

Shropshire Council – Passenger Transport Commissioning Group

Fuel Card Procedure

Introduction

Shropshire Council operates a fuel card system for all vehicles used by the authority.

The fuel card account and management system is coordinated by TOG.

Fuel cards are provided by TOG to clients which should be distributed to the drivers of the appropriate vehicles.

Fuel card information

On 1 April 2017, the Council's fuel card provider changed from 'Allstar' to 'UK Fuels'. The new fuel cards include Fast Fuel, Shell, Esso and BP

Each fuel card will show the categories of goods that can be purchased by that card. These include Diesel, Petrol, Oil and Vehicle Wash. Drivers should not use the card to purchase any other goods than those identified on the fuel card.

Fuel cards display the registration and fleet number of the vehicle the card is allocated to. In addition to this the card electronically stores information relevant to the vehicles operational base, cost centre, vehicle type, mileage data, fuel type and estimated MPG figures.

Each fuel card is allocated to a specific vehicle and should not be used for fuelling any other SC vehicle.

Fuel cards issued for machinery/plant require a reference identifying the piece of equipment. This reference should be shown on the receipt/voucher.

Spare fuel cards do not display a fleet number or registration number. A limited number of these cards can be issued by TOG where required. They must be kept securely and detailed records of any use should be kept for audit purposes. Typically these cards are used for hire vehicles.

Fuel card use and security

Cards should be securely stored in the vehicle and should not be removed.

Clients should notify TOG of any lost or damaged cards immediately to ensure the card is cancelled. Any costs incurred until such notification will be the responsibility of the client.

Under no circumstances should the fuel card be used for private use or used in conjunction with any 'points cards' or the like to gain personal benefit.

Fuelling a vehicle

Drivers should endeavour to procure fuel using the card at the most cost effective filling station in the local area.

Drivers should comply with all instructions displayed at the filling station.

The driver must ensure before fuelling the vehicle, that the filling station accepts the fuel card in the vehicle.

Drivers should ensure the vehicle is filled with the correct fuel.

When paying for fuel the driver must take the fuel card and provide the current accurate mileage reading to the cashier. This information is used for monitoring purposes.

The 4 digit PIN number issued with the fuel card will need to be entered when paying for fuel. PIN numbers should be kept secure, separate to the fuel card and not on the vehicle. Drivers paying for fuel should not key the wrong PIN number more than twice or the fuel card will be blocked. Drivers should contact TOG if they have any problems.

Drivers should retain the receipt or voucher for fuel purchases. Receipts should be kept with the log book and returned monthly to the line manager or TOG as appropriate.

Fuel card monitoring

TOG will monitor fuel purchasing through the scheme and provide statistical information to clients. In addition to this TOG will recharge the fuel to the clients on a monthly basis.

The fuel cards will produce statistical and financial information for management purposes.

Transactions detailed below will trigger an exceptions report.

1. Where a card is used more than once a day
2. Mileages that are not consecutive
3. Fuel that is purchased in excess of the local average
4. Where vehicle MPG is below average for vehicle type
5. Where the incorrect fuel type is purchased
6. Fuel purchased out of area
7. Incorrect registration number shown
8. High value transactions

Misuse or incorrect entries at the time of fuel purchase produce suspect transaction reports. These reports are routinely investigated

PTCG

Last updated April 2017