

Public Works Department

Fuel Card Usage Policy and Procedures

A. Introduction

1. Purpose of this policy and procedures document

Section 29 of the Financial Regulations (2010) requires that appropriate internal control systems be maintained to safeguard resources. In the case of fuel purchases, the requirement is for policy and procedures governing fuel card management and usage that are properly documented and followed by employees.

The purpose of this document is to provide the policy and procedures governing fuel card management and usage for both employees and fleet vehicles.

Changes to the policy and procedures, and any requests for dispensations, shall be authorised in writing by the Director, or by an employee to whom the Director has formally delegated authority.

Any proposals to make changes to the policy and procedures should, in the first instance, be raised with the Fleet Manager or responsible party.

2. Background

The Department of Vehicle and Equipment Services (DVES) provides gasoline and diesel for all of the fleet of vehicles, and other equipment. The DVES self-service gas pumps are located on North Sound Road in George Town and are available for fuelling 24 hours per day, 7 days per week. The gas pumps operate through the use of fuel cards issued by DVES and these cards are specifically assigned to each vehicle and each employee (i.e. driver). To obtain fuel, employees must swipe both the vehicle and driver cards and enter their Personal Identification Number (PIN). In addition, an odometer reading should be entered on the fuel pump keypad for vehicle usage tracking. The purchases are then processed and recorded in GASBOY, the fuel management system used by DVES.

On a monthly basis, DVES generates the Fuel Usage by Vehicle and Fuel Usage by Business unit reports from GASBOY and forward these to PWD. These reports detail the fuel usage made by the Public Works Department (hereinafter called PWD) during the month, including dates and time of fuelling, the card numbers used, the pump number and the number of gallons purchased.

The GASBOY reports are the means for PWD to verify the accuracy of the invoice. The reports also provide a way to analyse the fuel consumption of each vehicle and driver. When the odometer is entered correctly, the data can be used to assist in vehicle management by tracking vehicle miles-per-gallon, assessing vehicle utilization, planning vehicle maintenance and monitoring improper use.

In principle, all vehicles are required to be refueled at the DVES pumps.

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B. Policy – general entitlements and responsibilities

1. Only Public Works Department employees with an entitlement to drive a PWD fleet vehicle for operational or administrative purposes are entitled to a driver fuel card. Cards for general purpose vehicles like the Bobcat and forklift are held by the Fleet manager
2. All vehicles are to be refueled at the DVES gas pumps.
3. For those entitled, only one driver fuel card per employee is authorised. Personnel who are no longer employed by PWD are not entitled to fuel cards or to use fuel cards. The cards are to be returned on or before the day of an employee's departure from PWD.
4. Employees are responsible for the security of fuel cards issued to them and for the vehicle fuel card during the time the employee is assigned use of a fleet vehicle.
5. Employees shall not disclose their fuel card PIN to anyone else.
6. Employees have a responsibility to ensure PWD vehicles and purchased fuel are used for authorised duty purposes only, in a cost-effective way and that wastage is avoided.
7. Vehicle fuel cards are to be assigned on the basis of one vehicle card per vehicle. When a vehicle is removed from the fleet, the fuel card is to be cancelled or reassigned.
8. The Fleet Manager, or in his absence the formally authorised delegate, is responsible for management oversight of the vehicle fleet and associated fuel management practices. Accordingly, the Fleet Manager is responsible for:
 - a. Requesting new cards and changes to existing cards from DVES.
 - b. Signing for and receiving vehicle and driver fuel cards from DVES.
 - c. Ensuring requested changes are executed by DVES
 - d. Assigning vehicle fuel cards.
 - e. Monitoring the application of these policies and procedures, and reporting any non-compliance to his immediate superior.
9. Employees are required to be made aware of their obligations concerning use of fuel cards. Accordingly, the Public Works Department's HR Manager is responsible for:
 - a. Assigning driver fuel cards (including replacement fuel cards) to individuals.
 - b. Ensuring employees sign a user agreement showing they understand their obligations.
 - c. Distributing and filing the above signed document.
10. Employees' general responsibilities regarding driver fuel cards
 - a. The employee shall sign the user agreement acknowledging receipt of the card as well as the terms of use.
 - b. An employee shall report any loss of a fuel card as soon as possible to his/her immediate superior and to the Fleet Manager.
 - c. Where a fuel card has been damaged, the employee should request replacement from the Fleet Manager.
 - d. On termination of service with the Public Works Department, including transfer to another government agency, the employee shall return the driver fuel card to his/her immediate supervisor or the Fleet Manager.

C. Specific policy and procedures

1. Each fuel card holder must sign a User Agreement indicating agreement to the terms and conditions of the card and acknowledging receipt of the card

- a. Policy: Employees shall have an understanding of their obligations regarding use of the driver and vehicle fuel cards from the time fuel cards are assigned.
- b. Procedure:
 - i. Employees with an entitlement to a driver fuel card shall:
 - a) Sign a User Agreement (identifying usage terms and conditions).
The User Agreement is at Appendix 1.1.
 - ii. Public Works Department HR is to ensure:
 - a) Employees sign the User Agreement at the time driver fuel card is assigned and issued. Normally this will be part of the induction process.
 - b) The signed document is distributed appropriately (refer (iii)).
 - iii. The User Agreement for each employee is to be held on the employee file by the PWD's HR (original) and a copy is to be held by the Fleet Manager.

2. Assignment, loss, re-assignment and termination of driver fuel cards

- a. Policy: Assignment of fuel cards is to be strictly controlled and limited to current employees who have authorization to use the cards.
- b. Procedures:
 - i. Assigning of new employee fuel cards:
 - a) PWD's HR is to advise the Fleet Manager of the full name of the employee as recorded on HR IRIS.
 - b) The Fleet Manager is to:
 - 1) Email DVES requesting a new fuel card, providing DVES with the correct name of the employee.
 - 2) Obtain the employee fuel card and pass to the HR Manager to issue to the employee.
 - 3) Check the quarterly report of active users from DVES to ensure the name is correctly recorded in GASBOY.
 - ii. Loss or theft of a driver card:
 - a) An employee is required to report the loss of a fuel card to his/her immediate superior and to the Fleet Manager as soon as they are aware that the card is missing.
 - b) When the loss of a card is reported, the Fleet Manager shall, as soon as possible, advise DVES to deactivate the card on the GASBOY system.
 - c) The immediate supervisor should establish the circumstances of the loss (or theft) and advise the Fleet Manager.
 - d) The Fleet Manager shall:
 - 1) Arrange for the replacement of the driver fuel card and advise DVES to deactivate/activate cards as necessary.
 - 2) Advise HR Manager of these actions.
 - e) The HR Manager is to reissue the replacement card and ensure the card number is recorded on the original or new agreement and signed by the employee.
 - iii. Damage of driver fuel card:
 - a) Where a fuel card has been damaged, the employee is required to request replacement from the Fleet Manager.

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- b) The Fleet Manager shall:
 - 1) Arrange for the replacement of any damaged fuel cards and advise DVES to deactivate/activate cards as necessary.
 - 2) Advise PWD HR of these actions.
- c) The HR Manager is to reissue the replacement card and ensure the new card number is recorded on the User Agreement. The employee should re-sign the User Agreement acknowledging receipt of the card.
- d) Employees may be required to reimburse the cost of the damaged card, depending on circumstances. In principle, employees should not be responsible for the cost of a replacement card where the damage was through normal wear and tear. The HR Manager should advise the Finance Department if reimbursement is required, at the time the DVES monthly invoice is being processed.
- iv. Transfer or termination of an employee:
 - a) When an employee is to be transferred from the Public Works Department to another government agency, or service is terminated, the HR Manager shall advise the Fleet Manager as soon as possible but no later than the day of departure, of the date when an employee will leave the organisation.
 - b) On receipt of the advice from the HR Manager, the Fleet Manager shall advise DVES via email to de-activate the fuel card or re-assign it to another employee, and the date that this will occur.
 - c) The Fleet Manager or supervisor who has the card shall pass it to the HR Manager who shall securely retain it until a decision is made to de-activate or re-assign the card.
- v. Communication with DVES
 - a) All communication with DVES must be made in a manner which can be documented.

3. Employee responsibilities with regard to fleet management

- a. Policy: To achieve optimal management of the vehicle fleet, accurate fuel consumption data is required. Correct odometer entries by fuel card users are required at the point of purchase.
- b. Procedure:
 - i. Employees are required to enter the correct odometer reading for each fuelling.
 - ii. Employees are not authorized to use the GASBOY system bypass functionality.
 - iii. In the event that an incorrect odometer entry is made or the system does not accept a correct entry, the user is to advise the Fleet Manager and provide the correct odometer reading on the receipt provided by DVES.
 - iv. If the situation described in iii occurs frequently, the HOD along with the Fleet Manager should establish other procedures for ensuring that odometer readings are monitored and recorded to assist with analyzing fuel usage until such time that the fueling system accurately captures this information.

4. Assigning fuel cards to vehicles

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- a. Policy: To effectively manage the use of resources through allocation of vehicle fuel cards. The Fleet Manager is to ensure that all active vehicle fuel cards are valid and are allocated on the basis of one vehicle fuel card per vehicle in PWD's fleet.
- b. Procedure:
 - i. The Fleet Manager is to:
 - a) Advise DVES of vehicles added to and removed from the *Agency's* fleet (activate and deactivate fuel cards respectively).
 - b) Replace any damaged or lost fuel cards and advise DVES to deactivate/ activate cards as necessary.
 - c) Check that instructions to DVES to activate and deactivate cards have been implemented and follow up if actions are incorrect.
 - d) On a quarterly basis, check active fuel cards in the GASBOY system against the report of active vehicle cards, which should be provided by DVES quarterly.
 - ii. Employees are responsible for:
 - a) Checking that the fuel card is with the vehicle at the time the vehicle is handed over.
 - b) The security of the fuel card during the period the vehicle is allocated to them.
 - c) Reporting any loss or damage of a vehicle fuel card to the employee's immediate superior, and to the Fleet Manager, as soon as possible.
 - iii. Supervisors are to periodically check that the vehicle fuel cards are secured in respective vehicles or in another secured location as applicable.

5. Fleet management responsibilities

- a. Policy: To achieve effective fleet management, control of active fuel cards and monitoring fuel consumption for each vehicle and employee are required. Rates of fuel consumption, vehicle utilization and correct fuel usage are to be tracked.
- b. Procedures:
 - i. The Fleet Manager is to conduct a check on all driver fuel cards de-activated or re-assigned by using the DVES fuel card report, which should be provided by DVES quarterly. This report can be requested from DVES if required in the interim. Any discrepancies are to be investigated and action taken to resolve.
 - ii. The Public Works Department's Finance Section is to review the Fuel Usage by Vehicle and Employee report from DVES and monitor fuel consumption data on a monthly basis for each employee and vehicle. The PWD Fleet Manager will involve heads of sections in the reports review process during the monthly Management Reports Meeting in an effort to understand normal usage trends and identify situations requiring additional research.
 - iii. Any anomalies of employee data are to be investigated, and reported if a breach of policies and procedures has occurred.
 - iv. Any anomalies of vehicle data are to be investigated and actions taken to address vehicle maintenance issues as required.

6. Use of fuel cards in an emergency

- a. Policy: Appropriate controls on the use of fuel cards are required for an emergency, such as during hurricane preparation and response, without impeding operations.
- b. Procedure:

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- i. Emergency fuel purchases are to be made by designated fuel card holders (i.e. shift supervisors or equivalent) for emergency use once an alert or hazard situation has been formally declared.
- ii. During hurricane preparation, emergency fuel purchases are to occur once authorization is given by the HOD/CO or other authorised member of management.

7. Payment of Fuel Invoices

- a. Policy: Although we no longer have Inter-Agency charges and as a result we do not pay for fuel, we should still review fuel costs on a monthly basis to ensure they are accurate.
- b. Procedure:
 - i. On receipt of the monthly reports from DVES, the Fleet Manager shall:
 - a) place a notation against any discrepancies/inaccuracies found;
 - b) Advise DVES of any discrepancies and;
 - c) Ensure that relevant adjustments are made on the next statement.

8. Reporting and investigation of breaches of fuel card policy and procedures

- a. Policy: Breaches of fuel card policy and procedures by employees, and loss or theft of fuel cards, are to be promptly reported and appropriately investigated to ensure compliance and to identify if improvements to policy and procedures are needed.
- b. Procedure:
 - i. The Fleet Manager is to report, without delay, any loss, theft or misuse of fuel cards and breaches of these policy and procedures to HR, the relevant Senior Manager and the Director.
 - ii. An investigation is to be commenced promptly. The Director should discuss the requirements of the investigation with the relevant Senior Manager and decide who should investigate the discrepancy.
 - iii. The investigating officer shall complete the investigation expeditiously and report the findings to the Fleet Manager, Senior Manager and Director.
 - iv. The Fleet Manager, Senior Manager and Director will then decide on any disciplinary actions if necessary.

9. Use of fuel cards to fill containers and portable fuel tanks

- a. Policy: Fuel purchased for containers or separate fuel tanks should be adequately monitored.
- b. Procedure:
 - i. A separate vehicle card(s) should be designated as the container card(s).
 - ii. This container fuel card(s) should be assigned to a supervisor or other authorised individual.
 - iii. Purchases made on the container card should be reviewed by the Fleet Manager on a monthly basis.
 - iv. For containers over 5 (*five*) gallons, a register should be maintained to record fuel dispersed from this tank.