



FLEET PROGRAM CHANGES

INTRODUCTIONS

Fleet Team

Fleet Manager:

Rebekah Atkinson
R.J.Atkinson@tcu.edu

Fleet Operations Specialist:

Ethan Long
Ethan.G.Long@tcu.edu

PROJECT SCHEDULE

Completed Tasks



Fleet Policy
Update



Pool Vehicle
Program
Improvements



Implemented
Software

PROJECT SCHEDULE

Active Tasks



Training



Vehicle
Reconciliation



Rollout



Use of the Fleetio
software is
MANDATORY for all
TCU Fleet vehicle
managers



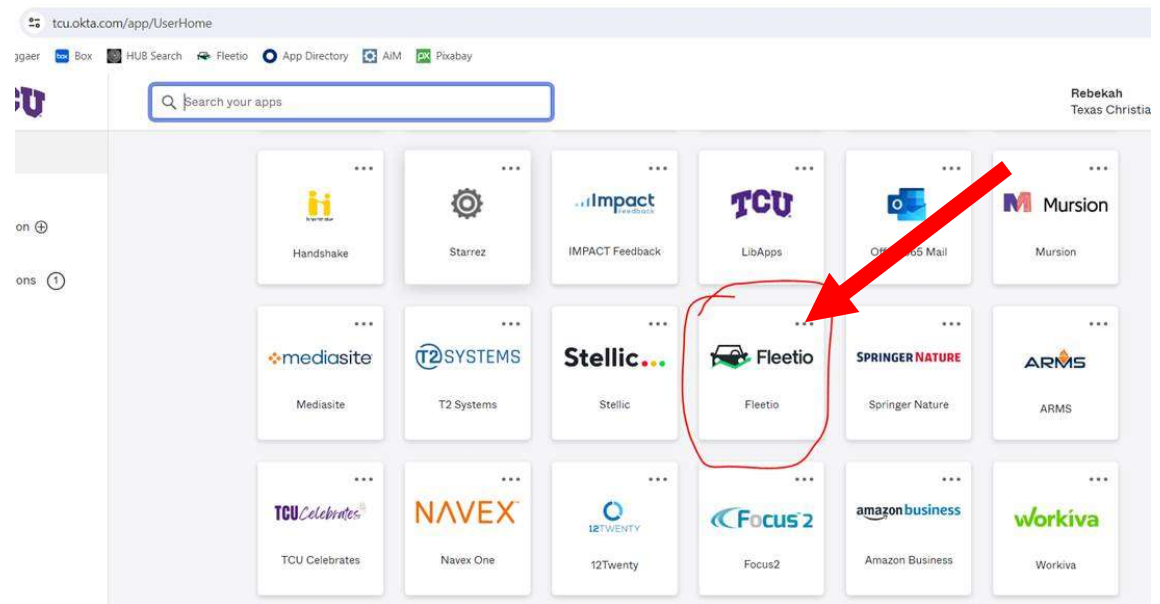
Pro Tip:
Identify a Super User

Does my Department have a Super User?

Group	Sub-Group	Super User
Advancement	TBD	
ARMY/ROTC	TBD	
Athletics	Individual	None
Band	TBD	
Biology	TBD	
Biology Core Lab	TBD	
Brown-Lupton University Union	TBD	
Campus Police	Super User	Leon McGee
Campus Recreation	TBD	
Chancellor	Individual	None
Environmental Studies	TBD	
Facilities	Super User	Ethan Long
Geology	TBD	
IBR	TBD	
Information Technology	Super User	TBD
Library	TBD	
Ranch Management	TBD	
Residential Services	Super User	Miles Oller
Risk	TBD	
Student Affairs	TBD	
Theatre	TBD	
Vice Chancellor	Individual	None

Where Can I Find Fleetio?

Visit tcu.okta.com. You should see a Fleetio tile like the one below.



Log in with Single Sign On

Log in to Fleetio
Don't have an account? [Start a free trial](#)

You need to log in or sign up before continuing. ✕


Email address or username
TestFleetio123 ⋮

Password Show password
..... ⋮

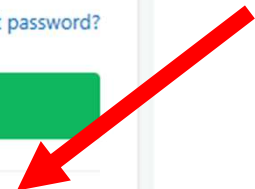
Keep me logged in Forgot password?

Log in


or

 Log in with Google Log in with SAML

[Resend confirmation email](#)



Vehicle Assignment

 **Fleetio**
From: notifications@fleetio.com

 Sun, Mar 3 at 4:04 PM 



Vehicle assigned to you

Rebekah Atkinson has assigned vehicle VEH-0262 to you:

[View Vehicle](#)

Name	VEH-0262
Year	2016
Make	CHEVROLET
Model	MALIBU
Updated At	Sunday, March 3, 2024 4:03 PM

Did you find this notification useful, and do you want to set up others? Getting too many notifications? Manage your [Notification Settings](#) to update your preferences!

- The Fleetio Team

If you need help please contact our support team at help@fleetio.com.

Exploring Your Dashboard

The dashboard is titled "My Dashboard" and is for "Texas Christian Univ... Test Test". It features a search bar with "269" and a navigation menu on the left. The main content area contains several widgets:

- Repair Priority Class Trends:** A line chart showing trends from Oct '23 to Mar '24. The y-axis ranges from 0% to 100%. A legend indicates: No Repair Priority Class (grey), Emergency (red), Non-Scheduled (yellow), and Scheduled (green).
- Service Reminders:** A card showing 1 Overdue and 0 Due Soon.
- Time to Resolve:** A line chart showing Avg. Time to Resolve (blue line) and # of Issues (yellow line) from Oct '23 to Mar '24. The y-axis ranges from 0h to 4d.
- Open Issues:** A card showing 0 Open and 0 Overdue.
- Vehicle Renewal Reminders:** A card showing 0 Overdue and 0 Due Soon.
- Active Work Orders:** A card showing 0 Open and 0 Pending.
- Contact Renewal Reminders:** A card showing 0 Overdue and 0 Due Soon.
- Vehicle Assignments:** A card showing 2 Assigned and 8 Unassigned.
- Vehicle Status:** A card showing 10 Active, 0 Inactive, 0 In Shop, and 0 Out of Service.
- Vehicle Locations:** An empty card.
- Recent Comments:** A card showing a comment by Rebekah Atkinson on Vehicle: VEH-0221, dated 6 months ago. The comment text is: "This cart needs to be replaced. Mechanic wired a solar panel on it to help keep battery charged while operating. For this cart, you also must keep a key in the ignition in the on position to charge cart."
- On-Time Service Compliance:** An empty card.

Adjust Your Widgets - Areas to Focus

The screenshot shows the Fleetio dashboard for Texas Christian University, user Rebekah Atkinson. The dashboard is titled "My Dashboard" and was updated 1 minute ago. A red circle highlights the "Manage Widgets" menu in the top right corner. Three red arrows point from this menu to the "Service Reminders", "Open Issues", and "Overdue Inspections" widgets.

Service Reminders: 5 Overdue, 0 Due Soon

Open Issues: 0 Open, 0 Overdue

Overdue Inspections: 1 Overdue, 1% Overdue

Other Widgets:

- Repair Priority Class Trends:** 178% trend from Nov '23 to Apr '24. Legend: No Repair Priority Class (grey), Emergency (red).
- Latest Meter Readings:** Scatter plot of Miles from Jun '23 to Dec '23.
- On-Time Service Compliance:** 100% All Time, 100% Last 30 Days.
- Total Costs:** Bar chart from Nov '23 to Apr '24.
- Time to Resolve:** Line chart from Nov '23 to Apr '24. Legend: Avg. Time to Resolve (blue), # of Issues (yellow).
- Active Work Orders:** 6 Open, 0 Pending.
- Vehicle Status:** 227 Active, 0 Inactive, 0 In Shop.

Finding a Vehicle

Use this Search

Not this One

The screenshot shows the Fleetio interface. On the left, a dark blue sidebar contains a menu with 'Vehicle List' circled in red. At the top of the main content area, there is a search bar labeled 'Search Fleetio' with a red arrow pointing to it. Below this, the 'Vehicles' section is visible, featuring a secondary search bar and several filter dropdowns (Vehicle Type, Vehicle Group, Vehicle Status, Watcher, Filters). A table of vehicles is displayed below, with columns for Name, Year, Make, Model, VIN, Status, Type, Group, Current Meter, License Plate, Watchers, and Operator. The table contains 10 rows of vehicle data.

Name	Year	Make	Model	VIN	Status	Type	Group	Current Meter	License Plate	Watchers	Operator
VEH-0221	2013	VANTAGE	X1000	1V9481114DC113110	Active	CART	Custodial Services	0 mi	—	1 watcher	Unassigned
VEH-0238	2015	POLARIS	GEM E25	52CG2AGA9F0012440	Active	CART	Custodial Services	0 mi	FYB0146	1 watcher	Unassigned
VEH-0244	2015	CLUB CAR	Carryall 710 LSV	5T5LC22B5FA596562	Active	CART	Custodial Services	0 mi	GDF2229	1 watcher	Unassigned
VEH-0245	2015	POLARIS	Gem E45	52CG45GA1F0012819	Active	CART	Custodial Services	0 mi	GDF2230	2 watchers	Test Test
VEH-0246	2015	CLUB CAR	Carryall 710 LSV	5J5LC22B0GA618467	Active	CART	Custodial Services	0 mi	GFW6823	1 watcher	Unassigned
VEH-0247	2015	CLUB CAR	Carryall 710 LSV	5J5LC22B7GA618496	Active	CART	Custodial Services	0 mi	GFW6824	1 watcher	Unassigned
VEH-0262	2016	CHEVROLET	MALIBU	1G1ZJ5S1GF281193	Active	Sedan	Custodial Services	18,861 mi	HMR3632	2 watchers	Test Test
VEH-0296	2019	CHEVROLET	COLORADO	1GCGSCEN4K1314794	Active	Truck	Custodial Services	7,263 mi	MJW5974	1 watcher	Unassigned
VEH-0313	2022	CLUB CAR	Carryall 700 LSV	A5CUBB2DHNA307659	Active	CART	Custodial Services	0 mi	—	1 watcher	Unassigned
VEH-0315	2018	CHEVROLET	SUBURBAN	1GNSKGKC4R136977	Active	SUV	Custodial Services	104,702 mi	KCY4536	1 watcher	Unassigned

WHAT DO WE NEED FROM YOU?



Scheduled
Maintenance
Services Reporting



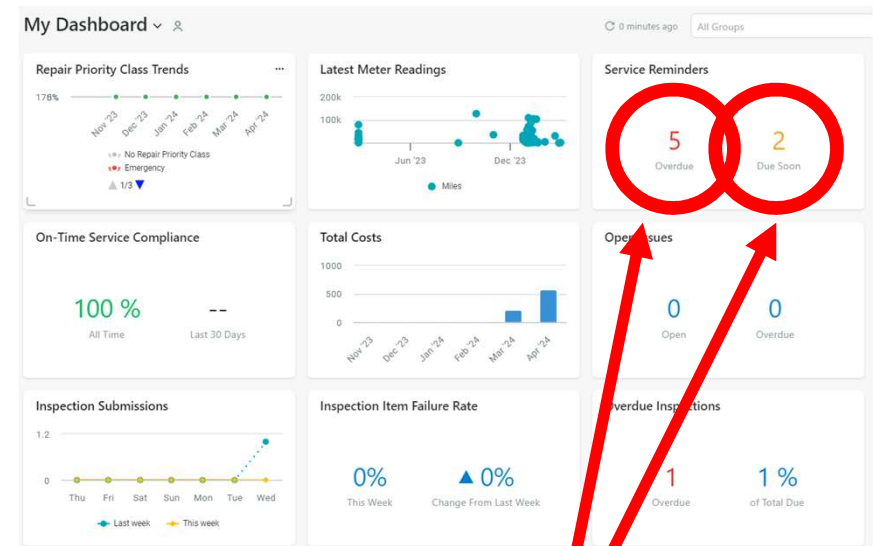
Unscheduled Repair
Services Reporting



Inspection Reporting



SCHEDULED SERVICE REPORTING



- Step 1) Identify Maintenance Service Need
- Step 2) Complete Maintenance
- Step 3) See “Service Entry - Scheduled Service” for Reporting Instructions

https://finance.tcu.edu/facilities/files/Service_Entry-Scheduled_Service.pdf



UNSCHEDULED SERVICE REPORTING

Services unrelated to a maintenance schedule (ex: flat tire, broken windshield, etc.), follow a different set of instructions.

Step 1) Complete Service

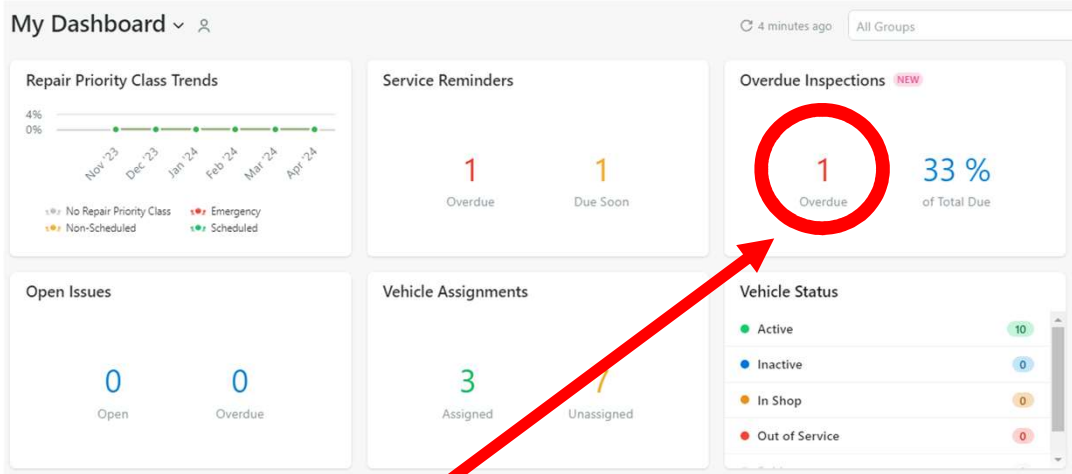
Step 2) See “Service Entry - Unscheduled Service” for Reporting Instructions

https://finance.tcu.edu/facilities/files/Service_Entry-unscheduled_Service.pdf





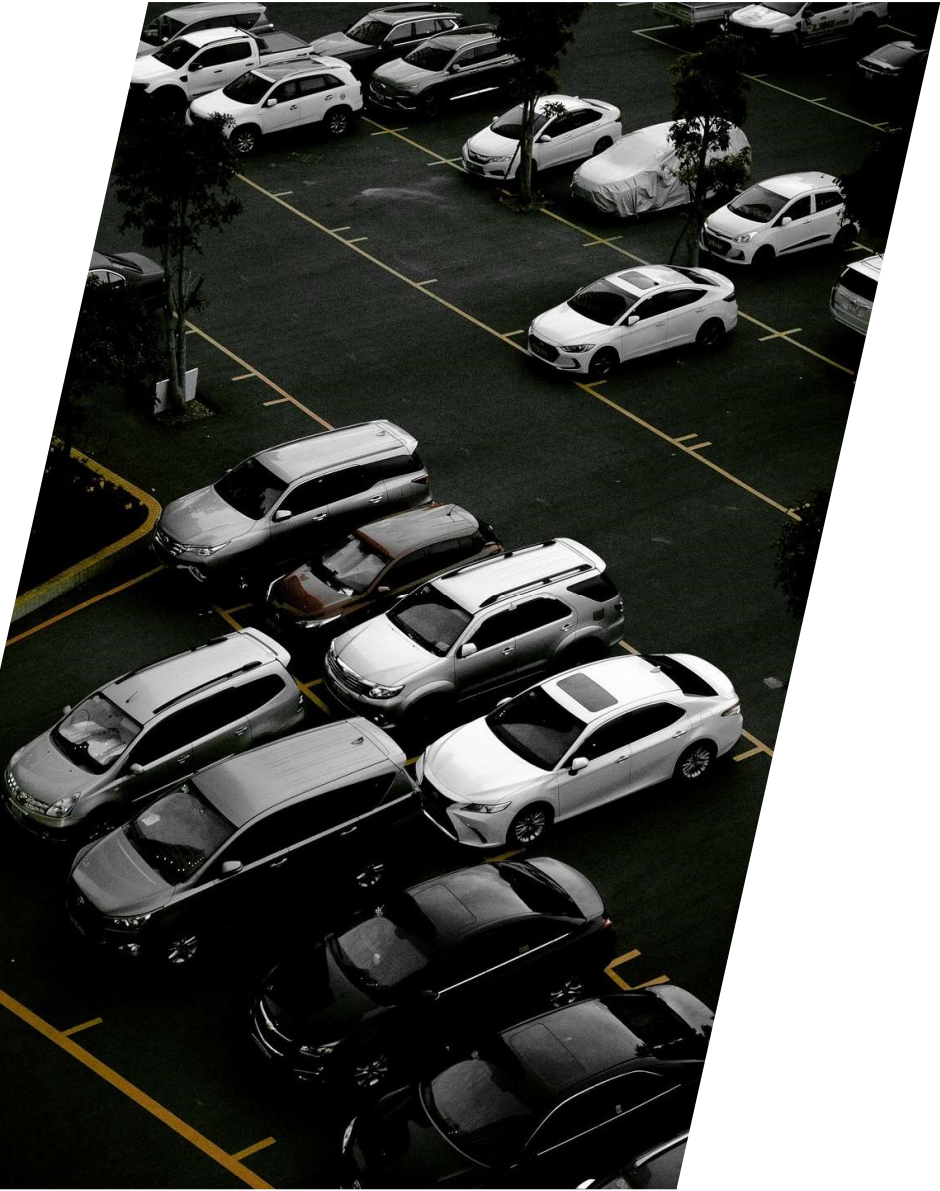
INSPECTION REPORTING



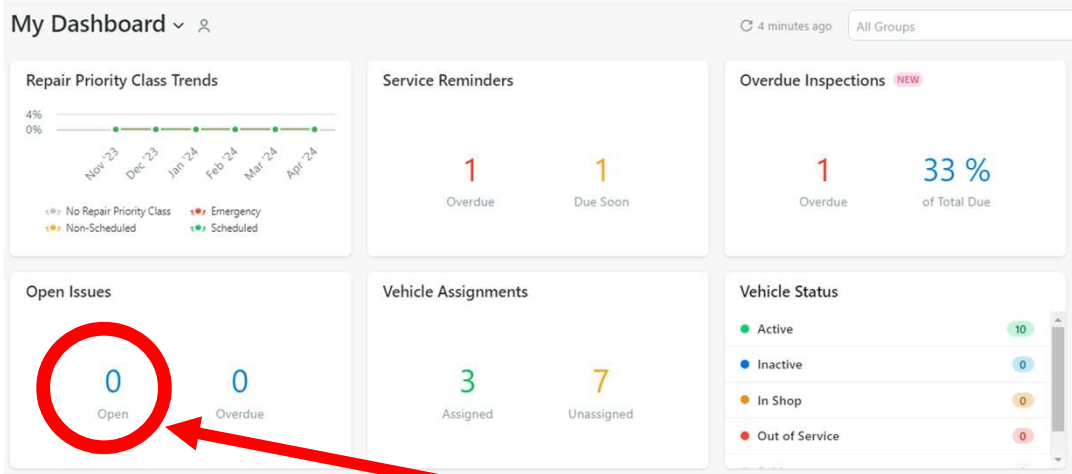
- Step 1) Identify Vehicle Needing Inspection
- Step 2) See "Vehicle Inspection Report - Scheduled" for Reporting Instructions

https://finance.tcu.edu/facilities/files/Vehicle_Inspection_Report-Scheduled.pdf





ISSUE REPORTING & RESOLUTION



See “Creating and Issue and Resolving an Issue” for Instructions
https://finance.tcu.edu/facilities/files/Issue_Creation-Not_Related_to_Inspection.pdf

Issue Reporting is optional and will likely be rarely used by most TCU departments.





WHAT CAN'T YOU DO?

- Add or Edit Vehicles
- View Vehicles Outside Assigned Group
- Create: Service Reminders, Service Programs, Contacts
- Delete: Service Entries, Inspections, Meter Entries, Issues



WHAT'S IN IT FOR ME?



Policy Compliance



Safety

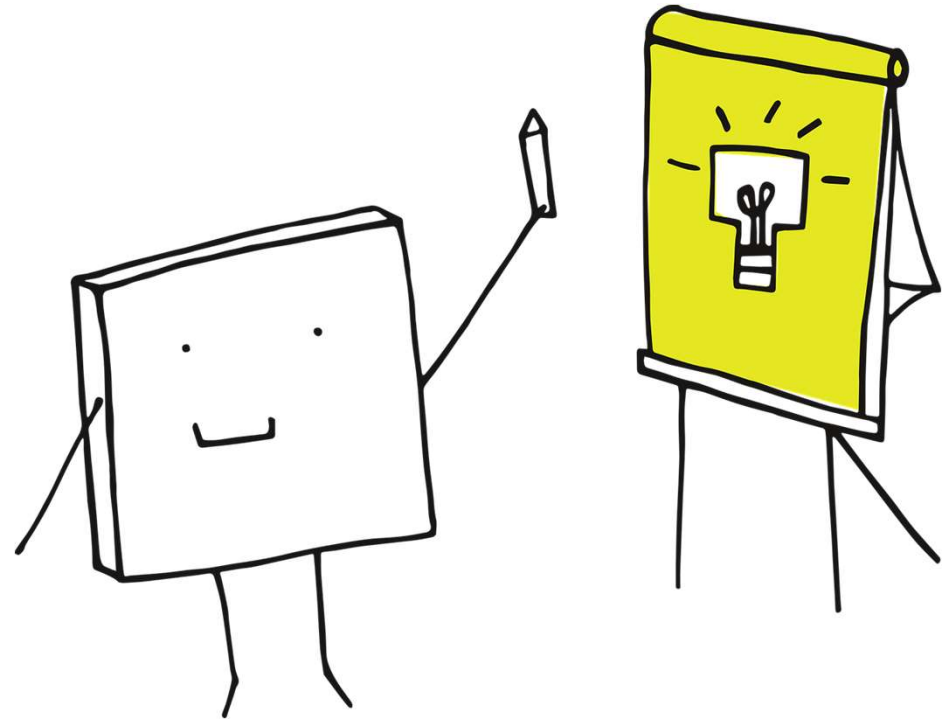


Vehicle Replacement

Training Resources

Visit the TCU Fleet Page for Updated Training Resources:

<https://finance.tcu.edu/facilities/fleet-management.php>



Still
Confused??

1:1 Training Available
on Request



Next Steps

- Fleet Reconciliation for Department Vehicles
- Upload Service History
- Wait for System Notifications



I HAVE QUESTIONS!!

E-mail us at:

Fleet@tcu.edu



RESOURCES

TCU Fleet Policy:
[Guide-August-2024.pdf](https://finance.tcu.edu/risk-management/files/TCU-Fleet-Management-Guide-August-2024.pdf)

[https://finance.tcu.edu/risk-management/files/TCU-Fleet-Management-](https://finance.tcu.edu/risk-management/files/TCU-Fleet-Management-Guide-August-2024.pdf)

Pool Vehicle Program:
[vehicle-reservation-instructions](https://finance.tcu.edu/facilities/fleet-management.php#acc23e72-pool-vehicle-reservation-instructions)

[https://finance.tcu.edu/facilities/fleet-management.php#acc23e72-pool-](https://finance.tcu.edu/facilities/fleet-management.php#acc23e72-pool-vehicle-reservation-instructions)

Fleetio Training Materials:
[fleetio-training-materials](https://finance.tcu.edu/facilities/fleet-management.php#acc23e72-fleetio-training-materials)

[https://finance.tcu.edu/facilities/fleet-management.php#acc23e72-](https://finance.tcu.edu/facilities/fleet-management.php#acc23e72-fleetio-training-materials)

Fleetio Help Center:

<https://help.fleetio.com/s/>



THANK YOU