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## Advanced 4. Fuel Policy Template

## (needs to be added to the current article on the KP) General Statement

This document sets out the [name organisation] policy for effective and efficient fuel management. The aims of this policy are to:

* ensure that highly accurate fuel consumption data is produced;
* enable the organisation to determine its environmental footprint related to its vehicles;
* establish and implement a cost effective system of fuel management.

**Fuel Purchasing**

* Fuel may be provided through a range of different methods. It may be procured in bulk, bunkered on [organisation] premises and disbursed by [organisation] or by an Partner contracted to provide the service. Fuel may also be obtained through a commercial supplier from fuel stations or a network of fuel stations.
* Wherever possible, a fuel supply contract should be established with a specific supplier in which the terms for fuel supply are clearly defined. It may be necessary to establish contracts with more than one supplier to ensure continuity of supply. The contract should specify the quality of the fuel; moreover, regular, independent laboratory analysis should be undertaken in view of monitoring quality control or whenever the quality is in doubt.
* Operations should avoid buying fuel against cash. Although no system is completely foolproof, the establishment of a secure fuel-purchasing system must be a priority. Fuel control methods will vary due to local conditions, but effective measures to minimize fuel loss should be established and maintained.
* In case purchasing fuel from the fuel station is not possible, bulk fuel should be stored. Unless a sole supplier contract is in operation at a country or field office level, three separate quotations on fuel price are to be obtained before purchasing fuel for the organisations own bulk fuel storage tanks. Building or Premises Managers are responsible for the implementation of this specific part of the policy at their own location.
* All fuel deliveries are to be overseen by a responsible person who is aware of the relevant processes and legislation.
* All deliveries of fuel must be reconciled to ensure that the volume ordered is delivered and that any discrepancies are investigated and resolved. The Admin Manager is responsible for the reconciliation of the bulk fuel tank figures.

**Vehicle Refuelling**

All transactions must:

* record the vehicle registration
* identify the driver
* show the date and time of the transaction
* record the odometer reading
* record the number of litres dispensed to the vehicle.
* Where a card is used, the name and location of the filling station along with the cost of the fuel must also be recorded. These are the responsibility of the driver.
* All drivers must refuel their vehicle at the end of their shift. If a driver swaps vehicles during any shift, each vehicle must be refuelled.
* The correct odometer readings are to be entered into any recording system such as the logbook. The odometer reading should also be written on the driver’s receipt by the driver, if it has not been printed by the till.
* At all times the correct procedures must be followed by drivers to ensure that accurate data is captured.

**Vehicle Refuelling Procedures**

1. Vehicle fuel tanks are to be filled to the base of the neck to allow space for fuel to expand due to heat. The heat has two sources:  
   a. direct sunlight on the fuel tank  
   b. heated fuel returning from the fuel system to the fuel tank.
2. When refuelling at the pump station the driver should write the odometer reading as well as the liters of fuel and the costs associated in the (digital) logbook.
3. The driver should check the till receipt to ensure that the correct liters and cost of the fuel has been recorded on it. The receipt must then be handed in to the fleet manager at the office of operation.

**Fuel Cleanliness**

* Dirty fuel can cause mechanical problems that may lead to vehicle breakdowns. It is important to ensure fuel is not contaminated or diluted with water, dirt, or other foreign matter, and fuel containers are clean and not used for any other purpose.
* When fuel quality is low, additional filters may be fitted to vehicles and all filters should be checked regularly to remove dirt or water.

**Definition of Fuel Monitoring**

* Fuel monitoring includes the accurate recording number of kilometres travelled and the number of liters of fuel put into the vehicle (or other powered equipment) each month. Fuel consumption, based on the number of liters of fuel per 100 kilometres driven must be calculated. Monthly fuel consumption as well as on-going, aggregated fuel consumption should be analyzed.
* Fuel consumption norms by type of vehicle should be determined. Consumption outside of these norms, both over or under consumption should be highlighted and investigated.
* The monthly reporting of kilometres travelled and amount of fuel drawn per vehicle will be carried out in the Monthly Control Sheet.
* Targets can be given to drivers to monitor fuel efficiency. When targets are not met, the fleet manager will investigate the reasons why.

Misuse of fuel, including but not limited to theft or syphoning of fuel, or non-adherence to this policy disciplinary action can be taken.