



## Document Control

Policy Title	Fuel Cards Policy
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Contributors	Housing, Development & Transport Senior Manager
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## Version Control

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1.0	Housing, Development & Transport Senior Manager	Review	SMT



## **1.0 POLICY:**

Sunbeam House Services Policy on the use of fuel cards is in place to ensure the following;

- To ensure appropriate use of Sunbeam House Services Fuel Card System.
- To ensure that staff are aware of their responsibilities regarding the management and safe keeping of a fuel card.

## **2.0 SCOPE:**

All staff of Sunbeam House Services issued with a fuel card by the Housing, Development & Transport Senior Manager. Fuel Cards are only permitted to use Diesel only, unless vehicles purchased use alternative fuel. Fuel cards cannot be used to purchase any other items.

## **3.0 ROLES & RESPONSIBILITIES:**

All transport staff (Drivers only) will be issued with a fuel card for use on their assigned vehicle only.

Client Service Managers (CSM) will be issued a fuel card where their locations (training centres, homes, day centres) have current use of a Sunbeam House Service Vehicle(s).

Transport Staff and Client Service Managers will be responsible for the safe and appropriate use of the assigned fuel card.

Transport Staff and Client Service Managers will be responsible for the weekly return of fuel receipts.

## **4.0 PROCEDURES:**

### **4.1 Use of the fuel card system**

- The allocated driver (Transport staff / driver assigned by relevant CSM) once assigned with the fuel card will be responsible for its safekeeping.
- The card is pin enabled. The pin number must be kept in a safe place separate from the fuel card.
- The card should never be left unattended in the vehicle.
- Fuel cards must only be used for obtaining SHS vehicle fuel.
- The card must not be used for purchasing any other products or services from the filling station.

### **4.2 To use the card at the filling station**

Pay attention to the grade of fuel on the nozzle that you select to fill your tank with – Black nozzle is normally for diesel.

All drivers must use gloves when filling vehicles with diesel.

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Check that the amount of litres displayed on the pump has reverted to zero litres once you pick up the nozzle and prior to dispensing the fuel.  
Once you have completed the re-fuelling of the tank, check the pump number (the number on the island where you have re-fuelled) and also take a note of the amount of litres you have put into the vehicle.  
Proceed to the Point of Sale / Cashier and hand over your card, giving the correct mileage, vehicle registration and number of the pump that your vehicle has refuelled at. The cashier will confirm pump number, mileage and vehicle registration number. The cashier will complete the transaction and ask for your pin number in order to complete the transaction – NB: please ensure that you check the total number of litres and the product type before you leave the counter. Also, check that the mileage details and the vehicle registration are correct.

The correct mileage and the correct number of litres purchased at the pump must be shown on the receipt which must be retained by the driver as proof of transaction.

Should you encounter any problems in your dealings with any of the on-site staff please advise your line manager without delay.

All fuel receipts must be given weekly to the Housing, Development & Transport Senior Manager or staff member as assigned by the Housing, Development & Transport Senior Manager. Receipts should be returned in a sealed envelope, clearly marked with the vehicle registration number.

Fuel cards may only be used for refuelling Sunbeam House Service vehicles

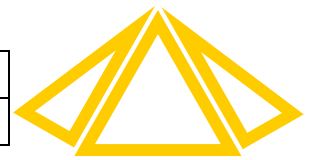
Fuel cards may only be used to fuel the vehicle for which the fuel card was issued.

All lost, stolen or damaged cards must be reported immediately to the Housing, Development & Transport Senior Manager or staff member as assigned by the Housing, Development & Transport Senior Manager.

#### **4.3 Procedure for Fuel Receipts from Fuel Card**

All fuel receipts must be given weekly to the Housing, Development & Transport Senior Manager or staff member as assigned by the Housing, Development & Transport Senior Manager.  
Receipts should be returned in a sealed envelope, clearly marked with the vehicle registration number.  
Spot checks of the costing slips against the monthly invoice from the fuel supplier will be carried out.

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Once spot checks have been carried out the monthly invoice from the fuel supplier will be forwards to the Accounts Department for payment.

**4.4 Inappropriate / Unauthorised use of fuel cards**

The inappropriate / unauthorised use of fuel cards will be dealt with under the Disciplinary Procedures. If you are unclear as to what is deemed inappropriate use please seek clarification from the Housing, Development & Transport Senior Manager