**Fuel Issue**

**Common Errors**

**ZFE2**

 Dept. of Public Instr.

Transportation

**Procedure:**

Error resolution for fuel issue.

Vehicle Odometer Change Request

<http://www.ncbussafety.org/BSIP/SupportRequest.html>

Fuel Capacity Change Request

<http://www.ncbussafety.org/BSIP/SupportRequest.html>

**Website Application(s):**

**Note(s):**

Error: The measurement reading for Equip\_No. ####-#### is over the tolerance by ####.

Basis: The odometer reading input exceeds BSIP’s recorded odometer reading by more than 1,000 miles.

Solution: Confirm the mileage of the vehicle.

* Odometer reading input incorrectly

Correct odometer entry.

* Over tolerance (Ex: Fueled at another facility)

Complete Transaction IK11

Error: The measurement reading for Equip\_No. ####-#### is below the last reading taken of ####.

Basis: Odometer reading input is below BSIP’s recorded odometer reading.

Solution: Confirm the mileage of the vehicle.

* Odometer reading input incorrectly

Correct odometer entry.

* Under tolerance
	+ <= 500 miles use BSIP’s current meter reading.
	+ > 500 miles complete website application.

Error: Review upper range limit on Equip\_No. ####-####

Basis: Gallons of fuel input exceeds capacity.

Solution: Confirm the gallons input.

* Gallons reading input incorrectly

Correct gallons entry.

* Gallons exceed capacity

Overage by gallons (i.e., 5.4 gals); make two entries one for the vehicle at normal capacity and a separate second input for the difference in fuel using the same odometer reading.

* BSIP measurement incorrect

Complete website application

Updated

12-09-2019

**Fuel Issue**

**Common Errors**

**(Continued)**

**ZFE2**

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**Procedure:**

Error resolution for fuel issue.

Not Applicable

**Website Application(s):**

**Note(s):**

Error: The fuel entered is outside the range allowed for this vehicle

Basis: Either an invalid fuel type or inventory item number input.

Solution: Confirm the fuel type of the vehicle.

* Fuel type input incorrectly

Correct fuel type input

* Incorrect inventory number

Correct Entry

Error: The standing order is not set to released

Basis: The standing fuel order for the vehicle is technically completed. Vehicles that are: for sale, sold, wrecked, cannibalized, and for transfer should not be issued fuel.

Solution: Confirm the inventory item number of the vehicle.

* Inventory item number input incorrectly

Correct entry.

* Inventory item number correct

If less than five gallons; remove this entry and charge to the Bus Garage’s fuel number.

If more than or equal to five gallons; contact Stephen Wright by email at Stephen.Wright@DPI.NC.gov

**Include the following:**

Subject = Fuel Entry - ####-#### (Inventory number)

Body = Date trying to enter fuel, vehicle status

Contact info (Name, Title, Phone, Plant #)

Updated

12-09-2019