CalAmp®

FleetOutlook 360:
Where Knowledge Takes Action

Reducing Idle Time Using FleetOutlook

FleetOutlook®

CalAmp's FleetOutlook 360 is a comprehensive approach to leveraging your FleetOutlook investment for maximum value.

The process of optimizing your fleet takes a steady flow of information. The more you know, the more you can do. FleetOutlook has the tools and technology that let you approach improving your business from all sides. Build operational efficiencies. Eliminate waste. Improve driver awareness and safety. Implement best business practices. Spend less. Earn more.

When you can see your fleet operations from every angle, the possibilities are endless.

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INTRODUCTION

Fleet idle time translates into significant costs for your company. Idle time is impacted by several factors, the most important being your drivers' daily habits as they perform their jobs. As a CalAmp customer, you have access to valuable tools and methods using FleetOutlook to immediately reduce idle time and positively impact your bottom line.

OBJECTIVES

- Understand the cost of idle time
- Understand ways to monitor idle time using FleetOutlook
- Create real time idle alerts
- Set up an Idle Dashboard
- Create and save an Idle Report
- Schedule reports for automatic delivery
- Learn best practices for reducing idle time

COST OF IDLE TIME

By effectively monitoring and then reducing idle time for your entire fleet, you can recognize a cost savings in excess of $50 per vehicle per month.

The industry standard states that each hour of idle time equals the waste of one gallon of fuel. Specific costs vary based on vehicle makes and models, manufacturing dates and engine types.

One CalAmp customer measured their fuel savings based on the amount of fuel purchased before and after the company wide reduction initiative. The goal they set for the fleet was 20 minutes of reduced idle time a day per vehicle. The results for an entire year showed that they reduced the fuel purchased for each of their vehicles by an average of 19.17 gallons a month.

NOTE: While temperatures may vary, habits don't. Seasonal temperature changes do have a small impact on the overall idle numbers of a fleet, but the impact is minimal compared to the drivers' habits.

FLEETOUTLOOK IDLE TOOLS

Idle monitoring is an integral part of the FleetOutlook system. There are two types of FleetOutlook idle tools that are used to reduce fleet idle time: active and passive.

ACTIVE TOOLS: Active tools consist of several real time idle alerts. FleetOutlook can send real time idle alert notifications such as emails, text messages and FleetOutlook user interface (UI) messages when a specific vehicle exceeds the maximum allowed idle time (i.e. Vehicle 123 Idle Alert > 15 minutes). Alerts can be assigned to groups of vehicles, types of vehicles, individual vehicles, groups of drivers, or individual drivers. Specific allowable idle times can be defined for each monitored group. Care should be taken when setting allowable idle times to avoid excessive alerts.

Active alerts are excellent tools for allowing mobile employees to monitor the work force.
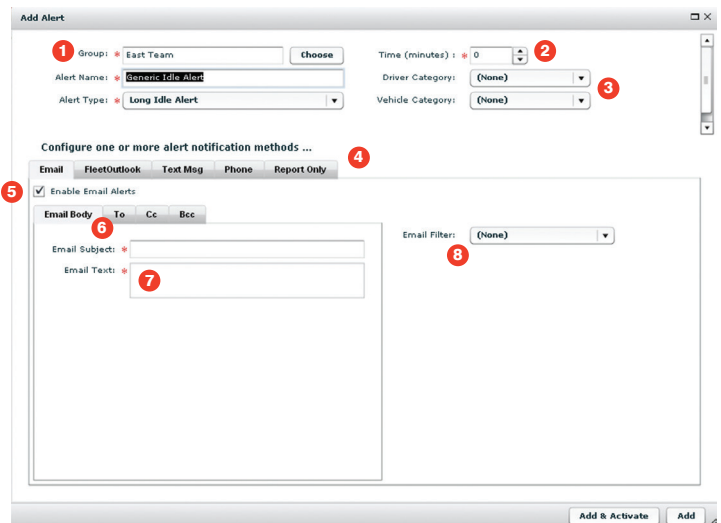
PASSIVE TOOLS: The Dashboard and Report tabs available in FleetOutlook can also be used to set up idle monitoring. Each produces a graphical overview of available data. These graphs can be analyzed by different levels of management.

A more in-depth overview of each tool is discussed below.

IDLE ALERTS

You must log into the FleetOutlook Administrator portal to set up idle alerts. If you do not have Administrator access please contact your FleetOutlook system administrator to obtain it. Alerts are located on the Alerts tab. Once you are logged into the FleetOutlook Administrator portal, complete the following steps to set idle alerts:

1. On the Inactive Alerts sub-tab click "ADD."
2. In the "add alert box" choose the group to assign the alert. Alerts will be applied automatically to all vehicles in both the selected group and also to the sub-groups.
3. Input an Alert Name. This should be a name that is easily identifiable such as "All Vehicles 15 Minute Idle."
4. Select the "Long Idle Alert."
5. Input the Time in Minutes.
6. Select a Driver or Vehicle Category. These are user-defined fields located in the Driver or Vehicle tab in FleetOutlook Administrator. They are available but not required.
7. Select Notification Type (email, FleetOutlook, text message, report only). The FleetOutlook notification will display on the Vehicle Summary and Vehicle Breadcrumb tabs.
8. Add and Activate the alert.

1. Choose the Group 2. Define the Maximum Time 3. Select a Specific Driver, Vehicle, Driver Group or Vehicle Group 4. Enable Other Notification Types 5. Enable Emails

Contact Client Services to join one of our online training sessions for further information on alerts. You can also use the HELP button located on the top right of FleetOutlook or FleetOutlook Administrator for additional assistance.
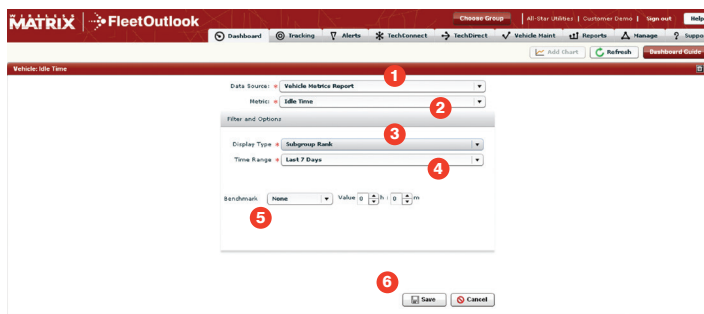
DASHBOARD

The dashboard offers four main options to graphically monitor idle time.

1. **Data Source Monitored:** The data source option produces both vehicle and driver metrics for your entire fleet.
2. **Idle Metric Monitored:** The idle metric option graphically displays the following:
   a. Idle time as a percentage of total engine time
   b. Idle time per stop
   c. Idle time per day
   d. Idle time per trip segment
3. **Display Type:** The display type option allows for the following:
   a. Group trends
   b. Sub-group trends
   c. Driver or vehicle ranks
4. **Time Range:** The time range option allows you to select the following three time periods for reporting:
   a. Last 7 days
   b. Last 30 days
   c. Last 12 months

The Dashboard allows all users to easily see the metrics achieved by the fleet, sub-groups and drivers. These can be exported and displayed to show results by completing the following steps:

1. Select Data Source.
2. Select the Metric (idle time).
3. Select the Display Type (group trend, subgroup ranks, or driver rank).
4. Select Chart Time Frame (7 days, 30 days, or 12 months).
5. Add a Benchmark.
6. Save and display.

1. Select Data Source 2. Select the Metric 3. Select the Display Type 4. Select Chart Time Frame 5. Add a Benchmark 6. Save and Display

Contact Client Services to join one of our online training sessions for further information on the Dashboard. You can also refer to the FleetOutlook User Guide located on the Support tab or use the Dashboard Users Guide on the Dashboard tab.
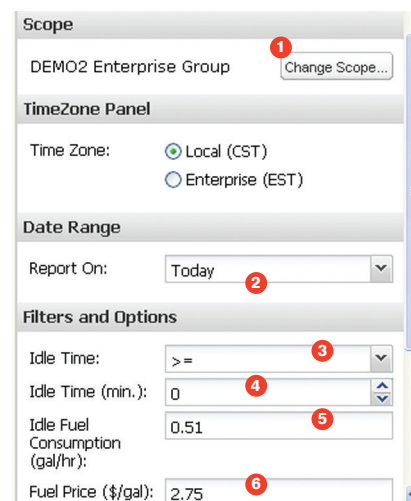
IDLE REPORTS

The Interactive Reports tab offers multiple reports that contain idle information. This allows you to monitor several key metrics on one report. The following two idle reports are available through this option:

1. **Idle Summary Report:** The Idle Summary Report automatically calculates the vehicle idle time into a quantifiable number for easy management. This report allows you to quickly make comparisons between fleet groups. Summaries contain total idle costs for the fleet.

2. **Idle Detail Report:** The Idle Detail Report allows you to pull all the individual idle incidents for a specific vehicle or group of vehicles. This report allows you to quickly rank drivers and vehicles for total idle costs.

The Idle Summary Report is the most commonly used report. Complete the following steps to run this report:

1. Select the Report tab.
2. Click on the Idle Report option in the Performance Group.
3. Set the Scope of the Report.
4. Select a Date Range.
5. Select the filter options (the default settings are recommended for all Goal Reports).
6. Set Idle Fuel Consumption.
   a. This number should remain constant from the time the idle reduction initiative is launched.
   b. If 1 gallon per hour seems too high, you can select a lower value.
7. Set Fuel Costs to the current price per gallon. This information is also available via the Internet.
8. Generate the report.
9. Save the report.
   a. When picking a saved report name, select one that easily identifies the scope and time frame of the report (i.e. Weekly Tech Summary Report or Ford 8cy Daily Idle Report).

1. Set Scope
2. Select Report Period
3. Configure Filters
4. Set Filter Time
5. Set Consumption Rate
6. Set Price per Gallon

There are additional features that can assist in identifying high idle in the reports by using the Set Shading Rules tools in the Idle Reports. By highlighting idle times that exceed the established metric on automated reports, the idle opportunities are quickly identified. Use of the column sort feature will quickly rank drivers by idle times.

Contact Client Services to join one of our online training sessions for further information on the reports. You can also refer to the FleetOutlook User Guide located on the Support tab or use the Reports Users Guide on the Reports tab.

AUTOMATIC REPORT DELIVERY
Scheduled deliveries of reports are an integral way to assist in reducing idle time. Scheduling these reports will allow users to monitor their own behavior, supervisors to monitor their group, or company owners to monitor results without the need to access the system. Complete the following steps to schedule automatic report delivery:

1. Select the Schedule Button (if you do not see this option, save your report).
2. Select the Delivery Option (every month, every week, or every day).
3. Leave the Schedule Button checked (it is checked by default).
4. Add email address (you can add multiple addresses by separating them with a comma).
5. Select Format (PDF, HTML or CSV).
6. Save the report.

1. Set Delivery Schedule and Time 2. Add Email Address and Select Report Format 3. Save the Report

Contact Client Services to join one of our online Training Session for further information on the Reports. You can also refer to the FleetOutlook User Guide located on the Support tab or use the Reports Users Guide on the Reports tab.

BEST PRACTICES
The best practices detailed in this section are those recommended by CalAmp customers who have successfully lowered their idle time costs by using the available tools in FleetOutlook. Some of these practices may not fit your organization but will provide you with a starting point.

- Create a baseline for your current idle numbers. This will allow you to accurately measure the results of each change implemented.
- Measure idle time each week. Using a weekly number won't add any extra burden to your managers but will allow them to effectively institute change in the organization.
- Set a goal and publish it throughout your company. Companies achieve the best results when the entire organization clearly understands the goals.

- Offer incentives for best behavior. By rewarding good behavior, the system will be seen as beneficial to the driver rather than just to management. Some of our customers award gift cards to drivers with the lowest quarterly idle time.
- Publish results throughout the organization using the Dashboard and Report options to reinforce the value of the system.
- Provide daily reports to drivers or tech managers to allow them time to change behaviors before the weekly published reports are generated. Reports sorted in descending order by idle times add extra incentive to not be at the top of the list.
- Provide weekly reports that are delivered automatically every Monday to summarize the prior week's idle activities.
- Provide monthly reports to summarize cost savings for the fleet.
- Idle alerts can be used to help drivers remember to turn off the vehicles.
- Set up benchmark lines on the Dashboard so that everyone who logs into the system is reminded daily of the goal and current results.
- Show peer comparisons by running summary reports grouped by managers. This is an excellent tool for identifying managers that are performing exceptionally and leveraging their best practices across the organization.

SUMMARY
Idle time reduction is a highly beneficial, top down initiative with several specific steps:

I	Identify your baseline.
D	Determine the goal.
L	Let everyone know.
E	Enable FleetOutlook tools.
T	Track results.
I	Implement changes.
M	Measure results of changes.
E	Enjoy the savings.

Idle time reduction is the quickest return on investment (ROI) in the FleetOutlook system. Results are easily achieved and the payback is instantaneous in fuel savings. It also offers additional immeasurable benefits such as reduced engine wear, fewer engine repairs and lower total vehicle ownership costs.

If you are unable to achieve your idle goals please call CalAmp at (866) 456-7522 and ask to speak with a member of the FleetOutlook 360 team. We look forward to assisting you in meeting your goals.

IDLE REDUCTION WORK SHEET

Idle Baseline: _____

Idle Goal: _____

FleetOutlook Tools Used

☐ Idle Alerts	☐ Daily Reports
☐ Email Notification	☐ Weekly Reports
☐ FleetOutlook Notification	☐ Monthly Reports
☐ Text Notification	☐ Scheduled Reports
☐ Dashboard Charts	

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Author: Keith Warren, PMP,
Senior Manager, Client Management
kwarren@calamp.com

To learn more about CalAmp and our fleet
management solutions, please contact us toll-free
at 1.888.843.8554.