

Fuel cost planning checklist for commercial fleets

Build resilience against rising prices, fuel fraud, and unpredictable markets.



Whether you're managing a handful of vehicles or a large service fleet, this checklist will help you take control of fuel expenses and prepare for cost fluctuations—**before they impact your bottom line.**



Assess your current fuel speed

- ☐ Review monthly fuel usage by vehicle and driver
- ☐ Identify trends in spend over the last 6–12 months
- ☐ Benchmark fuel cost as a percentage of total operating expenses
- ☐ Calculate the financial impact of a \$0.25, \$0.50, or \$1.00/gallon increase



Set fuel budget goals

- ☐ Define cost-per-mile or cost-per-job fuel targets
- ☐ Create a best-case, base-case, and worst-case budget scenario
- ☐ Establish a maximum monthly fuel spend threshold
- ☐ Allocate buffer funds for unexpected price surges



Implement cost controls

- ☐ Use fuel cards with spending limits and purchase restrictions
- ☐ Set rules around time-of-day and product-type purchases
- ☐ Enable Level III data reporting for full purchase visibility
- ☐ Regularly audit transactions for anomalies or off-policy use



Improve efficiency with telematics

- ☐ Monitor idle time and reduce it across the fleet
- ☐ Analyze routing data to optimize drive time and reduce fuel waste
- ☐ Track aggressive driving behavior (e.g., speeding, hard braking)
- ☐ Schedule preventive maintenance to sustain fuel efficiency





Prevent fuel theft and fraud

- ☐ Assign unique PINs or driver IDs to fuel cards
- ☐ Enable real-time alerts for off-hours or excessive fueling
- ☐ Review exception reports weekly
- ☐ Train drivers on acceptable fueling behavior and fraud risks



Leverage vendor partnerships

- ☐ Enroll in fuel rebate programs based on volume
- ☐ Use a fuel network with widespread, in-network access
- ☐ Explore bundled service or maintenance savings with trusted partners



Revisit and adjust regularly

- ☐ Review fuel data and KPIs monthly
- ☐ Re-forecast budgets quarterly or when fuel prices spike
- ☐ Update fueling policies annually or as fleet size changes
- ☐ Communicate changes clearly with your team

Bonus tip

Find a fuel provider that links your fuel card and telematics systems to get unified reporting and deeper insights into cost-saving opportunities.



Need help planning fuel costs or optimizing your fleet's spend?

Let's talk: www.wexinc.com

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