



# 10 TIPS AND TRICKS OF FLEET MANAGEMENT



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FLEET  
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WHEN THE FLEET IS RUNNING SEAMLESSLY, THE BOOKS AND NUMBERS ARE ADDING UP, THE DRIVERS ARE HAPPY AND THE FLEET MANAGER IS DOING A GREAT JOB, WHY CHANGE ANYTHING?

COMPLACENCY AND A COMFORTABLE REGIME IS NOT REALLY THE TRADEMARK OF FLEET MANAGEMENT EXCELLENCE! FLEET MANAGERS SHOULD BE TIRELESSLY LOOKING FOR WAYS TO DO THINGS MORE EFFICIENTLY, SHAKE THINGS UP A BIT, BE MORE CREATIVE, INNOVATIVE AND SAVE THE COMPANY MONEY. THERE ARE MANY AREAS WHERE A GREAT FLEET MANAGER CAN USE BEST PRACTICES AND REDUCE COSTS EVEN WHEN IT LOOKS LIKE THE FLEET IS SAILING IN CALM WATERS AND ON CRUISE CONTROL. THE FOLLOWING IS A LIST OF TIPS AND TRICKS TO UP THE ANTE FOR EVERY FLEET MANAGER...



## DOWNSIZE THE FLEET

VERY FEW FLEET MANAGERS WILL WANT TO DOWNSIZE THE NUMBER OF FLEET VEHICLES. FEWER VEHICLES! THAT MAY MEAN DOWNSIZING HIMSELF OR HERSELF OUT OF THEIR JOB? NO. HERE'S WHY! WHEN TALKING ABOUT VEHICLE ASSIGNMENT AND INVENTORY MANAGEMENT THIS APPROACH MAKES PERFECT SENSE. FLEETS WITH MANY HUNDRED VEHICLES USUALLY HAVE MORE ON BOARD THAN THEY ACTUALLY NEED. THERE ARE ALMOST ALWAYS SURPLUS VEHICLES, THOSE THAT DON'T MEET ASSIGNMENT CRITERIA FOR ONE REASON OR ANOTHER AND WHICH HAVE BEEN PUT OUT OF COMMISSION OVER THE YEARS.



EVEN THOUGH THEY ARE REDUNDANT, THEY ARE STILL CONTRIBUTING TO OVERALL FLEET COSTS. THEY NEED TO BE HOUSED SOMEWHERE AND STILL NEED INSURING. TIME AND AGAIN THEY ARE FORGOTTEN ASSETS AND THEY NEED TO BE CULLED FROM THE FLEET. APART FROM THIS SIGNIFICANT AREA, THERE IS ALMOST ALWAYS A NEED TO CUT THE OVERALL FLEET SIZE. BY DOWNSIZING, THE COMPANY WILL REAP HUGE FINANCIAL BENEFITS. THE REMAINING FLEET CAN BE MANAGED TO BECOME MORE EFFICIENT AND EVEN THOUGH THEY MAY NEED TO WORK HARDER AND RAISE THE OPERATING COSTS SLIGHTLY, THE OVERALL RESULT IS BIG SAVINGS FOR THE COMPANY.





# 02

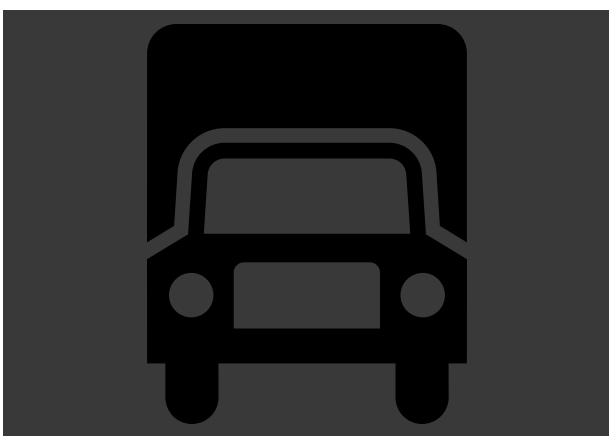
## REDUCTION OF LIFECYCLE COSTS

FREQUENT VEHICLE REPLACEMENT MAY SEEM AN UNNECESSARY COST TO THE OVERALL BUDGET BUT THIS IS FAR FROM THE CASE. WHEN VEHICLES ARE OPERATED PAST THEIR OPTIMUM LIFE THEY INCUR EXCESSIVE MAINTENANCE COSTS. BY REDUCING THE VEHICLES LIFECYCLE, A FLEET MANAGER CAN UTILIZE AN ECONOMIC BASED PLAN WHICH WILL HAVE SIGNIFICANT BEARINGS ON THE COMPANY'S FINANCE.





**03**



## MAKE YOUR SAFETY POLICY A PRIORITY

BY LOOKING FORWARD AND GETTING AHEAD OF ANY POTENTIAL SAFETY PROBLEMS WILL SAVE BOTH THE COMPANY AND ITS EMPLOYEES IMMEASURABLE GRIEF. THEREFORE, A PLAN MUST BE PUT IN PLACE FOR THE PREVENTION OF ACCIDENTS AND DANGEROUS SITUATIONS. ENSURING ALL FLEET DRIVERS MAY SEEM LIKE A HUGE EXPENSE BUT IT IS A NECESSARY ONE.



# 04 LOWER THE COST OF FUEL

AFTER PAYING FOR THE VEHICLE, FUEL IS THE NEXT BIGGEST COST A FLEET MANAGER NEEDS TO RECOGNISE. A PROACTIVE FUEL MANAGEMENT PROGRAMME NEEDS TO BE IN PLACE AT ALL TIMES. EVEN WHILE FUEL PRICES ARE STABLE, APPROPRIATE DRIVING PRACTICES SHOULD STILL BE IN PLACE TO KEEP THE FUEL COSTS AT A MINIMUM.

# 05 KEEPING TRACK OF TRENDS

FLEET MANAGERS SHOULD ALWAYS BE UP TO DATE WITH WHAT'S NEW IN VEHICLE TECHNOLOGY. THIS WILL ENABLE THEM TO CHOOSE THE BEST AND MOST COST-EFFECTIVE PRACTICES FOR THEIR FLEET. ON TODAY'S ROADS THEY WILL NEED TO KNOW THE MERITS OF INSTALLING A GOOD TRACKING SYSTEM FOR THEIR FLEET.



# CUTTING THE MILES TRAVELLED

# 06

FLEET MANAGERS IN GENERAL HAVE VERY LITTLE CONTROL OVER THE NUMBER OF MILES TRAVELLED BY THEIR VEHICLES. UNNECESSARY TRIPS WITH NO BUSINESS JUSTIFICATION TAKE PLACE ALL THE TIME AND THESE EVENTS DRIVE VEHICLE OPERATING COSTS UP AND UP. THE MOST PRACTICAL SOLUTION INVOLVES DRIVER MONITORING, BUSINESS TRIP REPORTING AND REPORTING ON SALES/SERVICE CALLS IN RELATION TO TIME AND MILEAGE. THIS ALL SOUNDS VERY TIME CONSUMING AND IS THE REASON WHY MORE AND MORE FLEET MANAGERS ARE TURNING THEIR ATTENTION TOWARDS VEHICLE TRACKING SYSTEMS. THIS TECHNOLOGY ENABLES MANAGERS TO TRACK THEIR FLEET EASILY AND EFFECTIVELY. IN ADDITION, GPS WILL DISCOURAGE USE OF THE VEHICLE WHEN THE DRIVER BELIEVES 'NOBODY IS LOOKING'. STUDIES SHOW THAT BY GIVING NOTICE TO DRIVERS OF MILEAGE REPORTING AND TRACKING, MILES TRAVELLED HAVE SEEN A HUGE REDUCTION. FLEET MANAGERS SHOULD LOOK TOWARDS IMPLEMENTING TECHNOLOGICAL SOLUTIONS SUCH AS GPS TRACKING TO DEVELOP A HIGH RETURN ON INVESTMENT FOR THE COMPANY.

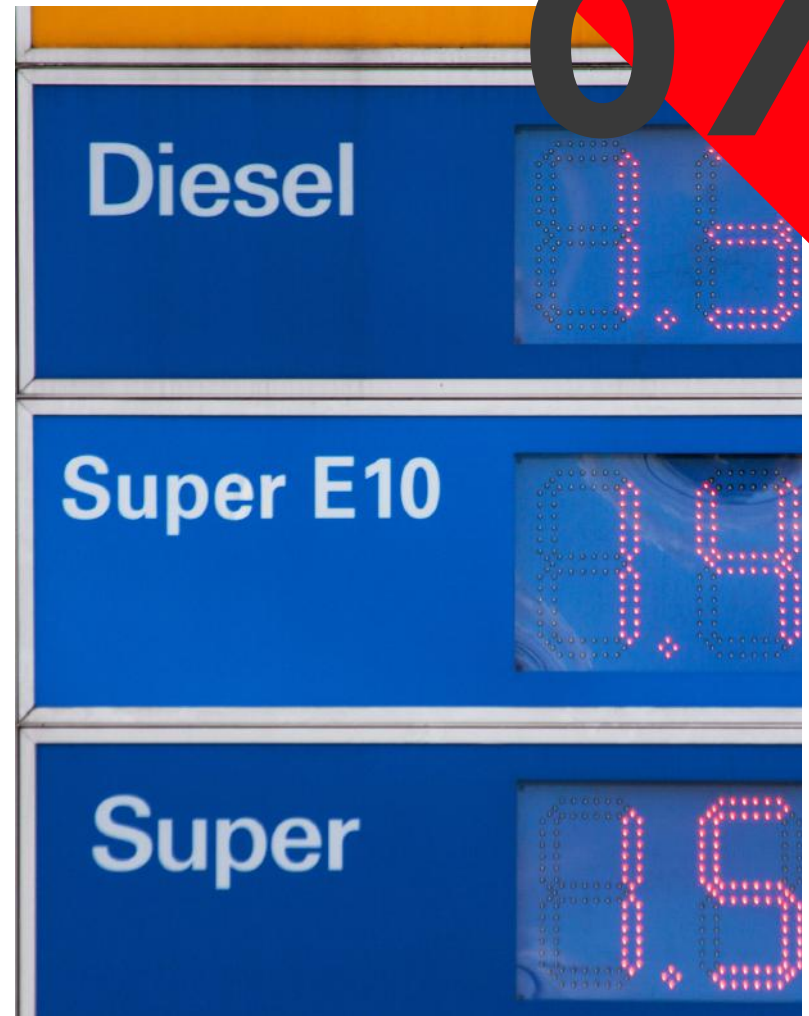


## MORE MILES TO THE GALLON

GOVERNMENT REGULATIONS CONTINUE TO HAVE MORE AND MORE INFLUENCE ON VEHICLE WEIGHT AND SIZE AND ARE CONCENTRATING ON THE DEVELOPMENT OF NEW VEHICLE TECHNOLOGY. THIS INCLUDES VEHICLES THAT WILL NEED TO PASS THE CAFE (CORPORATE AVERAGE FUEL ECONOMY) STANDARDS. AUTO MANUFACTURERS ARE OFFERING 3 STRATEGIES TO IMPROVE FUEL CONSUMPTION AND FUEL ECONOMY:

- **REDUCE VEHICLE WEIGHT AND SIZE**
- **USE INNOVATIVE AUTOMOBILE TECHNOLOGY**
- **MODIFY DRIVER BEHAVIOUR**

FLEET MANAGERS MUST SEEK TO REDUCE VEHICLE WEIGHT AND SIZE TO ACHIEVE THE MORE MILES TO GALLON INITIATIVE. THEY WILL NEED TO BECOME FULLY UP TO SPEED WITH THE TECHNOLOGY AVAILABLE TO TRACK VEHICLE BEHAVIOUR WHILST ON THE ROAD. THEY WILL ALSO NEED TO BECOME MORE IN TUNE WITH THEIR DRIVER'S BEHAVIOUR WHILE REPRESENTING THE COMPANY.





# 08 CREATE AN INCENTIVE PERFORMANCE STANDARD FOR ALL DRIVERS

TELLING DRIVERS THAT THEY ARE DOING A GREAT JOB WILL WORK TO A CERTAIN DEGREE BUT DRIVERS SHOULD ALWAYS HAVE A PERFORMANCE STANDARD WHICH THEY ADHERE TO. THIS WILL BE WHATEVER CRITERIA IS IMPORTANT TO THE GIVEN BUSINESS, WHETHER REGULAR VEHICLE INSPECTION OR FUEL EFFICIENCY IS THE MOST IMPORTANT FACTOR. BY DRIVERS ALWAYS WORKING TOWARDS BETTER DRIVING HABITS AND HAVING A PERFECTLY RUNNING VEHICLE, THE ENTIRE FLEET WILL ENJOY HUGE SAVINGS.

# 09 MEASURE THOSE METRICS

WHEN DEALING WITH FLEET OPERATIONS EVERY FLEET MANAGER NEEDS THE CORRECT DATA. THEY WILL NEED TO BE ABLE TO ACCESS IT THROUGH A REPORTING PROCESS AND UNDERSTAND IT COMPLETELY SO THAT IT CAN BE MANIPULATED AND IMPROVED ON. ONE IMPORTANT ASPECT FOR VEHICLE FLEET MANAGEMENT IS KEEPING AN EYE ON COST PER KM. AS FUEL CONSUMPTION IS THE SECOND GREATEST COST THIS INFORMATION WILL HAVE MASSIVE CONSEQUENCES ON THE COMPANY'S BALANCE SHEET.



## PROPER MAINTENANCE MANAGEMENT

THE LAST THING MOST DRIVERS WILL PRIORITISE IS THE ROUTINE MAINTENANCE AND SERVICING OF THE FLEET OF VEHICLES. THIS IS WHY THE FLEET MANAGER NEEDS TO HAVE A REPORTING SYSTEM IN PLACE WHICH MAKES IT AS EASY AS POSSIBLE FOR THEM. THIS CAN BE ACHIEVED WITH A GOOD TRACKING DEVICE BY RECORDING THE SERVICE INTERVALS FOR EXAMPLE, TO ALERT THE FLEET MANAGER WHEN THE VEHICLE IS DUE FOR A MAINTENANCE CHECK OR INSPECTION.



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