

SEASONAL FLEET PLANNING CHECKLIST

FOR SPRING AND SUMMER OPERATIONS IN PUBLIC SPACES

Fleet planning checklist for councils, service teams, and event support crews. Includes green waste, vehicle logistics, and transport flexibility tips.



GROUPS MAINTENANCE AND STREET SCENE TEAMS

- Schedule increased green waste collections (grass cuttings, hedge trimmings)
- Confirm vehicle access to parks, verges, and open spaces
- Assess need for additional vans or tipper capacity
- Coordinate routes for mowing, strimming, and clean-up rounds
- Align waste pickups with public event clean-ups



FLEET AND TRANSPORT MANAGERS

- Review seasonal demand forecasts and pressure points
- Confirm vehicle availability and temporary hire options
- Ensure replacement plans are in place for breakdowns
- Check CAZ/ULEZ compliance for urban routes and events
- Evaluate options for hybrid or electric vans (if applicable)
- Schedule summer vehicle checks (tyres, AC, cooling systems)



EVENTS AND FACILITIES TEAMS

- Confirm van hire for public events, as well as van access for event set-up/removal (fencing, signage, equipment)
- Plan transport and positioning of mobile toilets/wash stations
- Coordinate deliveries with event schedules and local restrictions
- Include backup logistics plan for unplanned public gatherings
- Factor in pedestrian flow and emergency access points



SERVICE OPERATIONS / DEPOT LEADS

- Confirm staff availability and rota flexibility for longer summer days
- Arrange seasonal safety briefings (heat, traffic, footfall)
- Schedule support for late finishes, weekends, or bank holidays
- Liaise with events/facilities teams to avoid service clashes
- Review overtime or contractor support if required



SUSTAINABILITY AND COMPLIANCE (ALL TEAMS)

- Prioritise efficient routing to reduce emissions and fuel use
- Avoid unnecessary vehicle idling during high-footfall periods
- Report and track fleet emissions where applicable
- Use low/no-emission zones effectively and plan around restrictions
- Explore use of sustainable materials/logistics for events

NOTES AND CUSTOM TASKS



Tip:

Share this checklist across departments and encourage teams to update it weekly during peak months.

Bonus Tip:

Start your seasonal fleet planning early – the smoother your transport runs, the fewer the complaints, delays, or missed collections. Flexibility is key, and short-term vehicle hire can make a big difference without stretching your permanent fleet.