NUMBER   10.4

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Document Interface between the Fuel and our Fleet Information System (FASTER by CCG) and Use on Work Order

APPROVED:

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Michael Quattrone, Fleet Manager

PURPOSE: Explain the interface between our fueling systems and FASTER for billing and meter updating

PROCEDURE: Currently we have three fueling stations at different locations to better serve our customers.

CVMF

We utilize a fueling system at CVMF marketed by OPW called Petrovend. This system allows single card usage (issued to the vehicle), by operators to fuel their vehicles, entering a PIN and meter reading before dispensing fuel. This system documents product usage at the fuel site, via the fuel site controller, with the ability to store approximately 1,600 transactions.

Monday through Friday at 7:30 a.m., the Parts Department polls the fuel site controller utilizing a software called Phoenix which imports the information via phone modem into a local computer and saves it, creating a file named k2500.trn. Once the information resides on the local computer, a custom fuel interface imports the information into our Fleet Information System (FASTER by CCG), using the Operational Applet segment of FASTER. The interface captures vehicle numbers, meter reading, PIN of the person fueling, time, date, pump number, quantity, product type and populates billing and equipment tables, charging the using departments, updating fuel usage and meter readings for the equipment. Once the information is imported into FASTER, the k2500.trn is imported into Phoenix, updating the Phoenix database, and when complete the file is changed to k2500.001. Each day when the import is completed in Petrovend, the file is updated by one number until it reaches k2500.099.

Parameters are setup in the fueling system to control type of fuel, quantity and meter reasonability. If a meter reading is outside of the meter reasonability parameters, fuel will not dispense.

A sample of one transaction in .trn format follows with a breakdown of the information.

```
045/I/WATER    /954580   /          /02122002/0835/8714/1960000000000570
  /                /02/15/0028200/01000/000002820/0048024/028/
1447/0/0004/82
```

```
{A}{B}{C        }{D         }{E        }{F       }{G  }{H   }{I              }
045/I/WATER    /954580   /          /02122002/0835/8714/1960000000000570
{J               }{K}{L}{M        }{N    }{O          }{P        }{Q }{R
  /                /02/15/0028200/01000/000002820/0048024/028/
   }{S}{T   }
1447/0/0004/82
```

Code	Field	Format
A	Daily Transaction	3 Characters
B	Termination	1 Character
C	Account	9 Characters
D	Vehicle	9 Characters
E	Driver	9 Characters *Not Used*
F	Date	8 Digits *mmddyyyy*
G	Time	4 Digits *hhmm*
H	Transaction #	4 Digits
I	Card #1	19 Digits, left justified
J	Card #2	19 Digits, left justified *Not Used*
K	Fuel Type	2 Digits, *01=Unleaded 02=Diesel*
L	Pump number	2 Digits, *1 through 24*
M	Quantity	7 Digits, ####.###, implied decimal
N	Price	5 Digits, ##.###, implied decimal
O	Total	9 Digits, #######.##, implied decimal
P	Odometer	1 Character, 6 Digits, X#####,'?' in 1st location indicates unreasonable entry, 'O' indicates reasonable entry
Q	MPG	3 spaces
R	Driver ID#	9 Digits
S	Receipt	1 Digit, 1=issued 0=not issued
T	Account #	4 Digits

UPLAND WATER

We utilize a fueling system at Upland Water marketed by OPW called Petrovend. This system allows single card usage (issued to the vehicle), by operators to fuel their vehicles, entering a PIN and meter reading before dispensing fuel. This system documents product usage at the fuel site, via the fuel site controller, with the ability to store approximately 1,600 transactions.

Once every six weeks, the Parts Department polls the fuel site controller utilizing software called Phoenix which imports the information via phone modem, into a local computer and saves it creating a file named K800.trn. Once the information resides on the local computer, a custom fuel interface imports the information into our Fleet Information System (FASTER by

CCG), using the Operational Applet segment of FASTER. The interface captures vehicle numbers, meter reading, PIN of the person fueling, time, date, pump number, quantity, product type and populates billing and equipment tables, charging the using departments, updating fuel usage and meter readings for equipment.

ROCHESTER GENESEE REGIONAL TRANSPORTAION AUTHORITY (RGRTA)

We utilize a fueling system at RGRTA marketed by OPW called Petrovend. This system allows single card usage (issued to the vehicle), by operators to fuel their vehicles, entering a PIN and meter reading before dispensing fuel. This system documents product usage at the fuel site, via the fuel site controller, with the ability to store approximately 1,600 transactions.

Monthly, RGRTA sends us a spreadsheet and a K2500.trn file that documents usage at their location. Office personnel use a custom fuel interface and imports the information into our Fleet Information System (FASTER by CCG), using the Operational Applet segment of FASTER. The interface captures vehicle numbers, meter reading, PIN of the person fueling, time, date, pump number, quantity, product type and populates billing and equipment tables, charging the using departments, updating fuel usage and meter readings for equipment. Once the information is imported into FASTER, the k2500.trn is put onto a flash drive and put in the Phoenix computer, and imported into Phoenix, updating the Phoenix database, and when complete, the file is changed to k2500.001.

Within the fueling system is an area which is populated with a selectable meter reasonability number, i.e., 500, which disallows fueling if the meter reading is outside an increase of 500 miles, or anything less than the last fueling meter read. This ensures that the automatic meter updates during the fuel import process are as valid and accurate as possible. This helps ensure accurate PM due reports that are run and shared with our customers. When a vehicle is brought in for repair, and a work order is crated, the last meter reading is visible and compared to the actual meter reading. If a discrepancy is noted we will investigate the reason and correct any issues that are found.

PREPARED BY: Richard Haynes, Assistant Service Manager

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