

# 2015 Fleet Planning Checklist

## JANUARY

- Review current model year (MY) orders placed versus Manufacturers' CAP Tier program to optimize your CAP incentives
- Remember to check Build Out Startup Dates and Production Updates (Bookmark this page for quick access: <http://www.donlen.com/build-out-start-up-dates.aspx>)
- Make sure your selectors are up to date before ordering
- Begin ordering for Spring delivery (if you have two order cycles)
- Be aware of the strong used car market for Spring cycle

## FEBRUARY

- Analyze replacement forecast to ensure no vehicles with high mileage were missed
- Place final orders for the MY
- Remember to check Build Out Startup Dates and Production Updates (Bookmark these pages for quick access: <http://www.donlen.com/build-out-start-up-dates.aspx> and <http://www.donlen.com/updates.aspx>)
- Review Q1 B&P for missing mileage to ensure driver compliance

## MARCH

- Final review of replacement forecast to ensure no vehicles were missed
- Run report of current MY orders and verify against Manufacturers' CAP Tier program
- Keep an eye on Build Out Startup Dates and Production Updates
- Review current fleet policy for any changes or updates

## APRIL

- Begin negotiations with manufacturers for next MY CAP's program
- Prepare for Fall ordering cycle by analyzing replacement reports
- Utilize Donlen's Lifecycle Analysis Tools and Vehicle Optimization Model™ to plan for next year's vehicle selection
- Run a missing plates or plate expiration report to ensure database is up to date

## MAY

- Finalize manufacturers' CAP program prior to ordering Fall cycle
- Finalize vehicle replacement forecast for Fall ordering cycle
- Set up selectors for the new model year
- Review B&P for drivers missing mileage to ensure driver compliance
- Send your updated fleet policy to be uploaded into DonlenDriver®

## JUNE / JULY

- Finalize selectors
- Begin ordering the Fall cycle for September/ October delivery

## AUGUST

- Review these FleetWeb® reports to ensure your fleet is running at its optimum performance and your database is up to date:
  - Operator Costs Report
  - Overdue for PM Report
  - B&P Report
  - Vehicle/Driver Inventory Report
  - Missing Plate and Expiration Report

## SEPTEMBER

- In preparation for October 31 year end, run a B&P Missing Mileage Report to ensure driver compliance

## OCTOBER

- Review B&P for missing mileage to ensure driver compliance for year-end cut off
- Run Exception Report for missing plates or plate expiration

## NOVEMBER

- Prepare for Spring order cycle by analyzing the replacement forecast report
- Remind drivers that they only have until November 15th to report their final mileages
- Review the Manufacturer Holiday Schedule close

## DECEMBER

- Run Exception Report for missing plates or plate expiration
- Prepare for your annual DMVR
- Finalize vehicle replacement forecast for Spring ordering cycle



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