

Fleet Administrator Responsibilities

Why Does Your Organization Need a Fleet Administrator?

To ensure that tasks and responsibilities are completed in accordance with policies and procedures. Without a designated fleet administrator, who is responsible and accountable, certain tasks, responsibilities and goals may be left undone. A fleet administrator is accountable for overseeing policy administration, driver safety and fleet operations.

Major Responsibilities: (Note: this is not a complete list)

- Completion of proper forms (for example, Individual Driving Assessment and Orientation Checklist)
- Completion of Driver Orientation
- Maintaining Driver Files and Records
- Communicating specific driver rules and obligations
- Accident Reporting
- Conducting joint vehicle inspection
- Tracking Losses
- Communicating parking and storage requirements
- Coordinating Training Activities
- Issuing periodic reports of losses for the president's review
- Reviewing motor vehicle accident reports as part of the Organization's Accident Review Process
- Revise and distribute changes to the Motor Vehicle Safety Program to managers, supervisors and drivers as necessary
- Assists in evaluating Driver Performance

NOTE: In some situations, these responsibilities will fall to more than one person. The key is to make the individual(s) assigned to these important fleet duties understand that they are responsible and accountable for completing them properly.