

ROLLA PUBLIC SCHOOLS FUEL DELIVERY PROTOCOL

CAUTION: DO NOT OFF-LOAD FUEL BEFORE REPORTING TO THE TRANSPORTATION OFFICE

1. Report to Transportation Office – Must provide Bill of Lading.
2. Driver completes Fuel Log Report.
3. Driver **MUST** provide RPS Employee with fuel sample from compartment of trailer.
4. RPS Employee will put supplemental additive in tank **PRIOR** to off-loading fuel.

January 1, 2020, Certified Labs presented a protocol for receiving fuel deliveries. This process will help prevent Rolla Public School from having to assume expenses for mechanical repairs and fuel tank contamination by a “bad load” of fuel. RPS utilizes a process of bid proposal and no consistent fuel vendor is used. Previously, if RPS received a “bad load” of fuel, the vendor did not accept responsibility for the poor quality of fuel.

This process requires the driver delivering fuel to report to the Transportation Office and provide a “Bill of Lading” documenting where the fuel was picked up and what product was loaded on the truck. The “Bill of Lading” will be compared to the fuel bid to ensure the correct product bid is on the truck. The driver will complete the Fuel Log Report in the Transportation Office, recording his name and the fuel company. A RPS employee will follow the driver out to the truck and witness a fuel sample taken from the delivery truck. The sample will be held and cataloged and in the event a problem arises, will be analyzed for determination of fuel quality. A RPS employee will put a supplemental additive in tank prior to off-loading the fuel. This additive has reduced mechanical repairs to the emission systems, additionally improving the route mileage on buses.