# ⊘ ChecklistGuro

# Transportation Cost Analysis Checklist

## 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 (%)

Enter a number...

## Describe potential geopolitical risks impacting fuel supply and transportation routes.

Write something...

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

☐ Truck

☐ Rail

☐ Air

☐ Ocean

☐ Intermodal

## Date of last carrier contract renewal.

Enter date...

**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