



dualseal
a vandaglas company

fuel management policy

The purpose of this policy is to ensure all transport staff exercise consideration to the business, the communities we operate in and the environment by working to reduce fuel consumption. This policy applies to all transport staff as part of the Environment Policy and aims to achieve its purpose by considering and continuously improving all aspects of the transport operation that relate to fuel usage.

The key objectives of the Fuel Management Policy are to:

- Ensure the company procures fuel in the most financially viable manner whilst ensuring that it maintains a quality level of service from its suppliers.
- Ensure that fuel consumption is a key factor in vehicle procurement choices.
- Train drivers in fuel efficient driving techniques.
- Continually monitor fuel consumption by both vehicle type and driver and achieve continually reviewed targets for several fuel consumption and emissions KPI's.
- Continually review operating practices.

Senior management is to:

- Publish the Fuel Management Policy and ensure it is effectively communicated to all staff
- Ensure that fuel consumption is a key factor in vehicle procurement choices
- Ensure the company procures fuel in the most financially viable manner whilst ensuring that it maintains a quality level of service from its suppliers
- Ensure company vehicles used in connection with our business are fit and serviceable for the public highway.
- Continually review operating practices to ensure all measures for reducing fuel consumption have been considered and implemented where viable
- Ensure that vehicles are used in a fuel-efficient way by use of monitoring fuel consumption.
- Ensure that management and supervisory staff are resourced, trained and empowered to ensure the duties outlined in this policy are adhered to.

Fuel Champion/Transport Manager:

- They are conversant with the policy and that it is fully implemented.
- All drivers are aware of their duties and responsibilities under this policy.
- Take appropriate action if any driver falls short of their duties and responsibilities under this policy.
- Monitor fuel consumption KPIs and strive to achieve SMART objectives.
- Monitor idling times and ensure appropriate action is taken if any driver fails to adhere to the anti-idling policy.
- Publish fuel consumption reports and encourage drivers to reduce fuel consumption.
- Report to the board regarding fuel usage, anti-idling, emissions and mpg on a monthly basis.

Driving staff must ensure that they:

- Ensure company vehicles are always kept clean so as to reduce unnecessary drag on the vehicles
- Ensure that a vehicle is not taken on to the road that is not road worthy.
- Drive in an efficient and effective way to minimise fuel use and emissions.
- Adhere to the Anti Idling Policy.
- Review their performance and make a continuous and conscientious effort to reduce fuel consumption
- Consider which routes are most fuel efficient and where viable use them

This policy applies to all employees of Dual Seal Glass those who drive in connection with their employment and will be reviewed at least annually.

Signed: *N-D. Meredith* Date: 23/07/2021

Position: Managing Director

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