**PERIOD TRANSPORT REPORT**

**About this tool:** This tool is designed to enable transport officers to compile their driver’s log sheet data and calculate certain Key Performance Indicators such as fuel utilisation, running cost per kilometre, and utilisation.

**Location: Period: Year:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number of Vehicles:** | |  |  | | **Fuel Type:** | | |  | |
| **Number of Days In Period:** | |  |  | | **Fuel Cost Per Litre:** | | |  | |
|  |  |  |  |  |  | | |  |  |
| **Vehicle Registration No.** | **Allocated To** | **KM Travelled in Period** | **Fuel Used Litres** | **Fuel Utilisation**  **Km/L (A/B)** | **Availability Days** | | | **Cost of Maintenance** | **Running Cost Calculated Per Km** |
| **Used** | **Garage** | **Idle** |
|  |  |  |  |  |  |  |  |  |  |
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| Total (A) |  | Total (B) | Total (C) |  | Total (D) | Total (E) | Total (F) | Total (G) |  |

**Fuel Utilisation**

|  |  |  |
| --- | --- | --- |
| **TOTAL KM TRAVELLED (B)** |  | KM |
| **TOTAL FUEL USED IN PERIOD (C)** |  | LITRES |
| **AVERAGE FUEL UTILISATION OF VEHICLES:**  **(B) DIVIDED BY (C) = (H)** |  | KM/LITRE |
| **AVERAGE COST OF FUEL PER KM:**  **FUEL COST/LITRE DIVIDED BY (H) = (I)** |  | COST/KM |

**Maintenance Cost**

|  |  |
| --- | --- |
| **TOTAL COST OF MAINTENANCE (G)** |  |
| **AVERAGE COST OF MAINTENANCE PER KM**  **(G) DIVIDED BY (B) = (J)** |  |

**Running Cost for Period**

|  |  |
| --- | --- |
| **PERIOD AVERAGE PER KM (I) + (J) = (K)** |  |
| **PERIOD TOTAL (K) x (B) = (L)** |  |
| **PERIOD BUDGET = (M)** |  |
| **BUDGET VARIANCE = (M) – (L)** |  |

**Vehicle Availability and Utilisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **THEORETICAL VEHICLE DAYS**  **DAYS IN PERIOD MUTIPLIED BY (A) = (N)** |  |  | Total Days |
| **TOTAL NO. OF DAYS VEHICLES AVAILABLE (N) – (E) = (O)** |  |  | Days Available |
| **PERCENTAGE AVAILABILITY (O) DIVIDED BY (N)** |  | x100 | % Available |
| **PERCENTAGE UTILISATION (D) DIVIDED BY (O)** |  | x100 | % Utilised |

|  |  |
| --- | --- |
| **NEEDS SATISFACTION**  NO. TRIPS MADE  DIVIDED BY  NO. TRIPS REQUESTED  **x 100 % =** | |
|  | **%** |