

# Getting Back on the Road Checklist

## Vehicle Registration & Driver Re-Onboarding

- 1 Resource Access.** Ensure access to fleet resources such as fuel cards and online platforms is re-enabled for returning drivers.
- 2 DOT Driver Qualification.** Ensure DOT driver qualification documents are compliant for new employees and returning furloughed employees.
- 3 Registrations.** Provide in-process letters for drivers whose registrations may be delayed due to DMV closures and backlogs.
- 4 Plan Ahead.** Plan ahead for delays on driver materials, supplies, and telematics installations by requesting them earlier than usual to allow for longer lead times.



## Maintenance

- 1 Vehicle Checks.** Check tire pressure and battery levels of vehicles that have been sitting idle, and service them if needed.
- 2 Vehicle Warranty Checks.** If you are considering extending life cycles and/or PM interval schedules for budgetary purposes, evaluate your fleet's OEM recommendations to ensure that interval extensions do not invalidate vehicle warranties.
- 3 Vehicle Condition.** Create a plan for keeping vehicles in optimal condition to improve desirability in the softer resale market.
- 4 Disinfecting Services.** Contact your FMC for updated information about available disinfecting service providers.



## Vehicle Acquisitions

- 1 Schedule Changes.** Adjust replacement/cycling schedule to align with updated capital constraints.
- 2 Contingency Plans.** Plan now for OTD delays and develop a contingency plan that can be flexible.
- 3 FMC Support.** Ask your FMC about how they are going to help facilitate OTD and orders during reopening. If you have determined additional vehicles are needed to satisfy social distancing requirements, work with your FMC or OEM rep to place factory orders.
- 4 Additional Vehicles.** Look into short-term leasing and rentals for filling gaps left by OTD delays.
- 5 Options for Delays.** Look into short-term leasing and rentals for filling gaps left by OTD delays.



## Safety Policy Updates

- 1 Safety Best Practices.** Ensure that your current driver policy aligns with recommendations offered through the CDC and Department of Labor website.
- 2 Protocol Review.** Update protocols for job site transportation.
- 3 Safety Equipment.** Provide drivers with masks, gloves, and hand sanitizer.
- 4 Alternate Transportation.** Equip drivers with alternate transportation information in case of breakdown, as tow providers may require separate transportation.
- 5 Pool Vehicle Policies.** If you are using pool vehicles, consider limiting the group of drivers who share the vehicle.
- 6 Accident Protocols.** Communicate with drivers to maintain a safe distance and electronically exchange information with the involved party in the case of an accident.
- 7 Policy Communication.** Post any new or updated safety and disinfection protocols in a clearly visible location and send updates to drivers and employees via email.



## Budgeting & Planning

- 1 Collaboration on Updates.** Work with your finance team and internal stakeholders to update budget and forecasting.
- 2 Options for Cash.** Reach out to your fleet management provider about extending amortization terms through sale and leaseback if you need cash but also need to retain your vehicles.
- 3 Personal Use.** Re-analyze and update personal use budgeting according to driver behavior.
- 4 Fuel Plan.** Update fuel gallon consumption in budgeting and forecasting activities.
- 5 Volume Increase.** Plan and budget for increased fuel consumption in case volume temporarily increase due to playing catch up with delayed business operations.



## Vehicle Remarketing or Disposal

- 1 Strategy Updates.** Adjust remarketing strategy to account for slower sales and lower sale prices.
- 2 Cash Options.** Sell idle, underutilized, or surplus vehicles with positive equity if you need to find cash flow.
- 3 Disinfecting.** Make sure to disinfect all vehicles before pickup.

