

1. Fueling at ODOT

Audience

- 1) All ODOT employees who pump fuel at an ODOT fueling location
- 2) Outside/Other State Agencies who pump fuel at the two (2) enabled ODOT fueling locations (Central Office and Hamilton County)

FuelMaster Fuel Management Unit (FMU) – located at all ODOT fueling locations



1.1 Types of Fueling Transactions

For ODOT employees

- 1) '**Automatic/AIMS**' – (Preferred Method) - Start fuel transaction by pressing 'C' at the FMU. The Equipment #, mileage, hours data is automatically captured via installed AIMS device in vehicle. This is the preferred fueling method.
- 2) '**Manual entry**' – Start fuel transaction by swiping ODOT badge at the FMU. User must manually enter Equipment #, mileage, hours data at FMU prompts. This should be used if the vehicle/equipment does not have an AIMS device installed/functioning.
- 3) '**FMU Bypass**' - district/county designee uses key to open FMU and physically switches FMU pump/hose from 'automatic' to 'manual' setting (bypasses FMU). User must record fuel transaction on paper fuel sheet (EM-22). No data is captured in FuelMaster system. Should only be used if the options above do not work for a specific vehicle/equipment.
- 4) If none of the options above work, fuel vehicle at commercial gas station and submit forms for reimbursement

NOTE: If FMU screen displays 'CONFIGURATION MODE" please wait 1-5 minutes to begin fueling transaction - FMU is updating user/vehicle information



1.1.1 How to fuel ODOT vehicle/equipment (**Automatic/AIMS**) – ODOT employees

1. Pull up to the pump. Turn off the engine, then turn the key to the on position (engine cannot be running)
2. Press “**C**” to begin – this activates the FuelMaster Fuel Management Unit (FMU) and the Equipment #, mileage, hours data is automatically captured via AIMS device in vehicle
3. Select the “PUMP #” you wish to use (e.g. 1,2,3,4) then press enter (each pump is numbered)
4. Swipe your ODOT badge in front of the badge reader (if badge doesn't work, try another employees badge to fuel and submit ITNow Incident ticket that badge not working at FMU)
5. Lift the nozzle and activate the pump
6. Hold nozzle firm into vehicle and pump fuel. **NOTE 1:** Pump will not turn on until nozzle is inserted into vehicle. Make sure the gap between the puck (on end of fuel pump hose/nozzle) and the ring (around the vehicle fuel tank filler port) doesn't exceed about 2 inches. If it does, the system thinks you pulled the nozzle out of the tank and ends the transaction. You'll have to remove the hose and start fresh. Failure to start the transaction from scratch is the most common cause of 'PUMP IS CURRENTLY IN USE' messages. If issues with pump turning on or dispensing fuel at this point, contact identified district/county designee of issue with AIMS device in vehicle so they can diagnose/resolve problem and/or attempt 'Manual entry' fueling transaction. **NOTE 2:** Accurate mileage and/or hours data from the vehicles AIMS device is critical to the vehicles preventative maintenance schedule.



7. Return the nozzle back to the pump
8. Complete the Paper Fuel Sheet (EM22 form)

1.1.2 How to fuel ODOT vehicle/equipment (**Manual entry**) – ODOT employees

1. Pull up to the pump. Turn off the engine, then turn the key to the on position (engine cannot be running)



2. Swipe your ODOT badge in front of the badge reader (if badge doesn't work, try another employees badge to fuel and submit ITNow Incident ticket that badge not working at FMU)
3. When prompted for "Vehicle ID" (i.e. seven digit equipment number) – enter equipment number (not the license plate number) – if equipment number not recognized notify district/county designee who will notify OEM to check equipment setup in EIMS and/or attempt 'FMU Bypass' fueling transaction
4. When prompted for "ODOMETER" (i.e. mileage) - enter mileage number (in whole miles not tenths) from the odometer. Enter '0' (zero) if there is no odometer.
5. When prompted for "CHRONOMETER" (i.e. hours) - enter hour number from the chronometer (in whole hours). Enter '0' (zero) if there is no chronometer.

NOTE: Accurate recording of the mileage and/or hours data from the vehicle is critical to the vehicles preventative maintenance schedule

6. Select the "PUMP #" you wish to use (e.g. 1,2,3,4) then press enter (each pump is numbered)
7. Lift the nozzle and activate the pump
8. Hold nozzle firm into vehicle and pump fuel **NOTE:** If issues with pump turning on or dispensing fuel at this point, contact identified district/county designee to diagnose/resolve problem and/or attempt 'FMU Bypass' fueling transaction
9. Return the nozzle back to the pump
10. Complete the Paper Fuel Sheet (EM22 form)

1.1.3 How to fuel Gas Can or Rental Equipment (Manual entry) – ODOT employees

1. Bring the gas can or rental equipment to the pump
2. Swipe your ODOT badge in front of the badge reader (if badge doesn't work, try another employees badge to fuel and submit ITNow Incident ticket that badge not working at FMU)
3. When prompted for "Vehicle ID"
 - o for gas can enter **GC01** if District 1, **GC02** for District 2, etc... and **GC13** for Central Office
 - o for rental equipment enter **RENT01** if District 1, **RENT02** for District 2, etc... and **RENT13** for Central Office
4. When prompted for "ODOMETER" (i.e. mileage) – enter '0' (zero)
5. When prompted for "CHRONOMETER" (i.e. hours) – enter '0' (zero)
6. Select the "PUMP #" you wish to use (e.g. 1,2,3,4) then press enter (each pump is numbered)
7. Lift the nozzle and activate the pump
8. Pump fuel

NOTE: maximum of 5 gallons per transaction for gas can and maximum of 100 gallons per transaction for rental equipment
9. Return the nozzle back to the pump
10. Complete the Paper Fuel Sheet (EM22 form)



1.1.4 How to fuel ODOT vehicle/equipment (**FMU Bypass**) – ODOT employees

1. **NOTE:** should ONLY be attempted if issues getting fuel with 'Automatic/AIMS' or 'Manual entry' methods. No data is captured in FuelMaster system.
2. Contact identified district/county designee to use key to open FMU and physically switch FMU pump/hose from 'automatic' to 'manual' setting (bypasses FMU)



3. Pull up to the pump. Turn off the engine
4. Lift the nozzle and activate the pump
5. Hold nozzle firm into vehicle and pump fuel
 - If fueling fails then there is an issue with the fuel pump/dispenser - district/county designee to contact Facilities to engage fuel pump vendor for further diagnosis
 - If fuels okay then there is a problem with the FMU – district/county designee to contact District Business Owner and contact FuelMaster Helpdesk for further diagnosis. If FMU off/down or switch in 'manual' mode (FMU Bypass), put signage on FMU that 'FMU down" and must record fuel transaction on paper fuel sheet (EM22) until issue resolved.
6. Return the nozzle back to the pump
7. Complete the Paper Fuel Sheet (EM22 form) if received fuel

1.1.5 For Outside/Other State Agencies (**non ODOT**)

1. '**Voyager card**' – Start fuel transaction by inserting State of Ohio issued Voyager Card at the FuelMaster FMU. Only available at two (2) ODOT locations (Central Office and Hamilton County).

Link to video → [FuelMaster Voyager video](#)

2 AIMS device in ODOT vehicles/equipment

Audience

All ODOT mechanics who install, program, clean, calibrate, support/troubleshoot AIMS devices in ODOT vehicles/equipment

