



Aurora School

DRIVER FUEL CARD POLICY

Aurora School Policy 2019

RATIONALE

Aurora Early Intervention Program is a state wide service which requires staff to travel using hire car vehicles on a regular basis.

Hire cars have to be fuelled during use and on return. Aurora School buses need to be fuelled also. In order for this to be done in an effective manner Aurora uses regulated fuel cards designated to Aurora. Receipts are kept and audited through the office process and procedures. This ensures the use of fuel and costs can be effectively budgeted and managed without staff having to claim back money they have spent.

AIMS

- To set clear guidelines and expectations of how Aurora Fuel Cards are to be used.
- To give drivers the benefit of having fuel paid for by Aurora School directly and remove the need for claims for out of pocket fuel expenses.
- To ensure employees understand their responsibilities when using Aurora Fuel Cards.
- To inform drivers of the consequences of misuse.

IMPLEMENTATION

- Aurora employees who are authorised to fuel designated vehicles can access the Aurora - Shell Fuel Cards or the Motor Pass Fuel Card.
- **The CARD cannot in any circumstances be used for personal vehicles, non – business purposes or additional items available at the Service Station without prior approval.**
- Employees are required to use the relevant official Aurora documentation to **sign out** the fuel card **prior** to taking possession of the fuel card.
- The person using the fuel card is required to completely fill the hire car fuel tank **prior** to returning it on completion of use.
- The school bus must be refuelled on or before the tank reaches half full.
- The fuel card operates similarly to a credit card. At the fuel station, the designated vehicle is filled with fuel, the card is taken to the cashier and swiped in the card reader. The 4 digit number is entered.
- Once this information has been entered the cost of the fuel will be debited from the card.
- **The receipt and card must be returned to school as soon as possible.**
- **The name of the user and destination must be written clearly on the top of the receipt.**
- **The school is legally required to have receipts for all purchases.**
- The person returning the fuel card must **sign it in immediately after** returning it the designated place of storage and submit the receipt.
- **If a receipt is not returned, the transaction for fuel cost will be the responsibility of the driver of the vehicle.**
- All new and current drivers (annually) must sign the Driver Fuel Card Policy register to indicate they have read and understood all the requirements.
- Using the Card for any other than official uses will be considered as theft of school property and this will be dealt with accordingly.

EVALUATION:

- This policy will be reviewed as part of the school's three year cycle.

This policy was last ratified by School Council in....

2019