Fuel Card
Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

APPROVAL DATE: January 2015   REVIEW DATE: January 2018

DOCUMENT NUMBER: POL01.18   VERSION: 4

THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public
Fuel Card Policy & Procedure

Policy

This policy is to establish rules for the use of fuel cards allocated to Pathways SouthWest Inc (Pathways) fleet.

Procedure

Fuel cards are issued by Pathways preferred supplier and record information on fuel purchased and odometer readings. This information aids in monitoring the costs and efficiency of vehicle fleet operation. For reasons of accurate recording of costs and usage and overall control and management of the fleet, fuel cards are the preferred method for fuel purchases for Pathways vehicles and not for any personal use by staff or BOM.

Issue and return of fuel card:

a) The Business Manager of Pathways issues a fuel card for each vehicle in the Pathways fleet.
b) The fuel card must only be used for the vehicle it is assigned to and must not be utilised to refuel another vehicle.
c) The fuel card must be retained with the vehicle’s keys at all times.
d) Each fuel card has a hard plastic holder, appropriate for the task of protecting the card. Each fuel card user must ensure the replacement of the card into the holder immediately after use to ensure its protection.

Use of Fuel Card:

a) An odometer reading must be recorded at the time of fuel purchase with the service station for each vehicle.
b) Each fuel card has an independent PIN number which is not to be divulged to non-Pathways personnel.
c) All vehicles are to be refuelled at the preferred fuel supplier.
d) Each vehicle must be refuelled on a weekly basis and a minimum fuel tank level of at least half must be maintained at all times.
e) The Fuel card is only to be used for fuel and oil purchases (between servicing).

Fuel card auditing:

a) The preferred fuel supplier will issue the Business Manager a monthly statement from the preferred supplier of all fuel purchased using the fuel cards.
b) The responsible driver who refills the vehicle with fuel must forward all fuel receipts to the Business Support Officer for auditing purposes immediately upon returning to the Pathways Office.
c) The responsibility for monitoring, reviewing and payment of the monthly statement is that of the Business Manager.
Loss and or damage, replacement of Fuel Card and/or holder:
  a) The Business Manager must be notified immediately if the fuel card is lost or stolen, because. Pathways is responsible for all transactions up to the time that the lost or stolen report is made.
  b) The Business Manager will notify the Police (if stolen) or the preferred supplier (if lost or damaged) immediately upon notification.
  c) Any replacement fuel cards must be organised by the Business Manager with the preferred supplier.
  d) Damage to fuel card holder must be reported to the Business Manager immediately.
  e) Any replacement of fuel card holders must be organised by the Business Manager with the preferred supplier.