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| **Nominee Submission** |

*Please use the template below for your submission. Measurable data showing the improvements made must be included in order for your submission to be evaluated. It may also be useful to attach a copy of your Fleet Policy (previous and updated) which relates to the initiative being submitted. While there is no set limit on the word count of your submission, a maximum of 15 pages is set as a guideline.*

*Submissions are judged by an independent panel of industry experts. The criteria for judging includes, but is not limited to, originality and creativity, benefit to the organisation as a whole, demonstrable outcomes resulting from implementation and applicability to other organisations’ fleet operations.*

*Submissions must be received electronically no later than* ***Friday 12, March 2022.*** *All nominees will be notified in writing of the Selection Committee’s decision.*

*Once completed “Save As” and rename this file to ‘Submission FMY22\_ Your Organisation’s Name’.*

*All submissions must be sent electronically. Please be sure to include the following:*

*1. “Submission FMY22” and your organisation name in the Subject Field*

*2. Your completed Submission template.*

*3. Any other attachments that you may feel are relevant to your submission (graphs, etc)*

*If you have any queries regarding this template, the information required or the Awards Program in general, please contact the AfMA office on +61 3 9866 6056 or email to* ***info@afma.org.au***

***CONTACT DETAILS:***

|  |  |
| --- | --- |
| *Name* |  |
| *Title* |  |
| *Organisation* |  |
| *Address* |  |
|  |  |
| *Phone/Mobile* |  |
| *Email* |  |
| *By making a submission for consideration for the Fleet Manager of the Year Award I acknowledge that I am not employed by a Fleet Management organisation and that I am eligible to accept this Award.* *Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

**Section 1: Personal Information (5%)**

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| **Fleet Size** |

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| --- | --- | --- |
| ***Number of vehicles in your fleet*** | ***Pre-Implementation***  | ***Post-Implementation***  |
| ***Passenger Vehicles*** |  |  |
| ***Light Commercials*** |  |  |
| ***Trucks (over 4.5 GVM)*** |  |  |
| ***Plant & Equipment*** |  |  |

1. ***Please provide a short summary of your employment history and involvement in the fleet management industry. (i.e. How long have you been in your current position? What position did you hold previously?)***

CLICK HERE TO TYPE…

**Section 2: Reasons or Nomination (10%)**

1. ***Briefly describe the initiative or practice***

CLICK HERE TO TYPE…

1. ***Demonstrate the degree of success of the initiative (key achievements – operational and non-operational, i.e. cultural and behavioural)***

CLICK HERE TO TYPE…

***Please provide data to show the improvements you have made in the following areas. This data should be provided for the same time periods as those for which you have provided fleet data. This data MUST be included for the submission to be evaluated.***

1. ***Effectiveness in enhancing the FM Profession - Demonstrate how you have enhanced the Fleet Management Profession*** (i.e. level of engagement with other organisations/fleet management teams (collaboration), communication with drivers, departments and supervisors, promote/recognition of fleet achievements internal and external; participation in FM events - conference, educational session, etc. Social media presence, succession plan)

CLICK HERE TO TYPE…

1. ***What was the main issue/s that needed to be addressed? How important was it to your organisation? List the key risks of not acting.***

CLICK HERE TO TYPE…

**Section 3: What was implemented (30%)**

1. ***What was the key motivation for the initiative and how was it developed (list key contributors)? How did you go about getting management’s buy-in/support?***

CLICK HERE TO TYPE…

1. ***What challenges did you have in the development and implementation process? How were these overcome?***

CLICK HERE TO TYPE…

1. ***What was your implementation approach? List the key steps***

CLICK HERE TO TYPE…

1. ***What was the impact of the initiative/practice on your organisation, drivers and others?***

CLICK HERE TO TYPE…

**Section 4: Results achieved (50%)**

1. ***How long did it take and what strategies have you implemented to ensure an ongoing improvement process?***

CLICK HERE TO TYPE…

1. ***In your opinion, can the solution be adapted to other fleets? Are you willing to share your learnings with other fleet managers/organisation looking for guidance on similar challenges?***

CLICK HERE TO TYPE…

1. ***Do you use a Fleet Management Company?***

***YES NO***

***If yes, what services do they provide?***

CLICK HERE TO TYPE…

1. ***Have you used any external service providers in the development and/or implementation of this initiative?***

***YES NO***

***If yes, what services did/do they provide?***

CLICK HERE TO TYPE…

1. ***Are there any other matters you wish to be considered as part of your submission?***

CLICK HERE TO TYPE…

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| **RESULTS** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Results Type*** | ***Pre-Implementation*** | ***Post- implementation*** | ***Relevant attachment File name***  |
| ***Financial***  |  |  |  |
| ***Strategic Results***  |  |  |  |
| ***Stakeholder Benefits***  |  |  |  |

*\*Results data has a significant impact on your overall submission score. To maximise your score, please ensure this section is completed in full.*

***\*\*\*Please provide a list of any relevant attachments (if any) which are included with this submission. Please ensure you provide a clear description of what the data is representing – the key achievement demonstrated.***

|  |  |
| --- | --- |
| ***File Name***  | ***In support of…***  |
|  |  |
|  |  |
|  |  |

***Other areas of measurement can include, but are not limited to, those listed below:***

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| **Fleet Efficiency** |

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| --- | --- | --- | --- |
| ***Fleet Data*** |  | ***Pre-Implementation***  | ***Post-Implementation***  |
| ***Kilometres travelled per year*** |  |  |
| ***Changes in vehicle utilisation rates*** |  |  |
| ***Collective savings in fleet costs*** |  |  |

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| **Fleet Safety** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Fleet Data*** |  | ***Pre-Implementation***  | ***Post-Implementation***  |
| ***Kilometres travelled per year*** |  |  |
| ***Accident rate per million kilometres*** |  |  |
| ***Accident rate per 100 vehicles*** |  |  |
| ***Driver at fault as a % of claims*** |  |  |
| ***Average cost per vehicle*** |  |  |
| ***Average cost per claim*** |  |  |
| ***Savings in fleet costs*** |  |  |

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| **Fleet Environment** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Fleet Data*** |  | ***Pre-Implementation***  | ***Post-Implementation***  |
| ***Kilometres travelled per year*** |  |  |
| ***C02 emissions per year*** |  |  |
| ***Litres per year (petrol)*** |  |  |
| ***Litres per year (diesel)*** |  |  |
| ***Litres per year (LPG)***  |  |  |
| ***Litres per year (other, please specify)*** |  |  |
| ***Savings in fleet costs*** |  |  |

*\*Results data has a significant impact on your overall submission score. To maximise your score, please ensure the above tables are completed in full.*

***Please note: 5% of the overall scoring will be allocated to the solution’s adaptability to other fleets & willingness to share with other (as demonstrated in the written submission and the documentation provided).***