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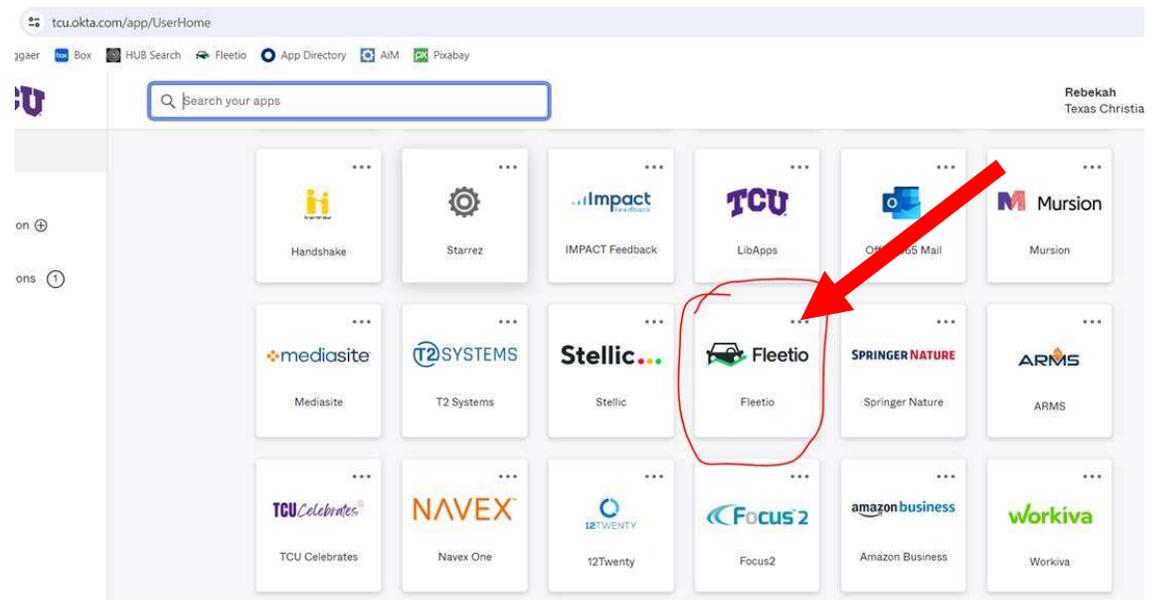
Why Am I Seeing IT, Residential Services, and Ranch Management Fleet Data?

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

Adjust Your Widgets - Areas to Focus

Finding a Vehicle

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
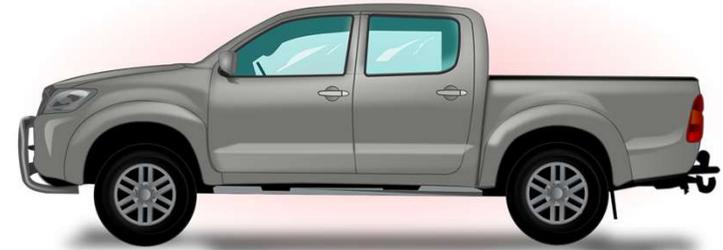
Vehicle Replacement

UPLOADING MAINTENANCE HISTORY

Step 1)   Select the vehicle to upload records.

Step 2)   See "Service Entry - Historical Records" for Reporting Instructions
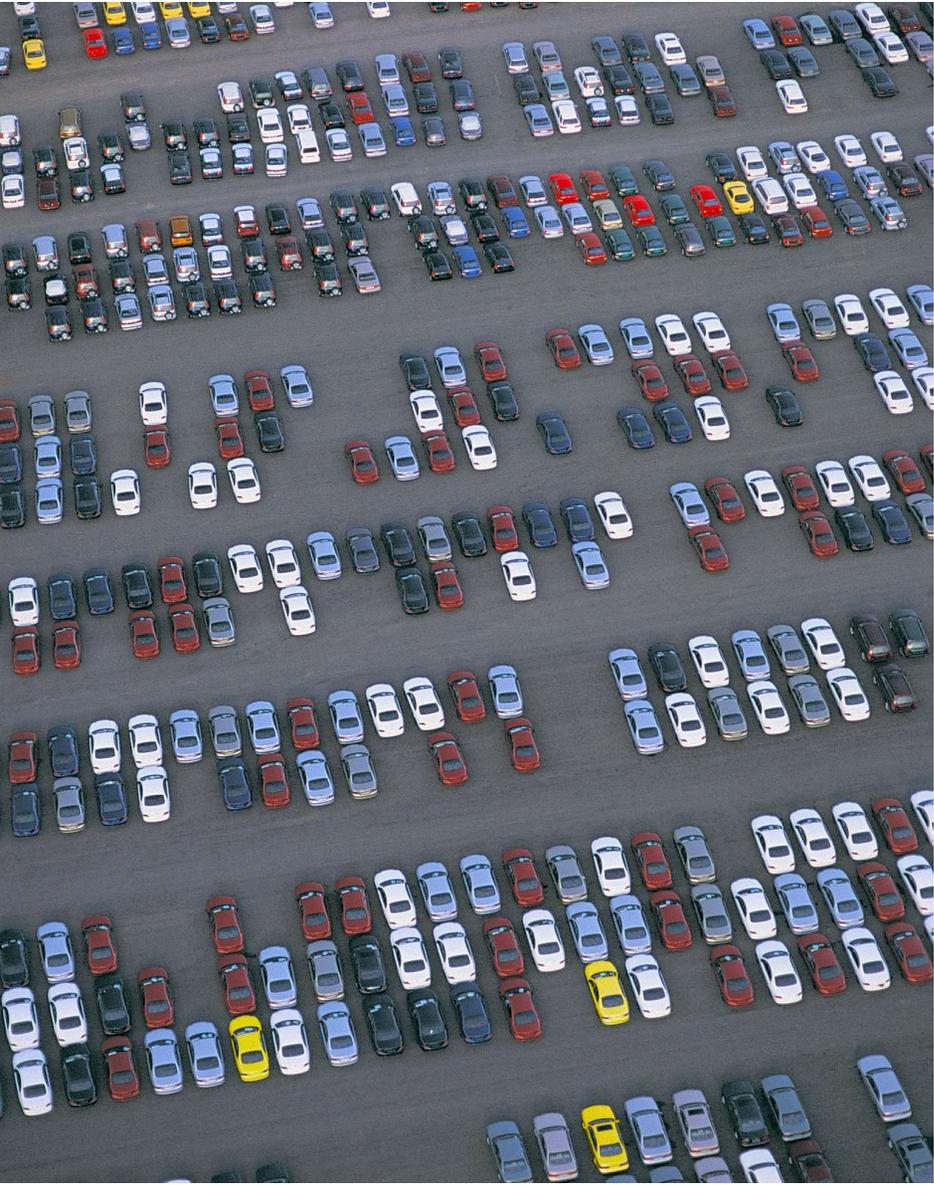
https://finance.tcu.edu/facilities/fleet-management.php#accd23e72-fleetio-training-materials

SCHEDULED SERVICE REPORTING

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

18

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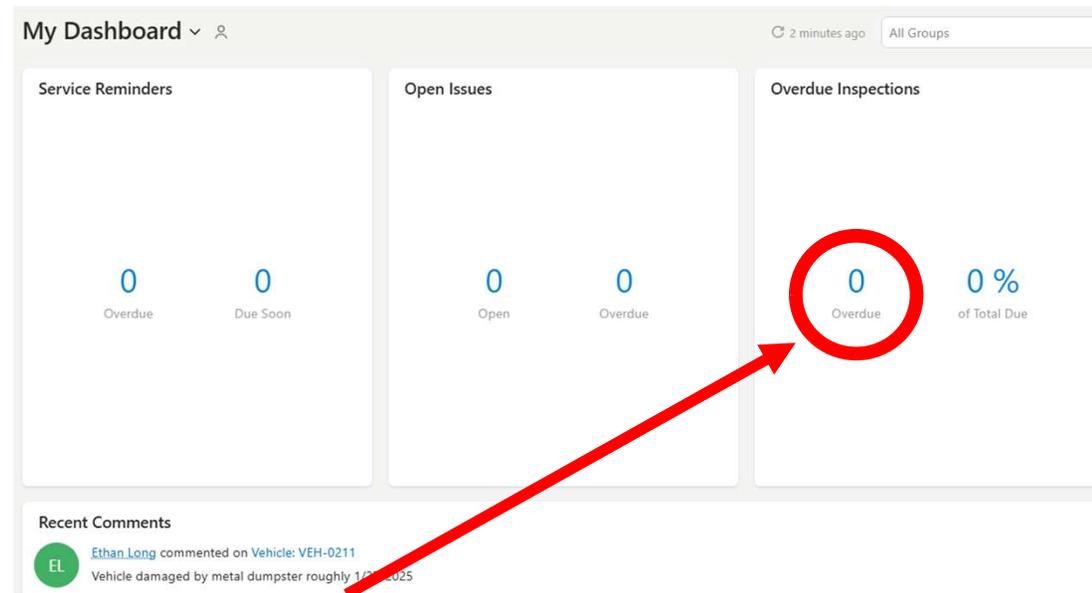
Step 1) Identify Vehicle Needing Inspection
Step 2) See "Vehicle Inspection Report - Scheduled" for Reporting Instructions

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

You can also use the Fleetio App to complete inspections

ISSUE RESOLUTION

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
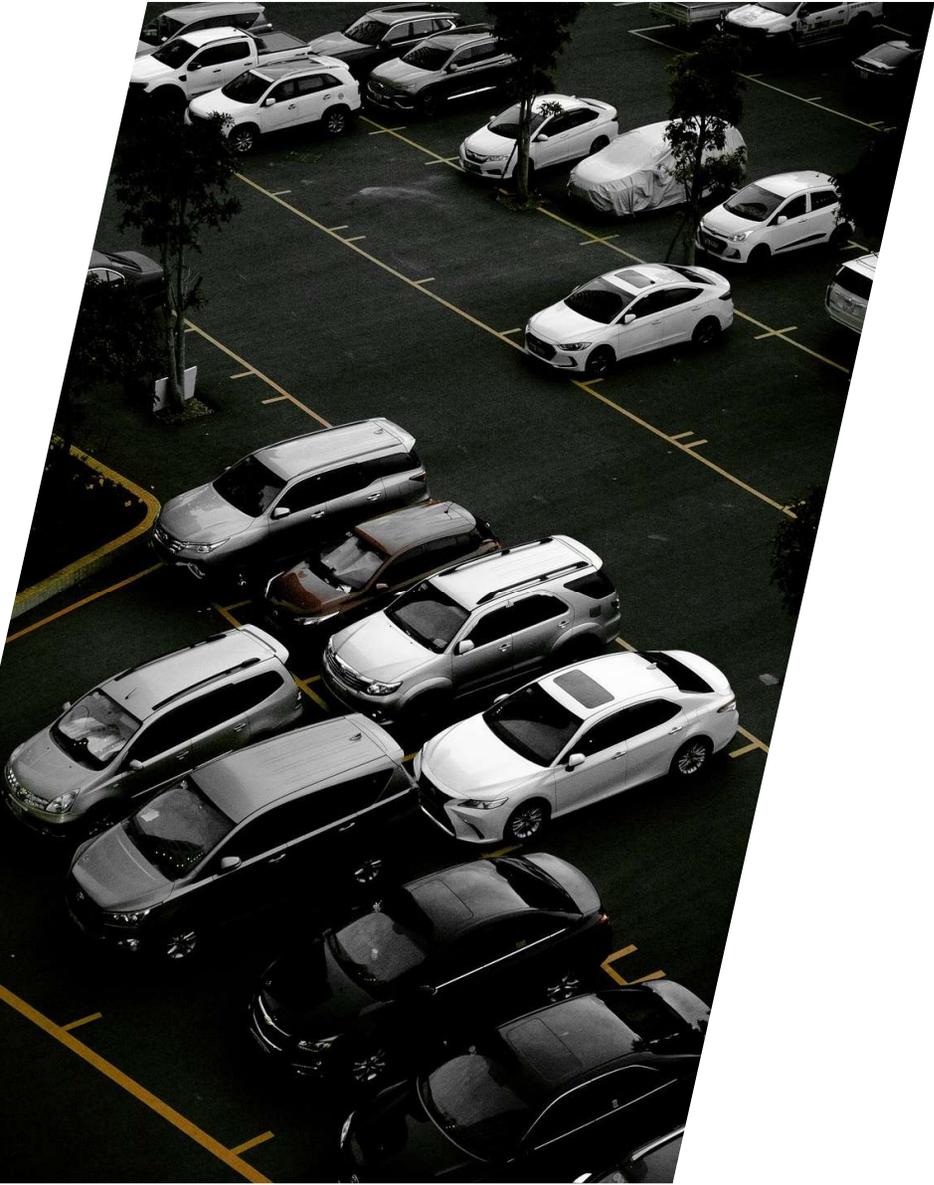
ISSUE REPORTING

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
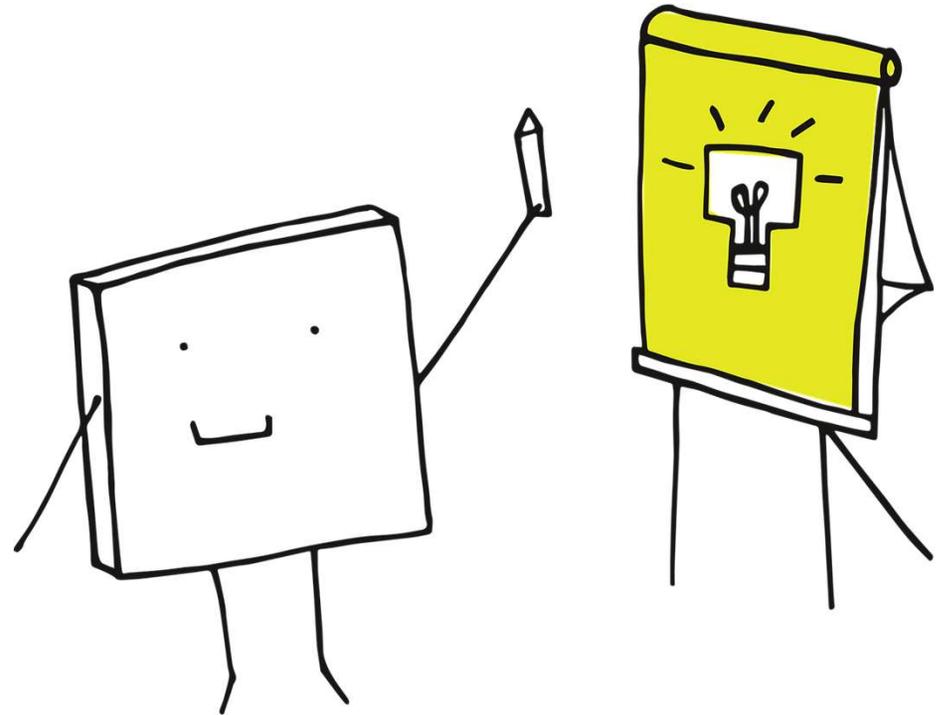
Still
Confused??

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

THANK YOU