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| **Role Title:** | Fleet Manager | **Department:** | Warehouse and Transport | **Budget:** | £50,000 |
| **Direct Reports:** | Fleet Administrator | **Reports To:** | Head of Transport | **Version:** |  |

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| **Role Purpose:** | **Key Accountabilities (max 6)** |
| To manage the company's fleet of vehicles, including the purchase and disposal of vehicles and managing the relationships with fleet providers.  Overseeing maintenance and repairs of vehicles, analysing data and preparing reports on vehicle costs, mileage, fuel efficiency and ensuring the safety, compliance, and liability of the fleet | **1. Develop and deploy a fleet strategy**  **2. Management of the Fleet Budget**  **3. Analysis of telematics**  **4. Compliance**  **5. Monitoring and managing Health and Safety requirements**  **6. Providing leadership and guidance to team, including setting goals, assigning tasks, and monitoring and managing performance.** |

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| **Key Accountabilities:** | **Key Measures of Success:** |
| **1. Develop and deploy a fleet strategy**  -Responsible for all fleet vehicles  -Identify future needs and developing a plan to deliver best solution for the business  -Lead Procurement of replacement suitable vehicle  -Assist with drafting and implementing an effective policy regarding fleet operations |  |
| **2. Management of the Fleet Budget**  -Monitor third party supplier KPIs and develop a process for regular reviews  -Challenge all fleet spend for non-fair wear and tear  -Oversee repair costs and ensure invoices are representative of work done – identify and utilise preferred suppliers giving best value for money  -Monitor and challenge vehicle offroad performance to reduce both number of vehicles on and off the road and time to repair  -Negotiate contracts and service agreements with suppliers  -Forecast future demand with a clear plan to achieve  -Arrange replacement and disposal of time served vehicles  -Managing all hire vehicles to ensure commercial justification |  |
| **3. Analysis of telematics**  -Develop a relationship with telematics providers to ensure we are getting fit for purpose outputs  -Perform regular reviews of telematic outputs and collaborate with operators to improve performance  -Drive positive behaviours through collaborative working with operators |  |
| **4. Compliance**  -Ensure detailed accurate records are maintained  -Build relationship with insurance provider to ensure all accidents are fully investigated and appropriate remedial action taken  -Ensure MID is kept up to date with all appropriate vehicles registered  -Ensure all vehicles are services within manufacturers recommended parameters |  |
| **5. Monitoring and managing Health and Safety requirements**  -Promote and enforce health and safety policies, conduct risk assessments, and implement appropriate measures to mitigate risks  -Manage and monitor all Health and Safety requirements including working with equipment and manual handling of goods  -Carry out relevant investigations and report findings |  |
| **6. Providing leadership and guidance to team, including setting goals, assigning tasks, and monitoring and managing performance.**  -Lead and performance manage the outputs of the team in line with key performance measures and standards  -Set measurable performance and personal objectives aligned to the business delivery plan  -Coach and develop team members  -Identify talent and potential within the team, improving development and capability  -Provide updates, team briefings, training and support to team members to enhance their skills and knowledge |  |

**The Key Performance Indicators (KIPs) that the Warehousing and Logistics team are accountable for, are as follows:**A graph with many lines

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