

# Fleet Report Template

GIVE YOUR FLEET THE  
**RECOGNITION** IT DESERVES



**RTA** THE FLEET  
SUCCESS COMPANY

## Fleet Report Template: Give Your Fleet the Recognition it Deserves



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2023 Public Fleet Manager of the Year

### It's human nature—we all want to know that our efforts matter.

In fleet, we often obsess over our assets, data, and logistics, making sure everything runs like a well-oiled machine. But we can overlook a key component of success—the people behind the operations.

That's why I started creating an Annual Fleet Report—showcasing the amazing work my team did, calling out improvements we've made across key areas, and highlighting individuals for their achievements and accomplishments.

Not only did it show the entire organization how much hard work the fleet was doing, but it also gave my team a sense of pride in our work, seeing it all laid out like that.

Compiling monthly, quarterly, or annual reports that capture your fleet's key achievements, awards, and performance metrics provides a powerful way to recognize your team's efforts in a formal, enduring format.

These reports serve not only as a record of operational excellence but also as a tool for motivating employees and

showing stakeholders the real value your fleet brings. These reports provide long-lasting recognition that goes beyond day-to-day praise.

By highlighting major milestones—whether it's a reduction in maintenance costs, improved safety metrics, or successful completion of a major project—you're reinforcing the message that every accomplishment matters.

Don't just focus on operational metrics. Consider incorporating sections in your annual report that highlight your fleet's community or environmental contributions. Whether you've reduced your carbon footprint by adopting eco-friendly vehicles or contributed to a local initiative, showcasing these achievements elevates your team's recognition beyond just the internal success. It demonstrates the broader impact your fleet has on the community and the environment, strengthening your reputation both inside and outside the organization.

In the end, fleet reports and awards give your team something to be proud of for years to come. It's a concrete reminder of what they've accomplished and a testament to their hard work, driving motivation and pride well into the future.

Download a copy of the Fleet Report template and start giving your team the recognition it deserves (I've even included a completed version for a fake organization as an example to get you started).

## Fleet Report Template

### Fleet Department Annual Report Template

#### Department Overview

Not everyone understands our fleet department's integral role or just how far its impact reaches. Begin your annual report with a straightforward overview of what the department does and how it supports the entire organization. This will set the stage for highlighting the key achievements and projects detailed throughout the report.

#### Impact Overview

This section covers the essential performance metrics we tracked throughout the year, showcasing the department's strengths and pinpointing areas for growth. These figures give a clear view of how effective our strategies have been and the overall impact of our operations.

Examples include:

- **Availability / Downtime:** Measures the percentage of vehicles ready for use, highlighting fleet reliability and uptime.
- **Turnaround Time:** Tracks the average time needed to complete repairs and get vehicles back on the road.
- **Stakeholder Satisfaction:** This represents the impact the fleet has on stakeholders (internal and external) using tools like NPS and eNPS surveys.
- **Preventive Maintenance Compliance:** Shows the percentage of scheduled maintenance completed on time, ensuring vehicle reliability and reducing unexpected breakdowns.
- **Safety Record:** Records the number of accidents, incidents, and near-misses, reflecting the success of safety programs and protocols.

#### Major Projects and Initiatives

- **Technology Implementation**  
Describe the adoption of new technologies, such as fleet management software (e.g., RTA Fleet360) and telematics systems. Highlight how these tools have streamlined operations, reduced asset downtime, and improved preventive maintenance compliance.
- **Process Improvements**  
Highlight enhancements in work order management, parts inventory, and fuel management. Include metrics demonstrating reduced turnaround times and increased efficiency, such as faster repair times and improved parts availability.

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## Fleet Report Example

### Fleet Management Annual Report 2024



#### Department Overview

At CityTransit Solutions, our fleet department is the backbone of the entire passenger transit operation. Every day, our team ensures that buses, shuttles, and support vehicles are in top condition, safely transporting thousands of passengers to their destinations across the city. From routine maintenance to route optimization, we handle the complexities of fleet management so the rest of the organization can focus on delivering reliable, on-time service to the community.

Our department's responsibilities include preventive maintenance, parts inventory, fuel management, safety compliance, and real-time asset tracking. By managing these core functions, we work to maximize vehicle uptime, reduce operational costs, and improve overall efficiency. Our goal is simple but essential: to keep our fleet running smoothly so that passengers can reach their destinations safely and on schedule.

Fleet Management Division

Address  
Website  
Phone

#### IMPACT OVERVIEW

**92%**

Vehicle availability rate

**15%**

Reduction in average repair time

**98%**

PM compliance rate

**20%**

Decrease in accidents + incidents

**NPS: 65**

+12pts YoY

**eNPS: 87**

+5pts YoY

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