

# You're in charge of the fleet...now what?

Fleet management is the practice of overseeing, organizing and recording all aspects of a company's fleet vehicles. These tasks can range from establishing regular vehicle maintenance schedules, implementing cost-saving measures and driver training programs.

Whether fleet is one of your many duties, or whether "fleet manager" is in your job title, this guide walks you through how to successfully manage the basics of your company's vehicles.

## Acquiring your vehicles



Selecting the most appropriate vehicles for your business's function is crucial. For example, a pharmaceutical company would probably need sedans and minivans as opposed to a utility company that will likely need trucks. Choosing a vehicle that will hold its value at resale is also important, so choose carefully.

### Did you know?

Depreciation is one of the biggest pieces of your fleet's total cost of ownership at **28% to 38%.<sup>1</sup>**

## Insuring your vehicles



Insurance costs are often left out of the cost of a fleet vehicle. But to see the total cost of ownership (TCO), it must be factored in. Your vehicles legally have to be insured, so make sure you have visibility to the costs.

### Did you know?

**8% to 10%** of your total cost of ownership is insurance.<sup>1</sup>

## Maintaining your vehicles



Keeping your fleet's maintenance costs down is key to a successful program. Not only will it save you money, but it will keep your drivers focused on their job instead of their vehicle. Leveraging a fleet provider for a managed maintenance program can help because the technicians will monitor transactions, negotiate repair costs, audit invoices and recover post-warranty dollars for you.

### Did you know?

**7% to 9%** of a vehicle's total operating cost is maintenance and repair.<sup>1</sup>

## Registering your vehicles



When it comes to registering your vehicles, trying to navigate complex regulations that vary from state to state and change often is likely not in your job description. But it is for a fleet management company (FMC). So don't be afraid to lean on an expert to have this daunting task handled for you.

### Did you know?

There are more than **39,000** municipalities nationwide with complex registration requirements.<sup>2</sup>

## Fueling your vehicles



Fuel is a huge cost of running a fleet. So, using a fuel card program through an FMC makes it easy for you to manage these expenses with secure fuel cards, reporting, fraud protection and convenient nationwide network.

### Did you know?

**32% to 44%** of a vehicle's total costs is fuel, even with fluctuating oil prices.<sup>1</sup>

## Funding your vehicles



You can choose to purchase or lease your fleet vehicles. If you lease, there are multiple choices including open-end, closed-end or even a fixed lease that includes budgeted maintenance. If you purchase, a fleet management company can help you with the process while still leveraging your company's purchasing power with the manufacturers.

### Did you know?

**75.3%** of companies with fleets use open-end leasing.<sup>3</sup>

## Safeguarding your drivers



Driving can be risky, but your drivers don't have to be. Proactively manage safety with sound fleet policy, driver training courses and a program to check motor vehicle records (MVRs) to identify high-risk drivers. An FMC can help you streamline the process when accidents do occur.

### Did you know?

The average collision costs a company **\$24,057.<sup>4</sup>**

## Remarketing your vehicles



The final stage in the life of a fleet vehicle is remarketing, or re-selling, the vehicle at the lease end. Typically, vehicles are sold through auctions, but your FMC can help you determine the best plan to sell it fast and for the highest price.

### Did you know?

In 2017, the vehicle depreciation rate will increase from 17.3% in 2016 to **17.8%.<sup>5</sup>**

**Need help with your fleet?  
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today at 800-951-9024, or  
visit us online at  
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