

Remote Monitoring Daily Operations Checklist

A transport manager's guide to making the most of remote fleet monitoring

Morning Platform Review (Start of Shift)

- ☐ Open fleet platform and check overnight/early-shift G-sensor events
- ☐ Review any vehicles that stopped unexpectedly during the shift so far
- ☐ Confirm all vehicles have departed on schedule — flag any not yet moving
- ☐ Check for vehicle fault code alerts from the previous day
- ☐ Review driver behaviour scores from yesterday's shifts
- ☐ Note any vehicles behind schedule on today's route plans

During-Shift Monitoring

- ☐ Respond to G-sensor alerts within 10 minutes — check footage before calling driver
- ☐ Monitor geofence alerts for late arrivals or departures from scheduled locations
- ☐ Check on vehicles that are significantly behind schedule before the customer calls
- ☐ Open live view for welfare check if a vehicle has been stationary unexpectedly for 15+ minutes
- ☐ Review any new fault code alerts and contact driver if action needed
- ☐ Log real-time coaching calls with note against driver record

End-of-Shift Review

- ☐ Review all G-sensor events from the shift — flag for coaching or follow-up
- ☐ Confirm all vehicles have returned to depot or signed off at remote location
- ☐ Download and preserve any footage from incidents before loop overwrite
- ☐ Update maintenance log with any fault codes reported during the shift
- ☐ Review any customer service issues that arose and cross-reference with GPS record
- ☐ Brief incoming shift manager on any outstanding vehicle or driver issues

Weekly Review

- ☐ Review top 5 drivers by G-sensor event count — schedule coaching conversations
- ☐ Review bottom 5 drivers — recognise improvement as well as flagging decline
- ☐ Check vehicle utilisation: any vehicles consistently underused or over-extended?
- ☐ Review maintenance schedule against mileage/engine hour data from platform
- ☐ Report weekly incident and alert volumes to management

