FLEET PROGRAM

CHANGES

INTRODUCTIONS

Fleet Team

Fleet Manager:

Rebekah Atkinson
R.J.Atkinson@tcu.edu

Fleet Operations Specialist:

Ethan Long
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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 <u>MANDATORY</u> 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.
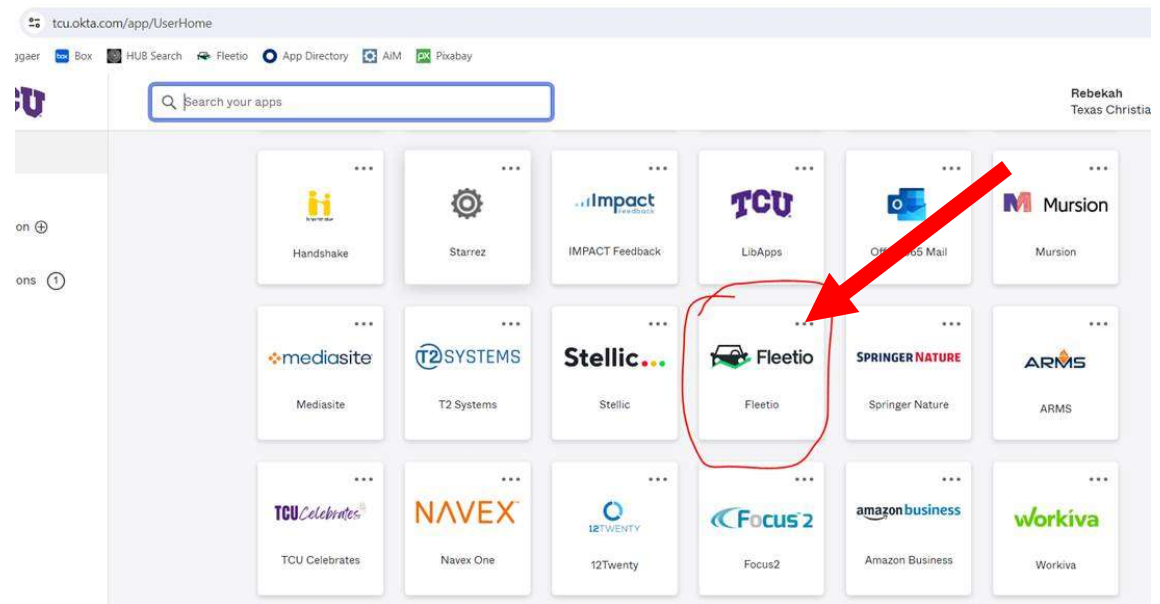
Log in with Single Sign On

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
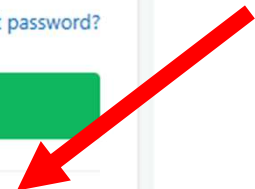
Password   Show password

••••••••••••

☐ Keep me logged in   Forgot password?

Log in

or

G Log in with Google   Log in with SAML

Resend confirmation email

Vehicle Assignment

Exploring Your Dashboard

Adjust Your Widgets - Areas to Focus

Finding a Vehicle

Use this Search

Not this One

WHAT DO WE NEED FROM YOU?

Scheduled Maintenance Services Reporting

Unscheduled Repair Services Reporting

Inspection Reporting

SCHEDULED SERVICE REPORTING
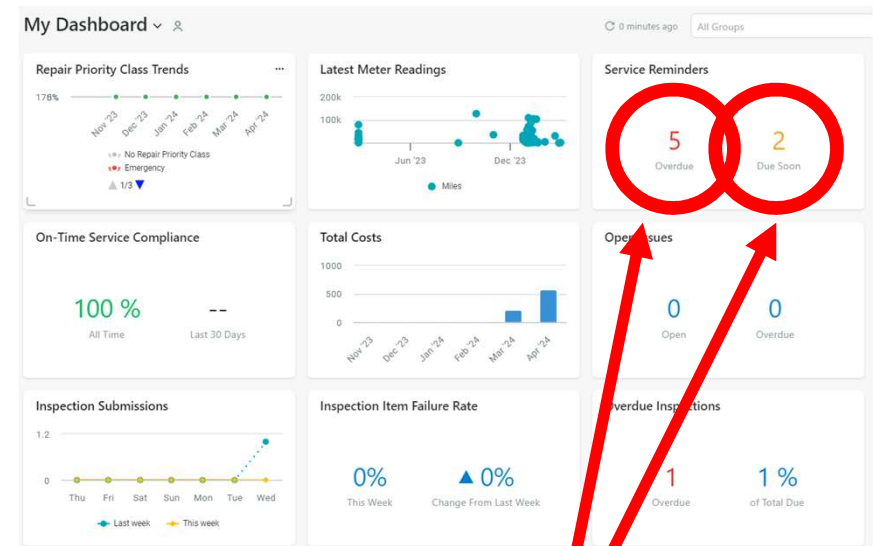
Step 1)   Identify Maintenance Service Need
Step 2)   Complete Maintenance
Step 3)   See "Service Entry - Scheduled Service" for Reporting Instructions
https://finance.tcu.edu/facilities/files/Service_Entry-Scheduled_Service.pdf

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

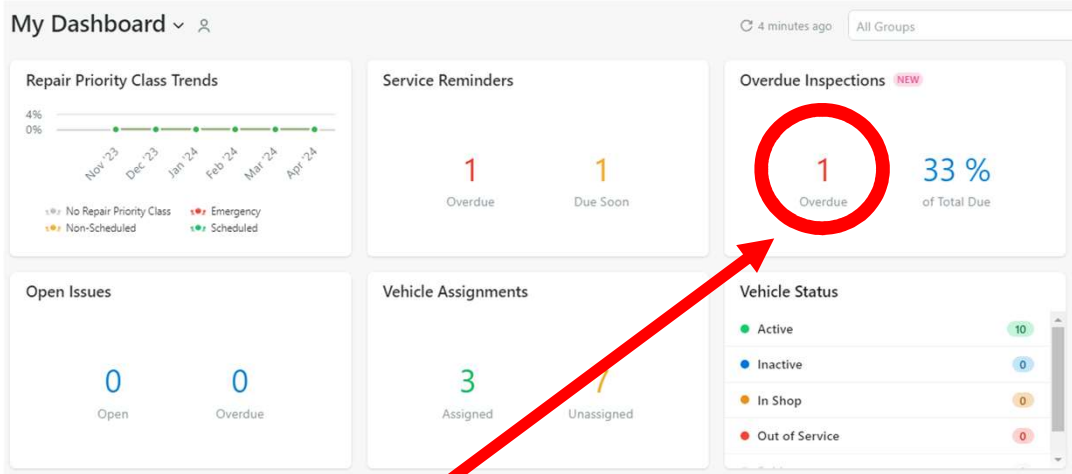https://finance.tcu.edu/facilities/files/Vehicle_Inspection_Report-Scheduled.pdf
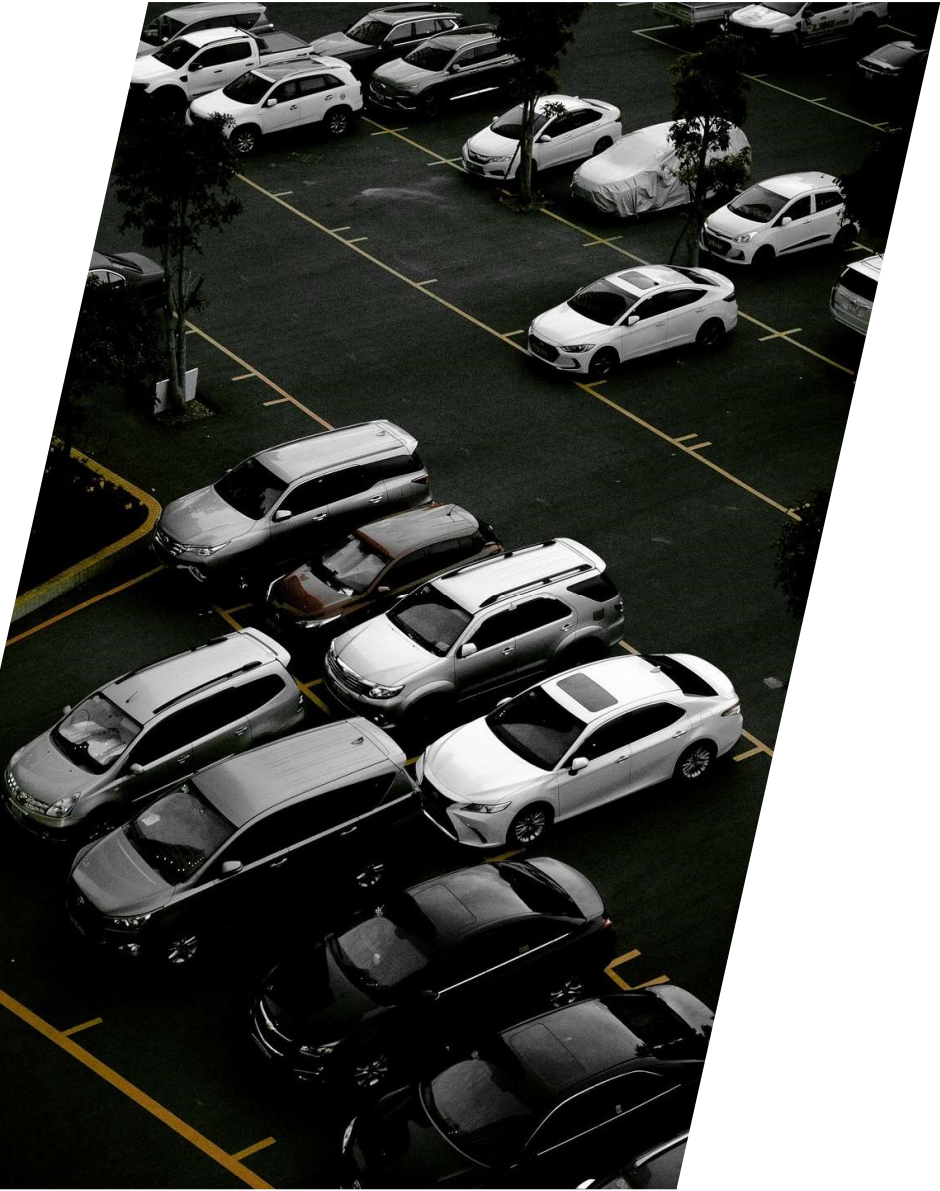
ISSUE REPORTING & RESOLUTION
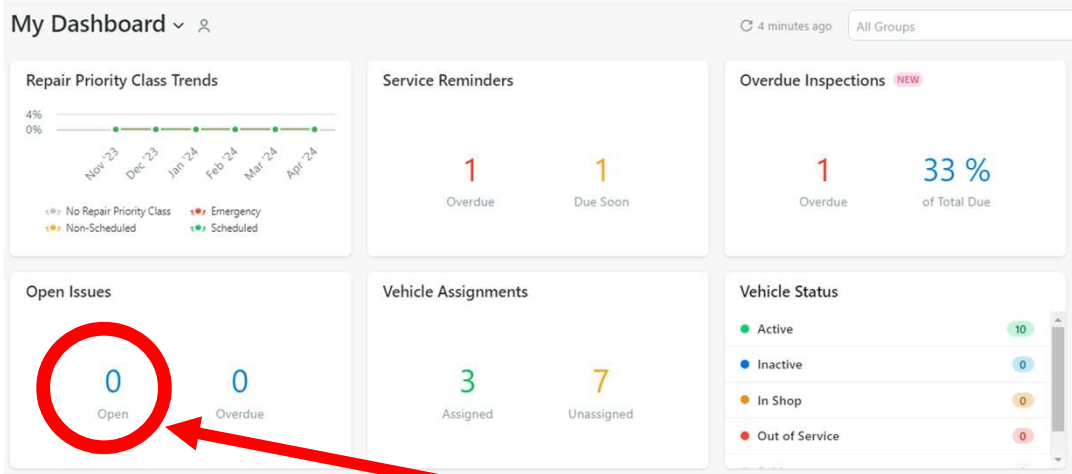
See "Creating and Issue and Resolving an Issue" for Instructions
https://finance.tcu.edu/facilities/files/Issue_Creation-Not_Related_to_Inspection.pdf

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
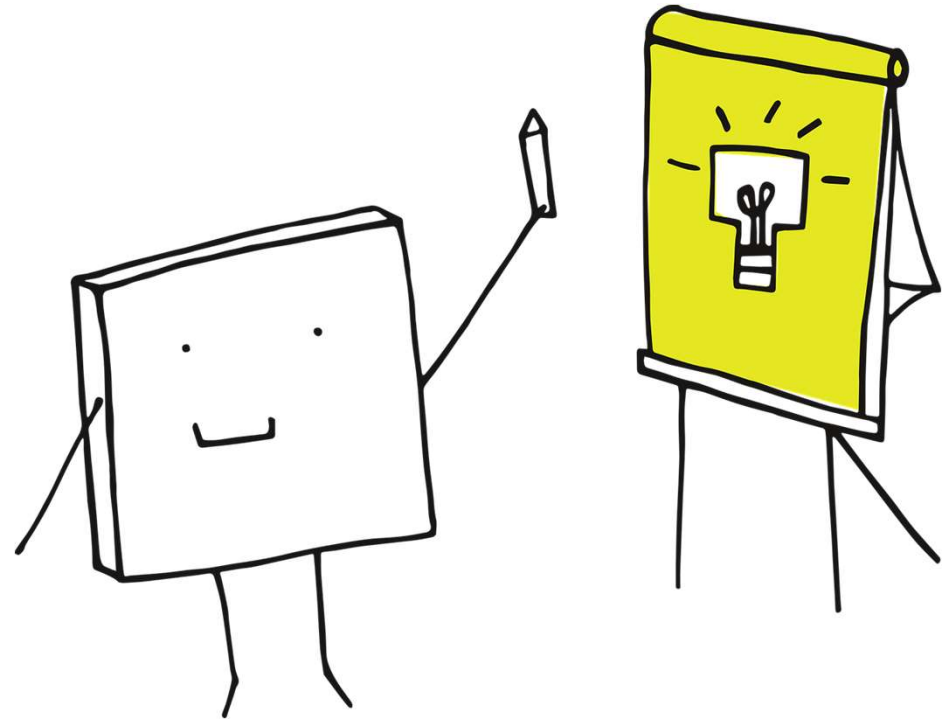
WHAT'S IN IT FOR ME?

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

Pool Vehicle Program: https://finance.tcu.edu/facilities/fleet-management.php#accd23e72-pool-vehicle-reservation-instructions

Fleetio Training Materials: https://finance.tcu.edu/facilities/fleet-management.php#accd23e72-fleetio-training-materials

Fleetio Help Center: https://help.fleetio.com/s/

THANK YOU