# Questions to consider while planning a low-emissions fleet action plan

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| **How to use this resource** | Use these questions to help you complete an in-depth analysis of your vehicle requirements. Feel free to copy them into your own templates and use them as a primer for considering various areas.  |
| **Context** | Refer to the low-emission vehicle guidance. |

Analyse your fleet

 A good analysis should consider these questions:

* How many vehicles do you have, and what are their makes and models?
* What is the overall emissions profile of your fleet? (available on the Emissions Dashboard: [Reducing government fleet emissions](https://www.procurement.govt.nz/broader-outcomes/reducing-emissions-and-waste/reducing-government-fleet-emissions/))
* What’s the average trip distance?
* What times of the day are they out?
* Are there vehicles that are not being used?
* Location of vehicles? Are they where they are needed?
* What are the health and safety requirements in your fleet?
* Which are pool cars vs individuals?
* What is their maintenance programme?
* What are the insurance arrangements?
* Are there specialised vehicles eg 4WDs?

## Know your people and their travel

 It is critical to make sure you optimise your fleet and also consider the best way to meet your people’s needs.

* Who are the people using them?
* What are their role types? Why do their roles need to travel?
* Where are they located?
* Is their travel long distance, remote or urban?
* Is their travel off road?
* Do they have specialised needs? Eg towing capacity, 4WD?
* Have the specialised needs been tested recently to determine they are still required?
* Do they take the cars home? Why is this?
* Are they assigned a car as part of their role or do they use a pool car?
* What is your travel policy? Is compliance an issue? Does it need to change?
* Are there any plans to make changes to roles that may impact future demand?

## Analyse how your business is currently set up regarding vehicles

* Is there an existing workplace travel plan in place?
* Do you provide driving training to your staff?
* Are there existing issues with the current fleet arrangements?
* Is Fringe Benefit Tax currently addressed if staff take vehicles home?
* What Alternate Mobility Schemes are in place already?
* Are staff encouraged to reduce travel eg through video conferencing, better coordination of meetings?