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| **JOB DETAILS** |
| **Job Title:** | Fleet Coordinator |
| **Department:** | Compliance |
| **Location:** | Loughborough |
| **Report To:** | Compliance Manager?? |
| **Date:** | June 2025 |
| **JOB SUMMARY** |
| To manage and oversee the fleet operations across the Group (approx. 100 vehicles). Responsible for ensuring the efficient and effective management of company vehicles, including maintenance, scheduling, compliance, and cost control.Work with and communicate effectively with Procurement, HR, SHE and Compliance teams to ensure associated processes are adhered to and adequate controls in place. |
| **KEY RESPONSIBILITIES** |
| * Oversee the day-to-day operations of the company's fleet, ensuring all vehicles are properly maintained, serviced, and compliant with regulations.
* Work with procurement to ensure new vehicle requirements are submitted, fit for purpose, in line with policy and delivered as per business requirements.
* Schedule and track regular maintenance and repairs for all fleet vehicles, working closely with service providers to minimise downtime and put in place temporary solutions where required.
* Ensure all fleet operations comply with the Company Policy and UK/tax regulations, including but not limited to, licence and mileage checks, tax and MOT validation, safety inspections and benefit in kind reporting.
* Communicate effectively with Company Vehicle drivers to address any issues or concerns, provide training and support, and ensure adherence to company policies and procedures.
* Communicate timely and effectively with HR and payroll on any changes to vehicles to ensure accurate payroll processing.
* Manage all fleet related fines and charges, reducing additional charges where possible.
* Ensure all accident and incidents are reported and processed through the correct channels. Maintain driver data on the insurance portal and provide data as required.
* Manage and monitor fuel card issuance, spend and partner with procurement on supplier management.
* Maintain and manage the Vehicle tracker, ensuring it is accurate and reflects the current status of the company fleet and prepare reports and data as required.
* Promote and enforce a strong safety culture within the fleet operations. Work with the SHE team to conducting regular safety meetings focused on driver safety.
* Define and implement improvement opportunities to enhance the management of the company fleet process.
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| **KEY PERFORMANCE INDICATORS** |
| * + Fully compliant fleet
	+ Timely management of fines/fees resulting in no additional charges
	+ Adherence to Company Vehicle and Vehicle Allowance Policy
	+ Driver licence and mileage checks completed
	+ Reduction in vehicle suppliers
	+ Reduction in fleet cost
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| **COMMUNICATION & WORKING RELATIONSHIPS** |
| **Internal** | **External** |
| * + Company vehicle drivers
	+ Line managers
	+ Compliance
	+ HR
	+ Procurement
	+ SHE
 | * + Lease brokers and providers
	+ Maintenance providers
	+ Insurance broker
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| **PERSON SPECIFICATION** |
| * Proven experience in a busy, multi-faceted coordination role, dealing with multiple internal and external stakeholders. Previous experience in a fleet administration role advantageous.
* Strong organisational and multitasking abilities
* Excellent communication and interpersonal skills
* Ability to work well under pressure and meet deadlines
* Proficient in Excel, Outlook and Word
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| **PREPARED BY** |
| Title: |  |
| Name: |  |
| Date: |  |