Fleet Coordinator Duties

1. Serve as the Motor Fleet Management liaison for an agency by:

- Communicating MFM rules and regulations to agency leaders and drivers.
- Administering MFM vehicle actions for the agency, such as
  - Coordinating new vehicle requests & assignments, assignment changes and verifications, replacement list approvals
  - Handling compliance reporting
  - Ensuring periodic maintenance, annual state inspections, recalls, and accident reports are completed
  - Accessing MFM systems to monitor their agency MFM vehicle assignments, maintenance, and utilization
- Attending MFM meetings, webinars, and trainings
- Maintaining current agency contact profile

2. Maintain the agency’s vehicle, driver information, and records, which should include:

- Agency fleet policies
- Number of passenger vehicles, pickup trucks and vans owned by the agency
- Vehicle titles, tags, and registration records (for agencies whose titles are not maintained by MFM)
- Driver compliance acknowledgements of agency policies and MFM regulations
- Vehicle Assignments to show:
  - Drivers
  - Driver eligibility verification documentation. This includes drivers of agency owned vehicles and all drivers of MFM vehicles (except those listed on Form FM-30, which MFM verifies)
  - The agency business units responsible for each vehicle
  - The physical location of each vehicle

- Mileage logs, which should include:
  - The vehicle ID#
  - The days driven and the driver for each day used during a month
  - The total miles driven for the month

- Commuter information, including:
  - All drivers who commute
  - Commuting approval forms

- Fuel Management (for agency-owned vehicles not managed by MFM)
  - Agency fuel card or Fuel Master pro-key assignments
- Liability insurance coverage (for agency owned vehicles not managed by MFM)
- Accident data for agency owned vehicles not managed by MFM, to include:
  - Accident Reports
  - Police Reports
  - Accident Claim Numbers

- Misuse complaints, citations, and agency responses.