



**HOW TO
SAVE TIME
AND MONEY
WITH YOUR
MOBILE
WORKFORCE**

2018

shell.com.au

Contents

Best Practices on Purchasing and Maintaining Fleet Vehicles

- 04** [Buying a Used Car vs a New Car](#)
- 05** [Funding your Vehicle Purchase and Maintenance](#)
- 07** [Save Extra Costs through Vehicle Maintenance & Maintenance Tracking](#)

Tips to Optimise The Ongoing Costs of Your Business Fleet

- 08** [Safe Driving Practices and Tips to Reduce Risks of Accidents](#)
- 09** [Increasing Fuel-Efficient Driving Practices](#)
- 10** [Boost Your Marketing by Branding Your Vehicles](#)

How to Manage Fleet Finances and Tax

- 11** [Perform Audits](#)
- 12** [Have a Centralised Account and Purchasing Controls](#)

Understand the Tax Implications

- 13** [Fringe Benefits Tax](#)
- 14** [Capital Gains Tax](#)

- 14** [Company Vehicle Expenses](#)
- 15** [Justifying Tax Claims](#)
- 16** [How to Prepare and Manage Log Books](#)

Tools and Technology to Reduce Administration

- 17** [Working Out the Best Options for Your Business](#)
- 17** [The Benefits of Company Fuel Cards](#)
- 18** [The Benefits of Log Book Apps](#)
- 19** [The Benefits of Fleet Management Software](#)
- 20** [The Benefits of Telematics](#)

How to Launch and Introduce the Fuel Card Program to Employees and Get Their Buy-In

- 21** [Employee Benefits of Using Company-Issued Fuel Cards](#)
- 22** [Step-by-Step Guide to Launching and Introducing a Fuel Card Program](#)
- 23** [How to Make the Transition to the New Fuel Card Program Easier for Your Team](#)
- 23** [Updating Fleet Policies](#)

Conclusion

Sources

HOW TO **SAVE TIME AND MONEY** WITH YOUR **MOBILE WORKFORCE**

A mobile workforce can be an essential asset for your business, **in fact 50% of all employees will be working away from the office by 2020**^[1]. If you are not taking necessary steps to optimise your mobile workforce, you could be wasting a lot of money and negatively impacting your bottom line.

WORKING ON THE ROAD:

50%

OF PEOPLE WILL BE
WORKING AWAY
FROM AN **OFFICE** BY 2020

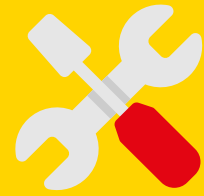
Company vehicles often become an important tool in managing your mobile workforce and they can add value in a number of other ways. For instance, a report from a fleet management and funding specialist reveals that 64% of employees believe that a company car is the most desirable perk.^[2]

If your company does provide vehicles to your employees, there are lots of important things you need to consider. In this ebook, we are going to review key areas you can improve to make your mobile workforce work like a well-oiled machine. Included here are examples and actionable tips to actively manage and mitigate risks.

Whether you are looking to start a new mobile workforce as part of your business or you are wanting to improve the efficiency of your existing company car administration, we hope this ebook will help you solve your fleet management challenges and boost your company's effectivity.

Source: [1] <https://www.fastcompany.com/3034286/will-half-of-people-be-working-remotely-by-2020>
[2] <http://www.trakglobalgroup.com/why-do-company-cars-remain-the-most-desirable-perk-and-are-employees-expecting-too-much/>

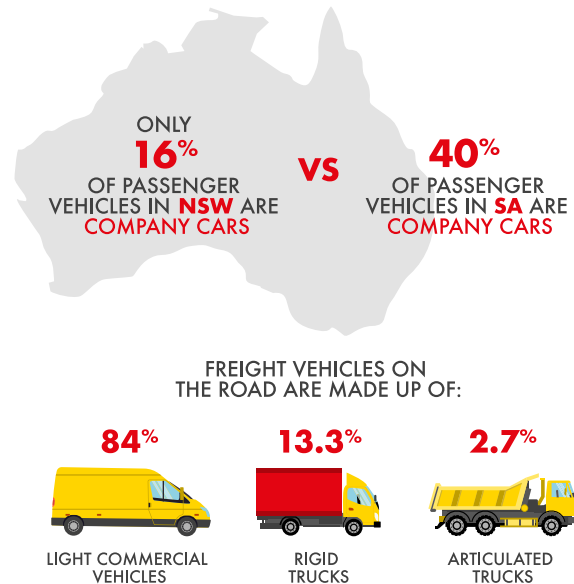
01 Best Practices on Purchasing and Maintaining Fleet Vehicles



Buying a Used Car vs a New Car

Investing in vehicles is not a cheap feat. Whether you prefer to buy a used car or a new one largely depends on the company's allotted budget.

In this section, we examine the areas you need to consider before purchasing a vehicle for your fleet.



	Slightly Used Vehicle	New Vehicle
Cost	Affordable	They can be more costly as all the car components are brand-new.
Value	This could have an advantage. Specialists suggest ^[3] that the best time to buy a used car is when it's still 4 to 5 years old since the first 3 years almost always take the biggest depreciation loss.	New cars lose value the most in the first 9 months.
Maintenance and Warranty	<p>The previous owners of used cars may not have taken great care of them, so the brakes, clutches, suspensions, tires, and the interiors may show signs of wear and tear.</p> <p>In terms of a used car's warranty, it's likely that it has expired, depending on how old it is. You may or may not get extended warranties from dealers.</p>	<p>New cars obviously don't have signs of usage.</p> <p>Some car dealers offer complementary or fixed price maintenance services, which can help you from incurring additional car expenses.</p>

Source: [3] <https://www.autotrader.com/car-shopping/4-questions-to-help-you-decide-on-a-new-or-used-car-167808>

Funding Your Vehicle Purchase and Maintenance

When purchasing company vehicles, it is important to carefully consider how best to fund the purchase and maintenance. The answer depends on your business and personal situation, including how much the car is used for business versus personal use. The below table gives a general overview of some things you may want to consider, but does not constitute personal advice. This area is particularly complex, so make sure you seek financial advice from a qualified adviser before deciding how to proceed:

	Cash	Loan	Lease
Cash Flow Impact at Time of Purchase	Vehicle purchase price, stamp duty etc needs to be funded from cash flow	Can fully fund all purchase costs through loan or can choose to partially fund from cash flow if desired.	Must fund full cost of vehicle through lease, no option to partially fund from cash flow
Ongoing Costs	Vehicle maintenance and insurance Vehicle Registration Fuel	Vehicle maintenance and insurance Vehicle Registration Fuel Loan payment (which generally includes interest charged on outstanding balance) May incur administration charges depending on the type of loan agreement	Monthly fixed leasing cost which covers all ongoing costs including interest, administration costs, maintenance, insurance, and fuel
Exit Costs	Advertising and sale costs	Advertising and sale costs May need to pay outstanding balance of the loan May incur early exit penalties depending on loan agreement	Generally incur exit penalties for early termination of lease. Payout of a lump sum at end of lease if you wish to retain vehicle

continued on page 6

	Cash	Loan	Lease
Resale Benefits	Retain resale value / can trade in vehicle	<p>If the vehicle is used as security for the loan, need to pay out loan with sale proceeds</p> <p>If the vehicle is not used as security for the loan, you can retain the resale value or trade it in</p>	Retained by leasing company
Tax Benefits	<p>Business-related vehicle expenses are generally tax deductible (including fuel, oil, repairs, servicing, insurance and registration)</p> <p>May be able to claim depreciation on vehicle</p> <p>If total vehicle purchase price is less than \$20,000, you may be eligible to claim full purchase price as tax deduction in the year of purchase^[4]</p>	<p>Business-related vehicle expenses are generally tax deductible (including fuel, oil, repairs, servicing, insurance and registration)</p> <p>Interest on the loan is generally tax deductible</p> <p>May be able to claim depreciation on vehicle</p>	Leasing costs for vehicles used for business purposes are generally tax deductible
Other considerations	Need to consider the opportunity cost of the cash flow (what else could you have invested this in and how would that have benefited your business)	Provider will conduct credit checks and require information to support your ability to service the loan	<p>Provider will conduct credit checks and require information to support your ability to service the loan</p> <p>Allows you to upgrade your car every 2 to 3 years</p> <p>Leasing company takes care of all the administration</p> <p>Some leases include mileage and wear and tear conditions that can lead to unforeseen costs</p>

Save Extra Costs through Vehicle Maintenance & Maintenance Tracking

You need to make sure that regular maintenance and repairs are completed on the vehicles. By doing this, you can maximise the vehicles' availability and avoid even costlier problems in the future.

Manually tracking all your vehicles' maintenance status can be just as confusing as tracking their mileage. Before advanced technology, drivers used notebooks, lots of papers, and even fast-food napkins to record mileage. And then they had to calculate the difference between their start and end points.

Indeed, assigning all the mileage and maintenance tracking to your drivers can

be confusing and inconvenient. You can track fleet maintenance and mileage more efficiently by acquiring mileage tracking and fleet management software.

With this software, you can track and manage your fleet, monitor repair history, and help with inventory. If the software has a mobile device capability, then it is easier for you to track mileage and the location of every vehicle in your fleet in real-time.

You no longer need to encode data into spreadsheets as well because mileage and expense data will be centralised.

Most importantly, fleet management software can help you save time and money because all the repair history details and receipts are tracked, which eliminates missing much-needed repairs or accidentally voiding vehicle warranties by missing scheduled services.



02 Tips to Optimise The Ongoing Costs of Your Business Fleet



Below are some tips to help you accomplish your money-saving goals while helping improve your company's bottom line.

Safe Driving Practices and Tips to Reduce Risks of Accidents

Focus on reducing accidents through rewards and education.

The last thing that you want to deal with in your fleet are a lot of accidents. While there is no way to completely eliminate these risks, you can help reduce them by providing incentives for driving without an accident for set periods of time, education on how to drive safely, and more. With fewer accidents, you can save money on repair costs as well as any increased costs for your insurance. You should also focus on educating your employees on what to do when accidents

happen so they follow protocol and do things the right way.

Focus on reducing speeding fines and citations.

You may have a policy in place that requires employees to pay for their speeding tickets, but still, you will have to deal with increased insurance costs. Just as you provide training and performance rewards for not getting into accidents, you should do something similar so they avoid getting speeding tickets as well.


Check driving records before hiring.

Ideally, opt for someone who does not have any history of speeding tickets or accidents for the past five years. Require them to show you proof of this as part of the hiring process. This will lessen the likelihood of any potential driving issues in the future.



66%
OF DRIVERS ARE TAKING MEASURES TO LIMIT THEIR FUEL CONSUMPTION
Like turning off their engine while stopped for short periods, avoiding fast acceleration and reducing the use of a/c

Source: canstarblue.com.au/vehicles/feeling-the-fule-cost-pinch/



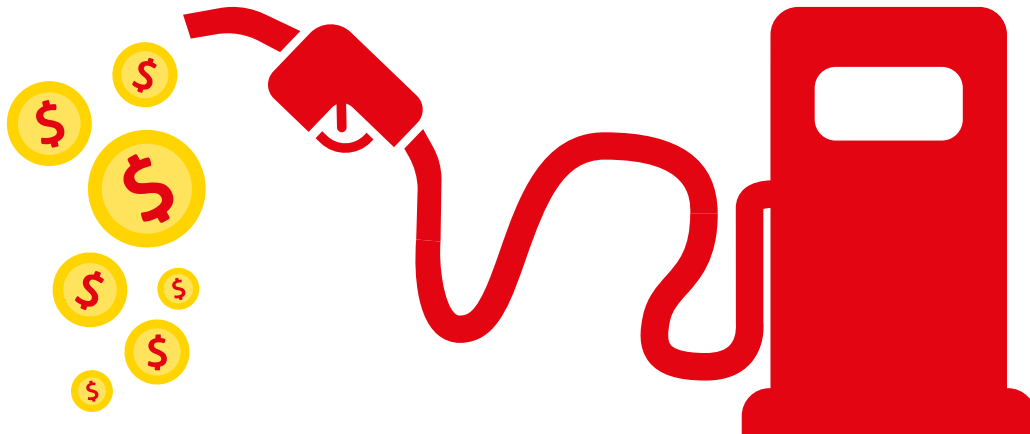
SMALL BUSINESSES SPEND AN AVERAGE OF
\$1,361
A MONTH ON FUEL

Source: canstarblue.com.au/vehicles/fuel-cards



#1
FUEL EFFICIENCY IS RANKED AS THE **TOP PRIORITY** AMONG BUYERS WHEN PURCHASING A NEW VEHICLE

Source: caradvice.com.au/494164/ford-says-australians-care-more-about-fuel-economy-than-power/



Increasing Fuel-Efficient Driving Practices

Use optimal routes for drivers.

When making the schedule for your drivers, take the time to map out the best driving routes available. This will help drivers save time between appointments, so you can ultimately save money on overall fuel costs.

Get a good deal on fleet insurance premiums.

You will need to have insurance as part of managing a fleet, but that does not mean that you have to spend all of your money on the insurance policy. One great way to save on insurance is ensuring that you hire drivers who have a clean driving record. This helps assure lower potential risks on the road. Take the time to shop around for the best rates. When negotiating for the price on insurance with your broker, highlight the fact that your driving fleet has not had an accident in over six months.

Educate drivers on how to drive with minimal wear and tear.

Many drivers do not even know how they are misusing a vehicle. Take the time to train your team on the right ways to drive and take better care of the vehicles. This can go a long way and save you money.

Reduce vehicle idling between stops.

Whether you realise it or not, a lot of your employees are wasting a lot of fuel every day by letting their vehicle go idle while they are between stops. This can be a very costly practice. By eliminating it or reducing it, you can save up to \$60 per vehicle per month.^[5] Over time, this can really add up. Make sure that you tell your employees to keep their vehicle in the off position unless they are driving from one stop to the next. Once they get to their destination, they can then turn the vehicle off and continue doing their work.

Set up driving alerts.

As a way to better manage your fleet, consider setting up driving alerts that will tell you when someone is going over the speed limit, is not on their projected route, or is running late to an appointment. All of these kinds of alerts will help you to ensure that your drivers are effectively doing their work and you can also provide a better service to your customers as a result.

Boost Your Marketing by Branding Your Vehicles

Vehicle wraps are professionally designed and printed graphics that are installed to company vehicles so you can get your brand message to reach as many people as possible.

Vehicle wraps are not just for the big businesses with vehicle fleets. Small businesses that may need a boost in their brand awareness campaign can also take advantage of this marketing tactic.

Statistics from Outdoor Advertising Association of America^[6] show that vehicle wraps provide the lowest cost-per-impression in any form of advertising. Cost per impression, in advertising speak, is the measure of the cost that you will pay when your ad is shown per one thousand impressions. And in the world of advertising, impressions are everything.

Depending on location, population size, and how far the vehicle is driven, a single vehicle that has a branded wrap could be seen by as many as 30,000 to 80,000 people each day, with a cost of less than US \$44 per million impressions.^[7]

Some statistics from B2B Media's research ^[8].



48%

of those polled viewed car wraps as the most unique advertising medium available



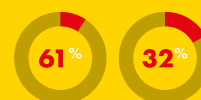
Car wraps and television ads were viewed as the two most memorable media

47%

of 18-34 year olds surveyed found car wraps especially memorable



Car wraps rank highly among advertising media for positive associations



Of the target population, 61% spend over 1 hour per day on the road and 32% spend over 2 hours

03 How to Manage Fleet Finances



Perform Audits



You need to ensure that your business is only paying for fuel that is associated with accomplishing a work task. To ensure this is the case, you should conduct an audit of activity on a regular basis.

Using the old paper-based method, you rely on the employees keeping and storing the correct fuel receipts to match to the expenses.

They will have to store the receipts until they get back to their home base, and they will have to make sure they know which receipts relate to work and which ones are personal.

You can ask each employee to submit their fuel receipts on a regular basis instead. On these fuel receipts, they should list their name or employee number and the vehicle's mileage reflected on their odometer.

Receipts should be audited to ensure that they match up with the charges on the card. The mileage reflected on the receipt should also match with the amount of driving you expect the employee has covered since the last time their fuel tank was filled up.

Should there be any inconsistency, you will want to investigate the matter to ensure your team member has not violated policies.

Effective fleet auditing requires time and access to the right data. While it's a complex process that involves scrutiny, this helps avoid overcharges and duplicate transactions. For a good understanding on auditing fleet fuel invoices, Fleet Financials^[9] offers a guide on how businesses should audit them.

Another way to do this easily is for your team on the road to have access to a company fuel card, which is used to manage the costs, record odometer readings, reconcile invoices, use automated smart alerts to look for abnormal usage, and make payments on a monthly basis.

Source: [9] <http://www.fleetfinancials.com/channel/fuel-management/article/story/2010/01/how-to-audit-fleet-fuel-invoices.aspx>



Have a Centralised Account and Purchasing Controls

It's every business owner's nightmare to lose money because they don't have control over fleet fuel expenses.

According to NFIB,^[10] having control of purchases gives you more room to manage your budget. By using a central account, you are assured that fleet fuel costs are valid.

The Benefits of Having a Centralised Account

1. You have a simpler, more secure process of buying fuel.
2. You can avoid risks such as paying about 25% more than necessary due to overclaiming of mileage expenses.^[11] The Miles Consultancy estimates that 9 in 10 companies would be in danger of penalties once mileage records have been inspected by tax authorities.^[12]
3. You can also ensure that everything is in one single place when it is time to audit the financials or make a payment based on the usage for that month, especially if you can access and download transaction records through online account management facilities.
4. With centralised billing that often comes with these accounts, you can monitor these transactions and pay your bills sooner.
5. Having a centralised account also give you control over purchases made. With purchase controls, you can restrict people to only purchase fuel or any product related to the vehicles (e.g. lubricants). This reduces the chance of people buying food or other items and charging them to the company.
6. You can also better determine if you need to change the purchasing controls based on volume and how often your fleet actually needs to fill up their tank at the local gas station.

04 Understanding the Tax Implications



Fringe Benefits Tax

A Fringe benefits tax refers to a tax that employers pay for benefits (other than a salary or wages) paid to employees. This tax is separate from income tax and is calculated based on the taxable value of the benefits provided.

The Australian Taxation Office (“ATO”) has provided useful guidelines in relation to FBT:

- A fringe benefit is a benefit provided in respect of employment. This effectively means a benefit is provided to somebody because they are an employee*.
- According to the ATO,^[13] a car fringe benefit most commonly arises where an employer makes a business-owned or leased car available for the private use of an employee.

According to the ATO,^[14] only some vehicle types are classified as a car for the purposes of FBT. They also have guidelines around when a vehicle may be classified as being available for private use. To date, the ATO has classified the following types of vehicles (including four-wheel drive vehicles) as cars for the purposes of FBT and provide the below classifications around availability for private use.

Vehicles which may be Classified as a Car	May be Considered Available for Private Use
<ul style="list-style-type: none">• Motor car, Station wagon, Panel van• Four-wheel drive vehicle utility (excluding panel vans and utilities designed to carry a load of one tonne or more)• Goods-carrying vehicle designed to carry less than one tonne• Passenger-carrying vehicle designed to carry fewer than nine occupants	<ul style="list-style-type: none">• If the car is actually used for private purposes by the employee• If the car is available for the private use of the employee• If the vehicle is not always at your business premises, and available for the employee to use for private purposes• If the vehicle is garaged at the employee’s home

Sources: [13] [https://www.ato.gov.au/General/Fringe-benefits-tax-\(FBT\)/In-detail/Simplified-approach-for-calculating-car-fringe-benefits-on-fleet-cars/](https://www.ato.gov.au/General/Fringe-benefits-tax-(FBT)/In-detail/Simplified-approach-for-calculating-car-fringe-benefits-on-fleet-cars/)
[14] [https://www.ato.gov.au/General/Fringe-benefits-tax-\(FBT\)/In-detail/Simplified-approach-for-calculating-car-fringe-benefits-on-fleet-cars/](https://www.ato.gov.au/General/Fringe-benefits-tax-(FBT)/In-detail/Simplified-approach-for-calculating-car-fringe-benefits-on-fleet-cars/)

To **calculate the taxable value** of a car fringe benefit, you can use the statutory formula method or the operating cost method.

Statutory Formula Method	Operating Cost Method
Based on the price of the vehicle as paid by the company	Based on the costs of operating the vehicle (as documented through a vehicle log book)

You're permitted to choose the method that leads to the lowest taxable value and you can switch between the two methods from year to year. However, if you want to use the operating cost method, you will need to keep the required documentation in the form of a vehicle log book. Otherwise, you will have no choice but to use the statutory formula method.

Capital Gains Tax

According to the ATO, a capital gains tax refers to a tax on any capitals gains, which are profits from selling non-inventory assets. Sales of property, stocks, precious metals, and bonds often lead to capital gains.

Some forms of capital gains are tax-exempt — meaning you don't have to include them

when it comes to your assessable income. Also, some capital losses are tax-exempt and cannot be used to offset capital gains. Any capital gains or losses for vehicles are tax-exempt. When it comes to the capital gains tax, a car is defined as a motor vehicle that is intended to transport fewer than nine passengers or has a carrying capacity of less than a ton. Therefore, when it comes to your company vehicles, you don't have to worry about paying a capital gains tax.

Company Vehicle Expenses

There are clear laws around claiming vehicles and their associated expenses within the Australian tax law, with employees and businesses able to claim different items based on circumstances.

Generally you can claim expenses like:

- Fuel and oil
- Repairs and servicing
- Interest on a motor vehicle loan
- Lease payments
- Insurance
- Registration

According to the ATO,^[15] there are four key methods that you can use to calculate work-related vehicle expenses: Cents per kilometre, 12 percent of original value, one-third of actual expenses and the logbook method. Each method is valid for different situations, and which option you should use depends on a variety of factors. Here's how to decide:

Cents per kilometre: The maximum claim under this method is 5,000 kilometres, with a set rate per kilometre travelled. While log books and exact travel is not required, diaries of work-related trips may be requested. While many Aussies claim up to the full 5,000 kilometres for tax deductions on an annual basis, the ATO will be more proactive in pursuing full documentation for this type of deduction than it has been in the past.

12 percent of original value: This valuation works only if you have travelled beyond 5,000 kilometres for business, and 12

percent is the maximum allowable deduction. This deduction may only be taken against purchased or leased vehicles in the first year of ownership.

One-third of actual expenses: Again, you must have travelled a minimum of 5,000 kilometres for business, and all vehicle expenses must be documented with the exception of regular oil changes and fuel. In lieu of receipts for everyday fuel costs, odometer records will suffice to make a reasonable assumption of cost.

Logbook: This relatively complex methodology requires that you log the business use percentage of your vehicle, odometer readings for the beginning and end of the period of use, and written evidence of all expenses related to your vehicle with the exception of fuel and oil. In order to be successful, your claim must include a logbook from the first year of use through the current season, with daily business use percentages clearly annotated.

Justifying Tax Claims

The importance of proper logging procedures for work-related car expenses couldn't be overstated. As ATO Assistant Commissioner Kath Anderson states,^[16] the office is cracking down on people who report dodgy expenses regarding their work vehicles. Calculations are required for each claim that is submitted, with detailed explanation of how the vehicle was used for business purposes, how often and why it was required that an employee use their own vehicle. This common deduction

costs the Australian Tax Office over \$8.5 billion in claims, making it a key target for officials to review more closely in the future. If in doubt about whether you're able to justify a particular trip, the best option is not to claim it.

When in doubt, recommend your staff consult a tax professional about whether or not their specific work-related car expenses can be safely claimed as deductions. Trips between work and home are generally off-limits, as well as private travel or transport of goods. Any car expenses that have been reimbursed by you as their employer or others are also off-limits.

Sources: [15] [https://www.ato.gov.au/General/Fringe-benefits-tax-\(FBT\)/In-detail/Simplified-approach-for-calculating-car-fringe-benefits-tax-claims/](https://www.ato.gov.au/General/Fringe-benefits-tax-(FBT)/In-detail/Simplified-approach-for-calculating-car-fringe-benefits-tax-claims/)
[16] <http://www.news.com.au/finance/tax/nobody-gets-a-free-ride-ato-warns-of-criminal-prosecutions-for-tax-claiming-too-many-work-trips/news-story/1005591045464165015344>

How to Prepare and Manage Log Books

As stated above, you will need to keep a vehicle log book if you want to use the operating cost method rather than the statutory formula method to calculate the fringe benefits tax for your company vehicles. You can use technology to make your vehicle log books easier to administer. If you want to get a tax deduction for your company vehicles, your logbook needs to be as valid and current as possible and there is plenty of software on the market that will help you accomplish this.

To create a log book for your vehicles, you will need to log every business journey for a period of 12 weeks. The 12-week period should accurately represent the number of kilometres the vehicles travel for business annually. You will need to prepare a new vehicle log book every five years. The overall purpose of a vehicle log book is to determine how much your company vehicles are used for business matters.

Here’s an example [logbook template](#). [17]

Vehicle Log Book

Odometer reading (at start of period):
Period: to
Number Plate:

Date	Journey		Odometer reading			Reason for trip	Driver's signature
	From	To	Start	Finish	Dist.(km)		
September 23, 2015	Michigan	Lansing	56764	56870	106	Business Trip	

*Grey cells contain formulas so need not to change

Calculate business and private vehicle expenses

Enter your vehicle expense total:

Business expense portion you can claim:

Business distance:

Total distance travelled:

Your business use percentage is:

Odometer reading (at end of period):

Source: [17] <http://www.templates.org/vehicle-log-book/>

05 Tools and Technology to Reduce Administration



Working Out the Best Options for Your Business

Everybody has a favourite app or technology hack to make their life simpler. And when it comes to fleet management, there are plenty of tools available to reduce administration and streamline your fleet management. With a lot of different options available, you need to be careful in choosing the one that will work for your business.

Here are key questions and points to consider to arrive at a better decision for the right tools to help with your fleet management:

1. What are your business objectives and budget?
2. What are the biggest problems to be solved (eg. biggest administrative pain, cost, or risk)?
3. Is the solution you are looking at the right one for a fleet of your size?
4. How will your staff feel about the solution?
5. Do you want to outsource fully or maintain direct control?

Some of the tools that are worth considering are highlighted below.

The Benefits of Company Fuel Cards

Whether you have two or two hundred vehicles, one of the most administratively intense things about company vehicles is managing fuel costs.

An effective way to do this is by providing a company fuel card. Not only does this allow you to have a central account for all your employees to use when they are filling up the tanks on their work vehicles, many fuel cards include tools that are useful for managing your fleet. This makes them a **useful** tool for any fleet size.

1. They can **reduce administration**. Many provide online tools where you can download transactions in bulk which you can then provide to your accountant at tax time or upload directly to your accounting system
2. You have **more visibility and control** over fleet fuel costs as you have access to online reporting tools and the ability to download transactions.
3. They can help you **monitor odometer readings**. Most providers collect

odometer readings at every fill, allowing you to keep track of vehicle usage. This information is often available for download or viewing in online portals, reducing the need to keep a separate register elsewhere.

4. Many providers offer **discounted prices** at participating fuel locations. This will allow you to save even more on each fill-up when your fleet goes to a specific store to get their fuel.
5. You can control or **identify instances of fraud** by restricting the products that can be purchased and providing alerts on unusual activity, like larger than normal fill-ups on vehicles.

The Benefits of Log Book Apps

If your staff need to prepare log books for tax purposes, consider utilising a vehicle log book app. These apps can be a great time saver for employees and a cost-effective way for smaller fleets to keep track of odometer readings and monitoring personal versus business use.

Examples of log book apps.

Vehicle Log Book by Teklabs

With this app you can upload an image of the KM's reading rather than just entering the figure, which is great for record keeping and helps reduce errors. This app can run in the background, so you can continue to use other apps such as music at the same time.

Logit Fleetcare by Fleetcare

With this app, there are a maximum of two vehicles that can be logged but you can log a trip manually or via GPS. The app can bring the closing odometer reading from one trip across to the opening reading for the next trip. The end report is formatted and is clear and easy to follow. As with most free apps, there is a very small ad for other services, however, it does not interfere with the screen and is barely noticeable.

VehicleLog by Gunn Software Pty Ltd

With this app, you have unlimited motor vehicles, and the option to enter the travel manually or via GPS. With a few minor setting changes, you can program automatic push notifications to remind you to enter the odometer reading when you are driving at a similar time each day.

This app also has an audit report that is produced in addition to the logbook record. This audit report records what time the trip took place and what time the trip was logged so you can determine if an employee is backdating the log book and not keeping it up to date.

Travel Logs by Sockii Pty Ltd

Built to make full use of the cloud, this app can access contacts and calendars to prefill data for the trips and can easily be synced to iCloud to make sure that you don't lose any data if the worst should happen to your beloved phone. The design is excellent, and the navigation through each step is easy to follow with an unlimited number of motor vehicles that can be entered. Entries are easy to record, and you can search and filter through past trips with a simple touch. From a record-keeping view, having the data export into excel format only is not perfect but will suffice for ATO purposes.

The Benefits of Fleet Management Software

As your fleet gets larger, your technology needs to get more sophisticated. One of the best ways to reduce costs and increase revenue for your fleet business is by investing in fleet management technology.

In Teletrac Navman's 2017 survey,^[18] cutting down costs is one of the top priorities for fleet businesses. In fact, about 3 out of 4 fleet businesses are currently investing in fleet management solutions or are planning to do so in 2018.

Fleet management software allows you to keep track of maintenance schedules and fuel costs. You can learn a lot more about your fleet through different metrics you would not have been able to use before.

It gives you better insight on vehicle and driver productivity, so you'll know what you need to improve on in terms of fuel efficiency and task optimisation.

With a fleet management technology, you can monitor your fleet and where each vehicle is at a given time. This will help you keep better tabs on each of your vehicles and ensure that the work is getting accomplished on time for your clients.

To put it simply, getting a software to help you manage your fleet can help you provide better service to your clients more than you may have had in the past.

Examples of Fleet Management Software

FleetMEX Maintenance Software

(<https://www.mex.com.au/>)

FleetMEX is a Computerised Maintenance Management System (CMMS) written for

companies that manage the maintenance of a fleet of company cars. The FleetMEX Maintenance Software claims to achieve this by using maintenance modules that transform desktop computers into a maintenance control centre.

FleetMEX claims they have the ability to capture vehicle information, manage day-to-day maintenance workloads, schedule preventative maintenance and inspections, handle automatic stores ordering, and produce detailed statutory reports.

MiX Telematics

(mixtelematics.com)

Fleet management solutions by MiX Telematics present an effective offering which suits fleets of varying sizes and types from trucks to light commercial vehicles, to motorcycles. Even the entry-level fleet management technology by MiX Telematics enables customers to have direct control over their mobile assets and workforce at all times.

Onfleet

(<https://onfleet.com/>)

Onfleet's delivery management software claims to make it easy for businesses to manage and analyse their local deliveries. Onfleet includes smartphone apps for drivers, a real-time web dashboard for dispatchers, and automated SMS notifications and driver tracking for your customers. Their API allows for integration into online ordering and other systems. Our software has powered millions of deliveries for businesses in 50+ countries around the world.

Fleet Maintenance Pro

(<http://www.mtcpro.com/>)

Fleet Maintenance Pro is a maintenance-tracking software that makes quick and easy

work of tracking and organising preventive and repair maintenance information for your fleet. It is flexible enough to let you track as much or as little information as you need, and automated and color-coded PM alerts will ensure that when a certain vehicle or piece of equipment is due for service. Any unexpected maintenance performed on a vehicle will be also be recorded and saved.

Mind My Assets

(<http://mindmyassets.com/>)

Mind My Assets aims to service small-fleet operators, farmers, councils, commercial operators, and more. The system allows you to keep track of all your asset model & serial numbers, and keep track of equipment-running costs. Mind My Assets also allows you to keep track of office or workshop plant & equipment records.

The Benefits of Telematics

Telematics is a software that allows remote, real-time monitoring and logging of a vehicle's locations and movements. Telematics units provide vehicle speed and location data but also acceleration and deceleration data. They can also be used to track where your vehicles are located at any time, which can be helpful for optimising job allocation and getting your workers to your customers as effectively as possible.

Leading Telematics Solutions

There are a number of Telematics software providers currently available to company car and fleet owners, including the following:

GeoTab

GeoTab allows you to manage driver log reports and vehicle inspection information all from one platform. It also features easy installation so you don't need a technician to install.

Director Fleet Software by Teletrac

Features include mapping of vehicle location, driver status, geofencing, traffic updates, and event replay; instant vehicle and driver information; top-level view monitoring for all your vehicles; a navigation function that gives detailed driving directions.

Telematics by TomTom

TomTom's fleet management system offers real-time vehicle tracking with instant alerts, fleet optimisation, dynamic communication between your mobile workforce^[19] and offices, encouragement of green and safe driving, and business software integration.

06 How to Launch and Introduce the Fuel Card Program to Employees and Get Their Buy-In



If you decide to rollout a new fuel card program or improve your current program, communication will be critical.

As with all types of digital transformations and culture change, some employees will be uneasy, or even resistant, to this change. Some might feel they are losing control and they are being “watched”. It is crucial that you assure the drivers that the program is adapted for ease and company efficiency.



Employee Benefits of Using Company-Issued Fuel Cards

1. They will be able to focus on their tasks
2. They don't have to spend from their own pockets or use personal credit cards
3. They don't have to keep receipts and worry about losing them
4. They don't have to submit lots of paperwork and expense reports and wait to be reimbursed (which could take time)

To rally your team and get their genuine support, basic education and training are essential to prevent potential issues. The most effective way to do this is through a transparent top-down training. Start with your management team and then your fleet team. This way, everyone is knowledgeable and accountable.

Step-by-Step Guide to Launching and Introducing a Fuel Card Program

- 1** Prepare for the launch by gathering the necessary data: driver's personal data, car registration numbers, etc.
- 2** Send out an email to your employees that explains the new program and its launch date.
- 3** Distribute the fuel card pack, which would likely include the card and the fuel company's starter pack.
- 4** To make the training and transition more engaging, use existing content and marketing from the fuel card company to effectively demonstrate the "how-to" and the policies.
- 5** Follow this up with an email to confirm everyone concerned has received their packs.
- 6** Anticipate concerns, questions, and clarifications. Send out an email enumerating these queries to ensure that everyone is on the same page and they are confident of the program. Automotive Fleet^[20] provides a sample set of questions that could arise.
- 7** Ensure that the people who pay the bills know what to expect and have the tools they need, like access to online account management portals and training on how to reconcile and validate accounts.
- 8** Have your employees acknowledge that they understand the rules and policies in place and that they will abide by them.
- 9** Upon hiring new drivers, take the time to go over the fleet policies with them and have them sign a document to show they acknowledge these rules and observe them.
- 10** Provide tools that help people know where they can refuel and encourage them to look for refuelling points on their common routes (e.g. by getting them to download motorist apps or fuel finder tools from their chosen provider).

How to Make the Transition to the New Fuel Card Program Easier for Your Team

There may be members who will be quite resistant to participate in the change. To encourage your team towards compliance, here are a few of our suggestions.

Gamify it.

Run a fuel efficiency competition using the mileage and fill data from the fuel card to encourage the drivers to give odometer readings and utilise their fuel card at every fill.

Enforce accountability.

Don't deal with first-time offenders or neglectful team members lightly. In order to experience the full benefits of the new program, members of your team need to use the system correctly and be mindful of the repercussions. You or your fleet manager should regularly check your drivers' performance by reviewing data gathered by the vehicle telematics and fuel fleet card.

Set performance goals.

One of the ways to neutralise resistance and encourage participation is to frame the fleet card as an opportunity for drivers to improve their own skills. Telematic and fuel card data can help drivers identify their habits that contribute towards inefficient driving.

Updating Fleet Policies

It's a good practice to regularly update your fleet policies or procedures based on business need. Should you make updates, your team needs to be informed to avoid resistance.

07 Conclusion

There are several ways to save on costs through a well-managed fleet, but it does take some extra work. The most important step is to make sure that every member of your fleet is fully aware of company policies to prevent abuse and potential problems in the system.

Once you have all of these processes in place, it shouldn't take long before you start experiencing the positive effects of optimising your fleet for maximum efficiency. If you've felt like you lost control over how you managed your fleet in the past, implementing some of these ideas will help you regain control, tighten the reins, and take charge so you can achieve all your goals and have a well-maintained fleet that your company can enjoy for many years to come.

08 Sources

<http://www.fleetfinancials.com/channel/fuel-management/article/story/2010/01/how-to-audit-fleet-fuel-invoices.aspx>

<https://www.nfib.com/content/resources/money/managing-fuel-costs-66870/>

<https://www.shrm.org/resourcesandtools/tools-and-samples/hr-qa/pages/whatshouldweconsiderwhenamendingcompanyolicies.aspx>

<https://www.orionfi.com/7-ways-to-save-money-running-your-fleet/>

<https://www.pfleet.com/blog/10-reasons-your-business-can-benefit-from-fleet-cards>

<http://www.fleetfinancials.com/channel/fuel-management/article/story/2010/01/how-to-audit-fleet-fuel-invoices.aspx>

<http://www.trakglobalgroup.com/us/why-do-company-cars-remain-the-most-desirable-perk-and-are-employees-expecting-too-much/>

<https://www.canstarblue.com.au/vehicles/fuel/fuel-cards/>

<https://www.nfib.com/content/resources/money/managing-fuel-costs-66870/>

<https://www.inc.com/drew-hendricks/organisations-are-paying-around-25-more-than-necessary-on-fuel-and-mileage-expen.html>

<http://www.automotive-fleet.com/channel/fuel-management/article/story/1999/02/how-to-implement-a-fuel-card-program.aspx>

<http://oaaa.org/>

<http://www.b2bmedia.com/research>

<http://www.automotive-fleet.com/channel/gps-telematics/news/story/2017/10/survey-fleets-are-investing-in-technology-to-reduce-costs.aspx>

[https://www.ato.gov.au/General/Fringe-benefits-tax-\(FBT\)/](https://www.ato.gov.au/General/Fringe-benefits-tax-(FBT)/)

Viva Energy Australia Pty Ltd (“Viva Energy”) has compiled this ebook for your general information and to use as a general reference. Whilst all reasonable care has been taken by Viva Energy in compiling this ebook, Viva Energy does not warrant or represent that the information in the article is free from errors or omissions or is suitable for your intended use.

Where information, recommendations, opinions or ideas have been sourced from third parties external to Viva Energy (Third Party Information), Viva Energy cannot be certain that the Third Party Information is accurate, current or complete, nor should a mention of any business, product, service or website of a third party be taken as a recommendation, approval or endorsement of, or warranty or claim regarding, that business, product, service or website.

This ebook may contain links to websites controlled or offered by third parties. These links are provided for your information only; by providing a link, Viva Energy is not endorsing, approving, recommending or making any warranty or claim regarding the products, services or information contained on the websites, or the owner or operator of the websites. If you use or rely upon the information contained on third party websites, you do so solely at your own risk and Viva Energy will not be liable for any products or services offered (or their failure) or any information published on such websites or for the owners or operators of these websites (or their conduct).

This document contains material including text, photographs and other images and sound, which is protected by copyright and/or other intellectual property rights. All copyright and other intellectual property rights in this material are either owned by a Viva Energy company or have been licensed to it by the owner(s) of those rights so that it can be used in this document.

This document also contains trade marks, including the marks “Viva Energy” and “Shell”. All trade marks included in this document belong to a Viva Energy company or have been licensed to it by the owner(s) of those trade marks for use in this document.

You may:

- access any part of this document;
- download a copy of this document for your own personal reference;
- print off one copy of any or all of the pages for your own personal reference.

You may not:

- copy (whether by printing off onto paper, storing on disk, downloading or in any other way), distribute (including distributing copies), broadcast, alter or tamper with in any way or otherwise use any material contained in this document except as set out under “You may” above. These restrictions apply in relation to all or part of the material in this document;
- removing any copyright, trade mark or other intellectual property notices contained in the original material from any material copied or printed from this document;
- link to this document;

without our express written consent.

If you wish to provide a hypertext or other link to this document, please contact us via our online feedback form with details of:

- the URL(s) of the web page(s) from which you are proposing to link to this document;
- the URL(s) of the web page(s) where you are planning to make this document accessible,

and we will consider your request. It is our decision as to whether we agree to your request and we do not have to do so.