



Fleet Manager

Job Scope

The Fleet Manager is responsible for overseeing and managing the fleet operations of an organization. This role involves planning, coordinating, and executing fleet activities to ensure the efficient and safe operation of the company's vehicles. In addition, the Fleet Manager collaborates with cross-functional teams, including drivers, maintenance staff, and administrative personnel, to optimize fleet performance, reduce costs, and maintain regulatory compliance.

Responsibilities

- Develop and implement fleet management strategies, policies, and procedures to ensure the effective and efficient operation of the company's vehicles.
 - Plan and coordinate vehicle acquisition, maintenance, and disposal to optimize fleet size and performance.
 - Monitor and manage fleet expenses, including fuel, maintenance, and insurance.
 - Ensure compliance with applicable laws, regulations, and safety standards governing fleet operations.
 - Establish and maintain a preventive maintenance program to ensure the regular servicing and repair of vehicles.
 - Coordinate vehicle inspections and maintenance activities with internal maintenance staff or external service providers.
 - Monitor and analyze vehicle maintenance records to identify trends, implement improvements, and minimize downtime.
 - Ensure compliance with vehicle safety and emissions standards.
 - Implement fleet management systems and technology to track vehicle locations, mileage, fuel consumption, and driver behavior.
 - Optimize vehicle utilization and routing to minimize mileage, reduce fuel costs, and improve efficiency.
 - Analyze data on vehicle utilization and make recommendations for optimizing fleet size and composition.
 - Monitor driver performance and provide feedback on safe and efficient driving practices.
 - Stay current with federal, state, and local regulations regarding vehicle registration, licensing, permits, and insurance.
 - Ensure compliance with DOT (Department of Transportation) regulations, including driver hours-of-service regulations, vehicle weight limits, and safety standards.
 - Maintain accurate records and documentation for compliance audits and inspections.
 - Evaluate and select vendors, suppliers, and service providers based on quality, cost-effectiveness, and reliability.
 - Negotiate contracts and agreements for vehicle purchases, maintenance services, fuel supply, and other fleet-related needs.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Monitor vendor performance, manage relationships, and resolve any issues or disputes.
Develop and manage the fleet operations budget, including forecasting expenses and optimizing costs.
Analyze and report on fleet-related financial data, including expenses, cost per mile, and total cost of ownership.
Identify cost-saving opportunities and implement strategies to reduce fleet-related expenses.
Provide input for fleet-related capital expenditure decisions, such as vehicle purchases and equipment investments.
Provide fleet team leadership, guidance, and support, including training, coaching, and performance management.
Foster a culture of teamwork, collaboration, and continuous improvement.
Promote safety awareness and driver training programs to ensure compliance with safety policies and reduce accidents.

Requirements

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field. Relevant work experience may be accepted in lieu of a degree.
Proven experience (typically 5+ years) in fleet management or a related field.
Strong knowledge of fleet management principles, best practices, and industry trends.
Familiarity with vehicle maintenance and repair processes.
Knowledge of applicable laws, regulations, and safety standards governing fleet operations.
Excellent organizational and time management skills.
Strong analytical and problem-solving abilities.
Proficiency in fleet management software and telematics systems.
Excellent communication and interpersonal skills.
Budgeting and financial management skills.
Leadership and team management abilities.