

Transportation Cost Analysis Checklist

 Show only Checklist

Display Style
Default 

Data Gathering & Scope Definition

Establishing the necessary data sources and clearly defining the scope of the analysis.

Define the scope of the transportation cost analysis (e.g., specific lanes, product types, time period).

Write something...

Select the reporting period for this analysis:

- ☐ Monthly
- ☐ Quarterly
- ☐ Annual
- ☐ Custom



Number of shipments included in the analysis:

Enter a number...

Identify data sources to be used (select all that apply):

- ☐ TMS (Transportation Management System)
- ☐ ERP System
- ☐ Carrier Invoices
- ☐ Spreadsheets
- ☐ Brokerage Data

Upload sample carrier invoices (for data validation)

 Upload File

Start Date for data collection:

Enter date...

End Date for data collection:

Enter date...

Mode of Transportation Analysis

Evaluating costs and performance of different transportation modes (Truck, Rail, Air, Ocean, etc.).

Primary Transportation Mode(s) Used:

- ☐ Truckload (TL)
- ☐ Less-than-Truckload (LTL)
- ☐ Rail
- ☐ Air Freight
- ☐ Ocean Freight
- ☐ Intermodal
- ☐ Parcel/Small Package

Average Distance per Shipment (Miles):

Enter a number...

Geographic Region(s) Served:

- ☐ Domestic (Within Country)
- ☐ International
- ☐ Regional

Summary of Carrier Performance (Truckload):

Write something...

Average Transit Time (Days) - Truckload:

Enter a number...

Factors Influencing Mode Choice:

- ☐ Cost
- ☐ Speed/Transit Time
- ☐ Reliability
- ☐ Security
- ☐ Commodity Type
- ☐ Regulatory Requirements

Qualitative Assessment of Rail vs. Truck Options:

Write something...

Current Carrier Contract Type:

- ☐ Spot Rate
- ☐ Contract Rate
- ☐ Combination

Fuel & Energy Costs

Analyzing fuel consumption, pricing trends, and exploring strategies for optimization.

Average Fuel Consumption (Gallons/Mile)

Enter a number...

Average Fuel Price (\$/Gallon)

Enter a number...

Total Fuel Cost for Period (\$)

Enter a number...

Fuel Type Used Primarily

- ☐ Diesel
- ☐ Gasoline
- ☐ CNG
- ☐ Propane
- ☐ Electricity
- ☐ Biofuel

Date of Last Fuel Price Review

Enter date...

Notes on Fuel Price Trends & Predictions

Write something...

Idle Time Fuel Consumption (Gallons)

Enter a number...

Fuel Sourcing Strategy

- ☐ Spot Market
- ☐ Contracted Pricing
- ☐ Fuel Card Program
- ☐ On-Site Fueling

Driver/Labor Costs (if applicable)

Detailed breakdown of driver wages, benefits, training, and related expenses.

Average Driver Wage per Hour

Enter a number...

Average Hours Worked per Week (including overtime)

Enter a number...

Cost of Benefits per Driver (Annual)

Enter a number...

Training Costs per Driver (Annual)

Enter a number...

Uniform/Equipment Allowance per Driver (Annual)

Enter a number...

Driver Classification (e.g., Union/Non-Union)

☐

Union

☐

Non-Union

Payroll Taxes per Driver (Annual)

Enter a number...

Notes on Driver Compensation & Benefits

Write something...

Equipment & Maintenance Costs

Analysis of vehicle maintenance, depreciation, insurance, and other related equipment expenses.

Average Vehicle Depreciation per Year

Enter a number...

Annual Maintenance Cost per Vehicle

Enter a number...

Average Tire Replacement Cost per Vehicle (per year)

Enter a number...

Insurance Cost per Vehicle (Annual)

Enter a number...

Registration & Licensing Fees (Annual)

Enter a number...

Details of any recent major repairs or replacements (e.g., engine, transmission)

Write something...

Vehicle Maintenance Contract Type (if applicable)

- ☐ Fixed Rate
- ☐ Usage-Based
- ☐ No Contract

Upload Maintenance Records (last 12 months)

 Upload File

Accessorial Charges

Identifying and analyzing all additional charges (detention, demurrage, tolls, permits, etc.).

Detention Charges - Average per event

Enter a number...

Demurrage Charges - Average per event

Enter a number...

Toll Fees - Monthly average (USD)

Enter a number...

Permit Fees - Annual total (USD)

Enter a number...

Accessorial Charge Agreement Type

- ☐ Fixed Rate
- ☐ Percentage
- ☐ Variable (based on specific factors)

Notes on Accessorial Charge Agreements (e.g., specific clauses, exceptions)

Write something...

Loading/Unloading Charges - Average per event (USD)

Enter a number...

Is there a fuel surcharge included in the rates?

- ☐ Yes
- ☐ No

Route Optimization & Mileage

Evaluating route efficiency, minimizing mileage, and analyzing impact on costs.

Average Mileage per Route (Current)

Enter a number...

Target Mileage Reduction (%)

Enter a number...

Describe Current Routing Methodology

Write something...

Routing Software Used?

☐ Yes

☐ No

Routing Constraints Considered?

- ☐ Traffic Patterns
- ☐ Road Conditions
- ☐ Weight Restrictions
- ☐ Time Windows
- ☐ Customer Preferences

Current Average Speed (mph)

Enter a number...

Describe Optimization Strategies Evaluated (or planned)

Write something...

Are Dynamic Routing Strategies in use?

- ☐ Yes
- ☐ No

Negotiation & Contract Review

Reviewing contracts with carriers, negotiating rates, and identifying cost-saving opportunities.

Summarize current carrier contract terms (rates, service levels, etc.)

Write something...

Current average rate per mile/km (depending on unit of measure)

Enter a number...

Target rate per mile/km (negotiation goal)

Enter a number...

Negotiation strategy being employed (e.g., volume discount, competitive bidding)

- ☐ Volume Discount
- ☐ Competitive Bidding
- ☐ Rate Escalation Clause Review
- ☐ Fuel Surcharge Adjustment
- ☐ Other

Document key negotiation points and concessions made by both parties.

Write something...

Date contract renewal is scheduled.

Enter date...

Upload current carrier contract document

 Upload File

Preferred Carrier Negotiation Approach

- ☐ Direct Negotiation
- ☐ Reverse Auction
- ☐ Request for Proposal (RFP)

Reporting & KPI Tracking

Establishing key performance indicators (KPIs) and generating regular reports to monitor transportation costs.

Total Transportation Cost (Current Period)

Enter a number...

Average Cost per Mile/Kilometer

Enter a number...

Cost per Shipment

Enter a number...

On-Time Delivery Rate (%)

Enter a number...

Damage/Loss Rate (%)

Enter a number...

Reporting Frequency

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly

Last Report Date

Enter date...

Key Findings & Recommendations (brief summary)

Write something...

Risk Assessment & Mitigation

Identifying potential risks (fuel price volatility, disruptions) and developing mitigation strategies.

Estimated Fuel Price Volatility Factor (%)

Describe potential geopolitical risks impacting fuel supply and transportation routes.

Which transportation modes are most susceptible to disruption (e.g., weather, strikes)?

- ☐ Truck
- ☐ Rail
- ☐ Air
- ☐ Ocean
- ☐ Intermodal

Date of last carrier contract renewal.

Summary of carrier contingency plans (obtained and reviewed?).

Write something...

Risk Mitigation Strategy Chosen (Select One)

- ☐ Diversify Carriers
- ☐ Negotiate Fixed Pricing
- ☐ Hedging Fuel Costs
- ☐ Route Diversification
- ☐ Insurance Coverage Review

Detailed description of implemented risk mitigation strategies.

Write something...

Upload documentation related to insurance coverage.

 Upload File