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Fuel Card Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

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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 procedures for the use of fuel cards allocated to Pathways SouthWest Inc fleet.

Procedure

Fuel cards are issued by Pathways SouthWest preferred supplier (Caltex) and to 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 Board of Management.

Issue and return of fuel card:

- a) The Manager Business Improvement of Pathways SouthWest issues a fuel card for each vehicle in the Pathways SouthWest 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, and must not be left in the vehicle.
- 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 SouthWest personnel.
- c) All vehicles are to be refuelled at the preferred fuel supplier.
- d) Each vehicle must be refuelled when half empty, 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 a monthly statement of all fuel purchased using the fuel cards. This will be reconciled every month by the Business Support Officer Finance.
- b) The responsible driver who refills the vehicle with fuel must initial and forward all fuel receipts to the Business Support Officer for auditing purposes immediately upon returning to the Pathways SouthWest Office. (if the driver is working-from-home or another location, the receipt can be scanned or photographed and sent by email)

- c) The Manager Business Improvement is responsible for monitoring, reviewing and payment of the monthly statement .

Loss and or damage, replacement of Fuel Card and/or holder:

- a) The driver must notify the Manager Business Improvement immediately if the fuel card is lost or stolen, because Pathways SouthWest is responsible for all transactions up to the time that the card is reported as lost or stolen.
- b) The Manager Business Improvement 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 Manager Business Improvement with the preferred supplier.
- d) Damage to fuel card holder must be reported to the Manager Business Improvement, who will arrange a replacement..

Related documents

Organisation Vehicle Use Policy and Procedure