FREE SHORT COURSE WORKBOOK

Owner Driver Business Basics

Use this workbook alongside the four lessons. Fill it in on a printout with your own vehicle and your own figures where you can. Numbers shown as examples are examples only.

Name: _____ Date: _____

LESSON 1

List your fixed and running costs

Write down every cost of running your vehicle. Mark each one F for fixed (you pay it even if the vehicle is parked) or R for running (it grows with the kilometres). Turn yearly costs into a monthly amount by dividing by 12.

Cost	F or R	How often I pay it	Amount for one month (R)
Example: insurance	*F*	*Every month*	*1,700*

Totals

Total of my fixed costs for one month: R _____

Costs I was not sure about, or had to guess: _____

LESSON 2

Work out my cost per kilometre

Use your own records for fuel, tyres and service. Be honest about the kilometres you expect to drive in a normal month. Then work through the steps.

Running cost per kilometre

Fuel: litres per 100 km _____ x price per litre R _____ ÷ 100 = R _____ per km

Tyres: R _____ per km

Service and repairs: R _____ per km

Running cost per km = R _____ + R _____ + R _____ = R _____

Fixed cost per kilometre and total

Monthly fixed costs (from Lesson 1): R _____

Kilometres I expect to drive in a normal month: _____

Fixed cost per km = R _____ ÷ _____ km = R _____

My cost per km = fixed R _____ + running R _____ = R _____

Km driven in the month	Fixed cost per km	Running cost per km	Cost per km
Example: 3,000 km	*R4.00*	*R3.20*	*R7.20*

LESSON 3

Cost and price one of my trips

Choose a trip you do often, or a job a customer has asked about. Include the kilometres you drive back empty. Work through the steps and compare the result with what you charge or were offered.

Trip costing

Trip: from _____ to _____

Km loaded: _____ Km empty: _____ Total km: _____

Trip cost = _____ km x R _____ per km = R _____

Markup added on top of cost: _____ % Markup in rands = R _____ x _____ = R _____

Price = R _____ + R _____ = R _____

Costs for this trip only (tolls, parking), at real amounts: R _____

What I charge or was offered for this trip, the difference from my price, and what I will do about it:

_____

_____

_____

_____

LESSON 4

Look at my cash for four weeks

Fill in the table for four weeks. Write down money that actually arrived and money that actually left, not work you have done or invoices you have sent. Then tick the habits you already have.

Week	Cash in (R)	Cash out (R)	Cash in minus cash out (R)	Money I am still waiting for (R)
Example: week 1	*6,000*	*7,200*	*-1,200*	*2,500*

- ☐ I keep business money in an account separate from home money
- ☐ I set money aside for tyres and service when a customer pays
- ☐ I have a written list of the dates my instalment, insurance and renewals are due
- ☐ I track money in and money out every week
- ☐ I agree the payment date with the customer before I take the job

My three actions

Write three things you will do differently in your business after this course.

1. _____
2. _____
3. _____