



Audit. Adjust. Accelerate: Year-End Must-Dos for Trucking Success



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A year-end audit isn't just about closing the books on the past 12 months; it's about setting a solid foundation for the future. By taking a comprehensive approach—beyond finances—you can identify strengths to build on, challenges to tackle, and opportunities to seize in the coming year.

1. Financial Performance Review

a. Revenue Analysis

- Compare annual revenue against your goals and forecasts.
- Identify your top-performing lanes, customers, and services.

b. Expense Breakdown

- Analyze operational costs, including fuel, maintenance, tolls, and insurance.
- Highlight areas of cost overruns and opportunities to cut expenses.

c. Profit Margins

- Calculate your net profit margin to understand overall business health.
- Evaluate cost-per-mile (CPM) and assess profitability per load.

2. Fleet Maintenance and Utilization

a. Maintenance Records

- Review maintenance logs for each vehicle to identify recurring issues.
- Ensure all vehicles have up-to-date inspections and certifications.

b. Utilization Rates

- Analyze fleet utilization to identify underused or overused vehicles.
- Plan for fleet expansion or reduction based on demand forecasts.

c. Asset Lifespan

- Evaluate the age and condition of your trucks and trailers.
- Plan for replacements or upgrades to maintain operational efficiency.





3. Regulatory Compliance

a. Hours of Service (HOS)

- Ensure drivers are compliant with HOS regulations and logs are accurate.
- Review violations or citations to improve compliance training.

b. Safety Scores

- Check your CSA (Compliance, Safety, Accountability) scores and address deficiencies.
- Review incident and accident reports to improve safety protocols.

c. Documentation

- Verify that all permits, registrations, and insurance policies are current.
- Ensure compliance with new state or federal regulations for 2025.

4. Driver Performance and Satisfaction

a. Driver Performance Metrics

- Assess driver performance based on delivery times, fuel efficiency, and customer feedback.
- Identify high-performing drivers for recognition or bonuses.

b. Satisfaction and Retention

- Conduct year-end surveys or one-on-one interviews with drivers to gather feedback.
- Address common concerns like schedules, pay, and benefits.

c. Recruitment Needs

- Evaluate driver turnover rates and plan recruitment campaigns for the new year.

5. Technology and Data Review

a. Fleet Management Systems

- Audit telematics and fleet management software for effectiveness.
- Ensure that all devices are updated and functioning properly.

b. Data Utilization

- Analyze data from tracking systems to identify trends in route efficiency, fuel usage, and delays.
- Leverage insights to optimize routes and reduce operational costs.

c. Cybersecurity

- Review IT systems for potential vulnerabilities.
- Ensure sensitive customer and business data are protected.



6. Customer and Market Analysis

a. Customer Satisfaction

- Gather feedback from key customers to identify service improvements.
- Assess contract renewals and negotiate favorable terms for 2025.

b. Market Position

- Analyze freight trends and your competitive position in the market.
- Diversify customer base to reduce reliance on a few key accounts.

c. New Opportunities

- Research emerging markets, industries, or services (e.g., last-mile delivery, cold chain logistics).

7. Sustainability and ESG Goals

a. Emissions Monitoring

- Measure your carbon footprint for 2024 and set reduction targets for 2025.
- Review fleet fuel economy data and explore alternative-fuel options.

b. Waste Reduction

- Assess packaging waste and reverse logistics processes for inefficiencies.

c. ESG Reporting

- Prepare reports on your sustainability efforts for customers or stakeholders.

8. Strategic Planning for 2025

a. Goal Setting

- Set SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) goals for the new year.

b. Budget Planning

- Create a detailed budget based on your findings from this audit.

c. Risk Mitigation

- Develop contingency plans for potential disruptions, such as fuel price spikes or regulatory changes.

