South Holland District Council
Fuel Card Policy

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APPROVED BY: South Holland District Council

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THIS POLICY APPLIES TO: South Holland District Council Employees, Management, Staff, Students, Volunteers, other Stakeholders

Fuel Card Policy

Purpose:
Fuel cards offer a convenient way for SHDC staff to re-fuel vehicles quickly and efficiently in the course of SHDC business, while maintaining maximum safeguards.

The purpose of this policy is to provide rules and guidance for the issuing, appropriate use and ongoing monitoring of fuel cards. The Fuel Cards Procedure accompanies this policy which sets out further detail on the use and monitoring of fuel card usage and supports staff with the practical implications of this policy.

Definitions:

- The "Fuel Card Supplier" (hereinafter referred to as "Supplier") is SHDC's preferred fuel card supplier, chosen through a procurement process to ensure the best use of public funds when purchasing fuel
- The "Fuel Card Administrator" (hereinafter referred to as "Administrator") is responsible for administering the fleet card purchases and updating the monitoring sheet.
- The "Fuel Card Supervisor" (hereinafter referred to as "Supervisor") is responsible for issuing of cards, safe keeping of cards returned with keys or via the signing in/out process.
- The "Fuel Card Coordinator" (hereinafter referred to as "Coordinator") is a head of department or service responsible for ensuring that SHDC vehicles and cards are used for official SHDC business only.
- The "Fuel Card User" (hereinafter referred to as "User") is any SHDC employee authorised to use an SHDC issued fuel card. A User is responsible for ensuring that their issued SHDC vehicle and fuel card is used for official SHDC business only.
- The "Fuel Cards" (hereinafter referred to as "Cards") are a method of authorised Users obtaining eligible items/fuels at authorised fuel stations.

Full details of the responsibilities of the above are detailed in the Fuel Policy Procedure.

Policy
Cards are provided to SHDC by the Supplier and issued to Users by the Supervisor. The User must obtain a receipt for every purchase, including the odometer reading (where applicable) and sign and print name on the receipt. Receipts must be provided to the Supervisor at the earliest convenience, or within 7 days of purchase at the latest. The administrator is responsible for monitoring the incoming receipts against the Suppliers ledger.

Cards may only be used for the purpose intended, the purchase of authorised fuel or lubrications for the relevant SHDC vehicle or equipment. It is expressly forbidden to use the Card to purchase fuel or lubricant for any privately owned vehicle or equipment, other than the vehicle or equipment the card is provided. Any employee found to be in breach of this requirement will be deemed to have committed an act of gross misconduct and will be subject to disciplinary action. SHDC reserve the right to deduct any expenses relating to recovery or making good.

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These permissions will be made clear when the card is issued. All Users will have been issued this policy, the procedure and required to sign the Terms of Use to confirm they understand their responsibilities as a fuel card User. Further detail of this, including the issuing process, is detailed further in the Fuel Card Procedure.

Cards will only be able to make the following authorised purchases, but not all cards will have all these permissions:

- Purchase of diesel
- Purchase of petrol
- Purchase of lubricants

The receipts, with odometer reading (where applicable), alongside the Supplier ledger, aid in monitoring the costs and efficiency of vehicle fleet operation. For reasons of accurate recording of costs, usage and overall control and management of the fleet and fuel consumption, additional information is required. This includes User initials and tool monitoring sheets for areas such as use of ground maintenance equipment. Further details of which can be found in the Fuel Policy Procedure.

To assist with these different types of fuel purchasing requirements, there are two different types of cards:

- **Vehicle cards** – these cards are provided for use on a specific vehicle, with the vehicle registration printed on the card. Only the vehicle specified on the card should be filled with fuel using this card. The card should be kept with the keys to the vehicle, and it is the responsibility of the User given the keys that day to ensure these are kept together and safe at all times, until they are returned to a supervisor.

- **Bearer cards** – these cards are not specific to a vehicle and are used to ensure there is suitable capacity of cards available at all times. In most cases these cards will be used for filling up motorised tools or hire vehicles. These cards will be assigned to an individual, and that User will be responsible for the sole and proper use and safety of that card until it is signed back in, having been returned to the supervisor. The amount of bearer cards should be kept to a minimum.

Risk Management and Fraud Control

- Supervisors will issue cards to Users that are eligible for a card and ensure that all Users have signed the Terms of Use agreement.
- Users are to ensure that the card is used for the purchase of fuel and lubricants relating to Council business only.
- Users will be required to sign a Terms of Use agreement acknowledging their compliance with the fuel card policy and procedure, once adopted by SHDC, before using a card to purchase any fuel or lubricants.
- Supervisors will be responsible for collecting cards at the end of each day, for those that are required to be returned.
- The administrator will monitor the use of cards via the receipts and supplier ledger,

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at least fortnightly and raise any concerns immediately to the Coordinator.

- Annual reviews of the usage of the fuel card will be conducted by the Coordinator. A report will be submitted to the Senior Management Team, by exception, detailing any issues on the use of the fuel cards over the past 12 months.
- Where a card is lost, stolen or damaged the User must notify the Supervisor immediately. Steps will then be taken, by the Supervisor, to rectify the situation. This may include cancelling the card and, if required, reissuing a new card.
- Inappropriate use of cards will be referred to the Coordinator and, where necessary, the Senior Management Team. Appropriate measures will be taken to ensure adherence to the Policy and Procedure. These measures may include cancellation of the card, or any other measures deemed necessary by the Coordinator. This could include disciplinary action.
- It is the responsibility of the User to return the fuel card to the Supervisor on resignation from SHDC. The Coordinator will follow up on any cards that are not returned. The cards will be cancelled where this occurs.
- Other methods of payment, such as P-Card, are only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Council operated fuel cards or during emergency situations, such as fuel shortages. The employee or associate must make every effort to seek out a service station that accepts a Council operated fuel card.

Standard and duty of care:

All Users must make sure they understand and abide by the policy and procedure to ensure correct usage of cards and safeguarding Users and SHDC. Users must raise with a Supervisor any concerns or clarifications required. All Users have a duty of care not to let unauthorised people use the card and to prevent negligent use of the card and will be required to confirm all usage against the card under their responsibility. The card should be kept in a safe place and should be reported to the Supervisor immediately if lost or stolen.

Related documents

- Fuel Card Procedure
- Terms of Use Agreement
- Jerry can equipment checklist
- Tool, Equipment and Vehicle Monitoring Sheets

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