



Trusty Fuel Card Safety Procedures



1. Obey posted NO SMOKING & NO CELL PHONE rules at all times
2. Turn engine off before dispensing fuel
3. Do not leave the nozzle unattended while dispensing fuel
4. All spills & damage to dispensers, hoses, or nozzles should be reported immediately
5. Use the provided absorbent materials to minimize the spread of any spilled fuel
6. Always drive carefully and respect other motorists while on the property
7. Federal law prohibits dispensing gasoline into any glass or unauthorized container
8. IN CASE OF FIRE, activate the manual fire suppression system and the Emergency Shutdown button located next to the front door of our office. Once activated, an alarm will sound and dry chemical fire suppression will release from the canopy. Pull **ONLY** if an actual fire exists.
9. In case of an uncontrollable release of fuel from the dispenser, activate the Emergency Shutdown button located next to the front door of our office. Once activated, it will shutdown all the fuel dispensers.

The accidental release of petroleum products greatly increases the risk of fire and poses a threat to the environment. It is extremely important to follow all of the safety rules listed above. Please seek training from office if necessary.

If an accident or release should occur, please notify Scott Smith & Son at 607-687-1803 or contact PERS at 1-800-633-8253. For all medical and fire emergencies call 911.

How to Use Your Trusty Fuel Card

1. Insert card as shown on the front of the dispenser
2. If your card is assigned a PIN, the screen will prompt for your User ID - Enter your 4 digit PIN number and press ENTER
3. If your card is assigned to track mileage, the screen will prompt for your odometer reading - Enter your odometer reading and press ENTER
4. Select grade of gasoline by pressing the proper octane button
 - a. For Diesel lift the nozzle switch lever on the dispenser
5. Dispense your fuel - When finished replace nozzle on dispenser
6. The screen will then ask if you would like a receipt - Select YES or NO

Billing Terms: With the Trusty Fuel Card, you will always receive the cash price posted at the pump. Scott Smith & Son invoices gas card transactions on the 11th of every month (for transactions through the 10th). Payment is due 15 days after invoiced. Any balance 30 days or more past due will be subjected to a finance charge (currently at 18% per annum).

Thank you for your continued business, and your trust!