



**Donegal Community Inclusion
Training Services**

(Fleet) Procedure

Appropriate use and Control of Fleet Fuel Cards

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| Revision number | 1 | Document approved by | DCITS Management Team |
| Approval date | 1st November 2021 | Responsibility for implementation | Each DCITS Coordinator |
| Revision Date | 30th September 2022 | Responsibility for review and audit | Brendan Hone Ayla Friel Breid Boyle Noreen Conaghan Cahir O Donnell |

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1.0 POLICY

1.1 The Fleet Fuel Card Program offers employees of DCITS who are recognised as authorised users a widely accepted fuel card for the purchase of fuel and very limited related items that are necessary for the safe and efficient operation of HSE / DCITS vehicles only.

2.0 PURPOSE

2.1 To ensure that DCITS staff use fleet fuel cards appropriately so that the HSE fleet assets are efficiently and cost-effectively operated and managed.

2.2 To ensure effective control and management of the issuance of fleet fuel cards so as to ensure only authorised use is possible.

2.3 The Fleet Fuel Card Programme in the future will allow for a reporting function to help track vehicle usage and costs. This information will be used to ensure that HSE/DCITS vehicles are utilised in the most effective and efficient ways possible

3.0 SCOPE

3.1 This Procedure applies to all DCITS staff operating any HSE/DCITS vehicle.

3.2 This Procedure applies to HSE vehicles only and DCITS issued fuel cards are only to be used to which the vehicle is allocated.

4.1 LEGISLATION/OTHER RELATED POLICIES

A. NFR – 10 – Credit cards and Procurement cards

B. NFR – 05 – Travel and Subsistence

5.0 GLOSSARY OF TERMS AND DEFINITIONS

DCITS – Donegal Community Inclusion Training Services

6.0 ROLES AND RESPONSIBILITIES

6.1 It is the responsibility of the DCITS management team to ensure the dissemination of this Procedure to all staff through the Coordinators in their area / locations of responsibility

- 6.2** The Coordinators will be responsible for the issue, security and monitoring of all fleet fuel cards issued to DCITS vehicles within their area.
- 6.3** The Coordinators will be responsible for the day-to-day monitoring and operation of this Procedure.
- 6.4** All those persons referred to within the Scope of this Procedure are required to adhere to its terms and conditions.
- 6.5** The responsibility for compliance with this Procedure lies with each member of staff. Coordinators are responsible for communicating this Procedure to all staff within their area of responsibility.
- 6.6** All staff / drivers who are authorised to use a Fuel Procurement Card must undertake and complete the relevant **Procurement Card Training** on HSE Land

7.1 PROCEDURE

7.2 FLEET FUEL CARD ISSUE

- 7.2.1 Fleet Fuel Cards will be ordered by DCITS Fleet / Finance section from the relevant Fuel Supplier
- 7.2.2 For security purposes, Fleet Fuel Cards and associated PIN Numbers will be sent separately to the Management Team at CI Hub
- 7.2.3 Each Fleet Fuel Card will have vehicle details (Registration number) embossed onto it
- 7.2.4 Fleet Fuel Card details will be entered onto the DCITS Fleet Management System by Fleet Administration at CI Hub. Hard copy of PIN Numbers and Fleet Fuel Card Numbers will be held in DCITS Administration and on the DCITS Shared Server (Fleet Folder)
- 7.2.5 Fleet Fuel Cards will be issued to each vehicle via Coordinators. The Fleet Fuel Card must be retained on the fuel card holder / keyring and with the keys of the vehicle at all times unless otherwise agreed by the coordinator
- 7.2.6 The PIN number must not be written on the Fleet Fuel Card and is not to be kept with the Fleet Fuel Card.
- 7.2.7 Only one Fleet Fuel Card per HSE vehicle is allowed
- 7.2.8 When Fleet Fuel Cards are replaced/ expired, the replaced/ expired Fleet Fuel Card must be returned to the Manager who issues them for cancellation.
- 7.2.9 In line with various Major Emergency Plans, a maximum of one additional Fleet Fuel Card for emergency use only can be held by the Management Team centrally at CI Hub.

7.3 FLEET FUEL CARD USAGE

- 7.3.1 The Fleet Fuel Card must only be used in relation to the vehicle to which it is issued (matching registration number) and for service activities only.
- 7.3.2 A Fleet Fuel Card issued to one vehicle must not be used to procure fuel for any other vehicle. The Fleet Fuel Card is to be used only for the purchase of fuel and limited other related items to be identified later within this document.
- 7.3.3 In general type of fuel and fuel allowance per fill is set by fuel provider in consultation with DCITS
- 7.3.4 To purchase fuel, the Staff Member must submit the vehicle registration number and the exact odometer reading as displayed by the vehicle for recording at each transaction.
- 7.3.5 The unique PIN Number allocated to each card must be entered into the Fleet Fuel Card terminal to allow a purchase to be processed.
- 7.3.6 The Staff Member must retain the receipt of the transaction as proof of purchase and submit to the Local Line Manager.
- 7.3.7 All Fleet Fuel Card purchases must be verified by a receipt issued by the facility providing the fuel. This receipt must be checked prior to acceptance by staff drawing the fuel and must be submitted to the local Line Manager for verification of purchase.
- 7.3.8 If the Staff Member cannot locate the Fleet Fuel Card, it must be reported to the Line Manager as missing immediately.
- 7.3.9 If a Fleet Fuel Card is reported missing, the Coordinator must inform the Senior Management Team immediately who will be responsible for cancelling the card and investigating the matter with a report being submitted to the Director of Services within DCITS.

7.3 MONITORING OF FUEL CARD USAGE

- 7.3.1 In line with National Financial Regulations, and in order to facilitate appropriate validation of expenditure, at the start of each month a full invoice is received from the Finance Section of all transactions per Fleet Fuel Card relevant to each Cost Centre for the previous month.
- 7.3.2 Finance / Applegreen will forward the Monthly fuel invoice associated with each cost centre to the relevant Coordinator
- 7.3.3 Coordinators will use fuel receipts to confirm purchases when cross checking fuel purchases against monthly invoices.
- 7.3.4 On validation of all fuel purchases by the coordinators in respect of the relevant section aligned to their cost centres and vehicles utilised for the specific period on the invoice, the Co-ordinators will submit by email acknowledgement of their purchase verifications to finance for processing of payment. Their section of the Monthly invoice and fuel receipts should be retained on site and on file for Audit purposes.
- 7.3.5 In addition to the verification process, local Line Managers will review any exception reporting to include:
 - A. Incorrect fuel type purchased
 - B. Incorrect odometer reading/ tracking
 - C. No receipt for relevant purchase / transaction (This should be notified to Finance HSE/DCITS)
 - D. Purchase of non-fuel items or services
 - E. Purchases outside the normal ranges (excess fuel for one vehicle)
- 7.3.6 A procedure must be implemented at local level to ensure that fuel cards are signed in and out with vehicle keys at the start and end of duties.

7.4 ABUSE OF FLEET FUEL CARD

- 7.4.1 A Fleet Fuel Card must not be used for any other purchases other than those described above. Any other purchases are strictly prohibited.
- 7.4.2 The use of a HSE/DCITS Fleet Fuel Card for non HSE vehicles is not permitted under any circumstances and is considered abuse.
- 7.4.3 The use of a Fleet Fuel Card for any transaction other than described above will result in an investigation and may result in disciplinary action.

8.0 IMPLEMENTATION PLAN

- 8.1** This Procedure will be circulated electronically to all Coordinators
- 8.2** This Procedure will be circulated electronically to all relevant staff with driving responsibilities within the service
- 8.3** This Procedure will be placed in hardcopy in each Training Centre and CI Hub for ease of retrieval and reference
- 8.4** Each manager responsible for updating Procedure Manuals will return the Confirmation Form to CI Hub to confirm document circulation to all relevant staff.
- 8.5**

9.0 REVISION & AUDIT

- 9.1** This Procedure will be reviewed whenever circumstances, changes in vehicle procedures and/or operational practices or a relevant event dictate.
- 9.2** Non-compliance will be addressed through the HSE Disciplinary Procedure

10.1 REFERENCES

- Non-Applicable

11.0 APPENDICES

Appendix I - Procedure Acknowledgement Form

