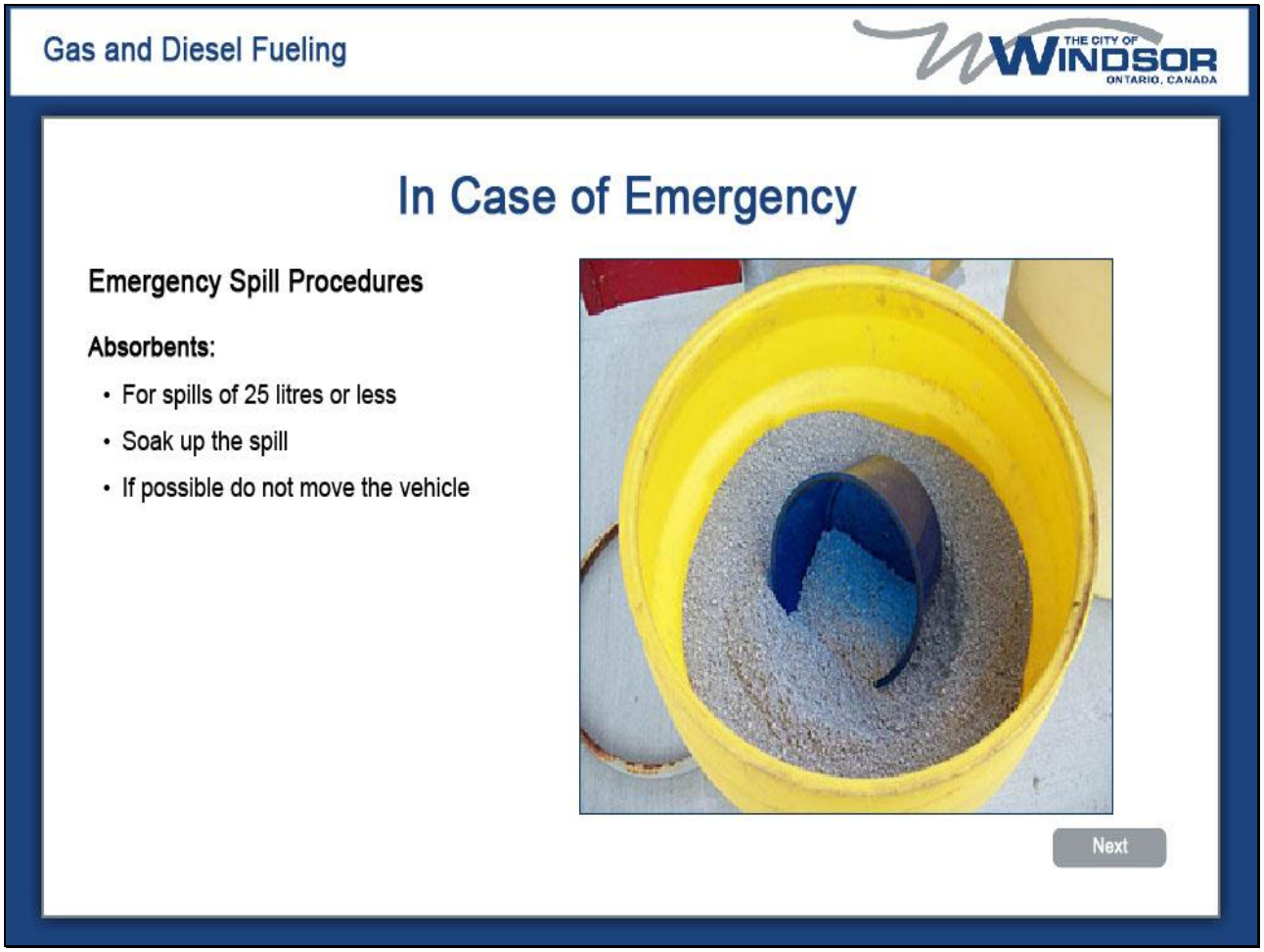



**Slide notes**

An Emergency Spill Kit is located at the fuel pumps. The Kit contains a garbage bag, absorbent, plastic shovel, broom, bags, rubber gloves, safety glasses and an 8 foot absorbent sock.

Always wear the PPE that’s included in the kit.

**Slide 51 - Slide 51**




**Slide notes**

If there is a spill of 25 litres or less, use the spill control kit to soak up the fuel.

If possible, do NOT move the vehicle until the spill and the absorbent have been picked up.

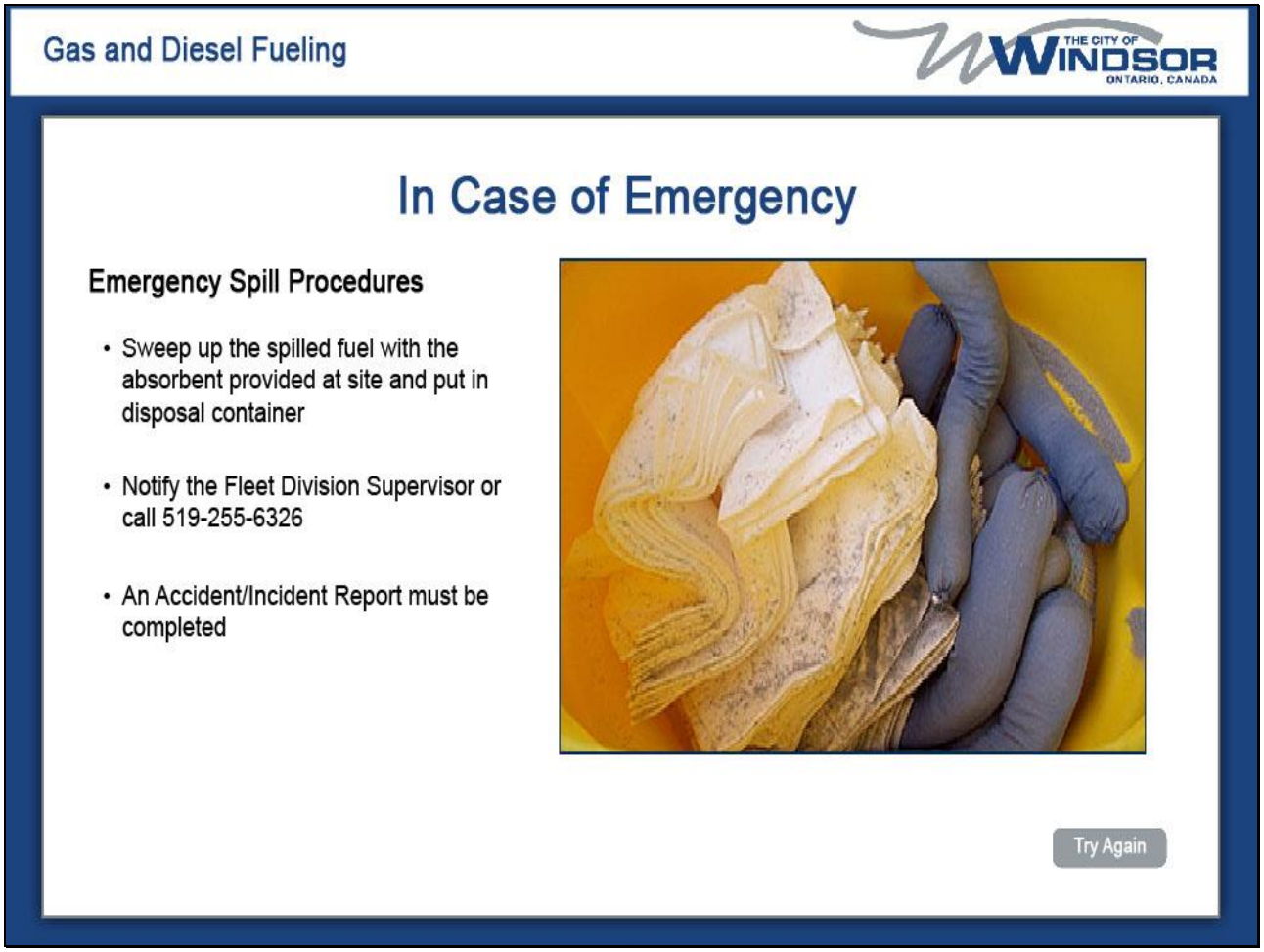
**Slide 52 - Slide 52**


**Slide notes**

At Crawford Yard, the catch basin is located nine metres north of the fuel pumps.

To prevent spilled fuel from entering the catch basin, place the 8 foot absorbent sock around the basin.

**Slide 53 - Slide 53**



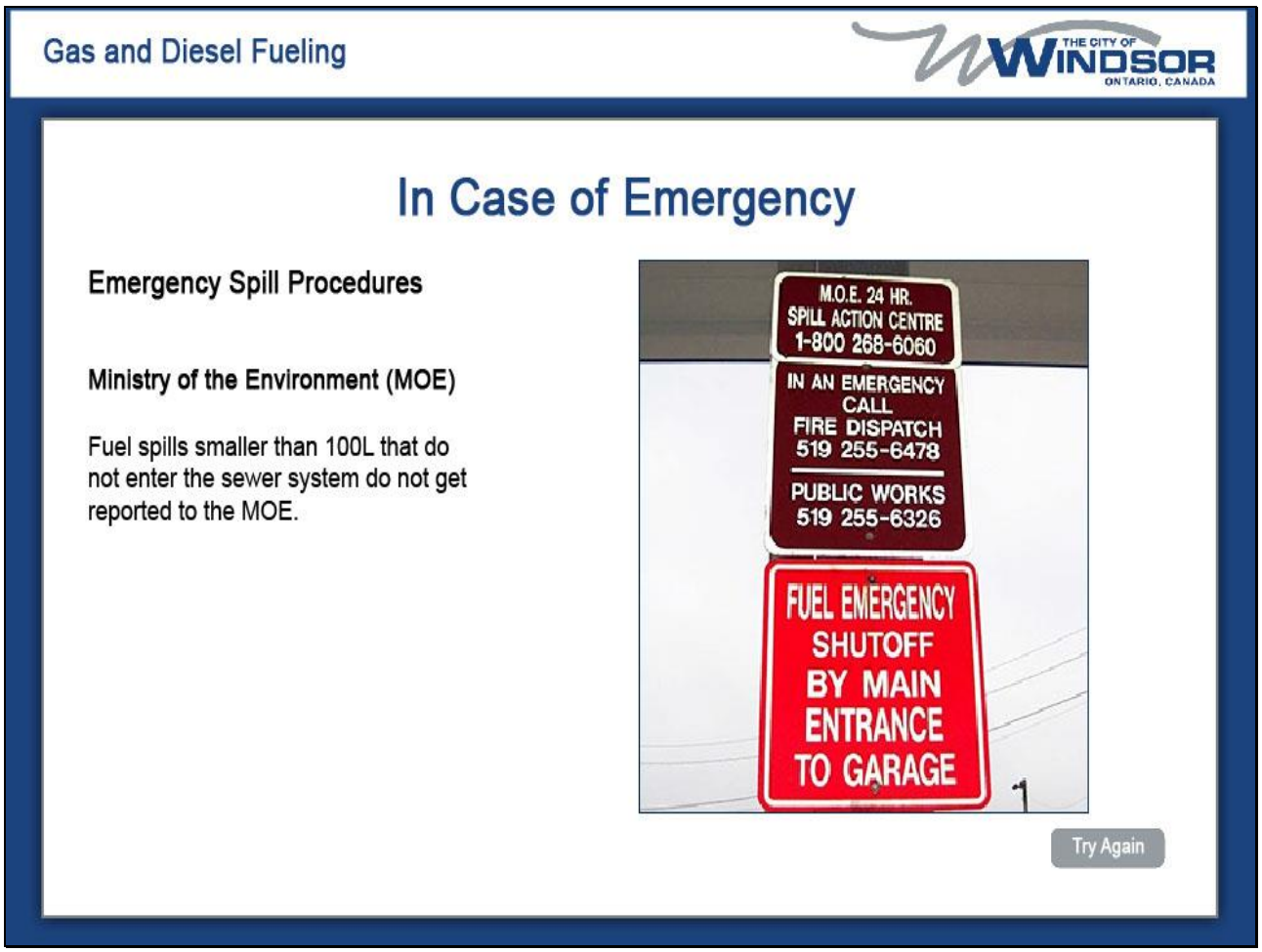

**Slide notes**

Next, sweep up the spilled fuel with the absorbent provided at site and put it in a disposal container.

Then notify the Fleet Division Supervisor or call 519 - 255 - 6326.

Don’t forget the Accident/Incident Report that must be completed.

**Slide 54 - Slide 54**

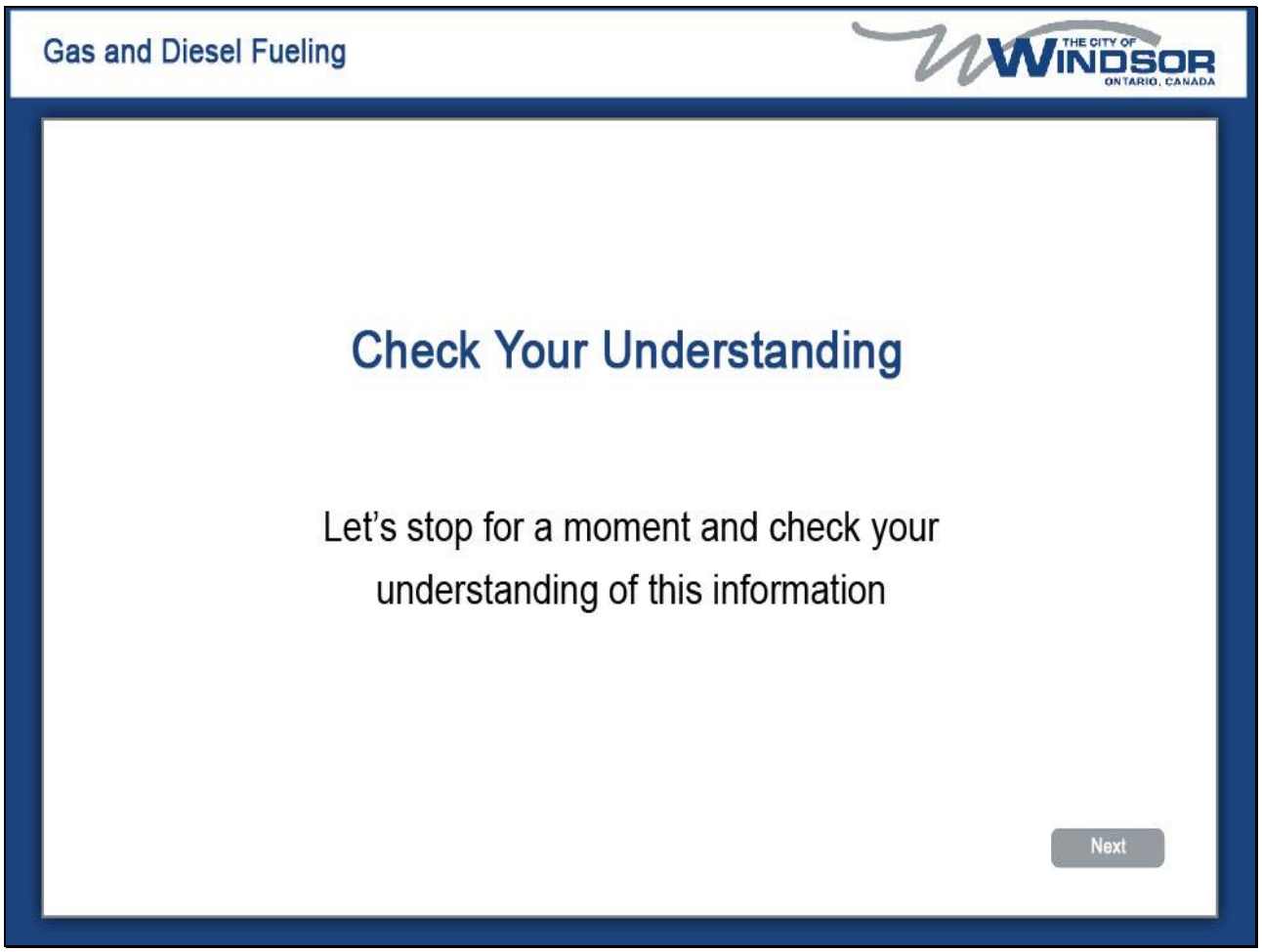



**Slide notes**

Major fuel spills should be reported to the Ministry of the Environment.

However, spills of gas, or diesel fuel, smaller than 100 litres that do not enter the sewer system, do not have to be reported to the M O E.

**Slide 55 - Slide 55**

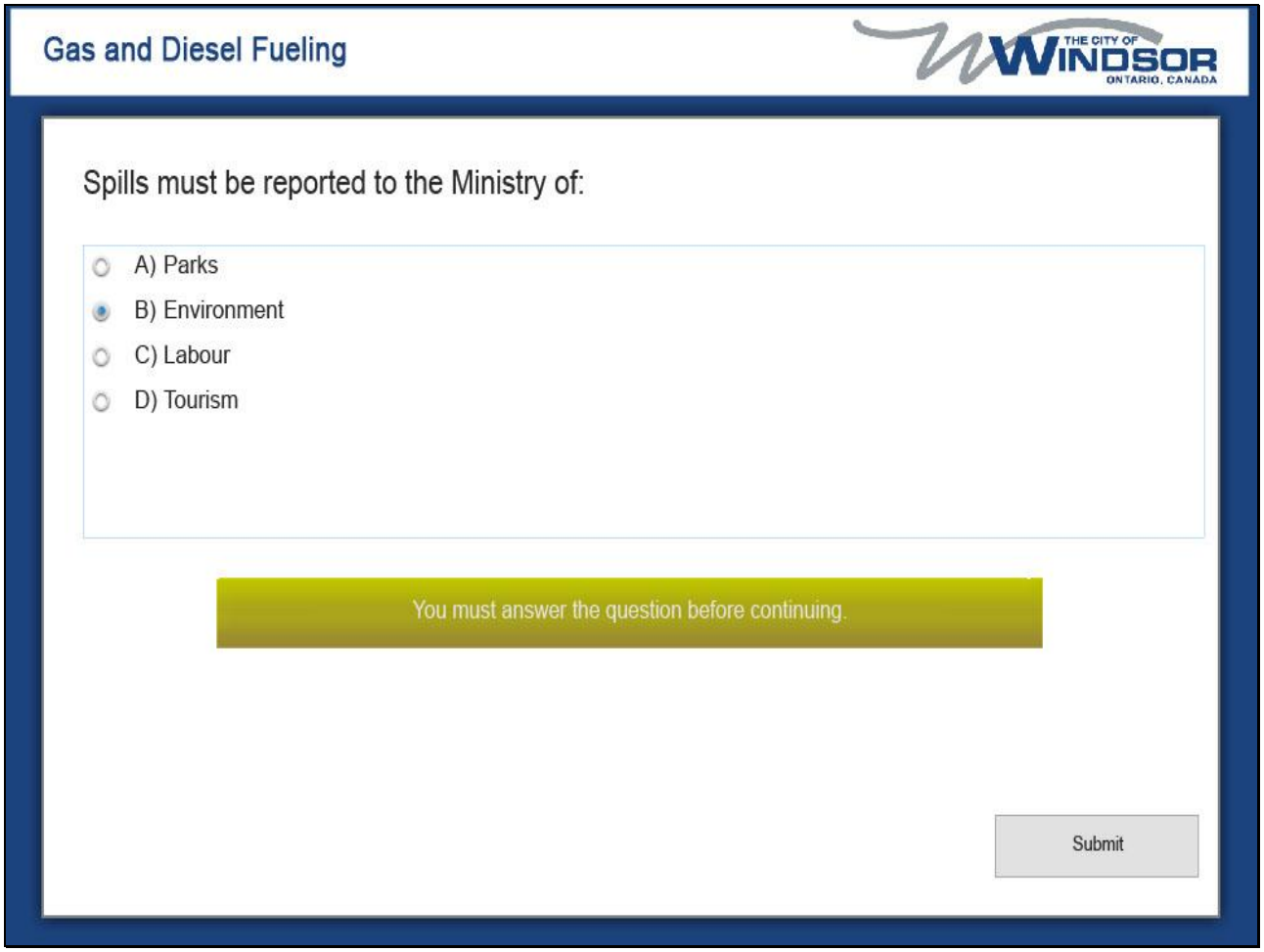



**Slide notes**

Let's pause for a moment and check your understanding of the information just presented.

Click next, when you are ready to answer a few questions about this material.

**Slide 56 - Slide 56**




**Slide notes**

Spills must be reported to the Ministry of:

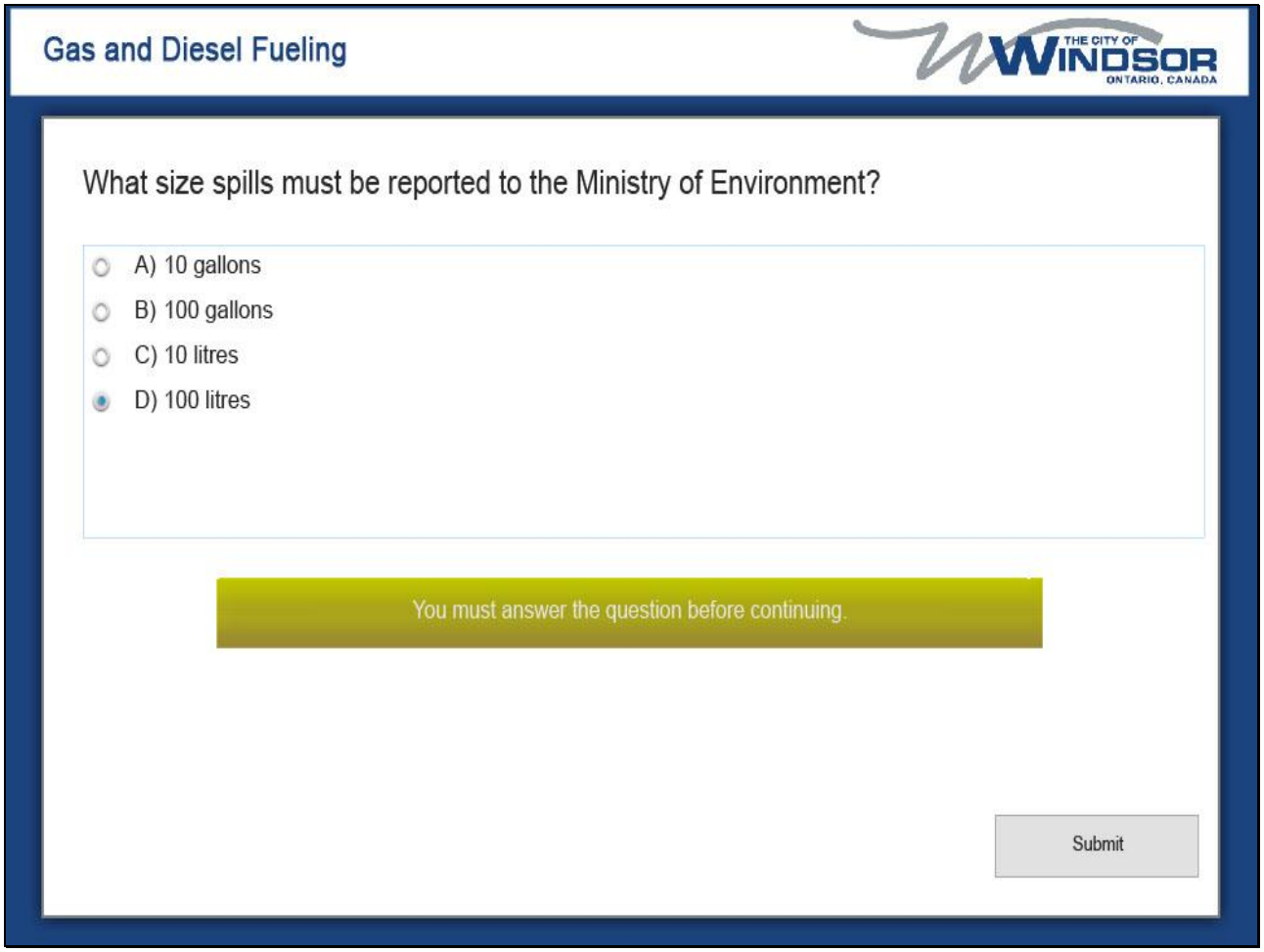
Parks.

Environment.

Labour.

Tourism.

**Slide 57 - Slide 57**




**Slide notes**

What size spills must be reported to the Ministry of Environment.

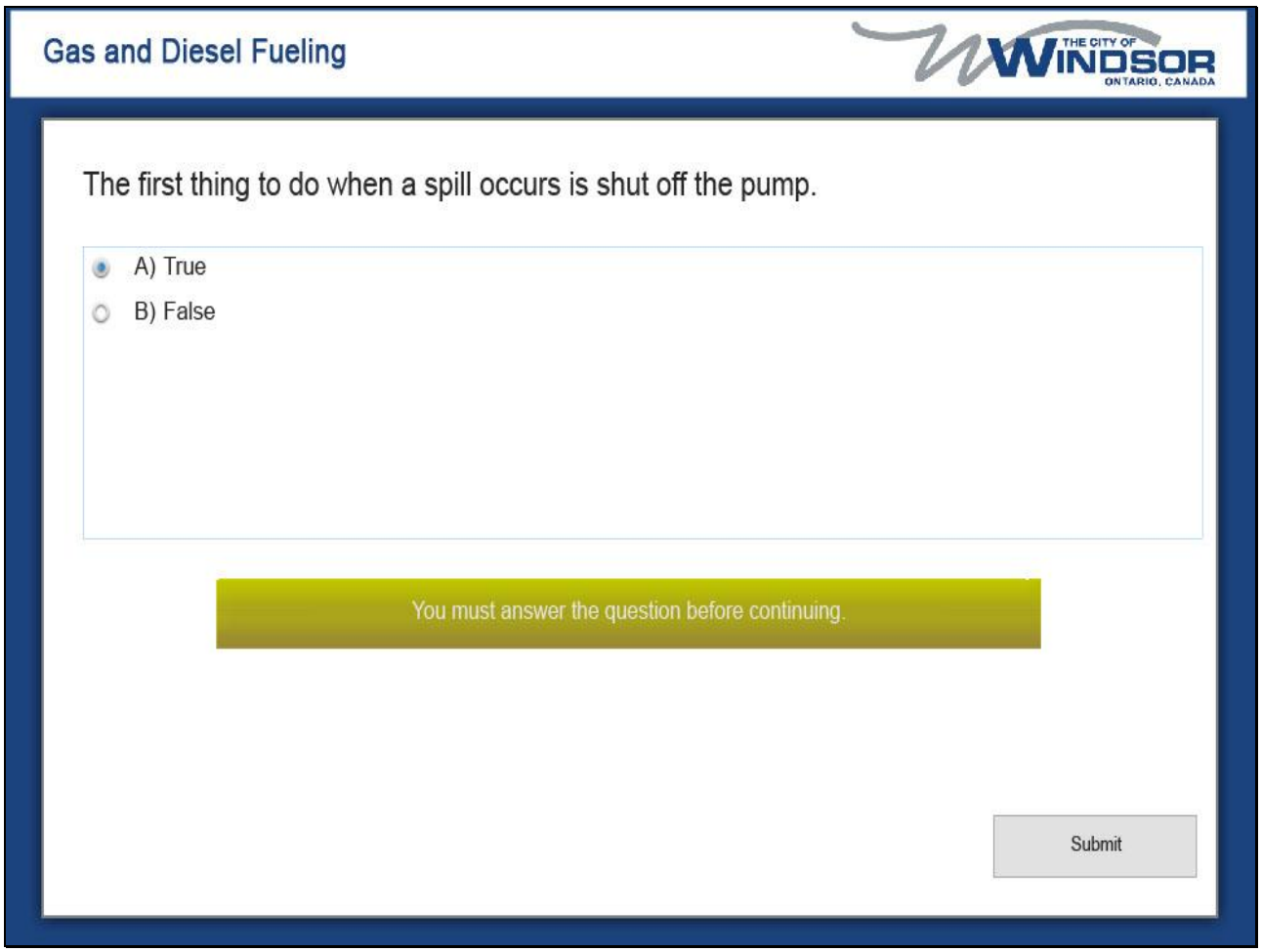
10 gallons

100 gallons

10 litres

100 litres

**Slide 58 - Slide 58**

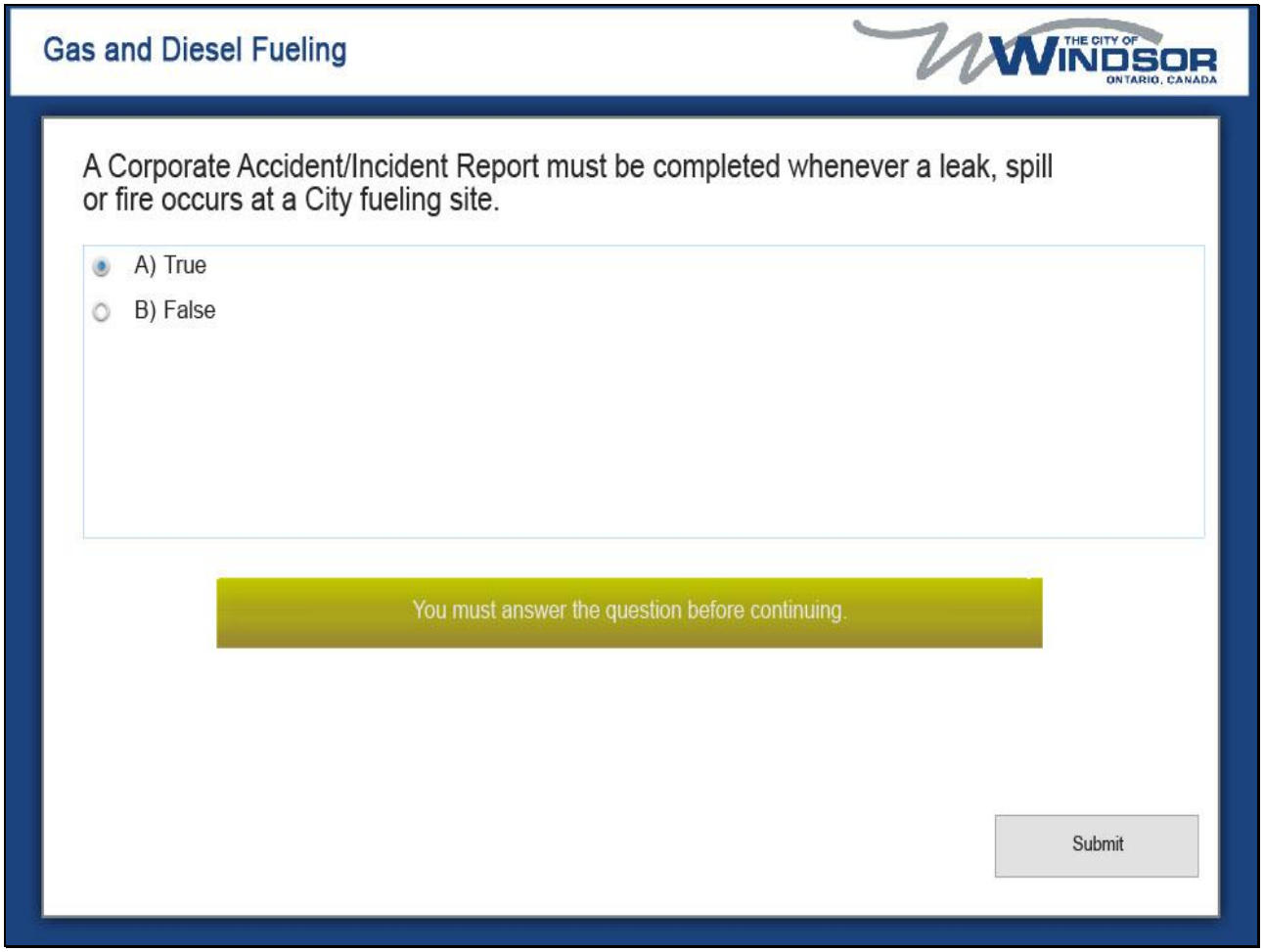



**Slide notes**

The first thing to do when a spill occurs is shut off the pump.

Is this true.  Or false.

**Slide 59 - Slide 59**

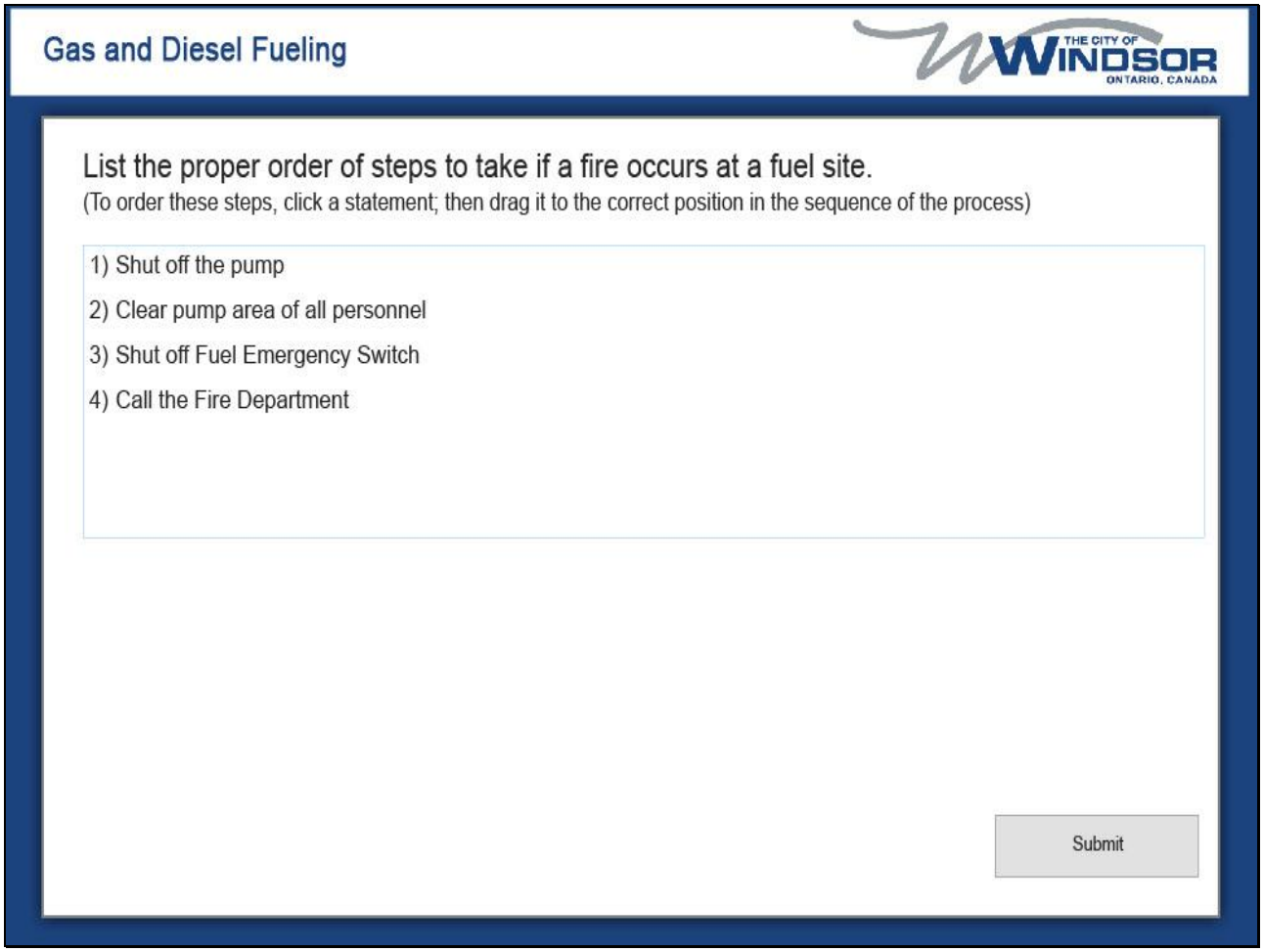



**Slide notes**

A Corporate Accident/Incident Report must be completed whenever a leak, spill or fire occurs at a City fueling site.

True. Or False.

**Slide 60 - Slide 60**



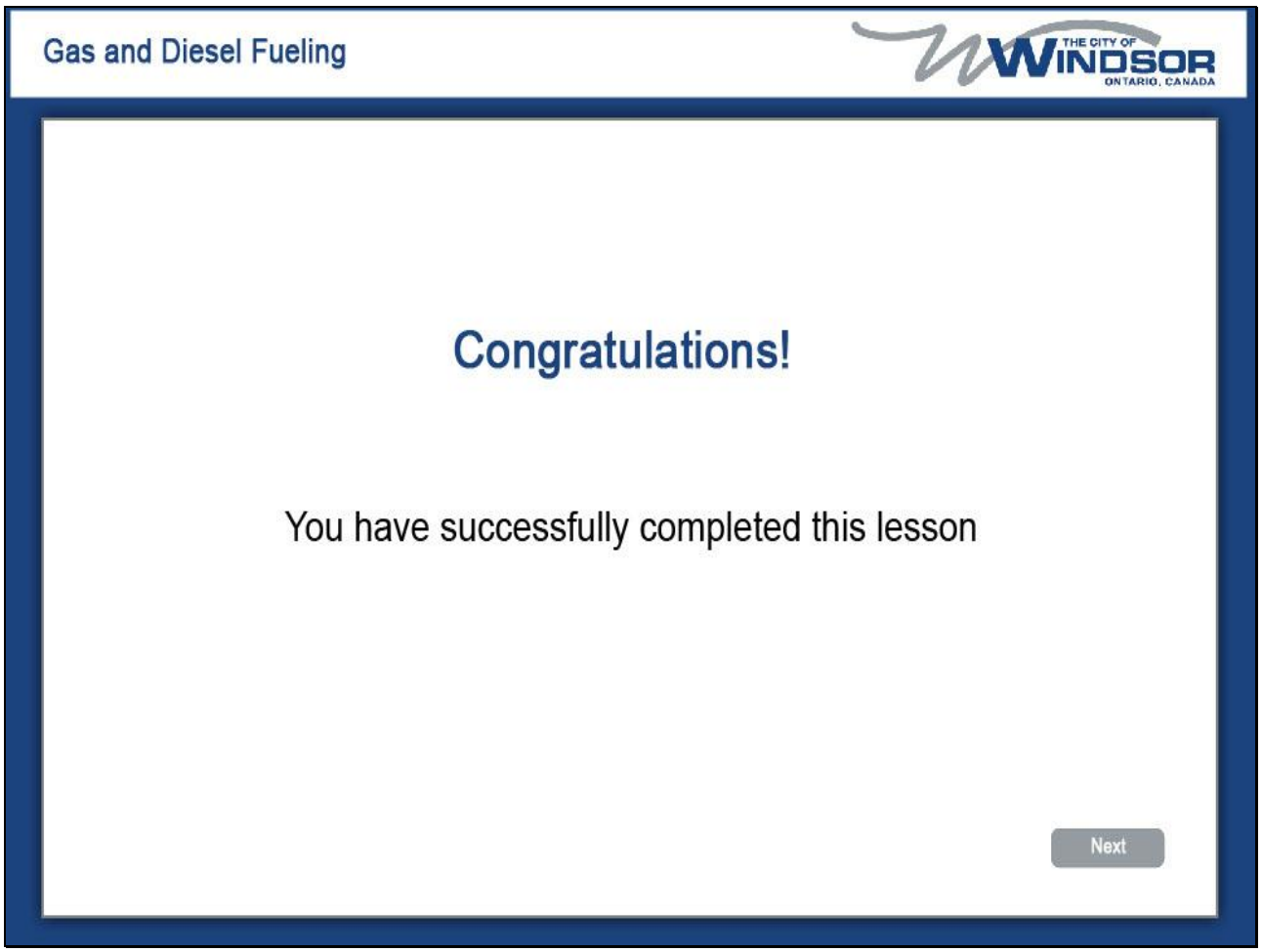

**Slide notes**

Identify the proper order of steps to take if a fire occurs at a fuel site.

To order these steps, click a statement; then drag it to the correct position in the sequence of the process.

When you are done, click submit.

**Slide 61 - Slide 61**

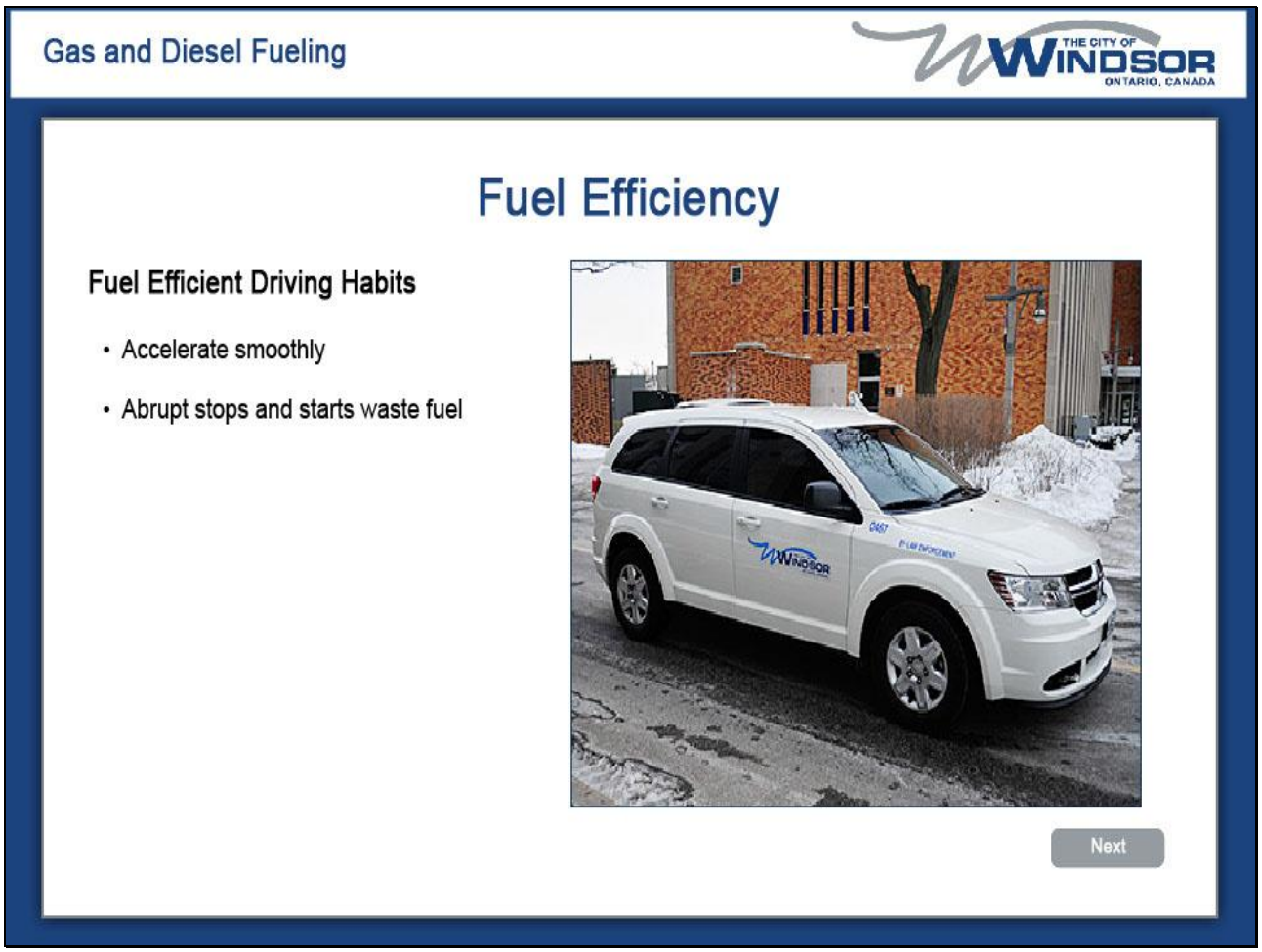



**Slide notes**

Congratulations!

You have successfully completed this lesson.

**Slide 62 - MM_5_Fuel_Efficiency**

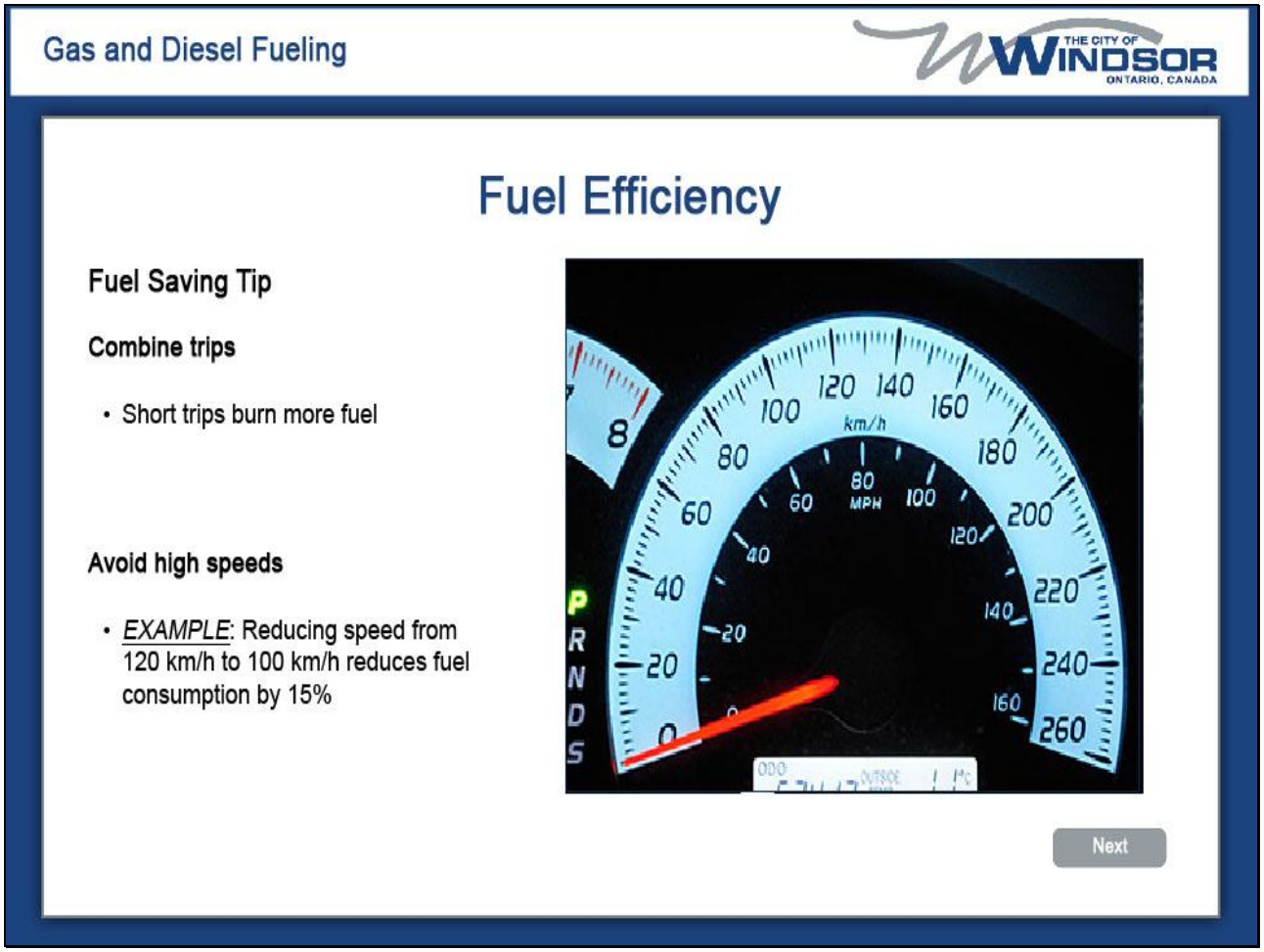



**Slide notes**

There are some fuel-efficient habits you can easily adopt in your driving routine.

Accelerate smoothly. Abrupt starts and stops waste fuel.

**Slide 63 - Slide 63**




**Slide notes**

Combine as many trips as possible by making one long trip, instead of several short ones.

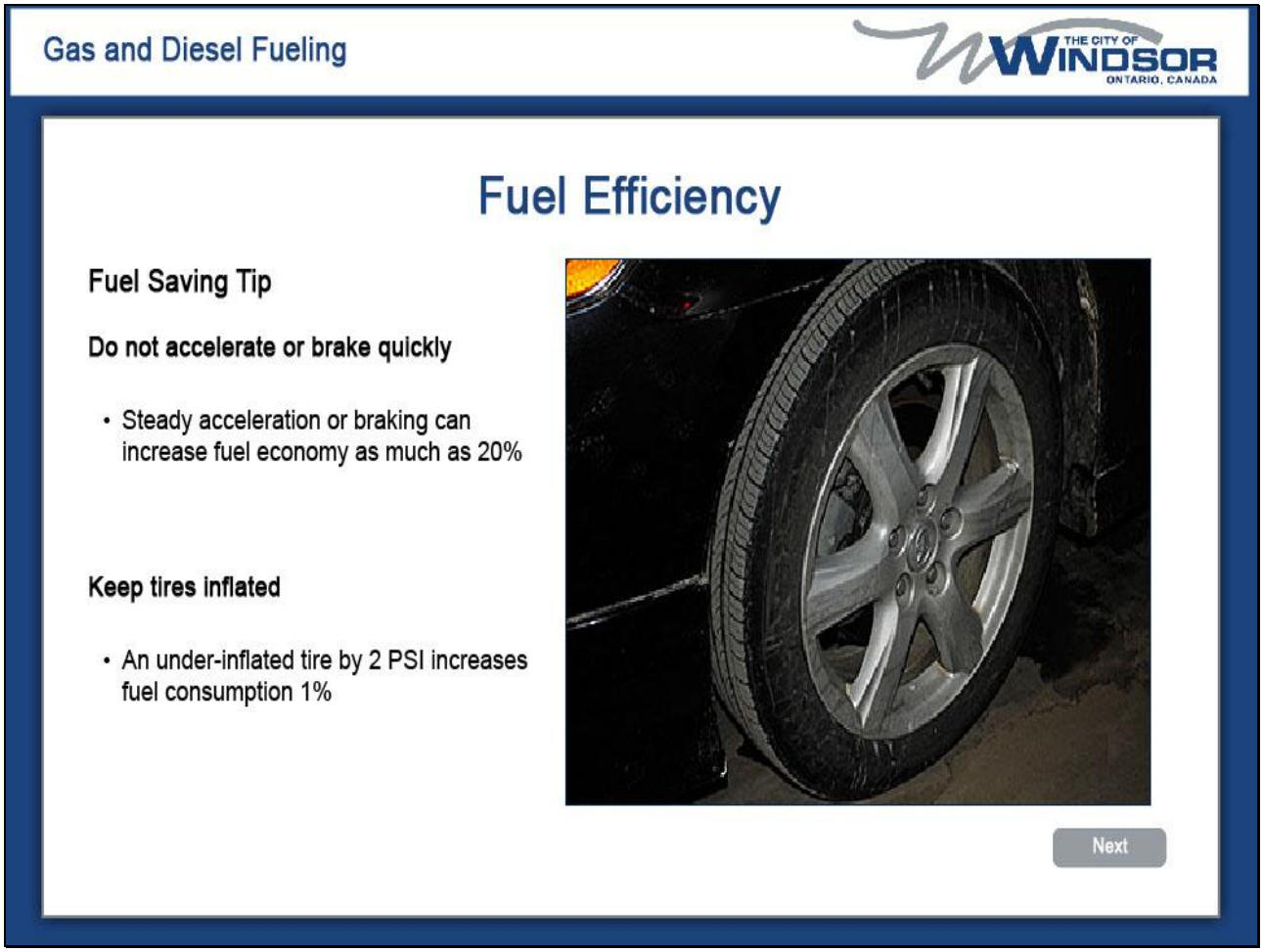
A short trip burns more fuel, because the vehicle's most efficient operating temperature is not reached.

Avoid high speeds.

As your vehicle speed increases, your resistance increases dramatically.

Just reducing your speed from 120 kilometers per hour, to 100 kilometers per hour, will reduce fuel consumption by about 15%.

**Slide 64 - Slide 64**




**Slide notes**

Another fuel saving tip?

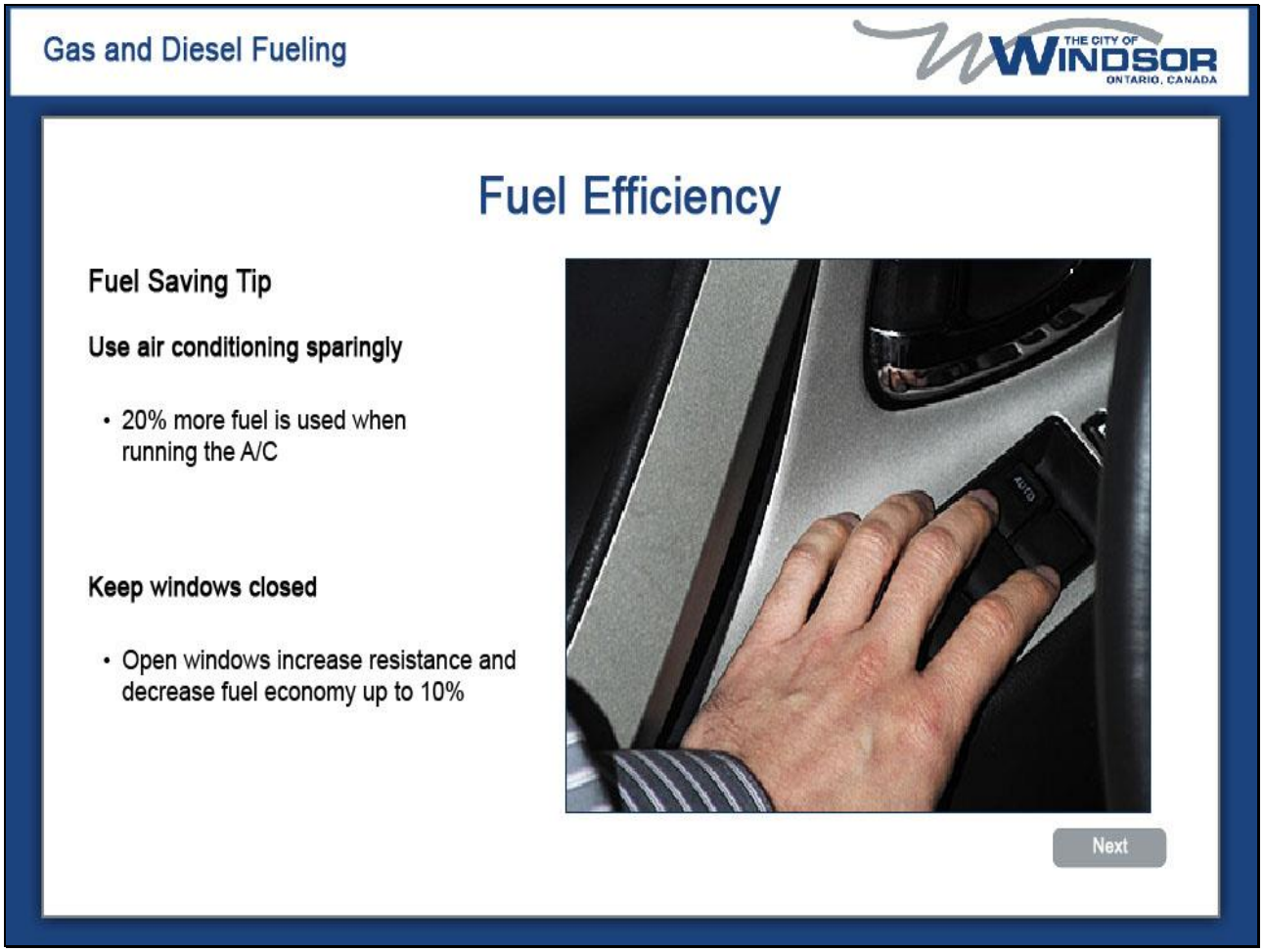
Don’t accelerate, or brake quickly.

By anticipating traffic and applying slow, steady acceleration or braking, fuel economy may increase by as much as 20%.

Keep the tires inflated to the level recommended by the manufacturer.

A tire that is under-inflated by as little as 2 Pounds per Square Inch (or PSI), increases fuel consumption by 1%.

**Slide 65 - Slide 65**




**Slide notes**

You can also save fuel by using your air conditioning sparingly.

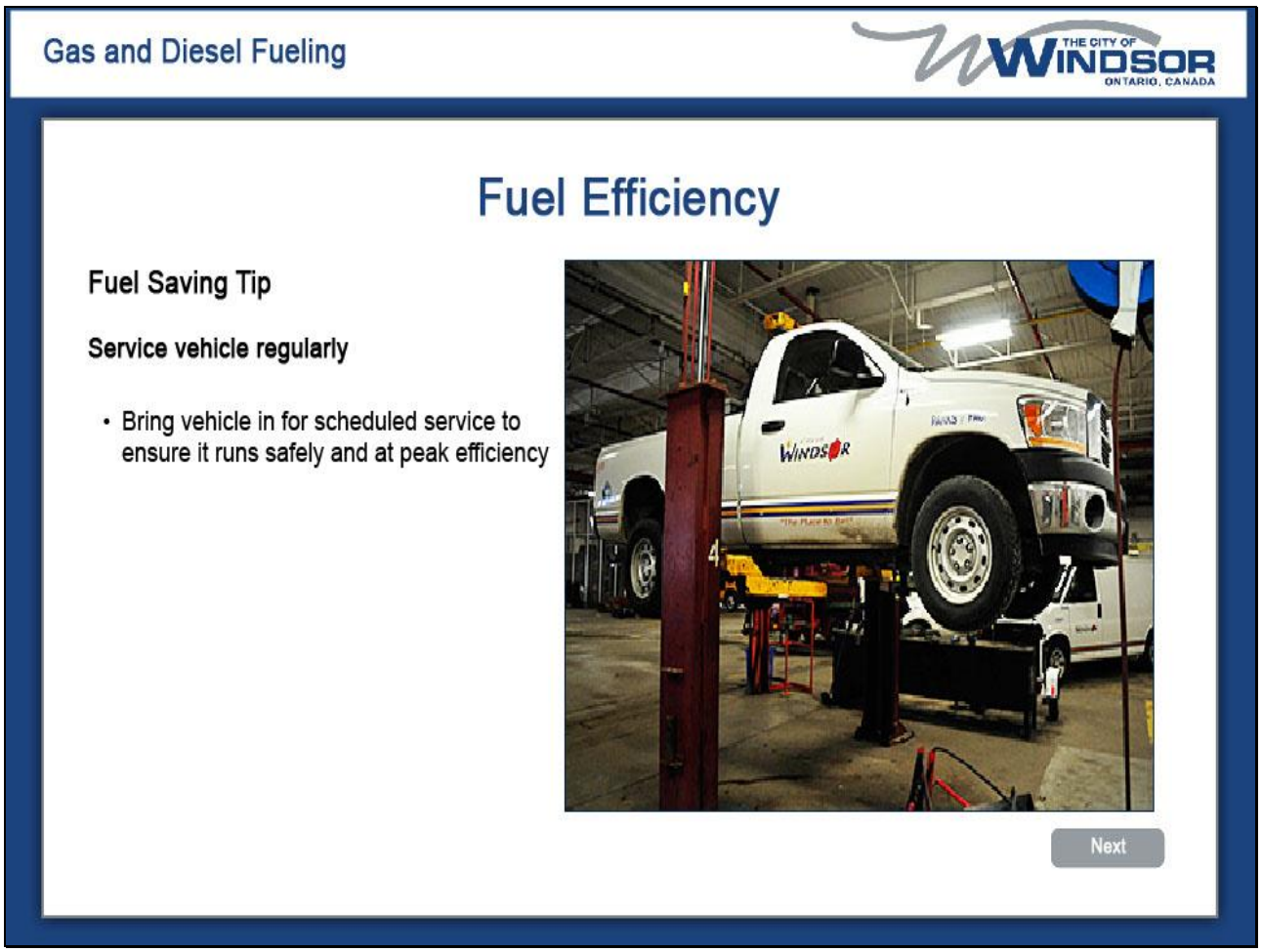
Using the air conditioning puts an extra load on the engine.

As a result, about 20% more fuel is used when you're running the A/C

When possible, keep the windows closed.

Open windows, especially at highway speeds, increase resistance, and result in decreased fuel economy of up to 10%.

**Slide 66 - Slide 66**




**Slide notes**

Here's a tip that's also part of your vehicle maintenance responsibility: have the vehicle serviced regularly.

Scheduled maintenance prevents poor fuel economy.

The Fleet Division asks that you bring your vehicle in for service when scheduled, to ensure it's running safely, and at peak efficiency.

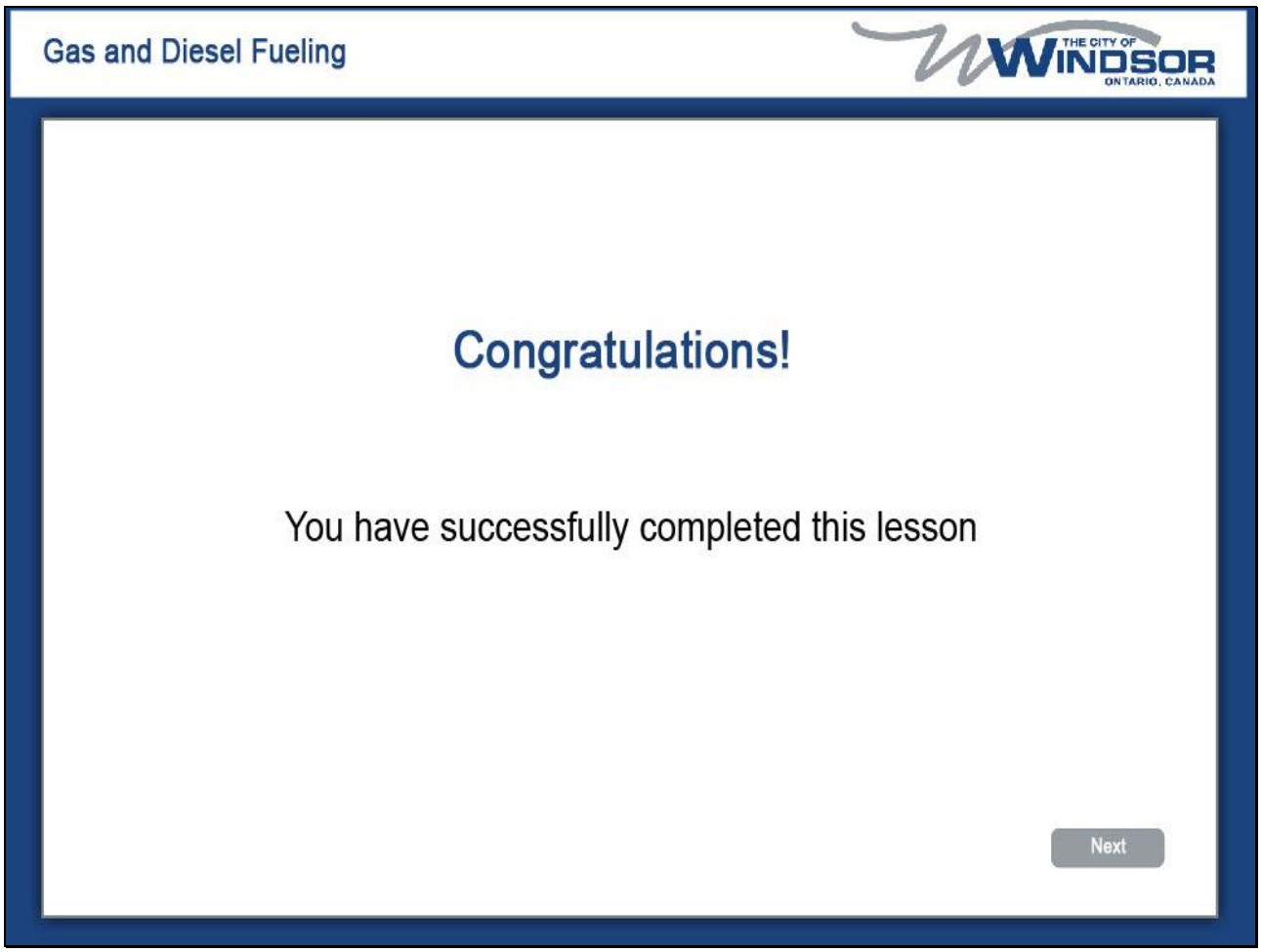
**Slide 67 - Slide 67**


**Slide notes**

Did you know that idling the motor for over 10 seconds uses more fuel, and produces more Carbon Dioxide, than restarting your engine?

That's why the City of Windsor By-law #233-2001, prohibits the excessive idling of vehicles, stating that, 'No person shall cause, or permit a vehicle, or boat, to idle for more than five minutes, in a sixty minute period.'

**Slide 68 - Slide 68**

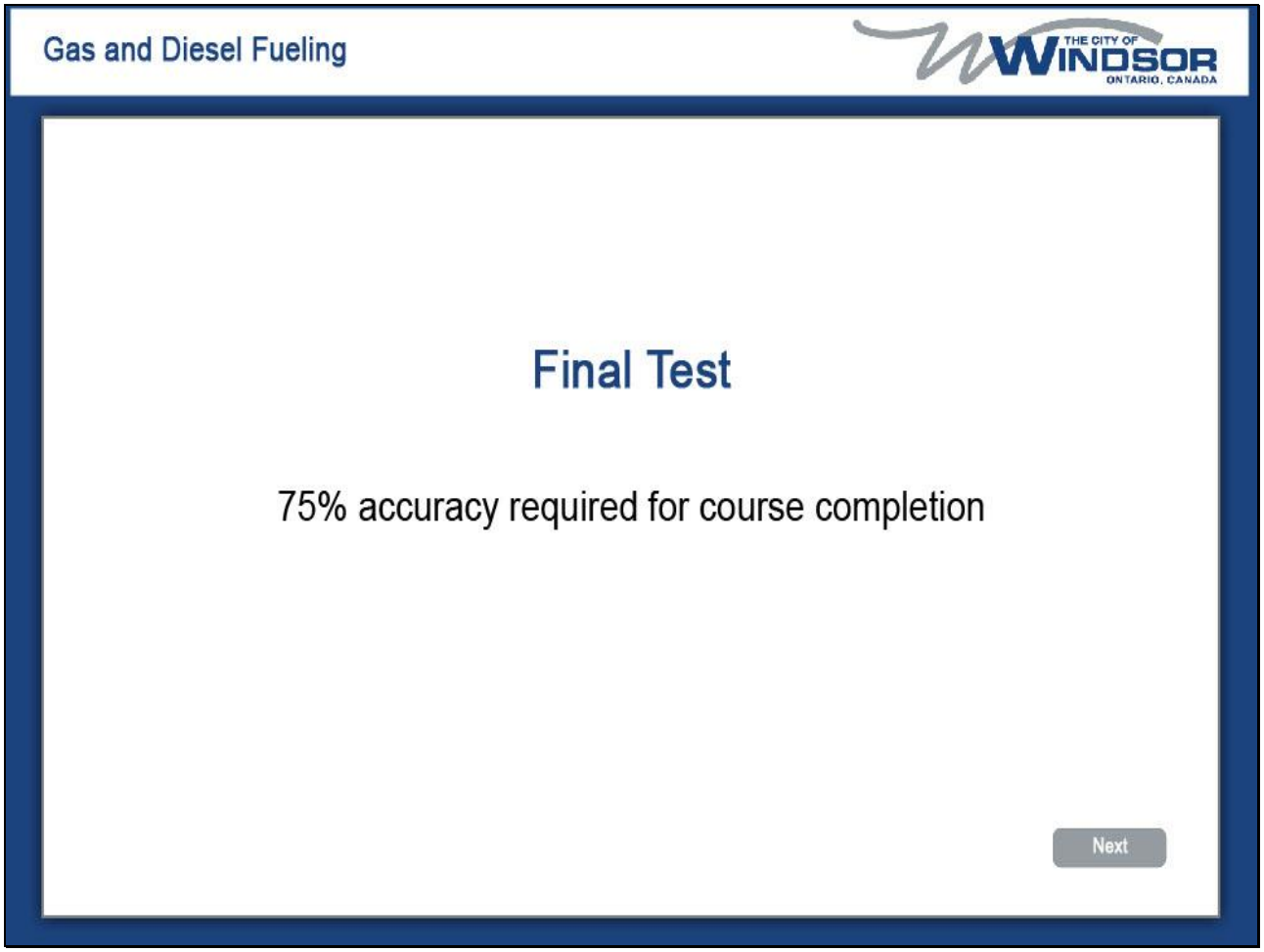



**Slide notes**

Congratulations!

You have successfully completed this lesson.

**Slide 69 - MM_Final_Test**



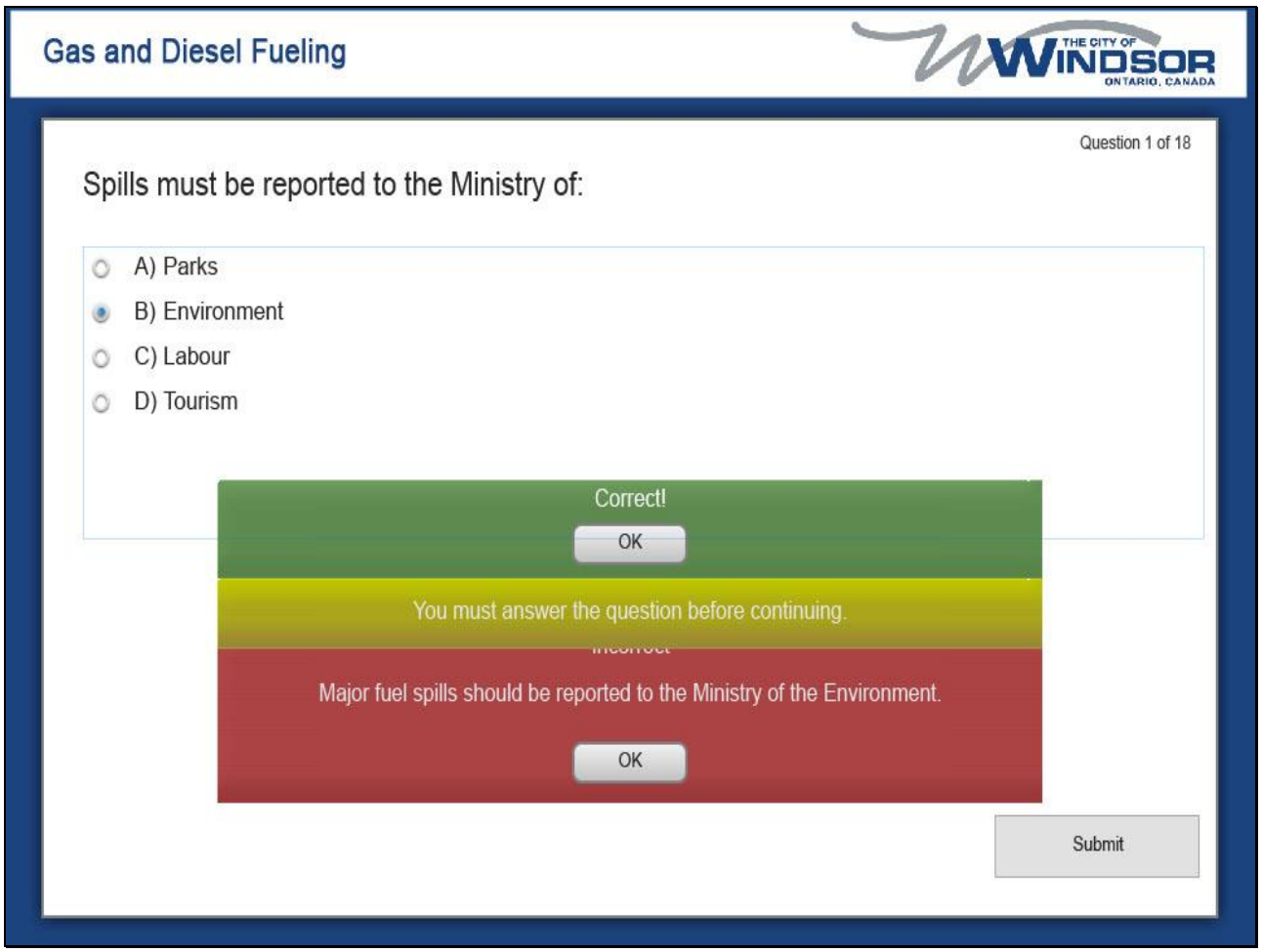

**Slide notes**

Now that you have completed all the lessons of this course, it’s time to make sure you have a good understanding of this material.

Course completion will require a score of 75 percent or greater.

Click next, when you’re ready to begin.

**Slide 70 - Slide 70**




**Slide notes**

Spills must be reported to the Ministry of:

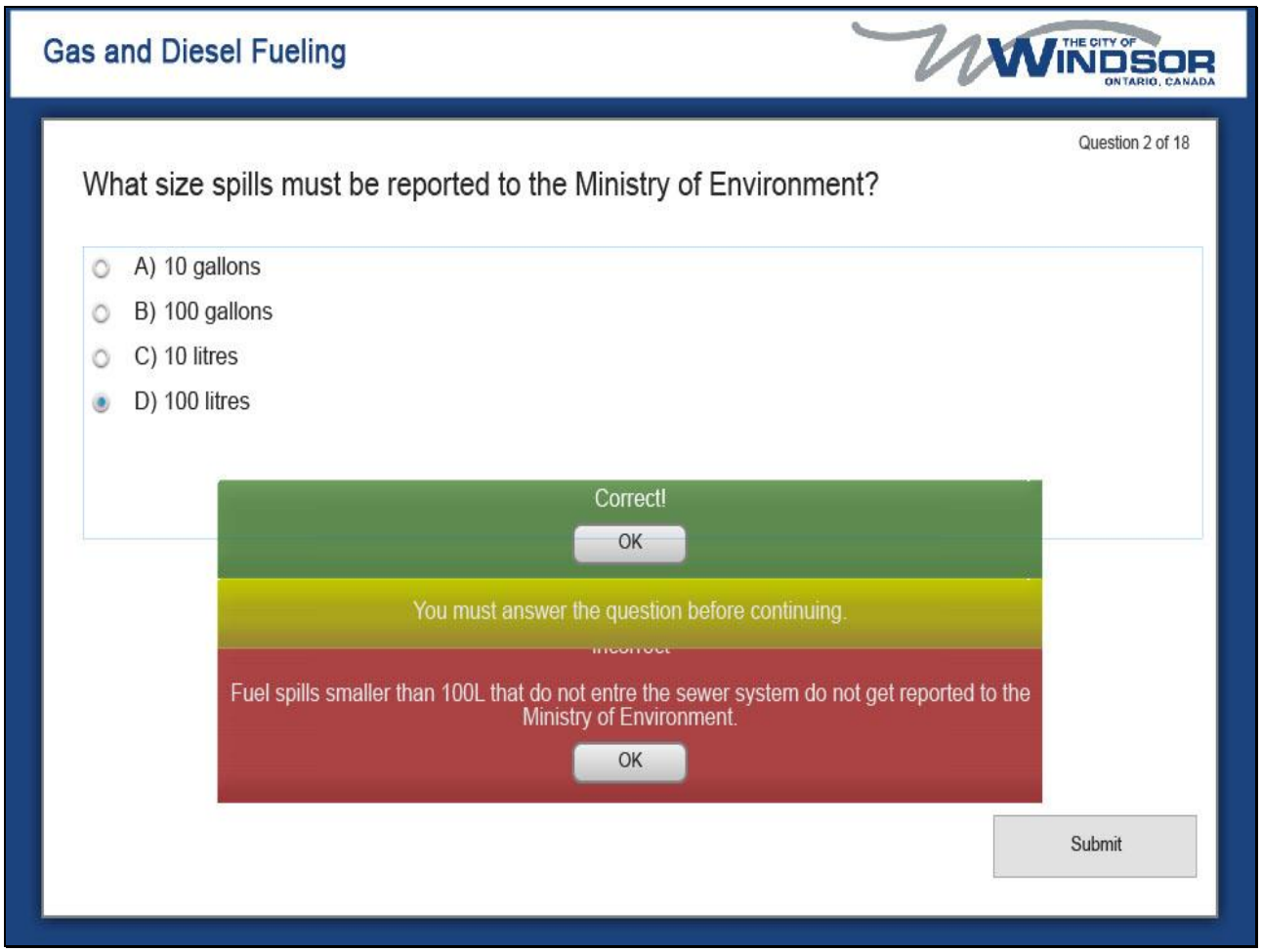
Parks

Environment

Labour

Tourism

**Slide 71 - Slide 71**




**Slide notes**

What size spills must be reported to the Ministry of Environment.

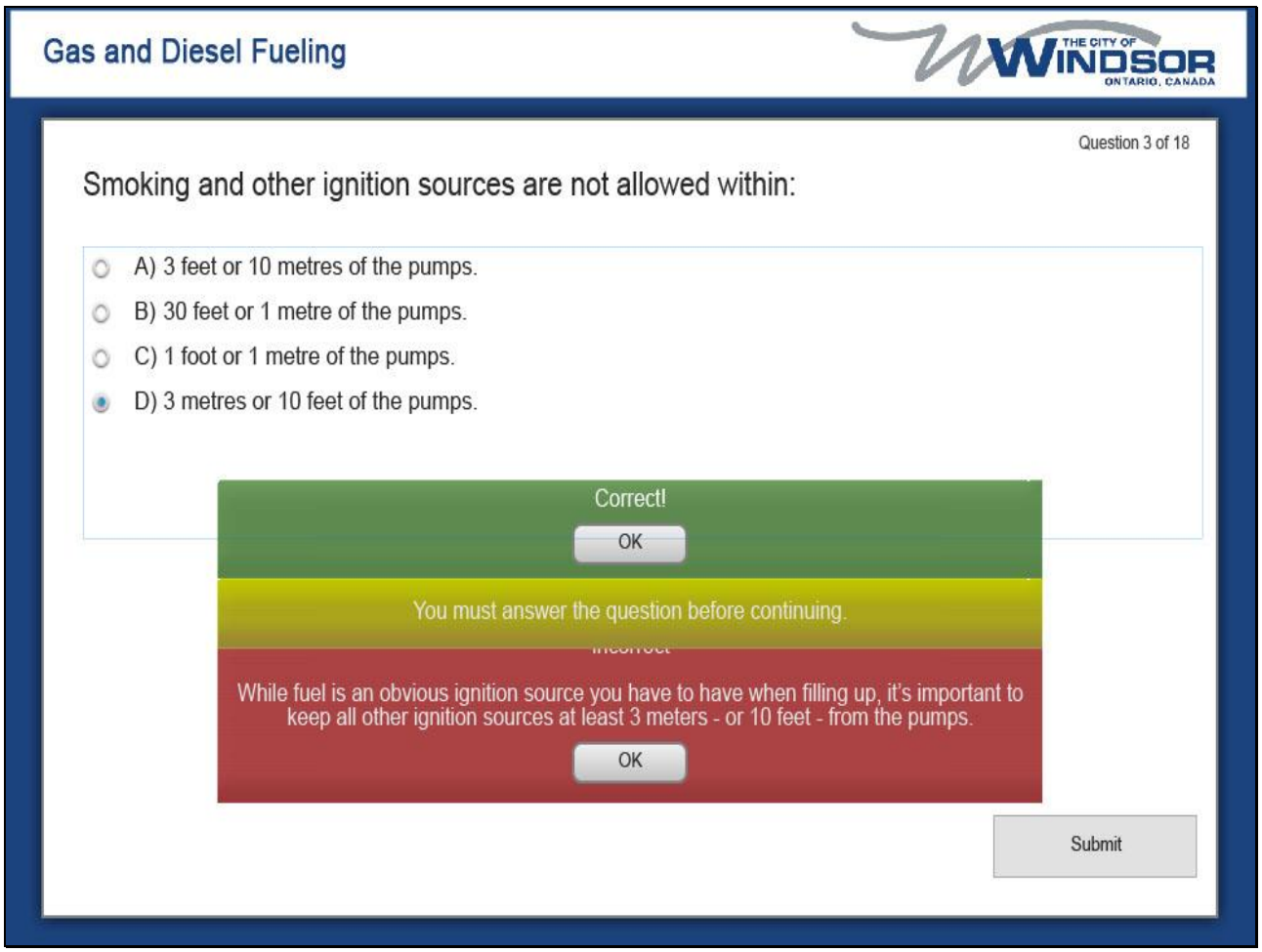
10 gallons

100 gallons

10 litres

100 litres

**Slide 72 - Slide 72**




**Slide notes**

Smoking and other ignition sources are not allowed within:

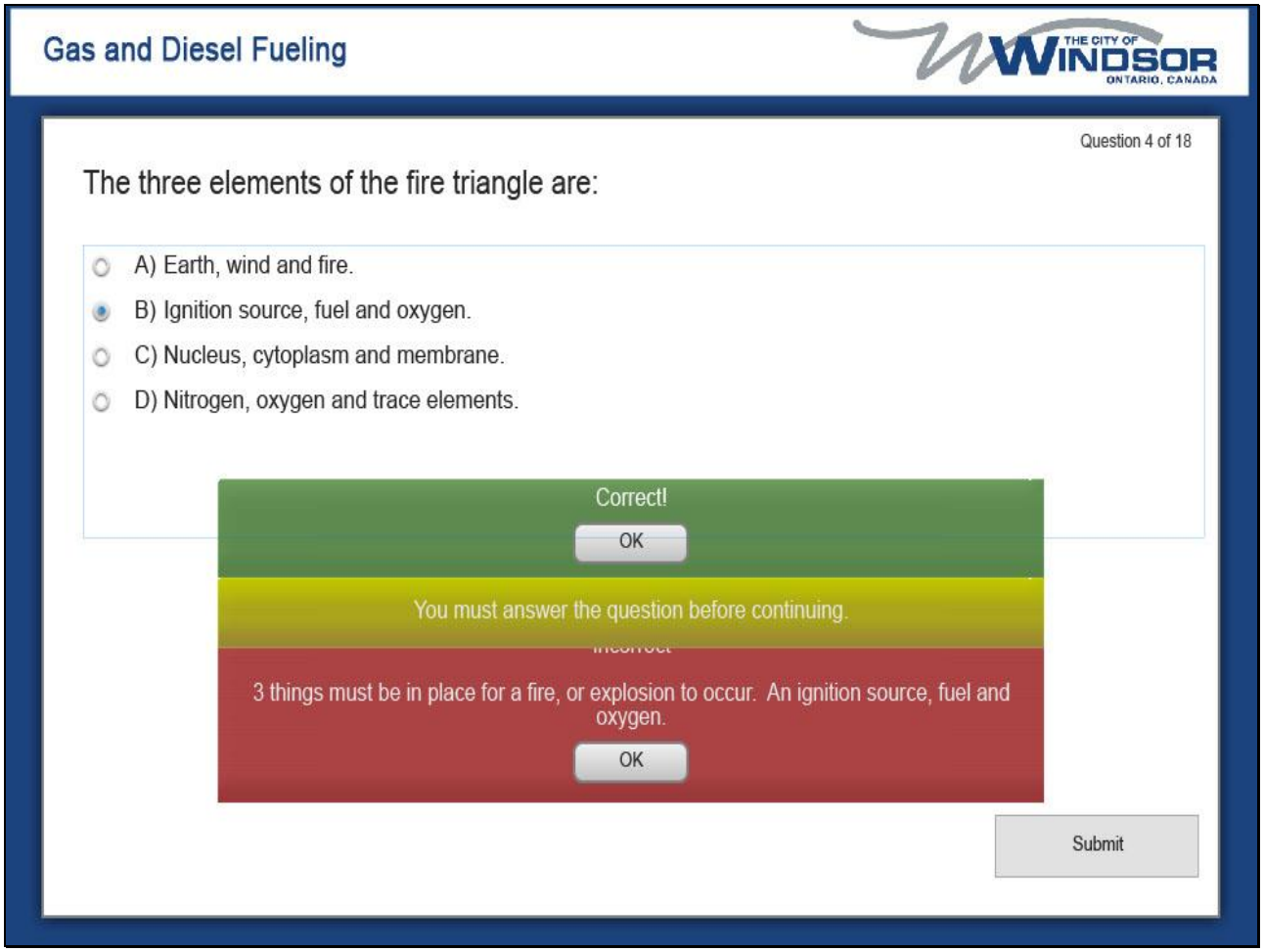
3 feet or 10 metres of the pumps.

30 feet or 1 metre of the pumps.

1 foot or 1 metre of the pumps.

3 metres or 10 feet of the pumps.

**Slide 73 - Slide 73**




**Slide notes**

The three elements of the fire triangle are:

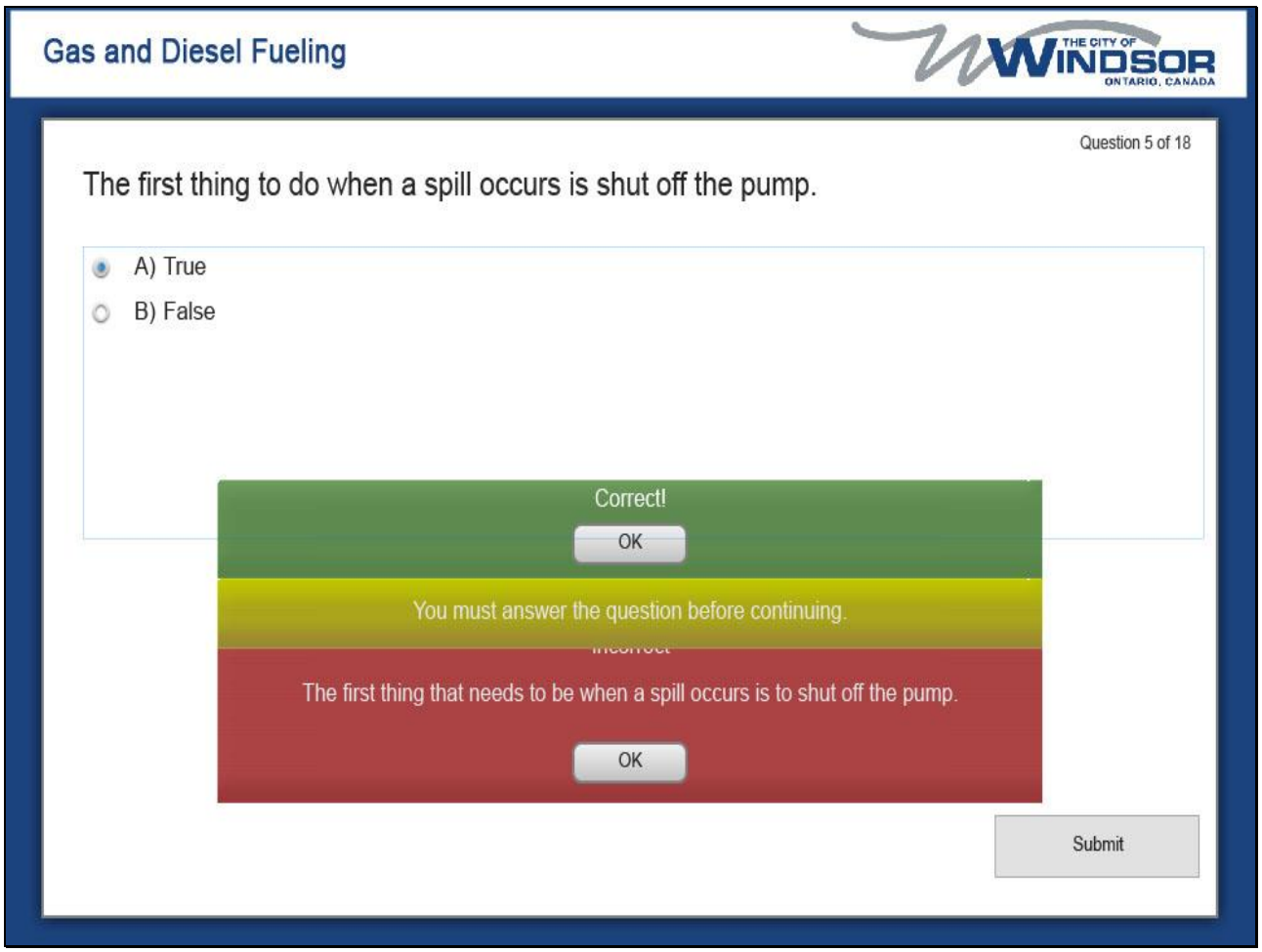
Earth, wind and fire.

Ignition source, fuel and oxygen.

Nucleus, cytoplasm and membrane.

Nitrogen, oxygen and trace elements.

**Slide 74 - Slide 74**

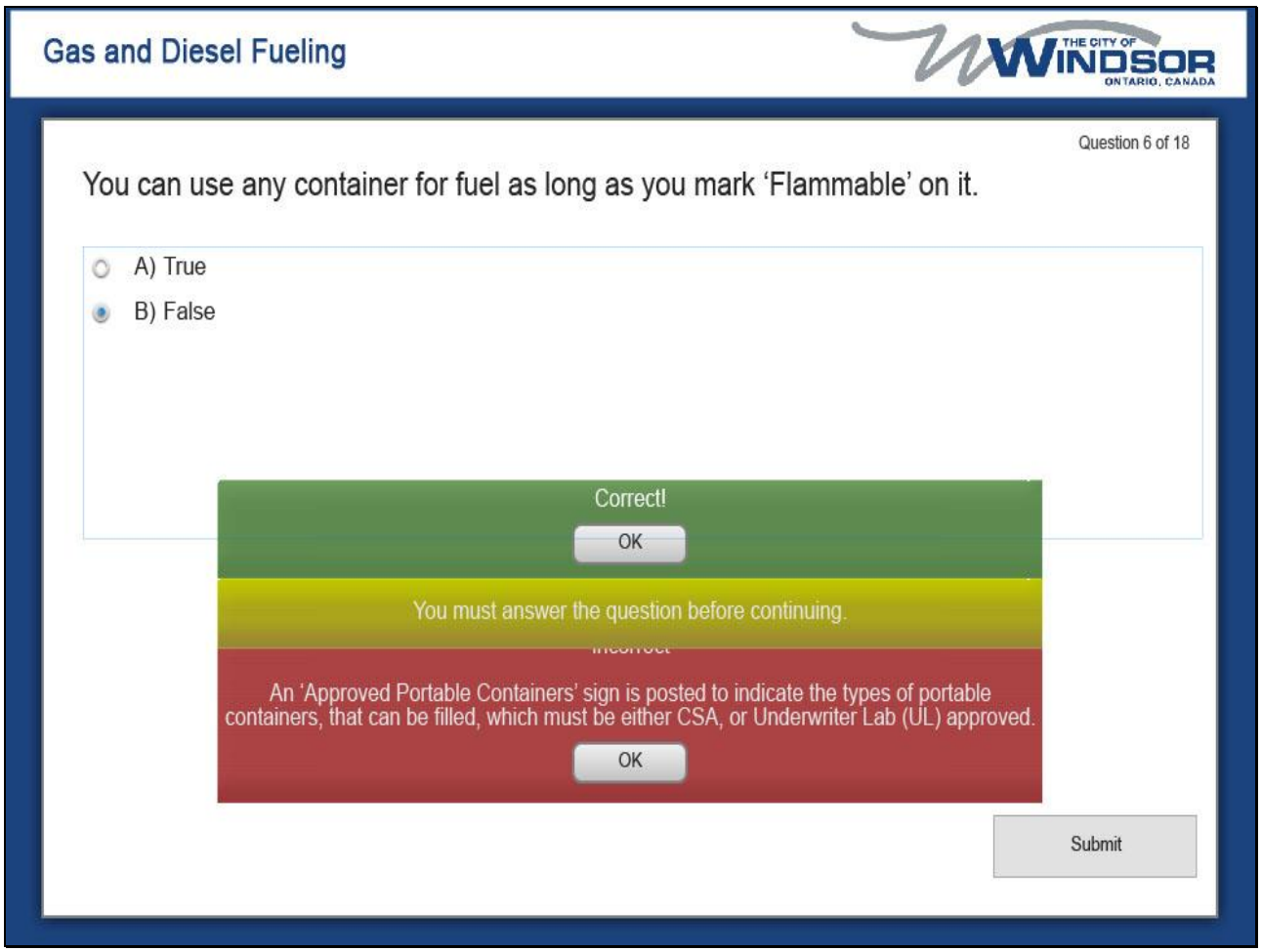



**Slide notes**

The first thing to do when a spill occurs is shut off the pump.

Is this true. Or false.

**Slide 75 - Slide 75**

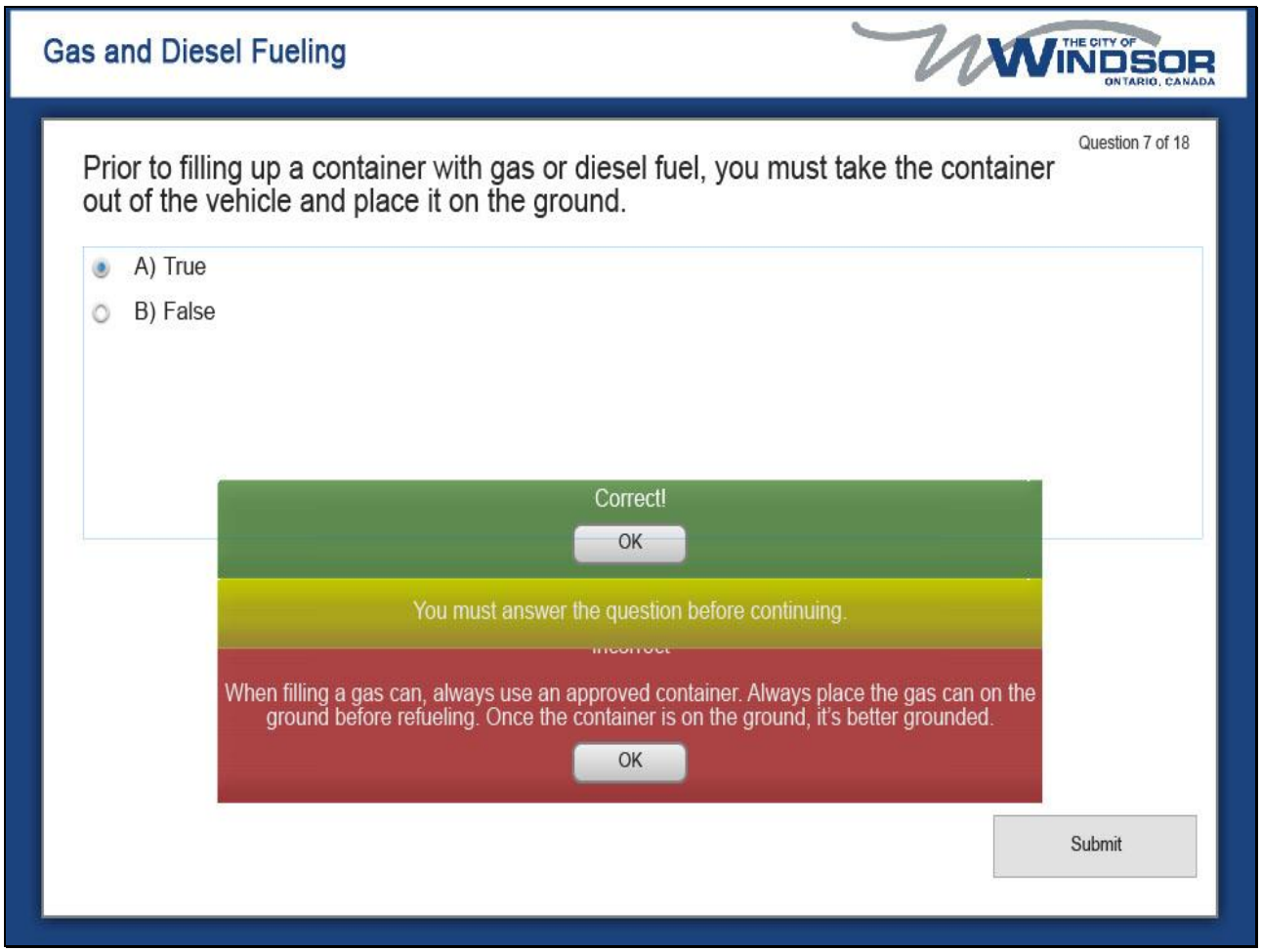



**Slide notes**

You can use any container for fuel as long as you mark 'Flammable' on it.

Is this true. Or false.

**Slide 76 - Slide 76**

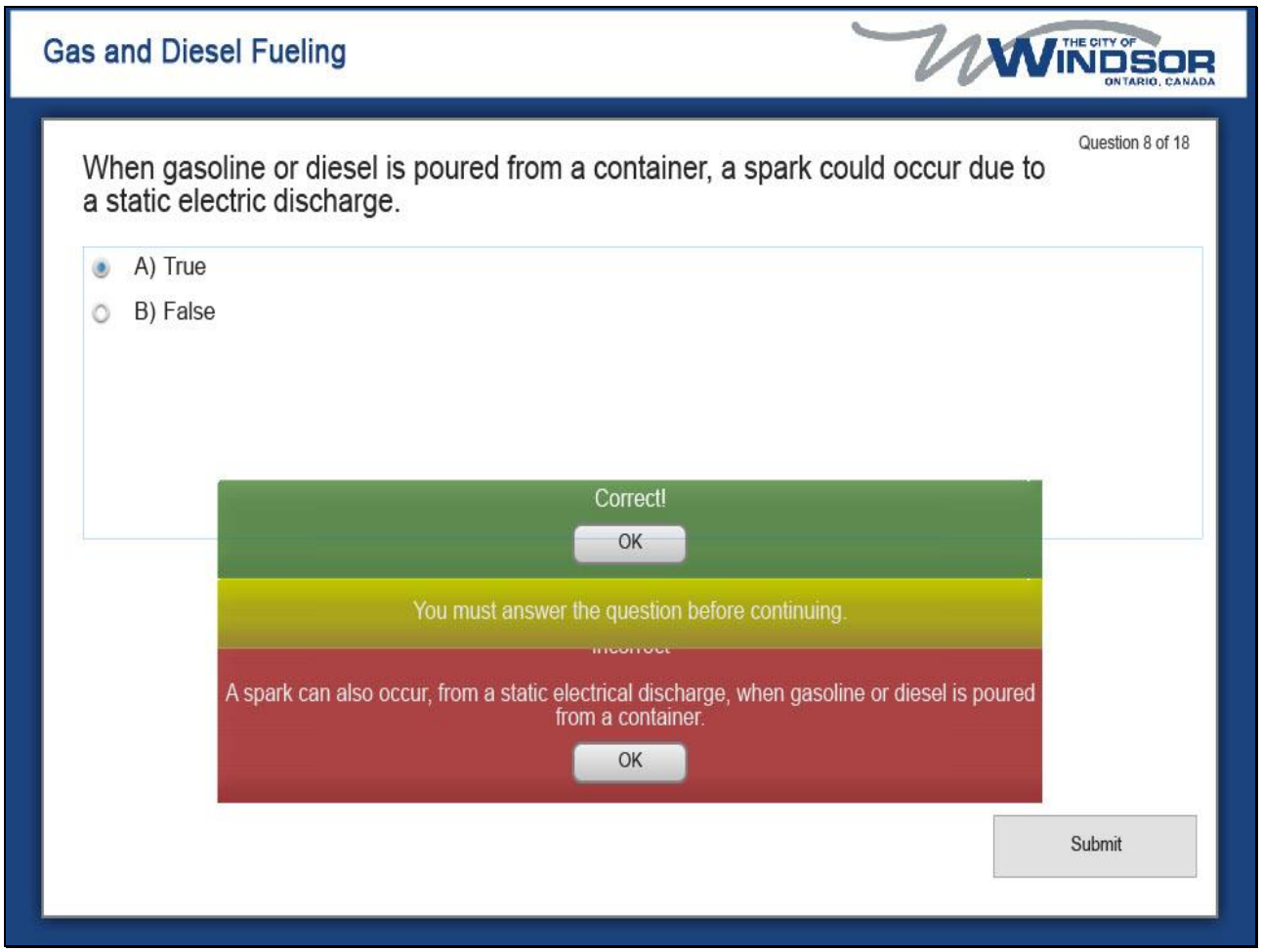



**Slide notes**

Prior to filling up a container with gas or diesel fuel, you must take the container out of the vehicle and place it on the ground.

True. Or false

**Slide 77 - Slide 77**

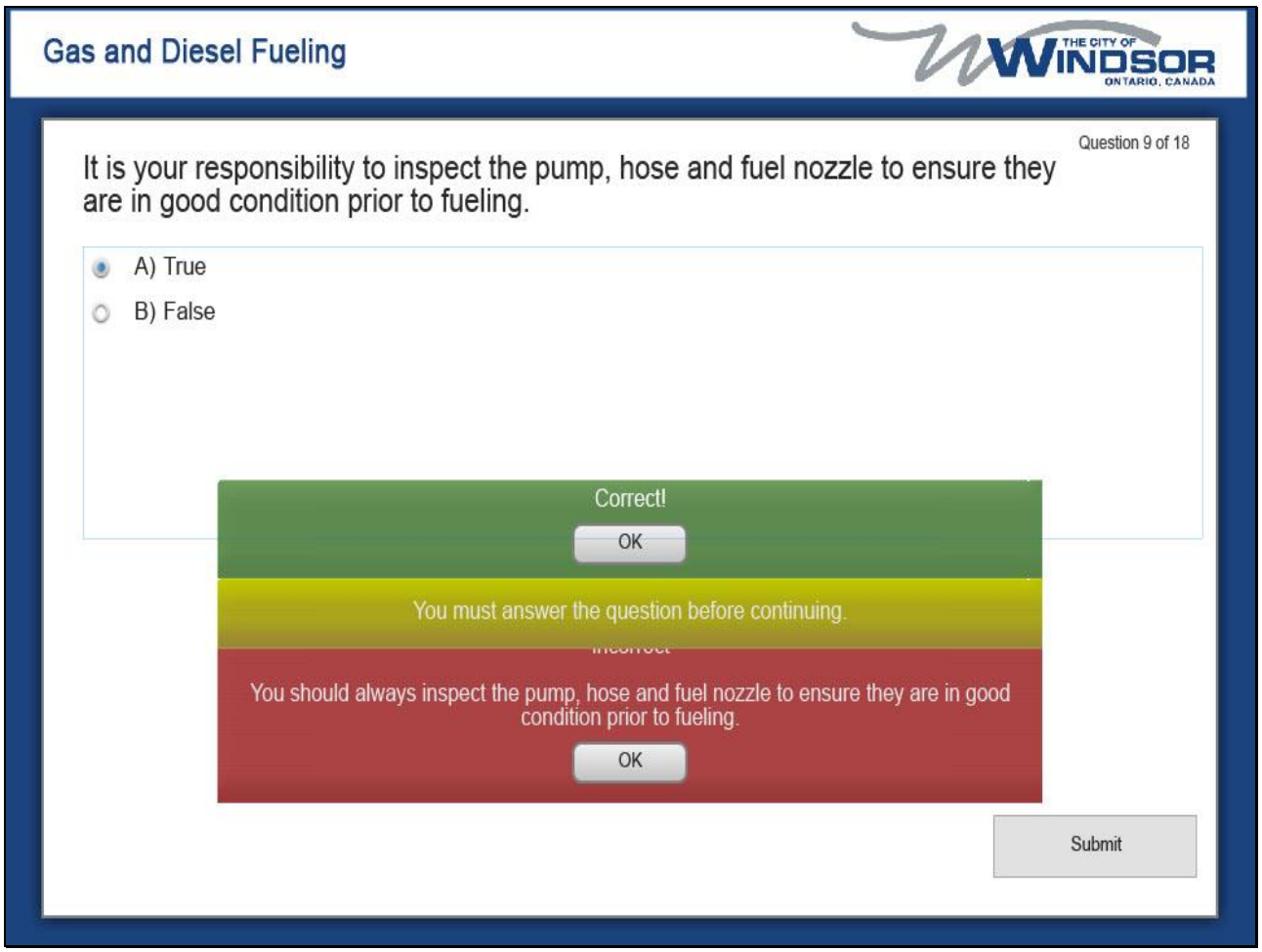



**Slide notes**

When gasoline or diesel is poured from a container, a spark could occur due to a static electric discharge.

True. Or false

**Slide 78 - Slide 78**

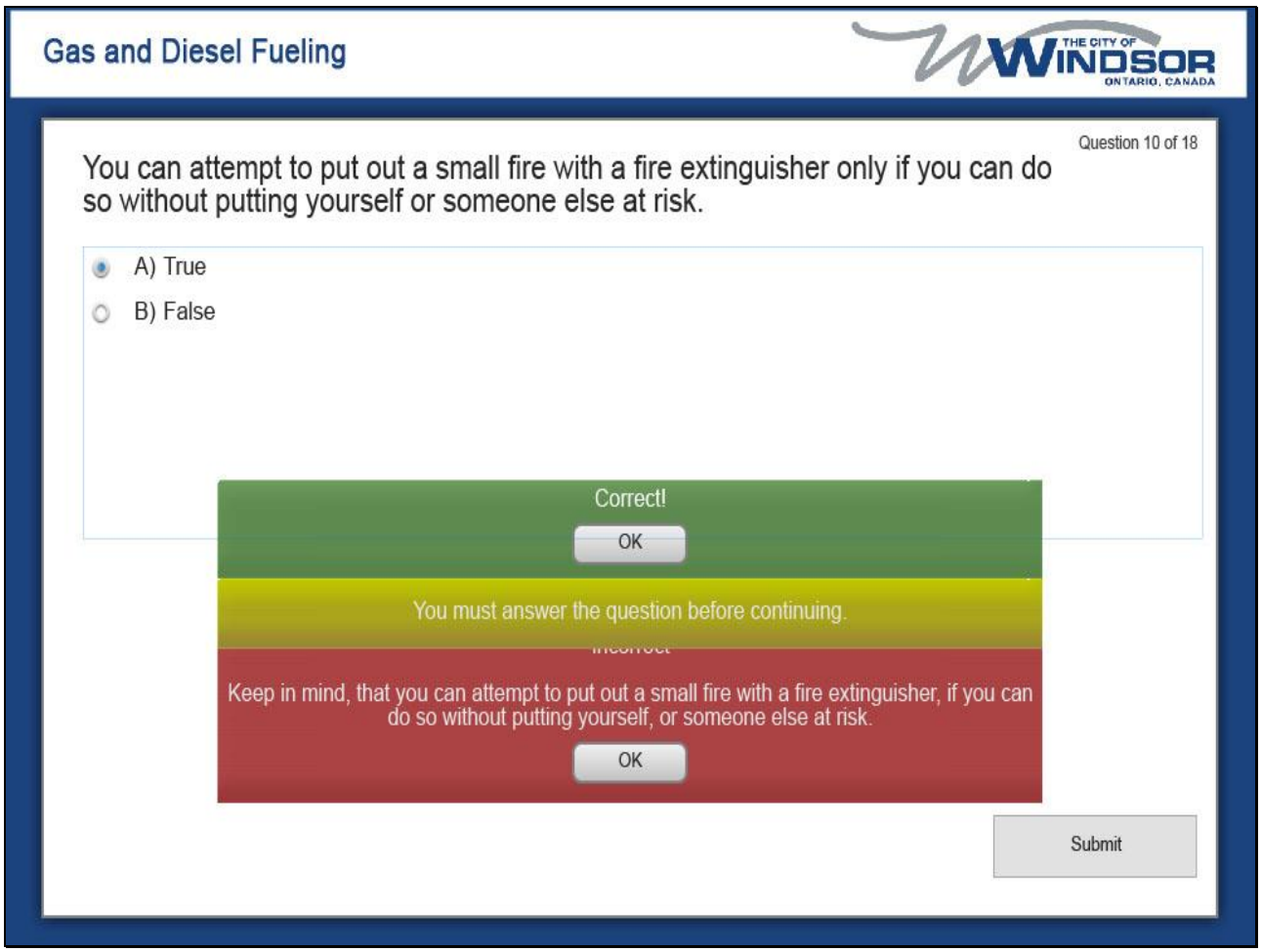



**Slide notes**

It is your responsibility to inspect the pump, hose and fuel nozzle to ensure they are in good condition prior to fueling.

True. Or false

**Slide 79 - Slide 79**

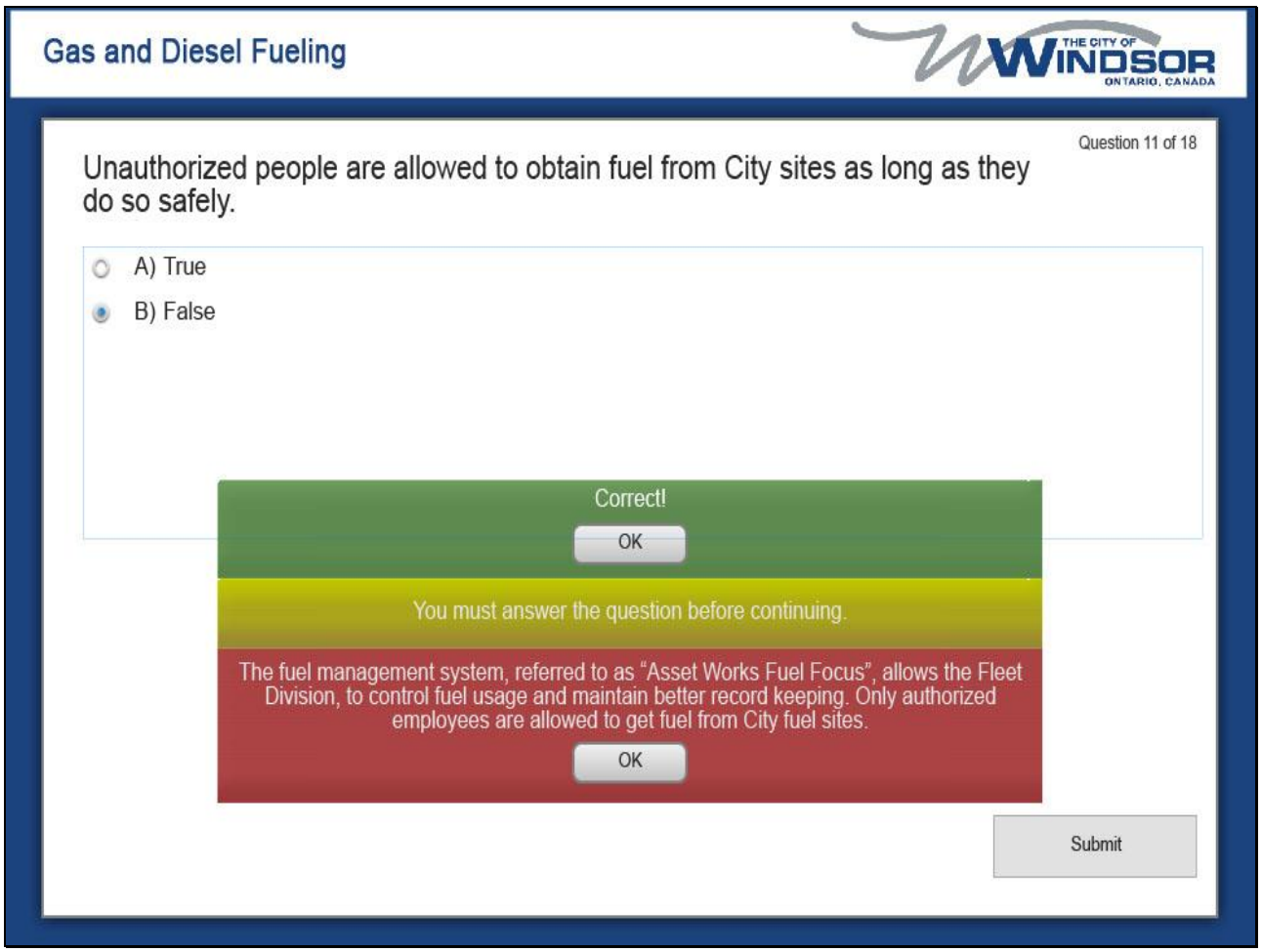



**Slide notes**

Is this true.  Or false.

You can attempt to put out a small fire with a fire extinguisher only if you can do so without putting yourself or someone else at risk.

**Slide 80 - Slide 80**

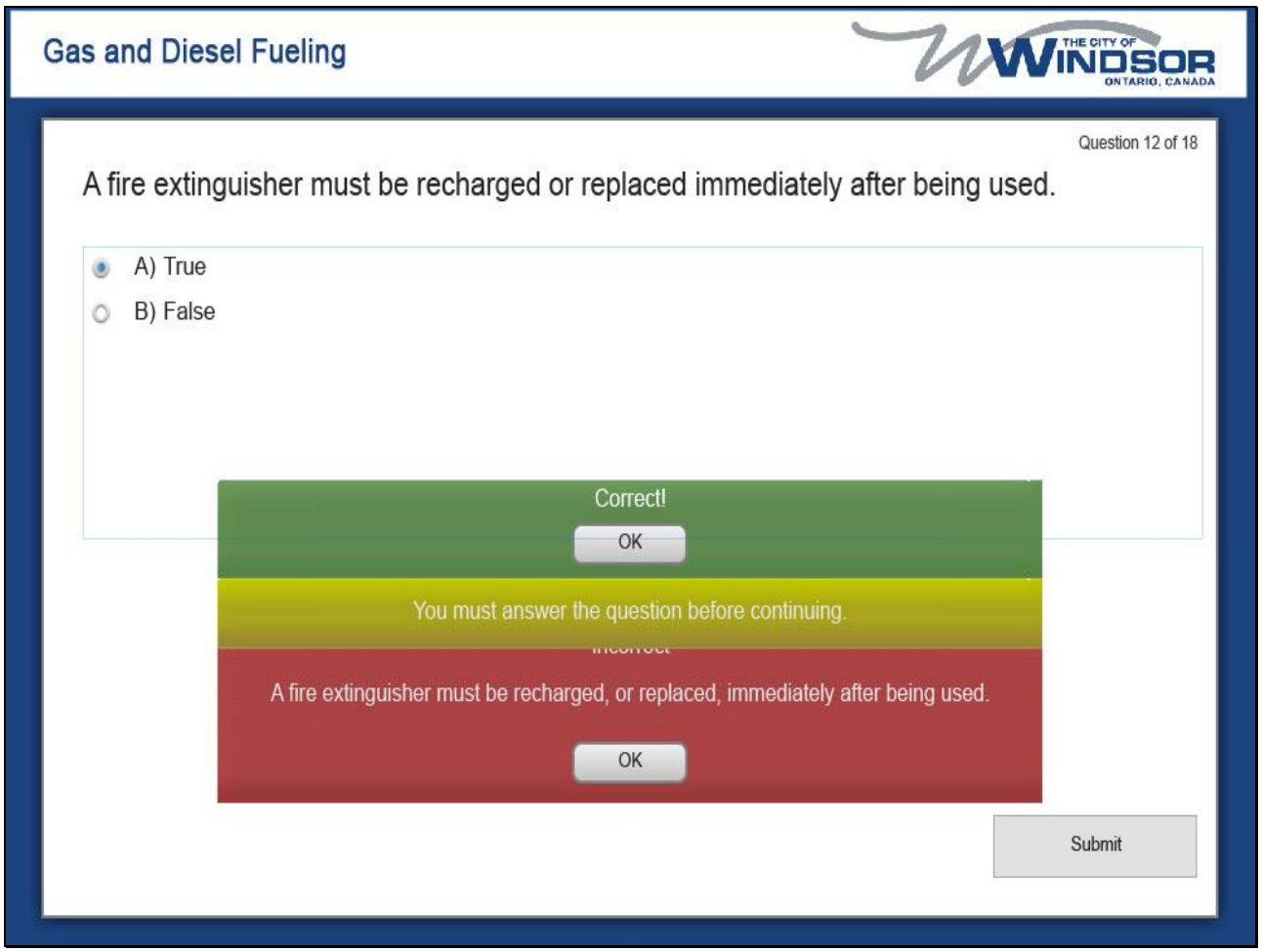



**Slide notes**

Unauthorized people are allowed to obtain fuel from City sites as long as they do so safely.

True. Or false.

**Slide 81 - Slide 81**

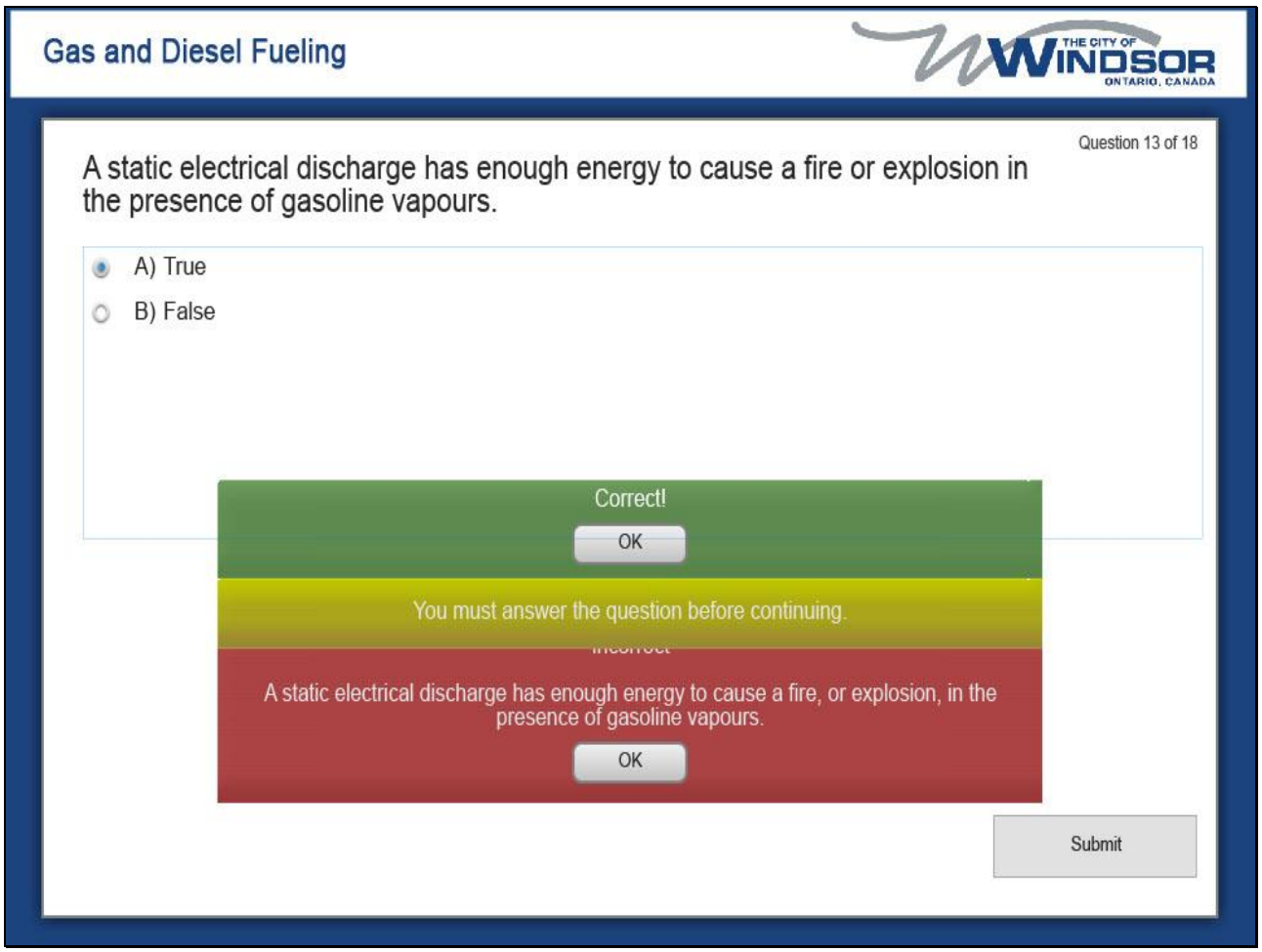



**Slide notes**

A fire extinguisher must be recharged or replaced immediately after being used.

Is this true. Or false.

**Slide 82 - Slide 82**

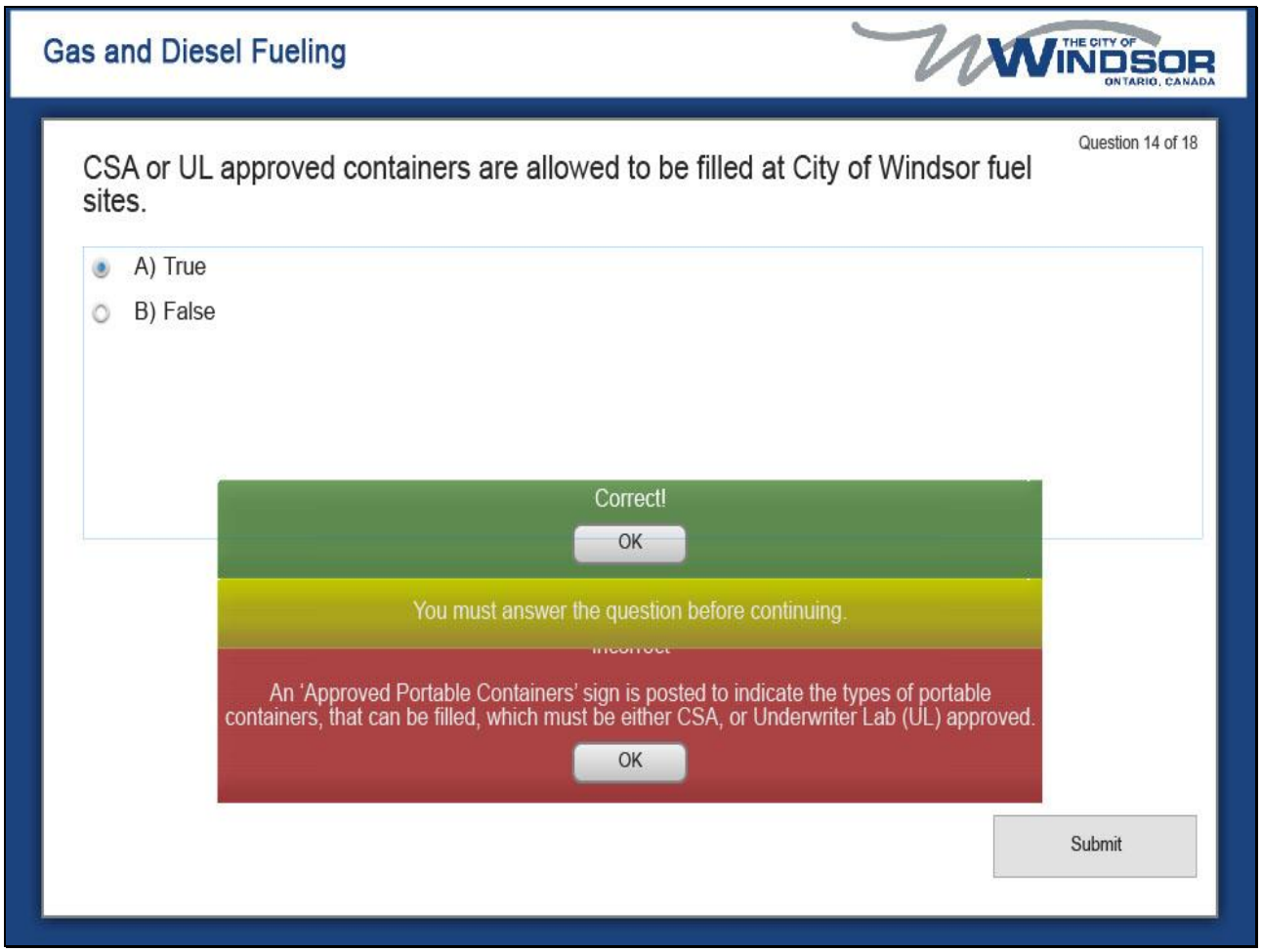



**Slide notes**

A static electrical discharge has enough energy to cause a fire or explosion in the presence of gasoline vapours.

Is this statement true. Or false.

**Slide 83 - Slide 83**

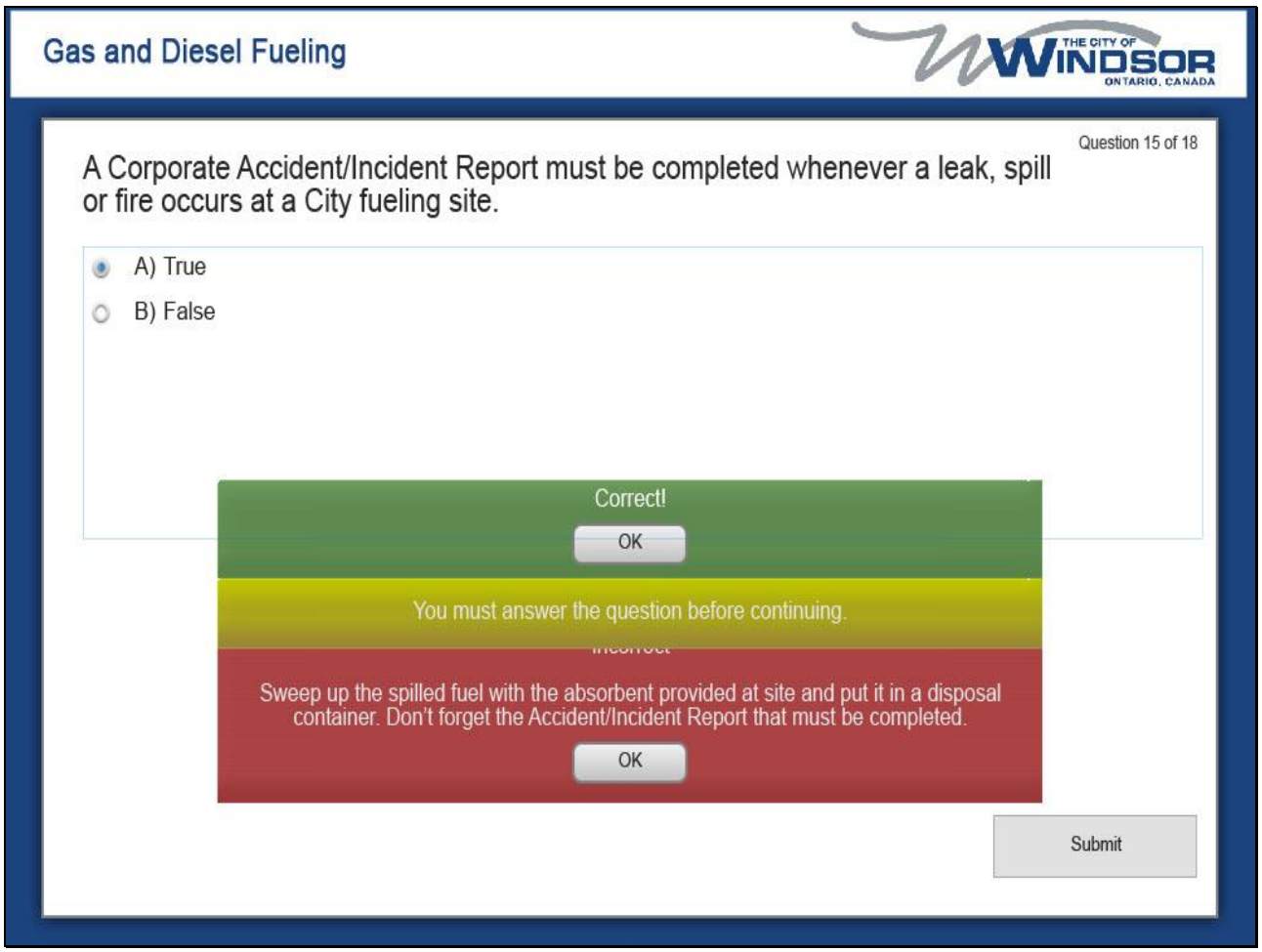



**Slide notes**

CSA or UL approved containers are allowed to be filled at City of Windsor fuel sites.

Is this statement true. Or false

**Slide 84 - Slide 84**

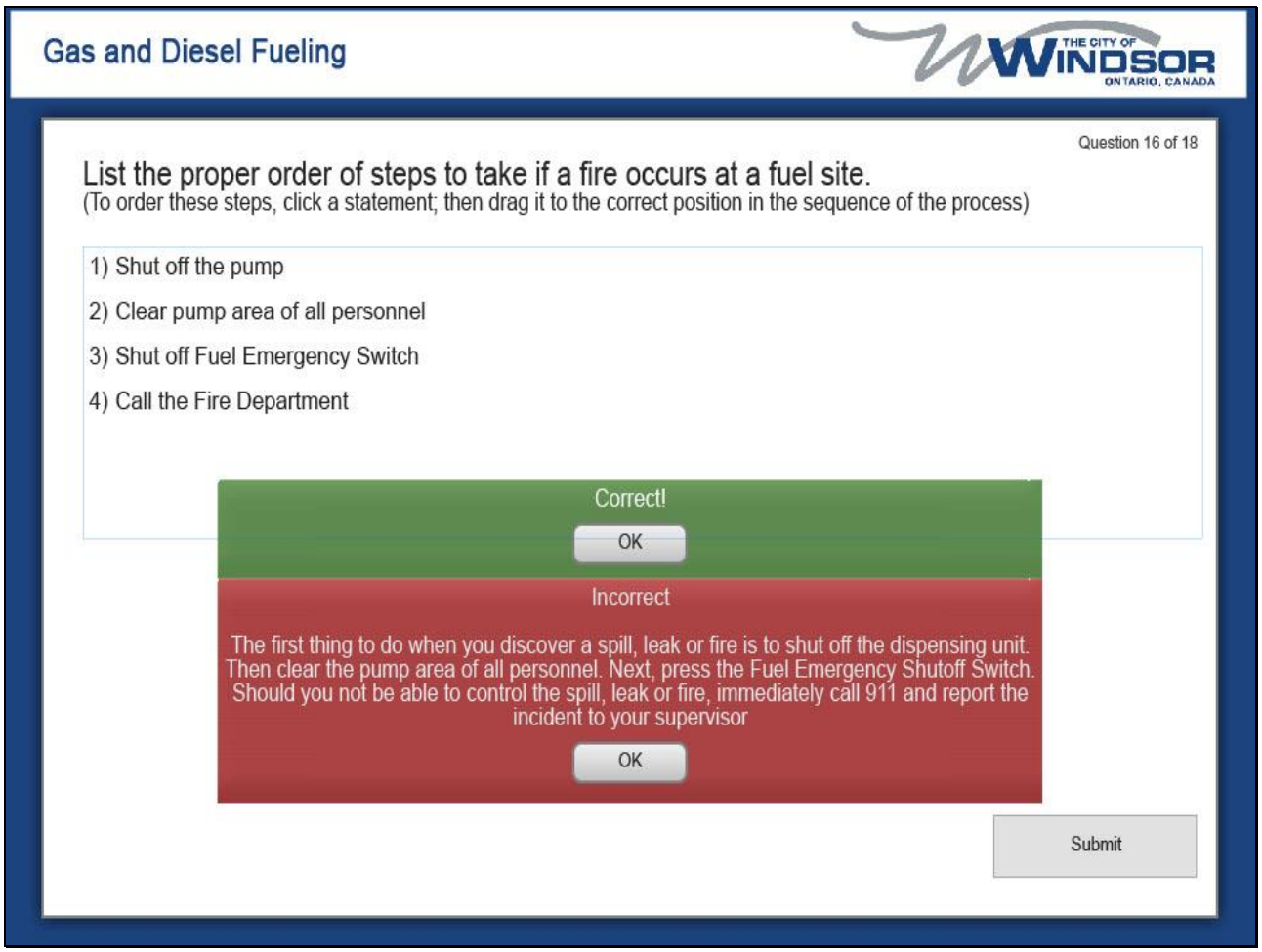



**Slide notes**

A Corporate Accident/Incident Report must be completed whenever a leak, spill or fire occurs at a City fueling site.

True. Or false.

**Slide 85 - Slide 85**



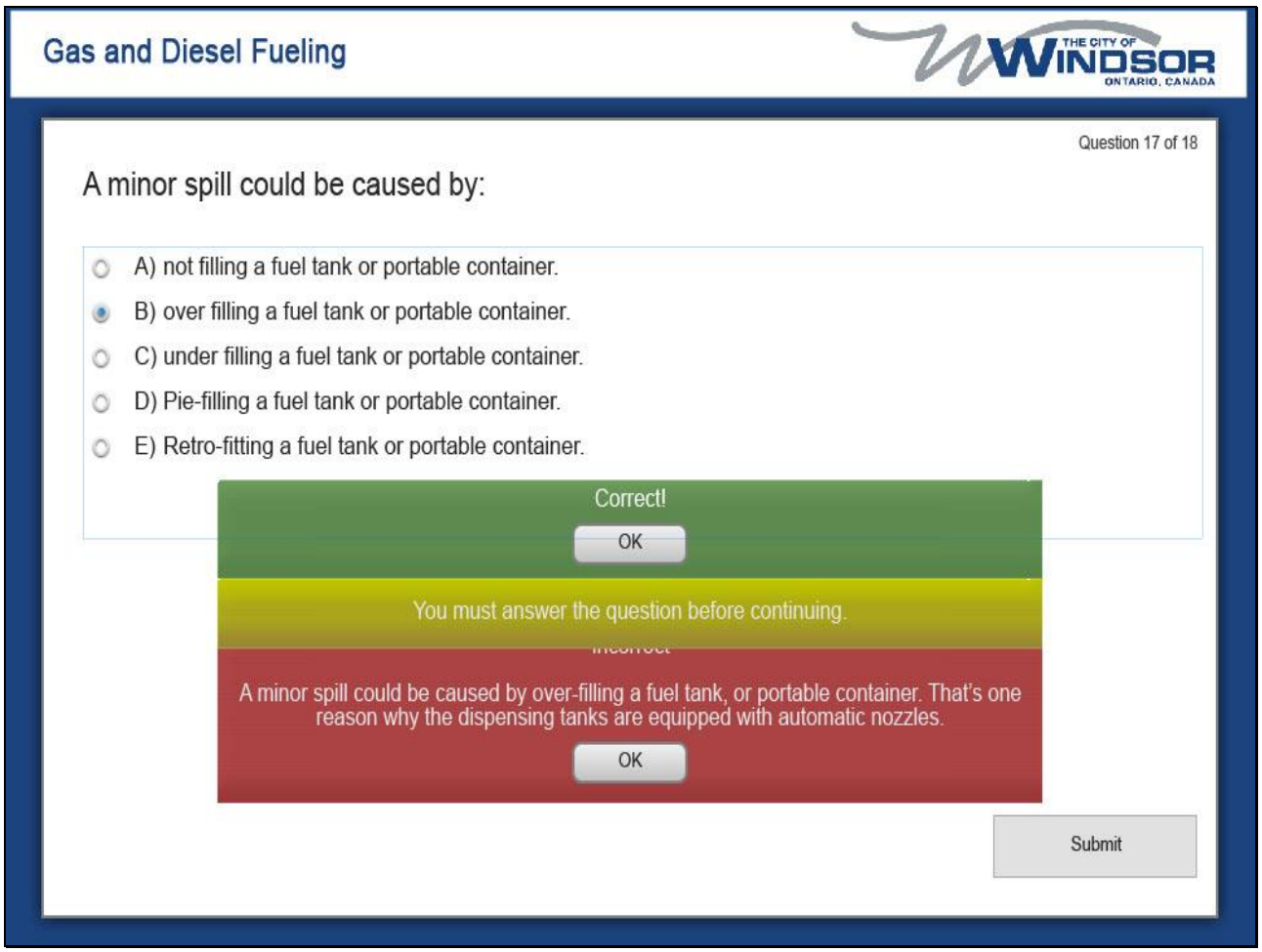

**Slide notes**

Identify the proper order of steps to take if a fire occurs at a fuel site.

To order these steps, click a statement; then drag it to the correct position in the sequence of the process.

When you are done, click submit.

**Slide 86 - Slide 86**




**Slide notes**

A minor spill could be caused by:

not filling a fuel tank or portable container.

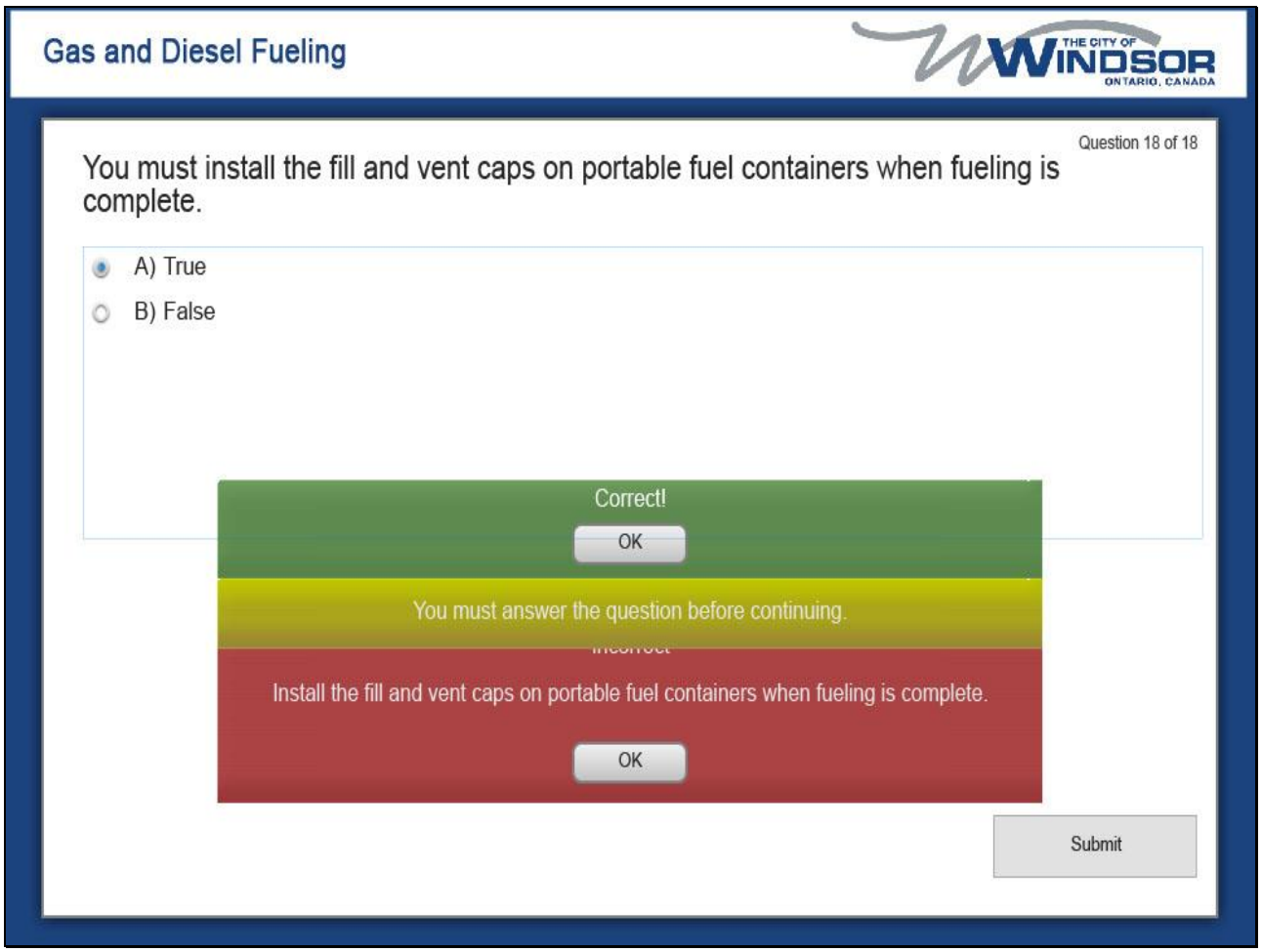
over filling a fuel tank or portable container.

under filling a fuel tank or portable container.

Pie-filling a fuel tank or portable container.

Retro-fitting a fuel tank or portable container.

**Slide 87 - Slide 87**

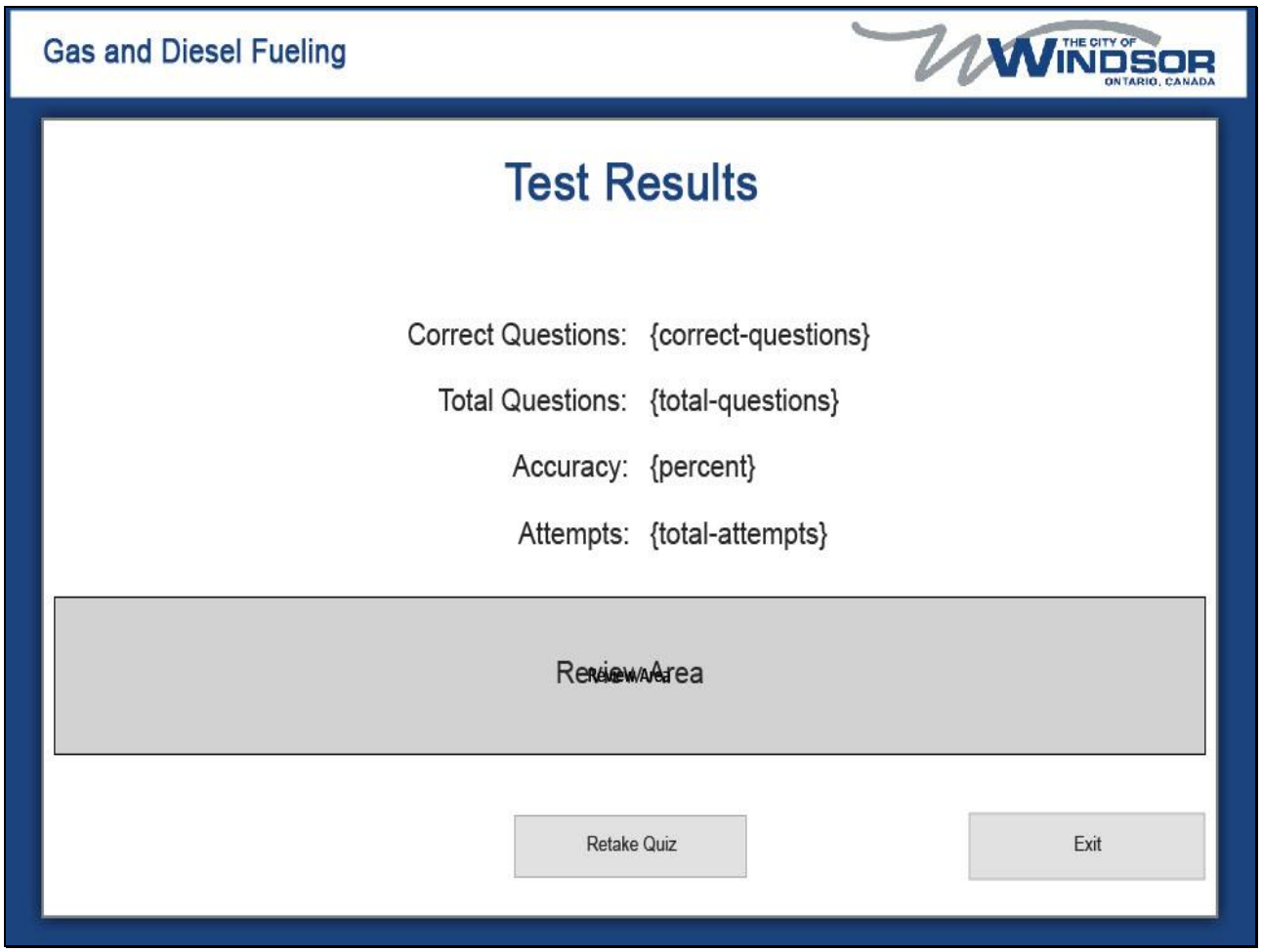



**Slide notes**

You must install the fill and vent caps on portable fuel containers when fueling is complete.

True. Or false.

**Slide 88 - Slide 88**




**Slide notes**

**Slide 89 - Slide 89**


**Slide notes**

Congratulations!

You have successfully completed this course on gas and diesel fueling!

Click exit to end the course.