

Strategic fleet planning roadmap

While every fleet is different, below is a general roadmap outlining the 12 steps that will help you accomplish your fleet goals.



January

01. Ordering for March plate change
If you are ordering vehicles ready for the March plate change consider running Whole Life Cost analysis to start the process.



March

03. Review year-end fleet performance
Take a look at your fleet's performance year-on-year to evaluate trends and spend.



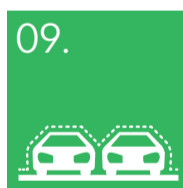
May

05. Review your fleet policy*
Make it a point to review your fleet policy at least once a year. Does your policy cover everything you need to safeguard your company? A quick audit could reveal anything that's missing.



July

07. Check performance at mid-year
Six months into the year is a good time to check in and see if you're on track to meet your fleet performance goals for the year.



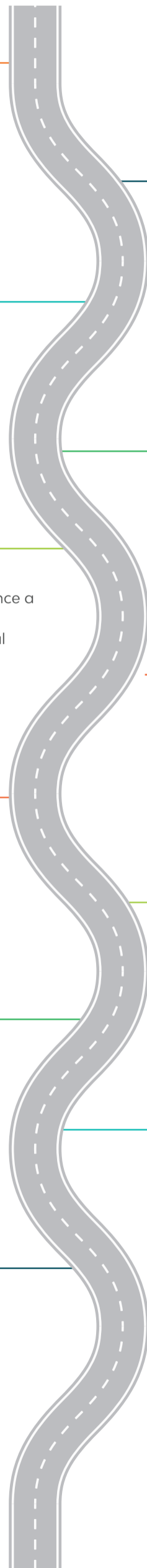
September

09. Review fleet insurance
Gather together all accident data and driving training records to prepare a case to lower insurance premiums for next year.



November

11. Update key contacts
Ensure your fleet provider has your company's key contacts, addresses and cost centres on file and that they are correct and accurate.



February

02. Run DVLA checks & assess risk policy
As a best practice, run DVLA checks on your drivers annually to ensure drivers are still eligible according to your policy. The DVLA check can also highlight driver safety and training needs.



April

04. Audit your data**
Run a report of your active vehicles to reveal any gaps in your fleet's data. Check for missing information such as driver contact information.



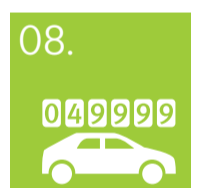
June

06. Ordering for Sept plate change
If you are ordering vehicles ready for the September plate change consider running Whole Life Cost analysis to start the process.



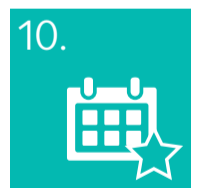
August

08. Run mileage analysis**
You may want to find out what the projected mileages of your vehicles are compared to contracted mileages. Running a report will help you determine whether to replace or extend vehicle contracts.



October

10. Plan next year's initiatives
Are there any major initiatives you'd like to focus on in the coming year? Sustainability, budgets or risk? If so, work with your fleet partner to help you.



December

12. Take a breather
Reflect on your achievements and take time away from strategic fleet tasks over the festive season. You'll be refreshed and ready to hit the ground running in the new year.



*These tasks can be done at any point in the year when it fits your schedule.
**These are typically ongoing tasks that should be revisited frequently.