



Fleet Management Spreadsheet User Guide

Table of Contents

1.0 Introduction.....	2
1.1 Purpose of this guide.....	2
1.2 How Alerts & Colours work	3
2.0 Glossary	4
3.0 Tab-by-tab instructions	4
3.1 Master Sheet	4
3.2 Hubo Readings.....	5
3.3 RUC Check.....	6
3.4 COFs, Regos & Permits	6
3.5 Stock Crates	7
4.0 Data hygiene & protection	8
5.0 Printing, saving & versioning	8
Appendix 1 – Data to gather before setup	8

Disclaimer

This Guide and accompanying spreadsheet are supplied to Members in good faith by Transporting New Zealand Limited to support their business.

Transporting New Zealand Limited or any of its staff or agents accept no responsibility whatsoever for:

- The quality, including accuracy of the information you enter into the Fleet Management spreadsheet, or
- Your interpretation of the Fleet Management spreadsheet, or
- Any business decision you make based on the outputs presented in the Fleet Management spreadsheet.

Transporting New Zealand reserves the right to update this guide and/or the accompanying spreadsheet at its discretion.

1.0 Introduction

1.1 Purpose of this guide

This guide shows Transporting New Zealand operator members how to set up and maintain the Fleet Management spreadsheet, enter data in the right places, and read the alerts so Certificate of Fitness, Registrations, Permits and RUCs stay current. Use the Table of Contents to jump to each tab's steps; screenshots highlight the key fields.

1.2 How Alerts & Colours work

The workbook uses simple conditional formatting so you can see what needs attention at a glance. Dates and kilometre balances change colour as they approach set thresholds. Don't manually colour cells yourself, fix the underlying reading so the colour updates automatically.

“Today's Date”

Some sheets have a **Today's Date** cell at the top which will update automatically.

Colour legend (general)

- **Red** = Due/overdue or very urgent
- **Amber** = Due soon (high priority)
- **Yellow** = Coming up (plan ahead)
- **Green** (or no highlight) = All good

RUC Check (distance remaining under current licence)

- ≤ 500 km → **Red** (renew now)
- $\leq 1,000$ km → **Amber**
- $\leq 1,500$ km → **Yellow**
- $> 10,000$ km → **Green** (healthy buffer or over-purchased)

COFs, Regos & Permits (time to expiry)

- **Within 14 days** (or overdue) → **Red**
- **Within 30 days** → **Amber**
- **Within 60 days** → **Yellow**
- **Within 3 months** → Highlighted (plan renewals)
- **> 3 months** → **Green** / normal

Stock Crates (AQ accreditation expiry)

- **Within 14 days** (or overdue) → **Red**
- **Within 30 days** → **Amber**
- **Within 60 days** → **Yellow**
- Otherwise → **Green** / normal

If a cell is the wrong colour (common causes & fixes)

1. **RUC not updated** → Enter the **LAST LICENCE END DISTANCE** after you buy a licence.
2. **Old/blank due dates** → Enter the correct **CoF/Regos/Permit** dates on the Master Sheet so it feeds through to the relevant sheets).
3. **Accidental overrides** → If someone typed over a formula, re-enter the value where the guide says to (green input cells) so the formula can work again.

Working with alerts

- **Filter by colour** to print a worklist for renewals.
- **Sort by date / left-to-run** to prioritise this week vs next month.
- **Update after action** (e.g., new RUC licence bought, CoF passed) so the highlight clears.

2.0 Glossary

Key terms used in this guide:

- **CoF (Certificate of Fitness):** The periodic safety inspection required for heavy vehicles.
- **Rego (Vehicle Licence):** Vehicle licensing/registration expiry date for public road use.
- **RUC (Road User Charges):** Distance-based charges for using public roads. Each licence is valid up to a printed end reading.
- **Hubodometer (Hubo):** A sealed counter on the axle/wheelset that records distance for RUC purposes.
- **RUC End Distance:** The odometer/hubodometer reading to which the current RUC licence is valid.
- **Left to Run:** Calculated as End Distance minus current Hubo Kms; indicates kilometres remaining on the licence.
- **RUC Vehicle Type (e.g., Type 6, Type 14):** The NZTA vehicle-type code that determines the RUC rate for a configuration (e.g., 6x4, 8x4).
- **HPMV / Mass Permits (e.g., 50MAX, 54t, 58t, 62t):** Higher-productivity permits that allow increased mass on approved routes; these have expiry dates.
- **Fleet # vs Unit #:** Fleet # is an internal identifier; Unit # is your day-to-day code for the truck/trailer (e.g., T6).
- **Department:** Your internal work type/category (e.g., Curtainsider, Bulk, Flat Deck, Container).
- **Today's Date (sheet control):** A control cell used to drive conditional formatting (due/expiry warnings). Update it when reviewing.
- **Drawbar/Coupling Certification Expiry:** The next due date for drawbar or towing-coupling certification where applicable.
- **Crate Accreditation /Crate ID:** Livestock crate accreditation and the corresponding ID recorded per unit.
- **GPS Guidance / Spreader Computer:** Flags for whether units have GPS/telemetry or spreader computers fitted (Yes/No options).

3.0 Tab-by-tab instructions

3.1 Master Sheet

Purpose

Build and maintain your fleet list here. Other tabs pull key fields from this sheet.

Fields (left to right)

- FLEET #: Internal sequential fleet identifier. Use a unique number per powered unit/trailer.
- UNIT#: Your unit code (e.g., T6, T2).
- REG: Registration plate.
- YEAR: Year of manufacture; choose from dropdown.
- MAKE & MODEL: Free text (e.g., Kenworth 8x4).
- LOCATION: Home base or depot.
- TYPE: Vehicle type/grouping as used in your business (optional).
- DEPART: Department/work type (e.g., Curtainsider, Bulk). Populated by a dropdown tied to the Brain tab.
- DRIVER (First Name): Primary driver's first name.
- DRIVER (Last Name): Primary driver's last name.
- NZLTA Trained: Training status dropdown (e.g., Yes/No/In Training).
- TRUCK WASH TAG: Tag/ID used for truck wash accounts (if applicable).
- COF DUE DATE: Next CoF expiry date (dd/mm/yyyy).
- REGO DUE DATE: Next registration expiry date (dd/mm/yyyy).
- Drawbar Cert Expiry: Drawbar or towing coupling certification expiry (if relevant).
- RUC Type: NZTA RUC vehicle type number (e.g., 6 for 6x4, 14 for 8x4).
- RT TYPE: Optional extra type code used by some operators. Leave blank if not used.
- SPREAD. COMPUTER: Whether the unit has a spreader/computer fitted (Yes/No).
- GPS GUIDANCE: Whether GPS/telemetry is fitted (Yes/No).
- TYRE SIZE: Primary tyre size (e.g., 11R 22.5).

Tip: Only edit green cells. Protected sheets keep formulas and links safe while leaving input cells unlocked.

FLEET #	UNIT#	REG	YEAR	MAKE & MODEL	LOCATION	TYPE	DEPART.	DRIVER (First Name)	DRIVER (Last Name)	NZLTA
5	T6	UA2563	2010	Kenworth 8x4	Ashburton		Bulk	Jack	Smith	Yes
2	T2	XW3839	1999	Isuzu	Orari		Curtainsider	Richard	Head	In Train

Figure 1: Master Sheet (left columns).

Last Name)	NZLTA Trained	TRUCK WASH TAG	COF DUE DATE	REGO DUE DATE	Drawbar Cert Expiry	RUC Type	RT TYPE	SPREAD. COMPUTER	GPS GUIDANCE	TYRE SIZE
Yes	1234		Saturday, 1 February 2025	Wednesday, 21 August 2024	Wednesday, 1 January 2025	14				11R 22.5
In Training			Monday, 20 January 2025			6				

Figure 2: Master Sheet (right columns).

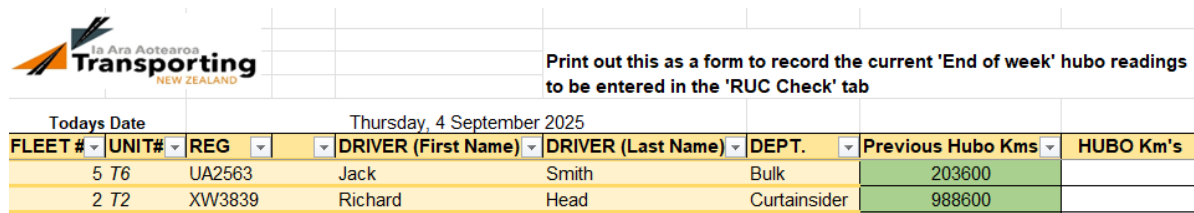
3.2 Hubo Readings

Purpose

Capture current hubodometer readings and feed them into RUC Check.

Workflow

1. Print the form (optional) and have drivers/dispatch write in current hubodometer readings.
2. Back at the desk, enter the readings in the “HUBO Km’s” column for each unit.
3. Ensure the “Previous Hubo Kms” column reflects the last reading used for RUC (update if needed).



Today's Date		Thursday, 4 September 2025					
FLEET #	UNIT#	REG	DRIVER (First Name)	DRIVER (Last Name)	DEPT.	Previous Hubo Kms	HUBO Km's
5	T6	UA2563	Jack	Smith	Bulk	203600	
2	T2	XW3839	Richard	Head	Curtainsider	988600	

Figure 3: Hubo Readings — enter current HUBO Km’s and confirm Previous Hubo Kms.

The unit, rego, driver and department columns are pulled from the Master Sheet.

3.3 RUC Check

Purpose

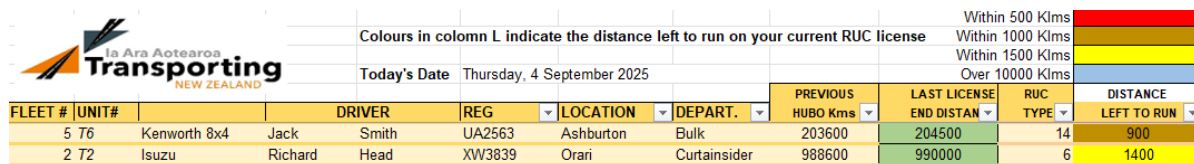
Calculate how many kilometres remain on each unit’s current RUC licence and flag when to renew.

How it works

- HUBO Kms: pulled from the Hubo Readings sheet (current reading).
- END DISTANCE: the odometer/hubodometer end reading printed on the current RUC licence (enter/update this after you purchase each licence).
- LEFT TO RUN: calculated as END DISTANCE minus HUBO Kms.

Colour thresholds

see 1.2 How alerts & colours work for the legend and thresholds.



FLEET #	UNIT#	DRIVER	REG	LOCATION	DEPART.	PREVIOUS HUBO Kms	LAST LICENSE END DISTAN	RUC TYPE	DISTANCE LEFT TO RUN
5	T6	Kenworth 8x4	Jack Smith	UA2563	Ashburton Bulk	203600	204500	14	900
2	T2	Isuzu	Richard Head	XW3839	Orari Curtainsider	988600	990000	6	1400

Figure 4: RUC Check — LEFT TO RUN and colour-coded thresholds.

Renewal checklist

4. When ordering a new licence, calculate your target end distance (current reading + km to cover).
5. After purchase, enter the new END DISTANCE for that unit.
6. Verify LEFT TO RUN updates correctly.

3.4 COFs, Regos & Permits

Purpose

Track CoF and rego due dates and (if applicable) mass permit expiries.

Fields

- COF DUE DATE: pulled from Master Sheet; colours warn as you approach due dates.
- REGISTRATION DUE DATE: next rego expiry.
- 50MAX / 48t / 50t / 54t / 58t / 62t: enter expiry dates for your HPMV or mass permits (leave blank if not applicable).

The screenshot shows the top portion of a spreadsheet. At the top left is the 'la Ara Aotearoa Transporting NEW ZEALAND' logo. To the right, there are three warning indicators: 'Within 60 Days' (yellow), 'Within 30 Days' (orange), and 'Within 14 Days' (red). Further right, there are three more indicators: 'Within 3 Months' (yellow), 'Within 2 Months' (orange), and 'Within 1 Month' (red). Below these is a 'Today's Date' field showing 'Thursday, 4 September 2025'. The main table has columns for 'FLEET #', 'UNIT #', 'REG #', 'MAKE', 'LOC', 'TYPE', 'DEPARTMENT', 'COF DUE DATE', 'REGISTRATION DUE DATE', and 'PERMIT EXPIRY DATE'. The 'PERMIT EXPIRY DATE' column is subdivided into '50 MAX', '48 Tonne', '50 Tonne', '54 Tonne', '58 Tonne', and '62 Tonne'. A data row shows '5 T6', 'UA2563', 'Kenworth Bxd', 'Ashburton', 'Bulk', 'Curtansider', 'Tuesday, 1 July 2025', 'Wednesday, 31 August 2026', and various permit expiry dates.

Figure 5: COFs, Regos & Permits — due-date warnings and permit expiries.

Best practice

- Sort/filter by due date to see what’s coming up next.
- Export/print the sheet monthly for toolbox meetings.
- Due-date colours: see 1.2 How alerts & colours work.

3.5 Stock Crates

Purpose

Maintain crate IDs and accreditation expiry dates per unit.

Fields

- CRATE ID: Accreditation reference.
- CRATE ID: your internal or supplier crate identifier.
- CRATE ACCREDITATION EXPIRY: the accreditation expiry date. Colours warn as the date approaches. see 1.2 How alerts & colours work.

The screenshot shows a section of the spreadsheet with a diagonal header for 'Stock Crates'. The header includes 'FLEET #', 'UNIT #', 'MAKE & MODEL', 'CRATE ID', 'CRATE ID', and 'CRATE ACCREDITATION EXPIRY'. Above this section, there are warning indicators for 'Within 60 Days', 'Within 30 Days', and 'Within 14 Days'. The 'Today's Date' is 'Thursday, 4 September 2025'. The data area below the header is currently blank.

Figure 6: Stock Crates — ID and accreditation expiry.

4.0 Data hygiene & protection

- Protected sheets: Most tabs are protected to protect formulas and links.
- Green cells are input cells: Type only in green cells; all other cells calculate or mirror data.
- Backups: Save a dated copy before making structural changes.

5.0 Printing, saving & versioning

- Saving: Store the workbook on your shared drive with a clear name (e.g., “Fleet-Management-YYYY-MM.xlsx”).
- Printing: Hubo Readings is formatted to print cleanly as a form. Other tabs can be printed for meetings once filtered/sorted.
- Versioning: Keep a simple change log (date, who, what changed) on a cover sheet or in your document management system.

Appendix 1 – Data to gather before setup

- Fleet list: unit codes, regos, makes/models, years, locations.
- RUC details: RUC type numbers per powered unit, current hubodometer readings, and current licence end distances.
- Compliance dates: next CoF and rego due dates; drawbar/coupling certification expiries.
- Driver details: primary drivers per unit and training status.
- Permits: HPMV/mass permit numbers and expiry dates for any applicable weights (50MAX, 48t, 50t, 54t, 58t, 62t).
- Stock crates (if relevant): crate IDs, accreditation expiry dates.
- Dropdowns: list of Departments you want available across the sheets.