

HR Policy	 Effective Date: 01/11/2023
Fuel card Policy	

Fuel Card Use Policy

Policy Statement

This policy outlines the guidelines and procedures for the use of company-issued fuel cards. The purpose is to ensure responsible and accountable usage while managing fuel expenses effectively.

Scope

This policy applies to all employees who have been issued company fuel cards, irrespective of their role or department.

Policy Guidelines

1. Fuel Card Issuance:

- Fuel cards are issued to employees for official company use only.
- Employees who require a fuel card must submit a formal request to their department head or designated authority.
- Cards remain the property of the company and must be surrendered upon termination of employment or upon request.

2. Fuel Card Usage:

- Fuel cards are solely for purchasing fuel for company vehicles and should not be used for personal vehicles.
- Fuel cardholders are responsible for maintaining confidentiality and security of their card and PIN.
- Cards should only be used at authorized fuel stations and for authorized expenses and just for the rego assigned to that card.

3. Reporting and Documentation:

- Employees must enter the correct mileage of their motor vehicle when using fuel card with **every purchase**. *If this is not the case, management has the discretion of deciding who covers the cost for the fuel purchase.*

4. Misuse and Non-compliance:

- Any misuse or unauthorized use of the fuel card is strictly prohibited.
- Misuse includes purchasing personal items, using the card at unauthorized locations, or allowing others to use the card.

HR Policy	
Fuel card Policy	

Effective Date: 01/11/2023

- Repeated violations of this policy may lead to disciplinary actions, including revocation of the card and employment consequences.

5. Lost or Stolen Cards:

- In the event of a lost or stolen card, the cardholder must immediately report it to their department head and the finance department.
- The company will take appropriate measures to deactivate and replace the card.

6. Termination or Resignation:

- Upon termination of employment or resignation, the fuel card must be returned to the company's designated authority.
- Any outstanding dues, penalties, or unaccounted fuel expenses will be deducted from the final settlement.

7. Compliance

All employees are expected to adhere to this policy. Non-compliance may result in disciplinary actions as per company regulations.

Review and Amendments

The company reserves the right to amend this policy as needed. Any updates or changes will be communicated to all employees in a timely manner.

This policy is effective immediately and supersedes all prior policies on the subject.

Effective date:	01/11/2023
Author:	Natalia Turner, HR Manager
Approved by:	Dean Kretchmer, Managing Director
Next review date:	01/11/2024

HR Policy	
Fuel card Policy	

EMPLOYEE DECLARATION

I, _____ hereby declare

1. I am the holder of a legal motor vehicle drivers licence detailed below and have no knowledge of any circumstances which could cause its cancellation or suspension.
2. I acknowledge and understand the Standing Instructions and Conditions of use of the Fuel card in accordance with the terms outlined in **the All Lift Forklifts & Access Equipment Fuel Card Policy**, which I have read and understood. This includes using the card exclusively for approved business-related vehicle expenses.

EMPLOYEE LICENCE DETAILS

State Issued _____ No. _____ Class _____ Expiry Date ____/____/____

Fuel Card number: _____

Rego number assigned to this employee _____

Employee Signature