

FuelFocus Fuel Management System QUICK-START GUIDE



Fueling at the Pump

1. Enter Pump

Please Note: If incorrect pump number is entered or the incorrect pump handle is lifted, the pump will time out.

2. Enter Vehicle

3. Enter Mileage

Please Note: If any of the first three (3) items (pump#, vehicle#, or mileage) are entered incorrectly after two (2) attempts, FuelFocus will display the following message: *You have exceeded the number of attempts and are currently locked out, please contact your department's fuel focus system administrator.* Please see the contact Service Control number to the right.

4. Enter Employee

Message will display – “Pump # Ready”

5. You will have up to 3 minutes to begin fueling before pump is timed out.

6. Fuel Complete.

Who to call?

Contact Service control, via phone:

404.802.5548
(4 a.m.—2:30 p.m., M—F)

404.802.5509
(2:30 a.m.—10 p.m., M—F)

Or email:
APSMaintenance@atlanta.k12.ga.us

Get Access or Report Mileage Discrepancies

1. Visit MyAPS
2. Click Departments Transportation
3. Select the Access form or Mileage Discrepancy form

Note: It may take up to 2 business days for access to be granted.

Additional Information and Tips for Success

- Employees can only fuel once a day & between normal business hours (**6 a.m. — 8 p.m., M-F**).
- If you pause for longer than 15 seconds the pump will stop. *This does not apply to Safety and Security vehicles.*
- Once nozzle is returned to pump, the system resets after 15 seconds, in preparation for next the consumer.



FuelFocus is an AssetWorks fueling program provided in partnership with the APS Transportation team.