



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

Graduate Student (Temporary):

Colby Hurt

Colby.Hurt@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



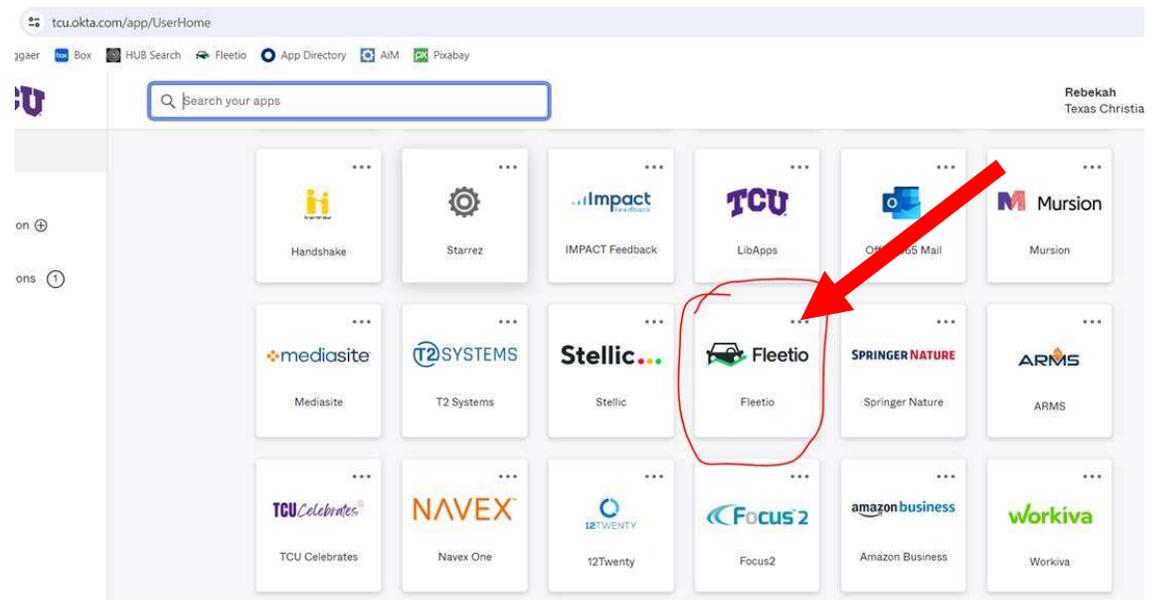
Pro Tip:
Identify a Super User

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	TBD	
Environmental Studies	TBD	
Facilities	Super User	Ethan Long
Geology	TBD	
IBR	TBD	
Information Technology	Super User	Joseph Lopez/Jason Miller
Library	TBD	
Ranch Management	Super User	Sheryl Strother
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.



Why Am I Seeing IT, Residential Services, and Ranch Management Fleet Data?



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

Texas Christian Univ... Test Test TT All 14 +

My Dashboard 1 minute ago All Groups Compact Manage Widgets

Repair Priority Class Trends

0% —————

Oct '23 Nov '23 Dec '23 Jan '24 Feb '24 Mar '24

No Repair Priority Class
Emergency
Non-Scheduled
Scheduled

Service Reminders

1 Overdue

0 Due Soon

Time to Resolve

4d ————— 4

0h ————— 0

Oct '23 Nov '23 Dec '23 Jan '24 Feb '24 Mar '24

Avg. Time to Resolve
of Issues

Open Issues

0 Open

0 Overdue

Vehicle Renewal Reminders

0 Overdue

0 Due Soon

Active Work Orders

0 Open

0 Pending

Contact Renewal Reminders

0 Overdue

0 Due Soon

Vehicle Assignments

2 Assigned

8 Unassigned

Vehicle Status

- 10** Active
- 0** Inactive
- 0** In Shop
- 0** Out of Service

Vehicle Locations

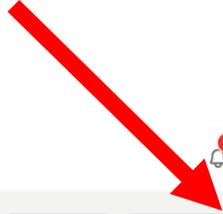
Recent Comments

RA [Rebekah Atkinson](#) commented on [Vehicle: VEH-0221](#) 6 months ago

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

Adjust Your Widgets - Areas to Focus



Texas Christian Univers...
Test Test

Search Fleetio

My Dashboard

11 Overdue, 1 Due Soon

11 Open, 0 Overdue

7 Overdue, 16% of Total Due

Vehicle Status

- Active: 137
- Inactive: 0
- In Shop: 0
- Out of Service: 0
- Sold: 0

Recent Comments

- Per Deuntae commented on Vehicle: VEH-0238
Per Deuntae - This cart is used by Building Maintenance
16 days ago
- Ethan Long commented on Vehicle: VEH-0227
Replaced with veh-1269
24 days ago
- Ethan Long commented on Vehicle: VEH-0211
a month ago

Settings, Help & Support

Manage Widgets

Finding a Vehicle



Texas Christian Univers...
Test Test

Search Fleetio All

99+ + TT

My Dashboard

0 minutes ago All Groups Compact Manage Widgets

Service Reminders

0 Overdue 0 Due Soon

Open Issues

0 Open 0 Overdue

Overdue Inspections

0 Overdue 0% of Total Due

Vehicle Status

Active	4
Inactive	0
In Shop	0
Out of Service	0
Sold	0

Recent Comments

- EL** [Ethan Long](#) commented on [Vehicle: VEH-0211](#) a month ago
Vehicle damaged by metal dumpster roughly 1/27/2025
- EL** [Ethan Long](#) commented on [Issue: 57](#) 7 months ago
Added washer fluid
- EL** [Ethan Long](#) commented on [Vehicle: VEH-0288](#) 8 months ago
Toll charges on account 22520

Settings Help & Support

WHAT DO WE NEED FROM YOU?



Scheduled
Maintenance
Services Reporting



Unscheduled Repair
Services Reporting



Inspection Reporting

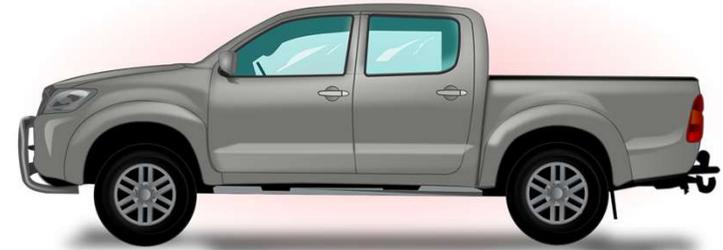
WHAT'S IN IT FOR ME?



Policy Compliance



Safety



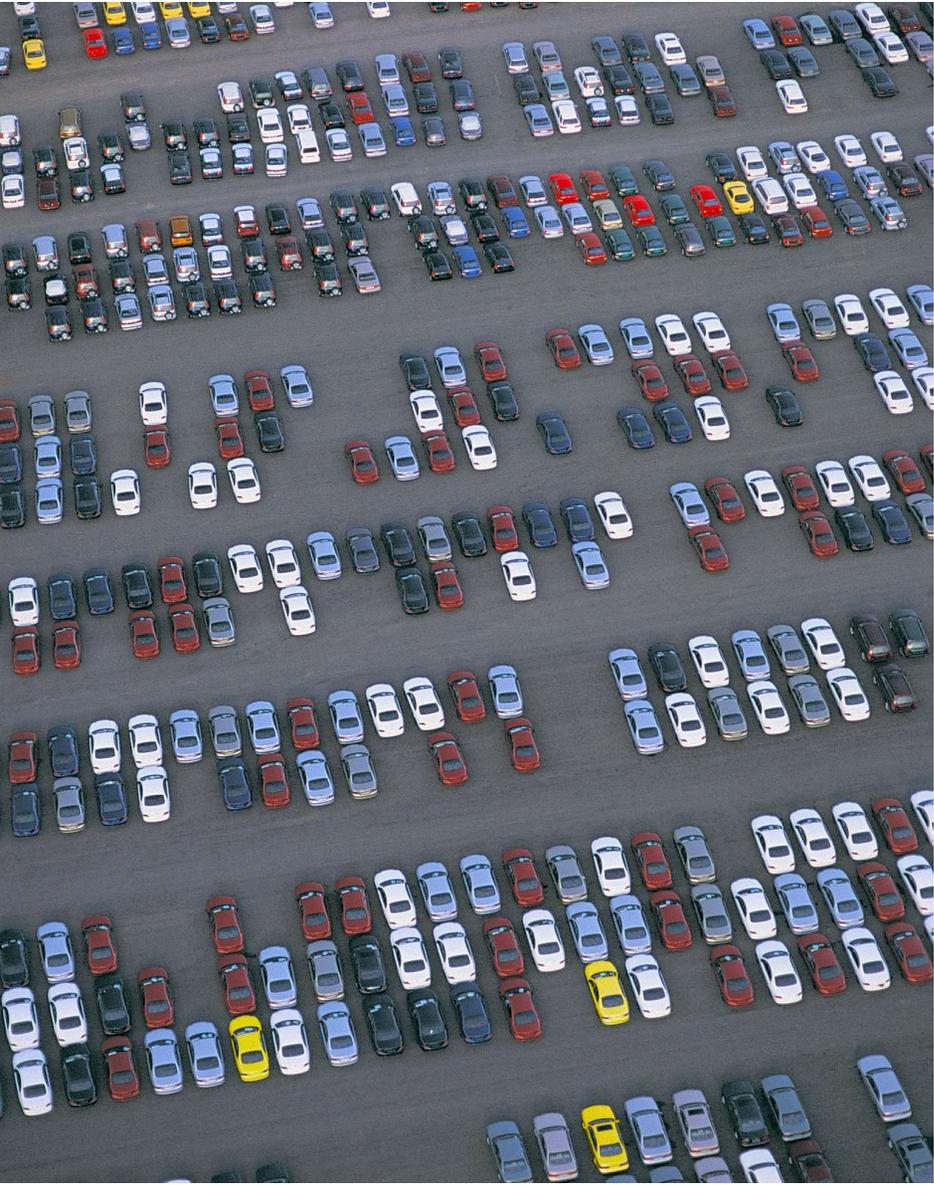
Vehicle Replacement

UPLOADING MAINTENANCE HISTORY

The screenshot shows a web application interface for fleet management. On the left is a dark blue sidebar with navigation options: Dashboard, Vehicles (selected), Inspections, Issues, Reminders, Service, Contacts, Vendors, Fuel & Energy, Places, Settings, and Help & Support. The 'Vehicles' section is expanded to show 'Vehicle List'. The main content area is titled 'Vehicles' and includes a search bar with '3485' and a dropdown menu. Below the search bar are filters for Vehicle Type, Vehicle Group, Vehicle Status, and Watcher. A table lists four vehicles with columns for Name, Year, Make, Model, VIN, Status, Type, Group, Current Meter, License Plate, Watchers, and Operator. The first row, 'VEH-0211', is circled in red, and a red arrow points to it from the instructions below.

Name	Year	Make	Model	VIN	Status	Type	Group	Current Meter	License Plate	Watchers	Operator
VEH-0211	2012	ISUZU	NPR 14' BOX	54DB4W1B3CS803485	Active	Special	Facility Services	60,297 mi	BV10043	2 watchers	Unassigned
VEH-0237	2015	ISUZU	NPR 14' BOX	54DB4W1B3FS801997	Active	Special	Facility Services	33,713 mi	FPW7653	1 watcher	Unassigned
VEH-0288	2018	CHEVROLET	SILVERADO	3GCUKREC4JG647758	Active	Truck	Facility Services	26,845 mi	LXP6459	1 watcher	Unassigned
VEH-0289	2018	CHEVROLET	SILVERADO	3GCUKNEC0JG588930	Active	Truck	Facility Services	27,326 mi	LXP6460	2 watchers	Unassigned

Step 1) Select the vehicle to upload records.
Step 2) See "Service Entry - Historical Records" for Reporting Instructions
<https://finance.tcu.edu/facilities/fleet-management.php#accd23e72-fleetio-training-materials>



SCHEDULED SERVICE REPORTING

My Dashboard ▼ 👤 🕒 2 minutes ago All Groups

Service Reminders	Open Issues	Overdue Inspections
0 Overdue	0 Due Soon	0 Open
	0 Overdue	0 % of Total Due

Recent Comments

EL [Ethan Long](#) commented on Vehicle: VEH-0211
Vehicle damaged by metal dumpster roughly 1/27/2025

- 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.

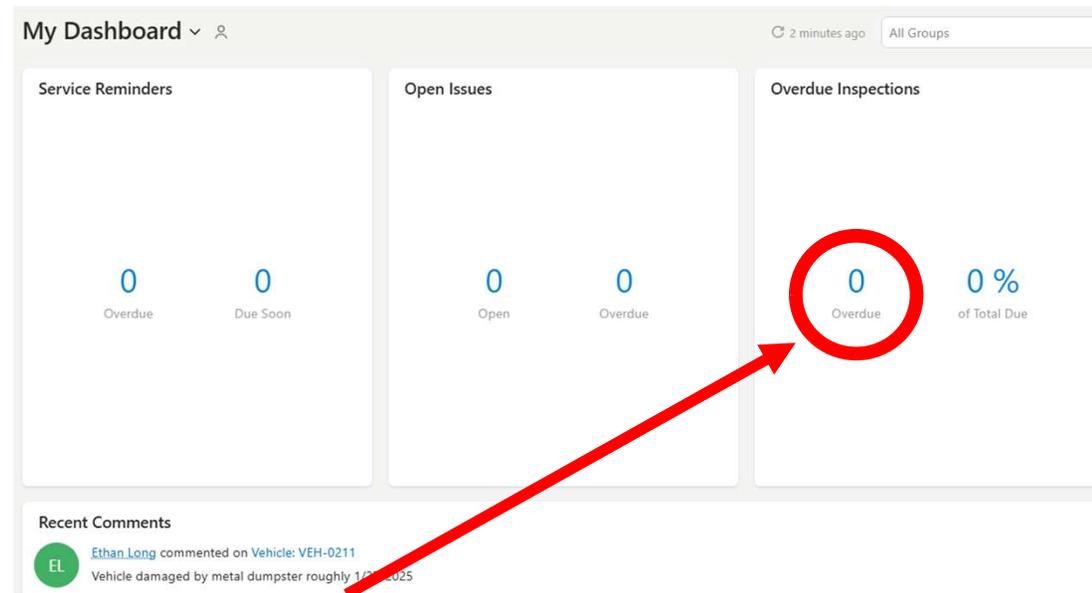
- Step 1) Complete Service
- Step 2) See “Service Entry - Unscheduled Service” for Reporting Instructions

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

You can also use the Fleetio App to complete inspections



ISSUE RESOLUTION

My Dashboard ▾ 👤 2 minutes ago All Groups

Service Reminders	Open Issues	Overdue Inspections
0 Overdue	0 Open	0 Overdue
0 Due Soon	0 Overdue	0 % of Total Due

Recent Comments

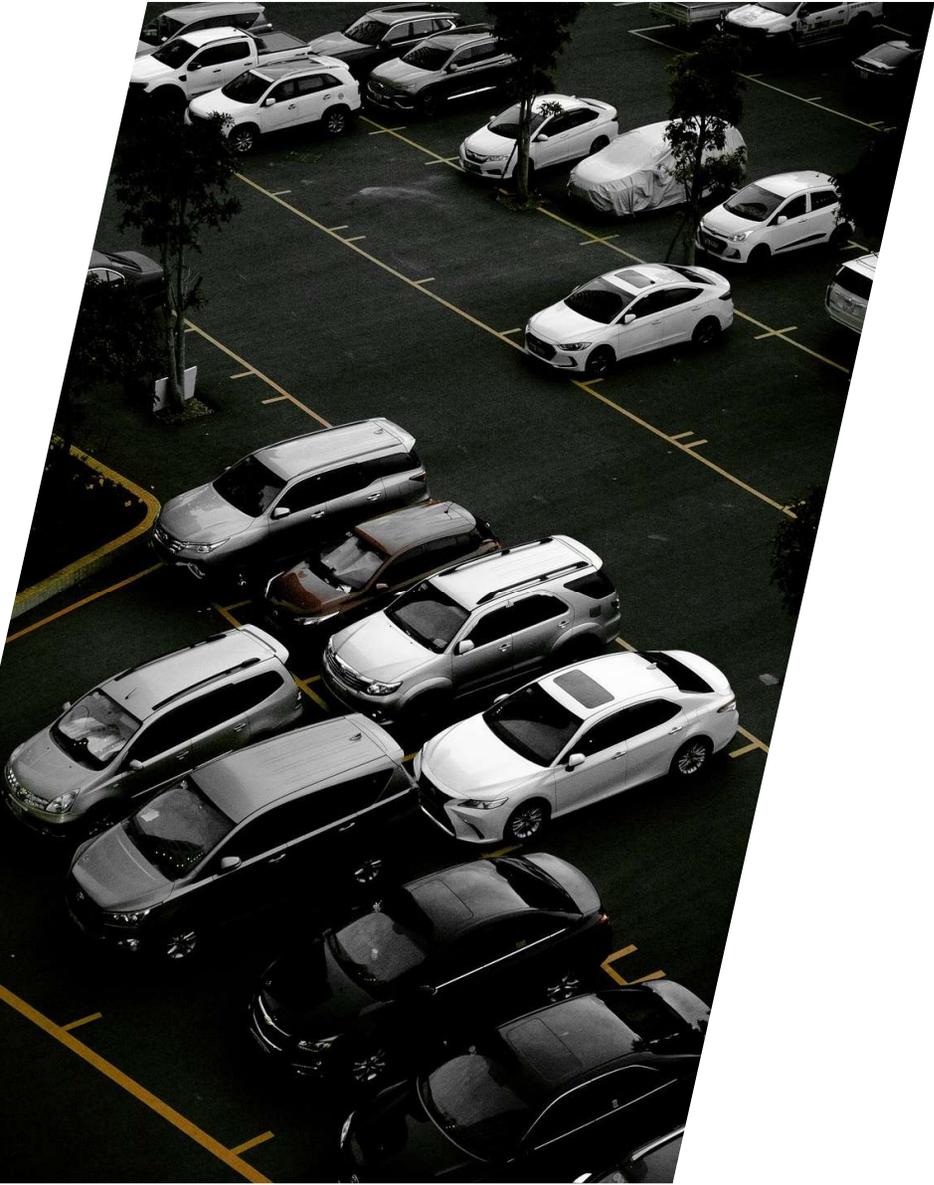
 [Ethan Long](#) commented on Vehicle: VEH-0211
Vehicle damaged by metal dumpster roughly 1/27/2025

Step 1) Fix the issue.

Step 2) See “Resolving an Issue” for Instructions.

<https://finance.tcu.edu/facilities/fleet-management.php#accd23e72-fleetio-training-materials>





ISSUE REPORTING

My Dashboard ▾ 👤 2 minutes ago All Groups

Service Reminders		Open Issues		Overdue Inspections	
0	0	0	0	0	0%
Overdue	Due Soon	Open	Overdue	Overdue	of Total Due

Recent Comments

 **Ethan Long** commented on Vehicle: VEH-0211
Vehicle damaged by metal dumpster roughly 1/27/2025

See “Creating an Issue” for Instructions
<https://finance.tcu.edu/facilities/fleet-management.php#accd23e72-fleetio-training-materials>





WHAT CAN'T YOU DO?

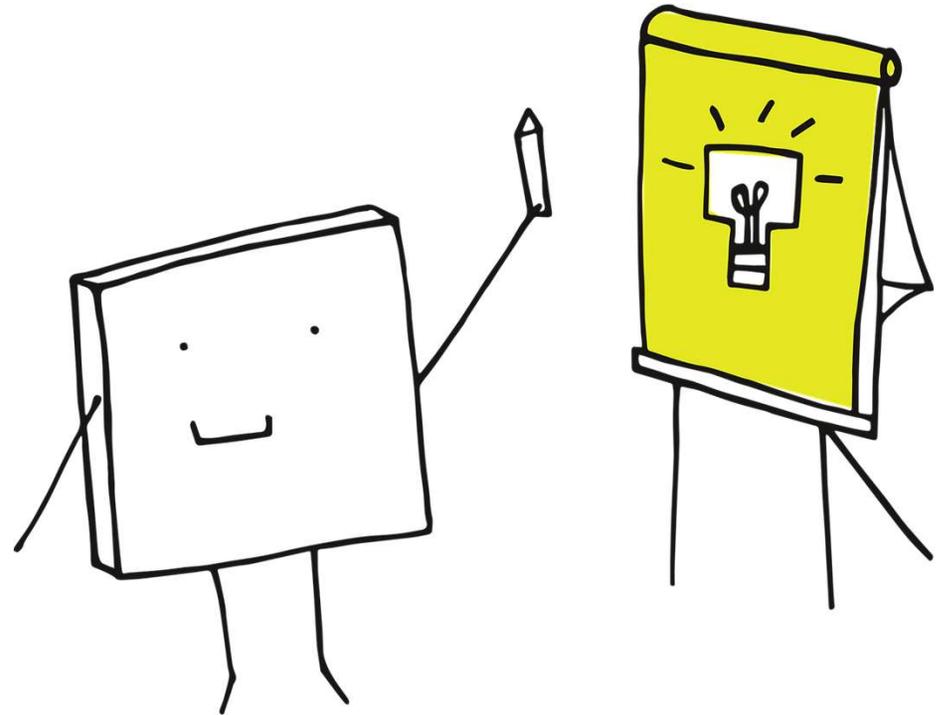
- Add or Edit Vehicles
- View Vehicles Outside Assigned Group
- Create: Service Reminders, Service Programs, Contacts
- Delete: Service Entries, Inspections, Meter Entries, Issues



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



The background features a complex, light-colored network of nodes and connecting lines, resembling a molecular structure or a data network. The nodes are small circles, and the lines are thin, creating a web-like pattern. The overall aesthetic is scientific and technical.

THANK YOU