



APPLICATION CHEAT SHEET

10 TIPS FOR A BETTER APPLICATION

Ready to apply?

First, download the 2020 Leading Fleets application [here](#) and review it. Additional resources for applicants can be found on the [Leading Fleets application page](#).

1. START EARLY

Start early — start now! The application doesn't change much year to year — read through the essay questions and jot down notes throughout the year or in the weeks leading up to the application deadline. When it comes time to fill out the application form, you'll already have something to work with.

Get the whole team involved. This gets the entire fleet invested in the project and provides multiple perspectives for answering some of the questions.

2. EXPLAIN YOUR YES/NO RESPONSES IF NEEDED

These 20 yes/no checkboxes are designed as a quick way for the judges to get an over-

view of your operation. We don't expect you to check them all off. If you want us to know why something isn't checked off, or provide more information about a specific checkbox, let us know in the optional comments area at the end of the application.

The best format is this: A bulleted or numbered list with the number of the checkbox

you're referring to followed by the comment, e.g.:

- #4 We have ordered a modern fleet system, expected implementation in May
- #16 Customer surveys show 95% are happy with our service

You may also use this space for additional comments.

3. SHOW US THE DATA

What are the results of your achievements? Did a project result in savings? Did a new initiative result in higher productivity? Are you saving taxpayer money? How did you accomplish it? Are the results one-time or ongoing? Back up your comments with data when possible. Make sure your numbers add up, and if

ABOUT THE AWARD

Government Fleet magazine created this award to drive the public fleet industry toward thinking about being fleet leaders. This award recognizes the entire fleet operation and is open to all public fleets in the U.S. and Canada.

For more information, visit government-fleet.com/awards.

2020 DATES

Applications open:
early January 2020
Applications close: Feb. 14, 2020
Winners announced: mid March
Rankings & recognition:
May 18-21, 2020 at [GFX](#)

anything seems like it might cause questions from the judges (numbers too high or too low), explain it.

4. BE CONCISE

All judges read every single application — that's why our character limits exist. A longer application doesn't mean it's a better one. Be concise; avoid redundant information; use accepted industry abbreviations; and no fluff, please.

Also, make sure you answer the question. For example, if the question asks about competitiveness and efficiency, demonstrate your operation's cost competitiveness.

5. BE SPECIFIC

Be specific to your fleet operation. Don't paste general information from a website. If you state a policy or program, let us know if it's a fleet policy or agency wide policy. How does it benefit your operation?

6. BE HONEST

Your name and agency will be masked for the judges. They won't know who you are, but if they have a question about your application, our staff will reach out to you, your supervisor, or the customer department you've listed to clarify or verify what you've written. We then forward the response to all the judges.

7. EXPRESS YOURSELF

Judges will base their decisions on what you've

written; they don't know any more or less than what you tell them. Tell the whole story. Does the person submitting the application know all your accomplishments, and do those accomplishments make it into the application?

8. WHAT DISTINGUISHES YOUR OPERATION FROM OTHERS?

The essay questions give you a chance to tell us about your challenges and achievements. Exceptional responses help your application stand out. Judges have said they look for innovative new programs or ideas, how agencies overcome the challenges they face, and how they save taxpayer money.

9. THINK LIKE A JUDGE

Every judge is different, but they mostly want to see the same thing: an efficient operation working to provide excellent service while moving forward with new ideas, technologies, etc. Do your responses contribute to what you want to say about your fleet?

10. PREPARE IN ADVANCE, SUBMIT ONCE

The best way to submit an application is to work off the Word document, then paste it into our system when you're ready. We accept just one submission with no changes allowed. Many of our judges read applications as they come in, and any time after you hit "submit," our staff may call you or the supervisor or customer you've listed to verify some of your information.

Ready? Apply [HERE](#).