



Transitioning from Company Cars to Employee Driving Reimbursement

The Ultimate Fleet Transition Checklist

Why Make the Switch?



For Your Business



Reduce Corporate Liability

Limit exposure to accidents, injuries, and claims that follow the vehicle into personal use—evenings, weekends, and vacations



Optimize Spend

Reduce vehicle acquisition costs, depreciation, and other hidden costs associated with company cars



Manage Rising Insurance Costs

Reduce exposure to increasing premiums as accident costs and claims continue to climb



Reduce Admin Burden

Spend less time managing maintenance, repairs, inactive vehicles, and other fleet logistics for employees who transition to reimbursement



Enhance Flexibility

Shift from fixed fleet costs to reimbursement allows you to easily scale up or down as your business needs change



For Your Employees



Vehicle Choice & Ownership

Drive the vehicle that fits their lifestyle and build equity in a vehicle they own



Accurate, Tax-Advantaged Reimbursement

Reimbursement based on where they live and how much they drive, reducing (and in some cases eliminating) tax waste

Your Strategic Transition Roadmap

1. Analyze & Assess

Motus helps you build a clear picture before you commit—you don't have to map this out alone.

Fleet Audit

- ☐ **Catalog direct and hidden costs**—lease payments, maintenance, insurance, and depreciation
- ☐ **Calculate total cost of ownership** per vehicle

Financial Opportunity Assessment

- ☐ **Project capital recovery and reimbursement expenses** for your new program
- ☐ **Determine ROI timeline** and reinvestment opportunities for recovered capital

2. Design Your Program

With Motus, you'll build a policy and reimbursement model tailored to your workforce.

Policy Framework

- ☐ **Determine the right reimbursement approach and program requirements** based on how your employees drive for work
- ☐ **Define your approach to risk mitigation**, including driver safety, insurance, and policy requirements

Reimbursement Model

- ☐ **Choose your reimbursement structure** and set region-specific rates
- ☐ **Set up expense reporting** and payment workflows

3. Execute The Transition

Motus provides proven playbooks and hands-on guidance to support your transition.

Vehicle Disposition

- ☐ **Coordinate lease returns, buyouts**, or employee purchase options
- ☐ **Set a disposal timeline** and manage collection logistics

Phase Out Support Systems

- ☐ **Wind down fuel card** and maintenance programs
- ☐ **Close fleet contracts** and update insurance and liability coverage

4. Implementation & Adoption

Motus brings proven change management expertise to every fleet transition.

Communication Plan

- ☐ **Announce the change** with clear talking points for leadership
- ☐ **Create FAQ resources** and address common questions proactively

Training & Onboarding

- ☐ **Conduct training sessions** and mileage capture app demos
- ☐ **Provide resources** for ongoing reference

SUCCESS STORIES



"Transitioning to Motus' reimbursement program not only saved us 32% in vehicle program costs but dramatically improved satisfaction among our field teams. They appreciate the freedom to drive vehicles they chose while receiving fair reimbursement for business miles."

DIRECTOR OF OPERATIONS, FORTUNE 500 PHARMACEUTICAL COMPANY



"Our fleet transition eliminated over \$3.4M in vehicle assets from our books while giving our sales team the flexibility they wanted. The Motus platform handled all the complexity, making what seemed like a daunting transition remarkably smooth."

CFO, MID-MARKET MANUFACTURING COMPANY

Why Motus?

Navigate your transition with less complexity and greater confidence.

We've helped 150+ companies transition more than 15,000 drivers in the last two years. Motus supports every step of your transition with:

- ✓ Dedicated consultation, insights & support
- ✓ Proven change management processes & playbooks
- ✓ Clear, coordinated communication strategies
- ✓ Custom policy development and enforcement
- ✓ Year-round insurance & MVR monitoring
- ✓ Driving safety training
- ✓ Accurate, equitable reimbursement
- ✓ Streamlined reimbursement & payment
- ✓ Actionable reporting & analytics

We're here for you. Need help?

TALK TO A MOTUS EXPERT