



National Ambulance Service (NAS)
Ambulance Operations (Fleet) Procedure
Appropriate use and Control of Fleet Fuel Cards

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1.0 POLICY

1.1 The Fleet Fuel Card Program offers permanent employees of the NAS who are recognised as authorised users a widely accepted fuel card for the purchase of fuel and very limited related items that are necessary for the safe and efficient operation of NAS vehicles only.

2.0 PURPOSE

2.1 To ensure that NAS staff use fleet fuel cards appropriately so that the NAS fleet assets are efficiently and cost-effectively operated and managed.

2.2 To ensure effective control and management of the issuance of fleet fuel cards so as to ensure only authorised use is possible.

2.3 The Fleet Fuel Card Programme in the future will allow for a reporting function to help track vehicle usage and costs. This information will be used to ensure that NAS vehicles are utilised in the most effective and efficient ways possible

3.0 SCOPE

3.1 This Procedure applies to all NAS staff operating any NAS vehicle.

3.2 This Procedure applies to HSE vehicles only and National Ambulance Service issued fuel cards are only to be used to which the vehicle is allocated.

4.1 LEGISLATION/OTHER RELATED POLICIES

A. NFR – 10 – Credit cards and Procurement cards

B. NFR – 05 – Travel and Subsistence

5.0 GLOSSARY OF TERMS AND DEFINITIONS

Leading EMT – Supervisor (Paramedic/Advanced Paramedic)

6.0 ROLES AND RESPONSIBILITIES

6.1 It is the responsibility of the National Ambulance Service Leadership Team to ensure the dissemination of this Procedure to all staff in their area of responsibility

- 6.2 The Area Operations Managers will be responsible for the issue, security and monitoring of all fleet fuel cards issued to NAS vehicles within their area.
- 6.3 The Operational, Support and Resilience Managers will be responsible for the day to day monitoring and operation of this Procedure.
- 6.4 All those persons referred to within the Scope of this Procedure are required to adhere to its terms and conditions.
- 6.5 The responsibility for compliance with this Procedure lies with each member of staff. Supervisors are responsible for communicating this Procedure to all staff within their area of responsibility.

7.1 PROCEDURE

7.2 FLEET FUEL CARD ISSUE

- 7.2.1 Fleet Fuel Cards will be ordered by Area Fleet, Logistics and Estates Manager from the relevant Fuel Supplier
- 7.2.2 For security purposes, Fleet Fuel Cards and associated PIN Numbers will be sent separately to the relevant Area HQ
- 7.2.3 Each Fleet Fuel Card will have vehicle details (Registration number) embossed onto it
- 7.2.4 Fleet Fuel Card details will be entered onto National Fleet Management System by Area Fleet, Logistics and Estates Managers. Hard copy of PIN Numbers and Fleet Fuel Card Numbers will be held in Ambulance HQ
- 7.2.5 Fleet Fuel Cards will be issued to each vehicle via Operations Resource Managers. The Fleet Fuel Card must be retained on the key-ring of the vehicle at all times.
- 7.2.6 The PIN number must not be written on the Fleet Fuel Card and is not to be kept with the Fleet Fuel Card.
- 7.2.7 Only one Fleet Fuel Card per HSE vehicle is allowed
- 7.2.8 When Fleet Fuel Cards are replaced/ expired, the replaced/ expired Fleet Fuel Card must be returned to the Manager who issues them for cancellation.
- 7.2.9 In line with various Major Emergency Plans, a maximum of one additional Fleet Fuel Card for emergency use only can be held by the Operational, Support and Resilience Manager and allocated on an individual basis to this Manager.

7.3 FLEET FUEL CARD USAGE

- 7.3.1 The Fleet Fuel Card must only be used in relation to the vehicle to which it is issued (matching registration number) and for service activities only.
- 7.3.2 A Fleet Fuel Card issued to one vehicle must not be used to procure fuel for any other vehicle. The Fleet Fuel Card is to be used only for the purchase of fuel, and limited other related items to be identified later within this document.
- 7.3.3 In general type of fuel and fuel allowance per fill is set by fuel provider in consultation with NAS
- 7.3.4 To purchase fuel, the Staff Member must submit the vehicle registration number and the exact odometer reading as displayed by the vehicle for recording at each transaction.
- 7.3.5 Non fuel purchases on the Fleet Fuel Card will only include use of vehicle washing facilities (only 1 use per 24 hour period) and purchase of windscreen washer additive (1 per month, normally available at station level).
- 7.3.6 The unique PIN Number allocated to each card must be entered into the Fleet Fuel Card terminal to allow a purchase to be processed.
- 7.3.7 The Staff Member must retain the receipt of the transaction as proof of purchase and submit to the Local Line Manager.
- 7.3.8 All Fleet Fuel Card purchases must be verified by a receipt issued by the facility providing the fuel. This receipt must be checked prior to acceptance by staff drawing the fuel and must be submitted to the local Line Manager for verification of purchase.
- 7.3.9 If the Staff Member cannot locate the Fleet Fuel Card, it must be reported to the Line Manager as missing immediately.
- 7.3.10 If a Fleet Fuel Card is reported missing, the Line Manager must inform the area's Operational, Support and Resilience Manager immediately who will be responsible for cancelling the card and investigating the matter with a report being submitted to the Area Operations Manager within 3 days.

7.3 MONITORING OF FUEL CARD USAGE

- 7.3.1 In line with National Financial Regulations, and in order to facilitate appropriate validation of expenditure, at the start of each month a full statement is received from the Station Supervisor of all transactions per Fleet Fuel Card for the previous month.
- 7.3.2 Local Line Managers will use fuel receipts to confirm purchases when cross checking fuel purchases against monthly statements.
- 7.3.3 In addition to the verification process, local Line Managers will review any exception reporting to include:
 - A. Incorrect fuel type purchased
 - B. Incorrect odometer reading/tracking
 - C. Purchase of non fuel items or services
 - D. Purchases outside the normal ranges (excess fuel for one vehicle)
- 7.3.4 A procedure must be implemented at Area level to ensure that fuel cards are signed in and out with vehicle keys at the start and end of duties.

7.4 ABUSE OF FLEET FUEL CARD

- 7.4.1 A Fleet Fuel Card must not be used for any other purchases other than those described above. Any other purchases are strictly prohibited.
- 7.4.2 The use of a NAS Fleet Fuel Card for non NAS vehicles is not permitted under any circumstances and is considered abuse.
- 7.4.3 The use of a Fleet Fuel Card for any transaction other than described above will result in an investigation and may result in disciplinary action.

8.0 IMPLEMENTATION PLAN

- 8.1 This Procedure will be circulated electronically to all AOMs.
- 8.2 This Procedure will be circulated electronically to all Officers, all Supervisors and Staff by the AOMs.
- 8.3 This Procedure will be placed in hardcopy in the Operations Fleet Procedure Manual in each Ambulance Station and Ambulance Control for ease of retrieval and reference
- 8.4 Each Supervisor responsible for updating Procedure Manuals will return the Confirmation Form to each Area Headquarters to confirm document circulation to all staff.

9.0 REVISION AND AUDIT

- 9.1 This Procedure will be reviewed whenever circumstances, changes in vehicle procedures and/or operational practices or a relevant event dictate.
- 9.2 Non compliance will be addressed through the HSE Disciplinary Procedure

10.1 REFERENCES

- None Applicable

11.0 APPENDICES

Appendix I - Procedure Acknowledgement Form