

Transitioning from a Fleet Vehicle Program to Individualized Mileage Reimbursement

A checklist for business leaders looking to move from company-provided vehicles to mileage reimbursement for personally-owned vehicles.

Transitioning from a fleet vehicle program offers significant benefits for companies. Business leaders reduce costs, decrease risk and liability, save time on administration, reimburse employees tax-free and give them the flexibility to drive the vehicle of their choice. It's a win-win for everyone in the business.

Before implementing a new mileage reimbursement program, it's important for businesses to document all the tasks and responsibilities necessary to ensure a successful transition. After outlining a plan, follow this checklist to get started with a fleet transition:



Audit existing fleet program

Consider all the costs associated with providing, maintaining and administering a fleet program beyond monthly lease payments or bank fees. As part of this, verify mobile employee headcount to find out how many employees will require mileage reimbursement for their personally-owned vehicles.



Calculate vehicle program savings

Determine how much your company will initially save when you eliminate the capital expenses associated with owning and managing fleet vehicles. Then, begin thinking about [how to re-invest these savings](#) back into other areas of the business.



Identify vehicle policy requirements

Take the time to document your requirements for things like insurance, vehicle types and accident reporting in a formal company vehicle policy. This will help your drivers remain accountable when moving from a company-provided vehicle to their own personal vehicle.



Choose a fleet disposal process

Consider your options for disposing of your fleet vehicles. You can work with your fleet management provider to return leased vehicles, adhere to their buyout process for company-owned vehicles or provide a buyout option to employees.



Set end dates for fuel cards

Align the timing of disposing your company-provided vehicles with the removal of fuel cards. Some companies choose to offer fuel cards after the disposal date to provide a benefit to employees during the transition process.



Determine transition window

Your business might require a rolling start date if you have leased vehicles, for example. You can also set a collective start date, if so, build in enough time for all employees to be part of the process — this will depend on the size of your mobile workforce.



Schedule employee training

Outline the roll-out process to employees and schedule a training session to educate your team on the process. The training should also communicate the benefits of the new program, including the flexibility to drive their own vehicle for work and the elimination of year-end tax reporting for the employee.

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Using Motus has
**improved our relationship with
our most important employees,**
those who are out servicing our customers.

Motus assures they are
**reimbursed properly
for all the miles they log.**

— IT Project Manager, Medium Enterprise Food Company

Source: Techvalidate

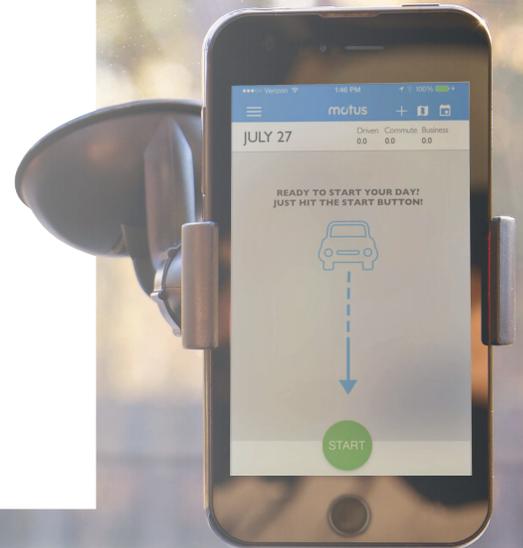


Next steps

There are a number of decisions to consider when making this type of change across your organization. There's good news — Motus is here to help you make the transition as seamless as possible for you and your team.

How?

Motus automatically monitors and enforces your internal vehicle policy for requirements such as vehicle age, vehicle price and vehicle insurance. We also coordinate the initial transition, conduct program training, ensure ongoing compliance and update reimbursement rates as needed. With Motus, you can easily [identify high-risk drivers](#) and conduct tailored training to correct their driving behavior.



Rest assured your fleet transition goes smoothly with Motus.

Get Started with Motus