



Fuel Card Policy

DRAFT

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[North Northants Council website](#)



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Section 1: Introduction & Purpose

Fuel cards offer a convenient way for North Northamptonshire Council (NNC) staff to re-fuel vehicles quickly and efficiently during the course of NNC business, while maintaining maximum safeguards.

The purpose of this policy is to provide accountability, controls, and guidance for the issuing, use and ongoing monitoring of fuel cards.

Section 2: Scope

The policy applies to authorised users of corporate vehicles or equipment for fuelling and vehicle related goods only.

The following Officers, AD's or Directors are ultimately responsible for ensuring procedures are adhered to within the Council and need to ensure effective management processes and monitoring are in place.

Job Title	Fleet Manager
Service Area	Assets and Environment
Directorate	Place and Economy
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Job Title	Head of Environment
Service Area	Assets and Environment
Directorate	Place and Economy
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Job Title	Assistant Director
Service Area	Assets and Environment
Directorate	Place and Economy
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Section 3: The Procedure

Fuel cards are issued and monitored by the fleet team and are strictly for official business use only.

Fuel cards may only be used for the purpose intended: the purchase of authorised fuel, lubricants, and vehicle related goods for the associated NNC vehicle or equipment.

It is explicitly forbidden to use the fuel card to purchase fuel or lubricant for any privately owned vehicle or equipment. 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, fraudulent use will be reported to the Police.



These permissions will be made clear when the fuel card is issued, and all users will be issued this policy and required to sign the Terms of Use to confirm they understand their responsibilities as a fuel card user.

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

- Purchase of fuels, i.e. diesel, petrol, HVO (Hydrotreated Vegetable Oil)
- Purchase of lubricants
- Purchase of approved vehicle related goods

There are two types of cards:

1. Vehicle cards – these cards are provided for use on a specific vehicle, with the vehicle registration printed on the card or equipment that is associated with that vehicle. Only the vehicle specified on the card/associated equipment should be filled with fuel using this card.
2. Bearer cards – these cards are not specific to a vehicle. These cards will be assigned by the fleet team. The users of bearer cards will be responsible for the sole and proper use and safety of that card until it is signed back in. The number of bearer cards is kept to a minimum.

Issue of Fuel Cards

Fuel cards will be ordered and issued by the fleet team. Cards are issued by vehicle registration and distributed to a manager or delegated officer of the team that has day to day responsibility for the vehicle.

Upon issue of a fuel card to the end user they will be required to accept the terms within this policy and sign the Fuel Card Terms of Use Agreement (Appendix B). The completed agreements will be saved and be available to the fleet team for audit purposes.

It is the line manager or delegated officer's responsibility to allocate the fuel card accordingly and record who the card has been issued to / who the vehicle is allocated to. These records, along with the fuel card receipts must be readily available upon request and are required for the accurate recording of costs, usage and overall control and management of the fleet and fuel consumption.

Once issued with a fuel card it is the user's responsibility to ensure the card's safe keeping.

Using a Fuel Card

1. Fuel card users must ensure that their fuel card is accepted at the forecourt prior to either drawing fuel, purchasing lubricants or vehicle related goods. The card must only be used for the vehicle/associated equipment specified on the front of the card.
2. Upon payment of fuels, lubricants or vehicle related goods the user will ensure they give the forecourt operator an accurate odometer reading, the PIN when asked and must ensure they receive a receipt for the transaction.



3. The use of any Loyalty Card is not permitted for any transaction made with a fuel card.
4. The user's name must be written on the receipt and must be handed in to their supervising officer at the earliest opportunity, or within 5 business days at the very latest. This includes the identification on the receipts where a fuel card is used to purchase fuel for equipment, i.e. ground maintenance equipment/tools.
5. Where a card is lost, stolen or damaged, the user must notify their line manager and the fleet team immediately. Steps will then be taken by the fleet team to rectify the situation. This may include cancelling the card and, if required, reissuing a new card.

Scrutiny / Monitoring of Fuel Card usage

The fleet team will review and monitor the fuel card transaction reports for instances of non-compliance and escalate these to the relevant service teams for corrective action, i.e. further training on fuel card usage and instruction to comply.

The fleet team will review all exceptions that could potentially indicate misuse or fraud. These will be investigated, and corrective action taken, where necessary. In serious circumstances internal audit support will be sought as appropriate.

Misuse of Fuel Card

Fuel cards are strictly for the purchase of authorised fuel, lubricants, and vehicle related goods for NNC vehicles or equipment only. Personal use of the fuel card or any use other than official NNC business use will be considered gross misconduct and disciplinary action will be taken, fraudulent use will also be reported to the Police.

Risk Management

Action	Responsible Person:		
	Card User	Line Manager	Fleet Team
Procurement of fuel cards			✓
Issue of fuel card to end user		✓	
Issue of and completion of the Terms of Use		✓	
Completion of vehicle allocation/fuel card issue log		✓	
Card usage and safe keeping	✓		
Receipt obtained and handed in to supervising officer	✓		
Checking receipt contains the details required		✓	
Retention of receipts, ensuring accessibility as required		✓	
Review and reconciliation of transaction invoices			✓
Supplier order and invoice processing			✓
Review and monitoring of transaction reports			✓
Investigation of non-compliance		✓	

Investigation of exceptions/potential fraud		✓	✓
Reporting a lost, stolen or damaged card	✓	✓	
Return of fuel card upon leaving NNC	✓	✓	
Informing fleet team of any card user/vehicle changes		✓	

Standard and duty of care:

All users must make sure they understand and abide by this policy to ensure correct usage of cards and safeguarding users and NNC. Users must raise any concerns or, if clarification is required, with their line manager. All users have a duty of care not to let unauthorised people use the card and to prevent negligent use of the card. Users will be required to confirm all transactions against the card under their responsibility. The card should be kept in a safe place and should be reported to the line manager and fleet team immediately if it is lost or stolen.

If you need help or further information relating to this procedure, please contact:

Job Title	Fleet Technical Officer
Service Area	Fleet – Assets and Environment
Directorate	Place and Economy
Contact email	fleet.kbc@northnorthants.gov.uk

Below are the details of the officer responsible for implementation.

Job Title	Fleet Manager
Service Area	Fleet – Assets and Environment
Directorate	Place and Economy
Contact email	fleet.kbc@northnorthants.gov.uk



Section 5: Appendix A - Accountability

Document Version Control

Author (Post holder title):	Fleet Manager
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Document added to procedure register:	Yes/No

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NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External
n/a	n/a

Accountability

Granted approval level (CLT / committee)	Approval Date DD / MM/ YYYY	Who is responsible for delivery of the procedure

Distribution List

Internal	External
NNC employees	n/a



Section 6: Appendix B - Fuel Card Terms of Use Agreement

North Northamptonshire Council issue fuel cards to authorised users for the purchase of fuel, lubricants, or vehicle related goods for relevant North Northamptonshire Council vehicles and/or equipment. This document is to verify that you understand your responsibilities and policy relating to the use of the fuel card issued to you.

User Acceptance Statements

1. I have been issued a fuel card, which authorises me to purchase fuel, lubricants, or vehicle related goods for NNC vehicles/equipment **only**.
2. I understand that my fuel card transactions will be verified and that I am accountable for all transactions made using the fuel card issued to me. Therefore, I will not share this fuel card or PIN with anyone. If I believe the security of this fuel card has been compromised, I will immediately notify my line manager or the Fleet team.
3. I understand that the fuel card is **not** to be used for personal vehicles and for non-business purposes. Using the fuel card for any purpose other than official business use will be considered gross misconduct and disciplinary action will be taken, fraudulent use will also be reported to the Police.
4. I understand that each time I use the fuel card, I am required to obtain a receipt. Upon this receipt I must put my signature/print my name. This receipt is then to be handed in to my line manager at the earliest opportunity, or within 5 business days at the very latest. My failure to do this may result in disciplinary action.
5. I will ensure the card is always kept in a safe place and I will report to my line manager or the Fleet team immediately if it is lost, stolen or damaged.
6. Upon leaving the Council I will return the fuel card to my line manager.

I understand and agree with the above statements:

Name (Print)

Signature

Date



Fuel Card Number

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