



# PROCEDURE – Fuel and Electric Vehicle Charging Management

**Number: T 07102**

**Date Published: 10 December 2020**

Version 5 – December 2020

## **1.0 Summary of Changes**

1.1 This procedure/SOP has been amended on its review as follows:

- Within paragraph 3.3 “mileage book” for Essex has been changed to “logbook”;
- Within paragraph 3.4.2 the word “lease” has been added before “contract basis”;
- Paragraph 3.7 has been amended to state that the fuel card must be returned when the vehicle is returned, instead of previously, within 3 days of final use;
- Equality Impact Assessment added.

## **2.0 What this Procedure/SOP is About**

2.1 The aim of this procedure/SOP is to outline the expectations and responsibilities for the purchase of fuel or electric charging for vehicles used on police business, ensuring effective purchase management and preventing inappropriate use of fuel cards or charging facilities.

2.2 Fleet Fuel cards are solely for the purchase of vehicle fuel. Oil, screen wash or other related items should not be purchased.

2.3 Fuel cards will not be used to purchase fuel for private vehicles, even if they are used on police business. There is a separate claims procedure outlined in G 1601 Procedure – Mileage (Essex) and SOP V01b (Kent).

2.4 The collection of loyalty or reward points is not permitted when purchasing fuel/electricity for fleet vehicles. There is no restriction on personal vehicles used for police business.

***Compliance with this procedure/SOP and any governing policy is mandatory.***

## **3.0 Detail the Procedure/SOP**

3.1 Fleet fuel cards are embossed with the vehicle registration and expiry date. The card details will be recorded on the fleet management database against the vehicle. Electric charging cards are not currently available from the contracted supplier.

3.2 Fuel cards must be used against the vehicle to which it has been allocated. Cards will not be interchanged between vehicles.

3.3 It is the responsibility of the vehicle user to ensure that the fuel card or Transflo fuel fob (Kent only) are kept with the vehicle keys (Kent) or with the vehicles equipment and Logbook (Essex).



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### **3.4 Electric Vehicle Charging**

3.4.1 Due to evolving vehicle technology, electric charging points have been installed across the police estate. These charging points or any other Force power supply, including electric plug sockets, will not be used to charge personal vehicles, even if they are used for business purposes. Persistent misuse of the Force charging facilities will be managed through the disciplinary process.

3.4.2 The charging points are solely for fleet vehicles. At present, due to the limited Force charging infrastructure, this excludes vehicles leased to officers or staff on a personal lease contract basis. This will be reviewed as technology and charging capability evolves.

### **3.5 Fuel Card Issue**

3.5.1 Transport Services are responsible for providing, managing and cancelling all fuel cards.

3.5.2 Transport Services will review the suspect transaction report and maintain records on the misuse of fuel cards. Any discrepancies requiring further investigation will be reported to Professional Standards Department.

3.5.3 Where appropriate, Transport Services provide bearer cards to LPAs/Divisions/Departments for issue to users for short term hire or loan vehicles. It is the local administrator's responsibility to ensure that records are maintained on the issue and return of cards. These records must be available for Transport Services use if requested. The local administrator must advise Transport Services Fleet Administration team of any cards that are not returned so the card can be cancelled.

3.5.4 Extra bearer cards can be requested via the Transport Services Fleet Administration team.

### **3.6 Replacement Fuel Cards**

3.6.1 Fuel Cards are replaced every 2 years. Old fuel cards will be returned to Transport Services following the receipt of the new card.

### **3.7 Hire or Loan (Demonstrator) Vehicles**

3.7.1 A demonstrator is a vehicle on loan to the Force(s) by the vehicle manufacturer for the purpose of assessment as to its suitability as a police vehicle. A fuel card will be issued by the Fleet Administration team for the duration of the loan. The card must be returned when the vehicle is returned. A record of use will be placed in the vehicle and updated by the driver.



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### 3.8 Fuel Purchase

3.8.1 When purchasing fuel every effort will be made to utilise internal bulk, discount or supermarket fuel sites. Discount sites are listed in the vehicle logbook and on the Transport Services Extranet page. Discount fuel stations also display a purple logo showing their participation in the discount scheme. Fuel will not be sourced from high-cost outlets such as motorway service stations.

3.8.2 The purchase of super unleaded fuel is not required for fleet vehicles with the exception of some motorcycles. This will be clearly indicated in the Vehicle Equipment and Mileage Record Book.

3.8.3 The vehicle's registration number and odometer reading must be provided to the cashier on each occasion fuel is purchased.

### 3.9 Vehicle Misfuel

3.9.1 In the event of a vehicle being filled with the incorrect fuel type **it is imperative that the vehicle is not started or driven as this can cause serious damage to the vehicles engine.** The driver must arrange for the recovery of the vehicle to the local Transport Services workshop using the Force vehicle recovery contract.

### 3.10 Lost/Stolen/Faulty or Non-Functioning Fuel Cards

3.10.1 If a card is lost/stolen/faulty or non-functioning it must be reported to Transport Services who arrange for cancellation and reissue. If the lost card is subsequently found it must be returned to Transport Services.

3.10.2 In the event that a fuel card does not function or a fuel station will not accept the fuel card, the driver should contact Transport Services. In exceptional circumstances the driver should pay for the fuel using their personal credit card/cheque/cash. A VAT receipt should be obtained with reclaim via petty cash or the standard expenses process. Transport Services should be advised to enable the cards status to be checked.

### 3.11 International Use of Fuel Cards

3.11.1 Fuel cards issued for use with force vehicles are not valid outside the United Kingdom. In the exceptional circumstance that a vehicle is required to travel outside of the UK on police business please contact Transport Services for advice.

### 3.12 Contingency Fuel Supplies

3.12.1 Bunker fuel sites provide business continuity should a fuel shortage arise. Stock levels will be maintained at those recommended by the Government.



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3.12.2 In Kent, bunker fuel fobs will be issued to Traffic and Driver Training vehicles to allow the drawing of fuel. It is mandatory to use bunker fuel unless there is an overriding operational imperative.

3.12.3 A contingency supply of fuel fobs will be held at Transport Services.

### **4.0 Equality Impact Assessment**

- EIA – *November 2020*

### **5.0 Risk Assessment**

5.1 There are no risk assessments or health and safety considerations appropriate to the issue and use of fuel cards.

### **6.0 Consultation**

6.1 The following were included in the consultation during the formulation of this document:

- Unison
- Federation
- Business Services
- Roads Policing, OPC
- Driver Training
- Health & Safety

### **7.0 Monitoring and Review**

7.1 This procedure is due for review every two years to ensure it remains accurate and fit for purpose.

### **8.0 Governing force policy.**

**Related force policies or related procedures (Essex) / linked standard operating procedures (Kent)**

#### **8.1 Joint Essex and Kent**

- T 0710 Policy – Vehicle Fleet Management
- T 07101 Procedure/SOP – Vehicle Maintenance
- T 07103 Procedure/SOP – Vehicle Log Books
- T 07104 Procedure/SOP – Provision and Use of Vehicles and Equipment
- T 07105 Procedure/SOP – Wheel and Tyre Management
- T 07107 Procedure/SOP – Hire and Pool Vehicles



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- T 07108 Procedure/SOP – Telematics, Provision and Management of Equipment, Users and Data
- T 07109 Procedure/SOP – Telematics, RFID Card Management

### **8.2 Essex Policies and Procedures**

- G 1600 Policy – Travel and Associated Transport and its associated procedures;
- G 1601 Procedure - Mileage
- D 2000 Policy – Safe Driving and its associated procedures

### **8.3 Kent Policies and SOPs**

- T07106 SOP - Vehicle Lease Schemes
- O45 Policy - Safe Driving and its associated Procedures
- V01 Policy – Allowances and its associated Standard Operating Procedures.

### **8.4 Data Security**

8.4.1 Essex Police and Kent Police have measures in place to protect the security of your data in accordance with our Information Management Policy – W 1000 Policy – Information Management.

### **8.5 Retention & Disposal of Records**

8.5.1 Essex Police and Kent Police will hold data in accordance with our Records Review, Retention & Disposal Policy – W 1012 Procedure/SOP - Records Review, Retention and Disposal.

8.5.2 We will only hold data for as long as necessary for the purposes for which we collected.

### **9.0 Other source documents, e.g. Legislation, APP, Force forms, partnership agreements (if applicable)**

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**Procedure Author:** Transport Services Delivery Manager, Transport Services

**Procedure Owner:** Head of Transport Services