

Fleet Manager Job Description Template

We are looking for highly organised candidates for the position of Fleet Manager. Fleet Managers are responsible for providing assistance during the recruitment process, maintaining detailed vehicle servicing and inspection records and scheduling regular vehicle maintenance to ensure the fleet is operational and road worthy, among other duties. Moreover, Fleet Managers will be responsible for the disciplining of drivers who are not efficiently using their time, requiring excellent leadership, decision making and good verbal communication skills.

Key Responsibilities:

- Purchase and maintain vehicles used for deliveries
- Decide whether to lease or buy vehicles
- Provide assistance during the recruitment process
- Create efficient driver schedules
- Manage drivers so they follow the schedules set for them
- Register and license all vehicles under your management
- Find ways to cut costs and maximise profit
- Develop and implement strategies to improve fuel efficiency
- Maintain detailed vehicle servicing records
- Schedule regular vehicle maintenance to ensure all vehicles are road worthy and ensure enough vehicles are available for use
- Ensure strict maintenance times are followed to minimise vehicle downtime and maintain schedules
- Monitor driver behaviour to ensure high levels of customer service
- Analyse data to increase operational efficiency
- Use GPS systems to monitor driver progress and track stolen vehicles

Personal Specification:

- Minimum 2 years' experience in logistics or similar positions
- Strong organisational skills
- Analytical mind-set
- Good problem solving skills
- Attention to detail
- Exceptional interpersonal skills
- Excellent verbal and written communication skills