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# Example of Fleet Job Description

Our growing company is looking for a fleet. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fleet

* Report any observed issues of integrity
* Provide toll road transponder, fuel card and PIN number support to sales and transportation departments
* Track and monitor fuel transactions to identify possible fraud
* Upload fuel card data (odometer readings) to the fleet maintenance and inventory data base on a daily basis
* Work with internal auditors, sales and transportation management to insure fuel card policies are followed and that odometer readings input by fuel card users are accurate
* Update and maintain fuel card and toll road data bases to insure accuracy of cost allocations from these 2 systems to the proper general ledger profit centers
* Support special projects to support budget and productivity goals as needed
* Driving assigned vehicle and delivering/picking up products
* Collecting money from customers and helping resolve service complaints
* Loading and unloading assigned vehicle

## Qualifications for fleet

* CDL Class B with Air Brakes or ability to obtain within 90 days
* Requires two (2) years of college with courses in business administration or industrial management, and twelve (12) years of progressively responsible administrative and/or technical support assignments
* Address safety issues and violations/incidents
* Escalate matters impacting on-time delivery to appropriate departments as they occur
* Coordinates warranty repairs, non-warranty repairs, body work and other special requirements
* Maintains records of maintenance for truck fleet