



## CLIENT PORTAL REPORTS

June 2008

The Union Leasing Client Portal has been designed to provide our clients with key information on vehicles in their portfolios. Whether it is details on the status of ordered vehicles, inventory report of the vehicles in your fleet, or a life-to-date summary of Maintenance or Fuel Expenses, the password protected site gives access to this and much more. These reports are available in either Excel or static PDF files. The Excel file format may be uploaded direct to your accounting system or manipulated & reformatted to present the data how you see fit.

With fuel prices and costs increasing everywhere in this difficult economy, Union Leasing will continue adding reports to the Portal that helps you keep your fleet innovative and cost conscious.

Below are current reports with quick description that are available for review:

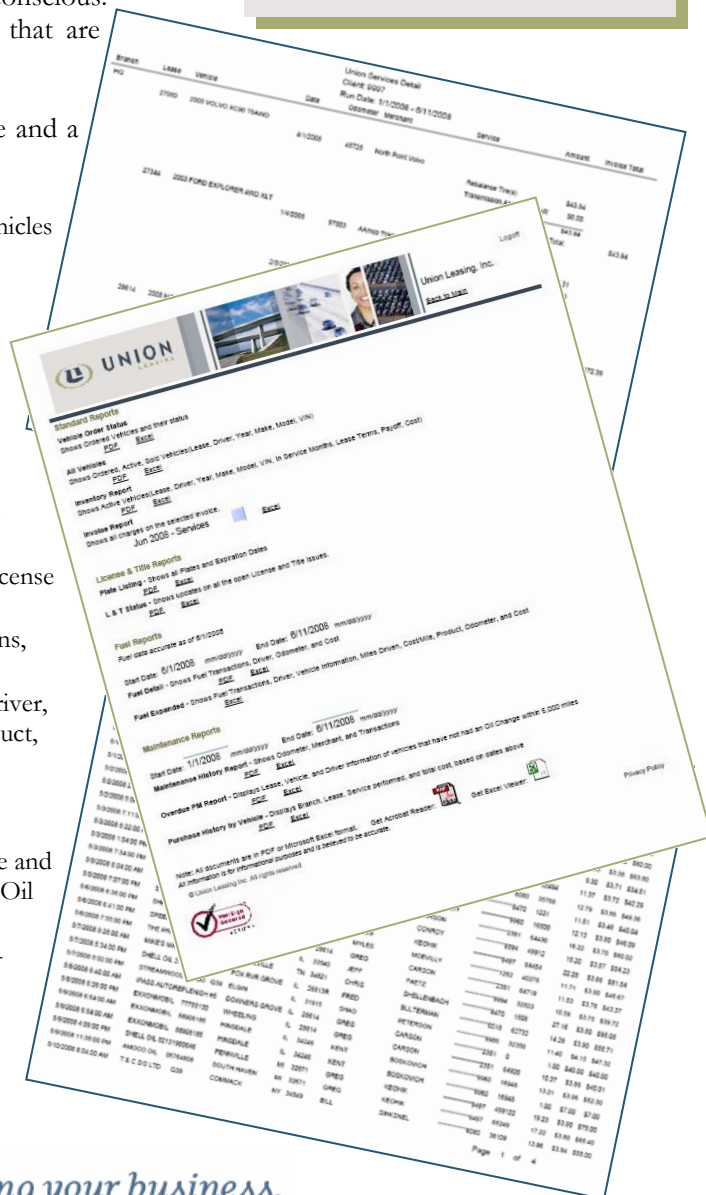
Listed below is a brief wrap-up of reports available and a quick description:

- VEHICLE ORDER STATUS - Shows Ordered Vehicles and their status
- ALL VEHICLES - Shows Ordered, Active, Sold Vehicles (Lease, Driver, Year, Make, Model, VIN)
- INVENTORY REPORT - Shows Active Vehicles (Lease, Driver, Year, Make, Model, VIN, In Service Months, Lease Terms, Payoff, Cost)
- INVOICE REPORT - Shows all charges on the selected invoice
- PLATE LISTING - Shows all Plates and Expiration Date
- L & T STATUS - Shows updates on all the open License and Title issues.
- FUEL DETAIL REPORT - Shows Fuel Transactions, Driver, Odometer, and Cost
- FUEL EXPANDED - Shows Fuel Transactions, Driver, Vehicle Information, Miles Driven, Cost/Mile, Product, Odometer, and Cost
- MAINTENANCE HISTORY REPORT - Shows Odometer, Merchant, and Transactions
- OVERDUE PM REPORT - Displays Lease, Vehicle and Driver information of vehicles that have not had an Oil Change within 5,000 miles.
- PURCHASE HISTORY BY VEHICLE REPORT - Displays Branch, Lease, Service performed and total cost, based on dates

Part 3 next month will cover:  
Company and Vehicle Information

## NEWS AT A GLANCE

- CLIENT PORTAL PART 2 OF 4 - REPORTS
- PREPARING YOUR FLEET FOR THE SUMMER HEAT
- CONSUMER REPORTS DEBUNKS SOME FUEL SAVING MYTHS
- PERSONAL USE OF COMPANY VEHICLES
- DRIVERS SAFETY CORNER
- SKIDDING AND HYDROPLANING IN RAINY CONDITIONS





## PREPARING YOUR FLEET FOR THE SUMMER HEAT

As you know, it's important to prepare your vehicle for the summer heat just as it's important to winterize your vehicle. In addition to giving a tune up or checking the tire pressure to save you money in fuel this season, here are some simple tips to take:

- Make sure to take your car for a tune up
- Change the engine oil and adjust the viscosity grade
- Remove snow tires (*if applicable*)
- Inspect the vehicle's belts and hoses
- Check the tire pressure - this will save you economically on fuel
- Have a spare tire in the trunk of the car
- Make sure you have enough wiper fluid and check the wipers - heat can dry out the blades!
- Inspect the battery
- Check coolant and antifreeze mixture - the performance of the car in hot weather can be impacted if the mixture isn't correct.
- To help keep the car's exterior in good condition, apply a good coat of wax. This will not only help keep your fleet looking new, it will also protect the car from the sun's UV rays.

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Union Leasing can help you maintain your company fleet and ensure the above tips are maximized by all drivers. Contact your Sales Manager or Account Executive if you would like more information on how Union leasing can help with the Maintenance of your fleet.

## CONSUMER REPORTS DEBUNKS SOME FUEL-SAVING MYTHS

**Morning fill-ups.** A common tip is to buy gasoline in the morning, when the air is cool, rather than in the heat of the day. The theory is that the cooler gasoline will be denser, so you will get more for your money. But the temperature of the gasoline coming out of the fuel nozzle changes very little, if at all, during any 24-hour stretch. Any extra gas you get will be negligible, Consumer Reports said.

**Air conditioning vs. opening windows.** Some people advise you not to run the air conditioner because it puts more of a load on the engine, which can decrease fuel economy. But others say that opening the windows at highway speeds can affect gas mileage even more by disrupting the vehicle's aerodynamics. Consumer Reports' tests showed that neither makes enough of a difference to worry about.

Using air conditioning while driving at 65 mph reduced a Camry's gas mileage by about 1 mpg. The effect of opening the windows at 65 mph was not even measurable.

**A dirty air filter.** Consumer Reports' tests indicated that driving with a dirty air filter no longer has any impact on fuel economy, as it did with older engines. That's because modern engines use computers to precisely control the air/fuel ratio, depending on the amount of air coming in through the filter. Reducing airflow causes the engine to automatically reduce the amount of fuel being used. Fuel economy didn't change, but the Camry used in the test accelerated much more slowly with a dirty filter.

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## PERSONAL USE OF COMPANY VEHICLES

Every fleet vehicle is subject to some personal use, whether it's weekend driving, vacations, commuting to and from work or running errands. Such personal use is considered a taxable benefit that must be reported by both the employer and employee. The IRS has rules regarding valuation, tracking and reporting of personal use of a company vehicle.

Companies have several options available regarding how they elect to handle personal use and comply with the IRS regulations. Some companies elect to make a monthly charge for the estimated personal use with payroll deductions. If this option is used it directly effects the overall cost of the fleet by reducing the expense by the amount charged to the driver. Other companies elect to treat personal use as a company benefit and do not charge drivers at all. If the benefit option is elected, an employee's W2 form still must be adjusted to reflect the income at year end. Regardless of the option used, a year end adjustment is necessary to comply with the IRS guidelines.

While there are several methods available, most companies use the "Valuation Method". This method uses the annual lease value determined by the IRS based on a vehicles fair market value. The fair market value is the value of the vehicle on the first day it is available to the driver (*usually the cost of the vehicle plus all taxes and related expenses except fuel*) and is used throughout the lease term. If a company reimburses drivers for fuel or provides a fuel card an additional 5.5 cents per personal mile is added to the taxable benefit calculation.

Using the excerpt from the IRS annual lease value table below, and a vehicle with a "Fair Market Value" of \$19,500 and 25% of total miles driven for personal use the calculation would be \$1,337.50 ( $5,350 \times .25$ ).

<i>Fair Market Value</i>	<i>Annual Lease Value</i>
\$ 18,900 to \$ 18,999	\$ 5,100
\$ 19,000 to \$ 19,999	\$ 5,350
\$ 20,000 to \$ 20,999	\$ 5,600

If a company reimburses for fuel or provides a fuel card the total personal use value would be:

Annual Personal Use Value	\$ 1,337.50
Value of Fuel (5,000 personal miles X \$ .055)	\$ 275.00
Total Personal Use Value	\$ 1,612.50

The accepted reporting period for personal use is November 1<sup>st</sup> through October 31<sup>st</sup> of the following year. This allows time for data collection typically October 15<sup>th</sup> through November 15<sup>th</sup> thus allowing time for preparation of W2 statements.

Union Leasing, Inc. will be offering a Driver Tax Compliance service using the method outlined above, if you would like more information on this service please contact Myles McEvelly, Director of Client



## DRIVERS SAFETY CORNER

### Emergency Vehicles

When approaching a stationary emergency vehicle using visual signals, many state laws requires motorists to yield, change to a lane away from the emergency vehicle, and proceed with caution. If a lane change is not possible, reduce speed and proceed with caution. In addition, when being approached by an emergency vehicle using audible and visual signals, motorists need to immediately safely pull to the right side of the road and wait for the emergency vehicle to pass. If stopped at an intersection with two-way traffic, remain stopped until the emergency vehicle passes.

Penalties for violations of this law may result in the loss of driving privileges or fines. In the state of Illinois volitions can result in a minimum of 90 days suspension for a first offense.

**If you are unsure about your specific state and local laws pertaining to emergency vehicles visit your Department of Motor Vehicles web site.**

## SKIDDING AND HYDROPLANING IN RAINY CONDITIONS

Losing control of your car on wet pavement is a frightening experience. You can prevent skids by driving slowly and carefully, especially on curves. Steer and brake with a light touch. When you need to stop or slow, do not brake hard or lock the wheels and risk a skid. Maintain mild pressure on the brake pedal.

If you do find yourself in a skid, remain calm, ease your foot off the gas, and carefully steer in the direction you want the front of the car to go. For cars without anti-lock brakes, avoid using your brakes. This procedure, known as "steering into the skid," will bring the back end of your car in line with the front. If your car has ABS, brake firmly as you steer into the skid.

While skids on wet pavement may be frightening, hydroplaning is completely nerve-wracking. Hydroplaning happens when the water in front of your tires builds up faster than your car's weight can push it out of the way. The water pressure causes your car to rise up and slide on a thin layer of water between your tires and the road. At this point, your car can be completely out of contact with the road, and you are in danger of skidding or drifting out of your lane, or even off the road.

To avoid hydroplaning, keep your tires properly inflated, maintain good tread on your tires and replace them when necessary, slow down when roads are wet, and stay away from puddles. Try to drive in the tire tracks left by the cars in front of you.

If you find yourself hydroplaning, do not brake or turn suddenly. This could throw your car into a skid. Ease your foot off the gas until the car slows and you can feel the road again. If you need to brake, do it gently with light pumping actions. If your car has anti-lock brakes, then brake normally; the car's computer will mimic a pumping action, when necessary.

A defensive driver adjusts his or her speed to the wet road conditions in time to avoid having to use any of these measures.

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