

FLEET MANAGER

A fleet manager is responsible for managing a fleet of vehicles for a particular company that are used by its employees.

WHAT RESPONSIBILITIES WILL I HAVE?

- Schedule use of fleet assets in the most cost efficient manner
- Provide for the needs of fleet drivers
- Communicate with drivers and mechanics about complaints
- Log violations, and working with various plants and departments to ensure customer satisfaction
- Monitor purchase of inventory parts
- Gather bids on maintenance work to be done
- Ensure vehicles are up to standards according to the Department of Transportation (DOT)
- Maintain correct files regarding delivery shipments, expenses, accidents, etc.
- Manage records all aspects of equipment availability and maintenance



WHAT EDUCATION & TRAINING IS REQUIRED?

An associate's degree in some kind of automotive field is required

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, business and computer courses, mathematics, personal finance

TYPICAL EMPLOYERS

Companies that provide and maintain vehicles employees use: chemical, seed, animal production companies, etc.

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- Fleet Management Association
- United Truck Drivers Association
- Association of Maintenance Professionals

AVERAGE ANNUAL FULL-TIME SALARY

\$74,000