

# FleetMentor's Business Planning

*FleetMentor's Business Planning area provides the fleet manager with tools for improving their overall operation and bottom line.*

The screenshot displays the FleetMentor web application interface. At the top, there is a navigation bar with the logo and links for Admin, Search, Contact Us, Help, and Logout. Below this is a secondary navigation bar with tabs for TOOLBOX, LEARNING CENTER, TOPIC INDEX, REFERENCE, and SEARCH. The main content area is titled 'TOOLBOX' and contains a sub-header 'Tools for decision-making, recordkeeping, and managing all aspects of your operation.' The interface is divided into several sections: 'Company Info' (Company Profile, Employee List, Vehicles & Equipment), 'Info Exchange' (Calendar, Personalize), 'Operations' (Business & Planning, Equipment, Maintenance Costs), 'Personnel' (Qualification & Training, Hiring & Retention, Drug & Alcohol Testing, Performance Evaluations), and 'Safety' (DOT/OSHA Recordkeeping, Hazardous Materials Management, Audits & Wizards). A callout box highlights the 'Business & Planning' section.

**Business & Planning**

- Company Profile (with MCS-150)
- Policy & Procedure Handbooks
- Cost of Operations
- Fuel Cost Calculator
- Rates Calculator
- Customer Master

## Policy & Procedure Handbooks

The screenshot shows the 'POLICY & PROCEDURE HANDBOOKS' section. It includes a description: 'The handbook policy templates provided here can be fully customized to meet your operation's needs. Use each handbook as is, or customize them further by adding policies and procedures important to you.' Below this is a 'Create Handbook' button and a list of handbook templates with 'View/Create' links. The list includes: Accident Investigation for the Driver, Company Safety Handbook, Dispatch Operations (NEW), Driver Handbook, Driver Recruiting and Retention, Drug & Alcohol Testing, Equipment and Maintenance Handbook, Hazardous Materials Handbook (NEW), Hours of Service - Passenger Vehicles, Hours of Service - Property-Carrying Vehicles, Workplace Security Handbook, and Your Custom Built Handbooks.

**POLICY & PROCEDURE HANDBOOKS**

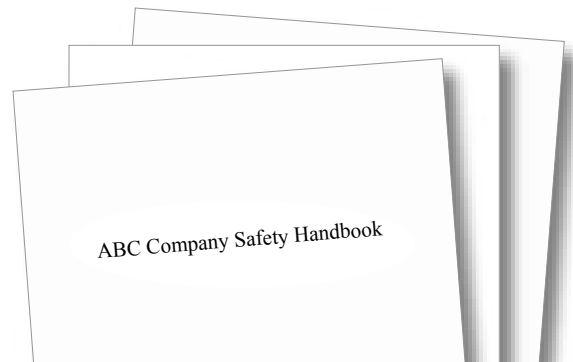
The handbook policy templates provided here can be fully customized to meet your operation's needs. Use each handbook as is, or customize them further by adding policies and procedures important to you.

To view the contents of a handbook template, click the View/Create links below. Click the template titles to show or hide the handbooks you've already created.

> Create Handbook

Handbook Templates

- Accident Investigation for the Driver [View/Create](#)
- Company Safety Handbook [View/Create](#)
- Dispatch Operations **NEW** [View/Create](#)
- Driver Handbook [View/Create](#)
- Driver Recruiting and Retention [View/Create](#)
- Drug & Alcohol Testing [View/Create](#)
- Equipment and Maintenance Handbook [View/Create](#)
- Hazardous Materials Handbook **NEW** [View/Create](#)
- Hours of Service - Passenger Vehicles [View/Create](#)
- Hours of Service - Property-Carrying Vehicles [View/Create](#)
- Workplace Security Handbook [View/Create](#)
- Your Custom Built Handbooks [View/Create](#)



FleetMentor® provides you with handbook templates for creating comprehensive and best in industry transport operations policies. The templates can be fully customized to meet your operation's specific needs.

## Cost of Operations

**ENTER MONTHLY COSTS**

Calculate Save Cancel

**Cost Information**

Enter annual miles driven:

**Fixed Costs** Add

Monthly Cost

Payments

Truck

Trailer

Property

Facility

**Insurance**

Collision/Comp

Bobtail

Cargo

Occupational accident/Workers' Comp

Health

**License & Permits**

Licenses

Permits

**Professional Services**

Accounting

Legal Fees

**ABC SAMPLE Company**  
 Cost of Operations - 03/10/2008  
 Based on Annual Miles Driven: 120,000

Fixed Costs	Monthly Cost	Annual Cost	Cost per Mile
Payments			
Truck	1,675.00	18,850.00	0.158
Trailer	600.00	7,200.00	0.060
Property	0.00	0.00	0.000
Facility	400.00	4,800.00	0.040
Insurance			
Collision/Comp	368.00	4,380.00	0.036
Bobtail	66.00	792.00	0.006
Cargo	115.00	1,380.00	0.012
Occupational accident/Workers' Comp	126.00	1,500.00	0.012
Health	600.00	7,200.00	0.060
License & Permits			
Licenses	216.00	2,592.00	0.022
Permits	42.00	504.00	0.004
Professional Services			
Accounting	100.00	1,200.00	0.010
Legal Fees	40.00	480.00	0.004
Payroll/Wages			
Support Personnel	2,093.00	24,996.00	0.208
Taxes			
Property	0.00	0.00	0.000
Business/Corporate	0.00	0.00	0.000
<b>Total Fixed Costs</b>	<b>\$4,516.00</b>	<b>\$54,480.00</b>	<b>\$0.452</b>
<b>Variable Costs</b>			
Gasoline			
Accident	0.00	0.00	0.000
Cargo	0.00	0.00	0.000
Fines	0.00	0.00	0.000
Equipment & Maintenance			
Tires	166.67	2,000.04	0.017
Maintenance	389.66	4,675.92	0.039
Repairs	208.33	2,499.96	0.021
Truck Wash	167.00	2,004.00	0.017
Fuel Costs			
Tractor	6,760.00	81,000.00	0.676
Trailer	1,000.00	12,000.00	0.100
Operational			
Loading/Unloading	0.00	0.00	0.000
Loading	0.00	0.00	0.000
Meals	600.00	7,200.00	0.060
Recales	40.00	480.00	0.004
Telephone	100.00	1,200.00	0.010
Tolls	250.00	3,000.00	0.025
Taxes			
Fuel	67.00	804.00	0.006
Road	48.83	585.96	0.005
Federal (Payroll)	2,100.00	25,200.00	0.210
<b>Total Variable Costs</b>	<b>\$10,974.48</b>	<b>\$131,485.88</b>	<b>\$1.10</b>
<b>Driver Income</b>	<b>4,000.00</b>	<b>48,000.00</b>	<b>0.40</b>
<b>Total Cost of Operation:</b>	<b>\$21,190.48</b>	<b>\$254,266.88</b>	<b>\$2.12</b>

FleetMentor's Cost of Operations feature helps you to accurately calculate your overall cost of operations and the profitability of your company. You can use the results to assist you in making critical business decisions such as planning, forecasting, determining freight rates, making equipment purchasing decisions, and establishing minimal operating benchmarks.

## Rates Calculator

**ABC Sample Company**  
Rate Sheet

Date: April 23, 2008  
 Miles per trip: 3000  
 Customer: Customer Company Name

Contact: John Smith  
 Location type: Pick-up  
 Region: New England

**Base Rate**

Cost of operation:  
 Desired profit margin:  
 Desired growth rate:

**Rate Adjustments**

Volume:  
 Loading/unloading:  
 Location/traffic lanes:  
 Deadhead:  
 Detention:  
 Overdimensional:

Rate Sheet details: None

**ABC Sample Company**  
Quote Sheet

Date: April 23, 2008  
 Customer: Customer Company Name

Contact: John Smith  
 Location type: Pick-up  
 Region: New England

Miles per trip: 3000  
 Rate per mile: \$2.205  
 Quoted shipping cost: \$6,615.00

Quote details: Any additional quote notes are displayed here.

FleetMentor's Rates Calculator helps you quickly determine charge rates and trip revenue based on your operational costs, desired profit margin, and growth rates. You can also print rate and quote sheets based on your calculations and output.

In addition to these tools, the Business Planning area of FleetMentor offers you a **Customer Master** for tracking operational information such as lead times, delivery windows, detentions, and the number and cost of claims filed. Tracking this information provides you the ability to make more informed decisions with regard to your customers and customer relationships.

Improve your overall operation and bottom line with J. J. Keller's FleetMentor®. [Sign up for a free, 30-day trial today!](#)