

Fleet fuel spend audit checklist



Fuel budgets can easily overrun when small leaks compound. Siloed fuel data that's subject to manual reconciliation can make these leaks hard to spot. Use this checklist to gain control over one of your greatest operating costs.



New vehicle setup in the fleet management system

Log the vehicle's tank size: This allows for fuel transactions to be cross-referenced against tank capacity.

Log the vehicle's fuel type: This allows for fuel transactions to be cross-referenced by fuel type.



Verification of individual fuel transactions

Amount of fuel added vs. the asset's registered tank size: Flags impossible fill-up amounts for further investigation.

Type of fuel added vs. the asset's designated powertrain: Helps identify driver error or potential misuse to avoid costly engine repairs.

Fuel purchase location vs. the asset's tracked GPS location: Helps identify off-route fueling for further investigation.

Fuel purchase times align with designated shift patterns: When GPS location is not available, this can flag transactions that occurred outside of standard operating hours.



Regular checks

Fuel card assignments (weekly): Ensure that each fuel card is assigned correctly to each driver and asset.

Standard operating times (monthly): This enables fuel transactions to be cross-referenced against operating hours.



System improvements

Automatically flag anomalous transactions: Manual reconciliation makes small leaks hard to spot. Use Geotab's Fuel Transactions report to automatically flag these transactions for further investigation.

Centralize transaction data: By removing data silos, fuel spend data is transformed into actionable insights for data-driven decisions and long-term sustainability.

Sort data into groups: Grouping by time range, assignment status, potential issue type, cost, fuel type and archived assets helps you quickly find exact trends and specific transactions.



Additional ways to lower fuel costs

Monitor idling rates: An idling engine burns fuel while contributing zero work. Use tools like MyGeotab's Weekly Idle Cost Report to identify the worst offenders.

Eco driver training: Driving behavior is one of the most influential factors in fuel consumption. Use tools like Geotab's Driver Safety Scorecard to track the KPIs that influence fuel economy.

Improve vehicle fuel economy: Monitoring tire pressures and implementing predictive maintenance can significantly improve each vehicle's fuel efficiency, lowering fuel costs.

Optimize routes: Use dynamic routing software such as [Geotab's Routing and Optimization solution](#) to reduce unnecessary mileage and improve service delivery.

Take action to protect your fuel budget today. See how [Geotab's Fuel Transactions solution](#) connects your fuel card data to your vehicle data – so every item on this list is truly actionable.