



FLINTSHIRE COUNTY COUNCIL

Fuel Policy for Council Vehicles

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1. POLICY STATEMENT

Flintshire County Council (FCC) recognises the need to monitor and control the use and cost of the fuel it purchases for its fleet vehicles for the benefit of the organisation and society as a whole. FCC is therefore committed to facilitate a flexible but controlled management arrangement which will meet the needs of both the Council and the individual services.

2. AIM

To provide a flexible and structured approach to the procurement and use of fuel used in Council fleet vehicles whilst also meeting service needs.

3. SCOPE

This policy applies to all services and employees who operate a vehicle owned, leased or hired by FCC.

4. OBJECTIVES

- Identify the controls to record and monitor fuel usage and identify vehicles with low MPGs
- Provide operational guidance to service users and line managers.
- Identify procedure for monitoring of monthly fuel usage
- Adopt the Carbon Footprint target reductions for fleet vehicles

5. COMMUNICATION & IMPLEMENTATION

5.1 The policy will be communicated through the following media:

- a. Team Brief
- b. Workforce News Articles and Infonet
- c. Flintshire Focus
- d. Transportation & Logistics Services briefing to Directorates

6. REVIEW

6.1 These procedures will be reviewed at annually jointly by the Director of Environment and the Transportation & Logistics Manager and amended in the light of emerging legislation and best practice.

7. POLICY DETAIL

7.1 Fuel Policy

7.1.1 An effective policy is required to satisfy a number of significant operational areas, these include:

- Control of fuel costs and expenditure.
- Ensuring fuel security.
- Management of the environmental effect of fuel
- Maximise efficiency of fuel usage

7.1.2 Senior Management support is essential to the success of any fuel policy which is a vital strand of the Authority's overall strategy in managing critical areas of cost, quality and environmental control. While the number of vehicles, and the total mileage covered by fleet vehicles, have a significant impact on the final fuel bill for the Authority's vehicle fleet, the controls this policy describes are not determined by reference to these aspects alone.

7.1.3 The environmental impact of the fuel used cannot be underestimated. With Climate Change, Carbon Footprint and other environmental considerations, an effective policy must clearly identify where we are currently and where we wish to be in the future. Developments in vehicle technology and available fuel sources require detailed analysis, before a commitment to any specific fuel or technology can be made with any certainty.

7.1.4 Fuel security includes not only the security of fuel stocks, but also fuel supply in times of national or regional shortages. The legal responsibilities imposed upon a Local Authority dictate the provision of certain services regardless of inconvenience or disruption to supply. This means that the Authority should ensure a secure supply chain if these obligations are to be met.

7.1.5 Whilst this will be recognised in annual reviews, it is the intentions of this policy to put in place the controls and procedures to improve current FCC levels of control to address a number of concerns in a structured and informed way. Recognising these controls will develop over time, and with the benefit of the experience this policy will allow.

7.2 APPLICATION

7.2.1 Procurement

7.2.1.1 Fuel will be procured through one of two methods, dependant upon service application.

- Depot "bunkering", fuel will be purchased through the FCC Procurement Unit approved nationally tendered contract.
- Fuel cards, with a Chip and Pin system, purchased through a partner arranged contract and issued through Transportation & Logistics Services, to enable fuel to be purchased from retail outlets, can be issued to fleet vehicle or drivers. Fleet drivers should seek the best value price when purchasing fuel away from the depot and ensure the correct grade of fuel is used for their particular vehicle.

Information and assistance is available from Fleet Services if required.

7.2.1.2 All receipts are to be retained by service Managers in line with FCC financial rules. Fuel Management reports will be initially analysed by Transportation & Logistics Services prior forwarding on to service user Line Management. Any exception reports will be forwarded to Line Managers for further investigation.

7.2.1.3 During periods of national or regional fuel shortages (e.g. strikes or other industrial action), it may be necessary to procure fuel through other suppliers. The Transportation & Logistics Services will endeavour to source and seek approval from the Director of Environment to undertake regular financial vetting of companies in order for earliest possible identification of financial problems, conduct regular account meetings with companies to discuss service levels and their contingency plans, where possible utilise framework agreements for product procurement to reduce reliance on single suppliers ensuring to use alternative supplies as necessary to maintain adequate bunkered supplies and prioritise service areas and operations with a view to implement restrictions to make best use of existing stocks.

7.2.1.4 Every effort by the driver should be made to avoid mis-fuelling vehicles. In the event of the incorrect fuel type being filled in a vehicle please issue the following instruction:

- Don't attempt to start or move the vehicle as this pumps fuel into the engine
- Inform the filling station cashier
- Inform the garage immediately so that recovery/repair of the vehicle can be arranged
- Inform your supervisor/line-manager of the incident and interruption to service delivery

7.3.2 Control

7.3.2.1 Cards or fobs are to be issued by Transportation & Logistics Services upon request from designated service managers only. Records of issue are to be retained by Transportation & Logistics Services, lost or stolen cards must be formally reported to them immediately. Damaged or replacement cards or fobs are to be replaced upon production of old card or fob. It is the responsibility of the employee to whom the card is issued to ensure its security and safe keeping.

Both cards and fobs will capture details of each fuel issue / transaction, including mileage, amount of fuel, date / time, location, type of fuel and cost.

7.3.2.2 If fuel is required for small plant items one card will be issued specifically for this purpose, usually to a supervisor, to cover a number of plant items. The vehicle card **MUST NOT** be used to fuel plant items, and should only be used to refuel the specific vehicle it was issued to. Operational Managers are responsible for identifying individuals to whom "plant" cards / fobs are to be issued, and to ensure plant is not refueled using vehicle cards / fobs.

- 7.3.2.3 Employees must include the mileage recorded from the vehicle's odometer every time the vehicle is refuelled and ensure that the tank is fully filled each time.
- 7.3.2.4 Operational Managers will receive information from the Transportation & Logistics Services on a monthly basis of drivers who are not recording mileage. Operational Managers are responsible for investigating the reasons for non-compliance with paragraph 7.3.2.3. Any employee found to not be recording mileages for three consecutive months without good reason will be reported to the relevant Head of Service (or their delegated representative) responsible for that service area, who may begin formal disciplinary action against the driver.
- 7.3.2.5 During periods of national or regional fuel shortages (e.g. strikes or other industrial action), the Chief Executive or their delegated representative will identify which service area's vehicles will take priority. The Transportation & Logistics Manager will control the emergency issue of fuel to those identified during such periods and, where possible, utilise framework agreements for product procurement to reduce reliance on single suppliers ensuring to use alternative supplies as necessary to maintain adequate bunkered supplies and prioritise service areas and operations with a view to implement restrictions to make best use of existing stocks.

7.3.3 Management Reporting

- 7.3.3.1 Heads of Service (or their delegated representative) will receive monthly summaries down to vehicle level of non-recorded mileage from Transportation & Logistics Services for all services for which they have responsibility.
- 7.3.3.2 The Transportation & Logistics Manager will produce a monthly fuel report by operational service area which will identify:
- Vehicles issued with fuel during the previous month
 - Transaction details, (mileage, amount of fuel, date/time, location, type of fuel and cost.)
 - Vehicles which have not recorded mileages
 - Identify recommended MPG ranges by vehicle group
 - Identify vehicles not within the recommended ranges.
- 7.3.3.3 Operational Managers will receive fuel reports each month and are responsible for investigating all reasons for non-compliance with this policy identified on the report, and actively seek to improve their service's fuel utilisation. Assistance will be available from the Transportation & Logistics Services to provide advice, investigate specific exceptions, to change reporting parameters for closer investigation or produce supporting evidence if required.

Operational Managers will be expected to deal with persistent offenders under normal disciplinary guidelines, and must report any employee failing to abide by this policy for three consecutive months to their Director (or their delegated representative).

7.3.4 Environment

7.3.4.1 This policy supports the use of diesel fuel in Council Fleet vehicles wherever possible. Due to the fluid developments in new carbon reducing fuels and vehicle technologies, and the lack of geographically available infrastructure to support alternative fuels, it is not felt prudent at this time to recommend one definitive fuel strategy.

7.3.4.2 Following the revision of BS EN 590:2009, and to enable the reduction in carbon emitted from fleet vehicles, the use of diesel containing 7% biomass to international standards / directives is recommended to be progressively introduced in depot fuel supplies. In addition to the adoption of this policy the Fleet Transport Carbon Footprint action plan (Appendix A) will combine both the detail of this policy and the carbon reduction targets contained within the plan and form the basis of subsequent policies in the future.

7.3.4.3 Alternative fuel will be considered and trailed wherever appropriate for evaluation prior to wider adoption.

7.3.4.4 In support of these initiatives employees are to follow the advice contained within the FCC Driver's Handbook (Section 8.13) advising on methods of economic driving.

7.3.5 Benefits

7.3.5.1 The benefits of adopting this policy are:

- Increased control of overall Fleet vehicle fuel spend
- Greater awareness of the link between operational decisions and fuel usage
- Reduced emissions from the fleet.
- Increased level of management information
- Reduced Costs

8. Appendix

A – Fleet Transport Carbon Footprint Action Plan

B – Drivers Handbook Extract Economic Driving

7.3.6 APPENDIX A - FLEET TRANSPORT CARBON FOOTPRINT ACTION PLAN

<u>Action Plan Objective</u>	<u>Reporting Mechanism</u>	<u>Target</u>	<u>Officer Responsible</u>
Implement a fuel policy for fleet vehicles. to reflect the targets within this action plan	Cabinet	New policy	Head of Streetscene
Review and revise as appropriate Council Fleet procurement policy to favour vehicles of low carbon emissions or using emission reducing technologies where appropriate. .	Cabinet	Revised policy	Head of Streetscene
Issue guidance on vehicle utilisation within the Authority	Transportation & Logistics Operations	Guidance Issued	Transportation & Logistics Manager
Redefine Corporate reduction target to reflect mileage and vehicle type.	Performance Reports	Target tonnes per mile (km) per vehicle type	Head of Streetscene
Reduce Fleet vehicle CO ² emissions.	Performance Reports	2% from 2008-10 Objectives & Targets Baseline Information	Head of Streetscene
Trial fuel with a 7% mix of biodiesel in a selection of vehicles.	Transportation & Logistics Operations	Ongoing	Head of Streetscene
Increase percentage of renewable fuel used in Fleet Vehicles	Service Plan	7%	Head of Streetscene
When necessary, to procure new cars and car-derived vans with the lowest carbon emissions and highest carbon reducing technology available.	Transportation & Logistics and Streetscene Procurement	Ongoing Requirement	Head of Streetscene
Install rev. limiters to the majority of vehicles under 3500 Kgs GVW by 2014 and to trial other viable alternative vehicle technologies as they emerge, including electric and hybrid vehicles.	Transportation & Logistics Operations	2014	Transportation & Logistics Manager
To train all Large Goods Vehicle drivers in SaFED (Safe and Fuel Efficient Driving) techniques as part of the Driver CPC (Certificate of Professional Competence) training, thereby reducing fuel consumption and carbon emissions.	Streetscene Health & Safety / Training	2014	Transportation & Logistics Manager

7.3.6 APPENDIX B - DRIVERS HANDBOOK EXTRACT ECONOMIC DRIVING INCLUDING EXPLANATION OF FUEL CONSUMPTION

The council are aware of its responsibilities in the conservation of fuel and the reduction of vehicle emissions. Drivers play a key role in helping us to achieve our aims. We will monitor fuel consumption on a regular basis with the aim of improving our fleet efficiency.

- ◆ Check oil and water levels daily.
- ◆ All vehicles are to be filled after each shift. Filling should take place until the fuel reaches the bottom of the filling neck and no further. If you over fill then in warm conditions the fuel will expand and can leak from the filler.
- ◆ Tyres must be maintained. *10% low equates to 1% increase in fuel consumption.*
- ◆ Never leave an engine running if it is not required. *On average, for each hour of idle running an engine can use in excess of 1 gallon of fuel.*
- ◆ Never over rev an engine. *Move off gently to warm the engine up slowly.*
- ◆ Anticipate the situation ahead when driving.
- ◆ Do not speed. *A 5% increase in speed increases fuel consumption by up to 20%.*
- ◆ Report all defects. *Brakes that are binding can increase fuel consumption by up to 15%.*