DATE: December 16, 2020

TO: New Drivers

FROM: James Hernandez

SUBJECT: How to Replenish the Fuel in My Automobile

Having acquired a Driver’s License many people believe that qualifies them to know much about driving a vehicle, but what about simple tasks, such as refueling your fuel tank? This memo will give background information for New Drivers based on my personal experiences, detailed instructions, enclosed, as well as a report discussing the methodology I use when refueling my gas tank for my vehicle.

**WHY BOTHER WITH LEARNING HOW TO?**

Being able to put fuel your vehicle is a requirement in learning how to utilize your vehicle to the fullest, it is a task that every driver must accomplish sooner or later but now the question is: How do I fuel my tank? There are many factors I take into consideration when fueling my tank as well as a methodology behind it so that I many prolong my engine and while saving money. As a small example, fueling your tank with insufficient and or subpar fuel could lead to long term effects on your engine which could further lead into your finances having you spend more money on something that could have been avoided.

Many new drivers still struggle with this task and the optimization that happens behind the scenes. Even though from the outside it simply looks like I pulled up to a random gas station and started pumping fuel into my tank, there are still key components I consider before fueling my tank especially for the first time:

***A few factors to take into Consideration.***

* Vehicle Engine Type ex. 2.5L 4Cylander
* Vehicle Year ex. 2019
* Distance to Gas Station from where I currently am
* Gas Station Rate per fuel type

With many more factors to take into consideration behind the methodology of fueling your tank as well as the physical task of fueling your tank I have come up with a solution.

**SOLUTION: PROVIDE A DETAILED LIST**

Enclosed in this memo, is a detailed sequential list of steps on how to fuel/ refuel your tank. These instructions come directly from how I would refuel my tank for my vehicle. Now these details should work with most vehicles dating from 1995 to current year, as of before 1995 there are a few exceptions, but we will not worry about that now, you will know if your vehicle is in that exception group.

**CONCLUSION**

By going over these sequential instructions, you should be able to pump fuel into your vehicle efficiently saving you money and engine trouble in the long term. By being able to comfortably and effectively fuel your tank you will be able to enjoy more of your vehicle.

**REPLENSIHING THE FUEL IN MY VEHICLE**

As previously discussed in the memo, this list will detail on how anyone can fuel their vehicle effectively saving money and prolonging potential engine trouble. The listed steps below come directly from how I would go about refueling my tank for my vehicle. This list includes the physical process of fueling your vehicle and the methodology you should take before fueling, which is what I do. For better clarity, the list is broken into two sections, first part will be the methodology while the second will be the process of fueling itself.

Please follow the two set of instructions below step-by-step for guidelines on how to replenish the fuel in your vehicle.

**Set 1 – *Methodology Instruction:***

1. Examine your vehicles User Manual to see what type of engine you have:

*Example:* Mine would be 2.5L 4-cylinder Turbo

***Why?*** This will determine which gas you will choose i.e., Regular, Plus, and Premium

**Note:** The differences between these different gas types are the octane levels.

1. Choose the correct type of gas you would need.

– For me since I have a Turbo installed on my engine I would choose ‘Plus’ to help prolong my engine and lesser corrosion.

***Rule of Thumb*** – all cars will run on regular, but if you have a luxury car or a higher quality engine then you would want to put Plus or Premium.

1. Examine which gas stations are around your area i.e., Arco, Chevron, Shell, etc.
2. Examine the distance from where the gas stations are to your relative position.
3. Knowing the distance between you and the gas stations will greatly affect which one you will choose.
4. Look at different Rates that they offer for the gas type you would need
5. Set a budget
   1. How much are you willing to spend on gas?
   2. How often are you willing to spend on putting gas?

**Caution:** Be careful on your monthly budget for gas, you could easily go over it.

**Set 2 – Process of Putting Gas:**

1. Look at the fuel gauge on your vehicle
   1. A gas pump icon will show you what side your fuel port is for your vehicle.
2. Pull up to the gas pump
   1. Make sure your gas port is facing the direction of the pump

**Note:** It will help if you can align the pump and the gas port, it will shorten the distance that you must carry the pump.

1. Pay for the Gas in advance
   1. You could pay by swiping your card and following the following direction which in most cases will be:
      1. Enter pin or zip code
   2. Pay the cashier in the store
      1. Tell the cashier how much you are spending and on what pump.
2. Lift Gas lid
3. Unscrew gas cap
4. Based on your results from Instruction Set 1, Select your type of gas.
5. Insert pump into gas chamber
   1. Make sure it is secured
6. Begin Fueling
   1. Pull handle to release gas
      1. You could lock handle to allow pump to completely fill your tank
      2. Hold handle manually to reach your desired amount

**Note:** Sub steps i and ii is either or

1. Once fuel has been pumped
   1. Put gas pump handle back where it previously was
   2. Screw back gas cap, Securely
   3. Push down lid
   4. Grab receipt
2. Leave Gas Station

You have now completed the task on how to fuel you gas tank for your vehicle. Once you have gotten used to Instruction set 1, you only have to do Instruction Set 2 for when you have to refuel your tank. For me, I follow instruction set 2 since I have been putting gas into my car since 2012.

If you encounter any problems while attempting this, look up a video on YouTube that could give a visual step-by-step guide.

**MEMO PROPOSAL REPORT**

DATE: December 16, 2020

TO: New Drivers

FROM: James Hernandez

SUBJECT: How My Recommended List is Effective

In the list titled, “REPLENSIHING THE FUEL IN MY VEHICLE” that I created and is enclosed; believe this recommended list of procedures are particularly effective in helping my intended readers understand how to re-fuel their vehicles because it breaks up the methodology and the physical process of refueling your vehicle including miniscule steps to the larger ones to help my readers re-fuel their fuel tanks.

**Why the List Was Made**

There are many new drivers who after receiving their drivers license are not able to perform simple tasks involving their vehicle, one of those problems was re-fueling their vehicle. The reason for this is because drivers are not tested for this type of curriculum when taking the driving exam or when their permit is being issued. Because of this, new drivers become confused over this small task or panic and make wrong choices that are not best suited for their vehicle so in response I created the list that built on two different sets of instructions that will help my readers find what type of gas they would need and how to execute this task.

**How It Will Help**

**Instruction Set 1** **–** This list was comprised from my experiences of re-fueling my gas tank for my vehicle. The first time I put gas in my vehicle I had to think of how far the gas stations were and which one offered the best rates and quality margin to help prolong my vehicle. The reason why I added location on the list of methodology is because for me, I live in the country so I had to think which gas station would give me the most gas while not wasting on the way back home. I know that not everyone will have the same experience especially if you live in a city because surely there will a station close. Also, in the methodology list I explain that knowing your engine will decide in which type of gas you will be putting in. This is big and not that many people take into consideration because of prices but reminding the reader that putting the right type of gas will help in prolonging the health of your engine.

**Instruction Set 2 –** In this second set of instruction I put in detail on how a person would go about re-fueling their tank at the gas station. I give tips that I did not learn about until a year into putting gas myself but would have found that information useful at the start such as noticing the arrow icon on the fuel gauge showing which side your fuel port is on. When I first started putting gas I would sometimes go on the wrong side and especially because another car I drove had its fuel port on the opposite side. With this set of instructions, I believe my readers could easily accomplish the task of re-fueling their tank with no problem at all.

* Simple steps to follow
* Concise and detailed
* No further explanation needed

**Conclusion**

With both sets of instructions any reader who is new to driving and does not know how to re-fuel their vehicle could read this list and be able to successfully accomplish the task. With these lists there would be lesser confusion on the process to put gas into one’s vehicle. The seemingly simple task will be just that, a simple task where you do not have to think if you are wasting your money at the gas station or if you are putting the right type of gas into your car.

If you would like to hear more about this proposal on how the list “REPLENSIHING THE FUEL IN MY VEHICLE” could help reader re-fuel their vehicles tank, I will be happy to set a meeting.