

Fleet Coordinator Duties

1. Serve as the Motor Fleet Management liaison for an agency by:
 - Communicating MFM rules and regulations to agency leaders and drivers.
 - Administrating MFM vehicle actions for the agency, such as
 - Coordinating new vehicle requests & assignments, assignment changes and verifications, replacement list approvals
 - Handling compliance reporting
 - Ensuring periodic maintenance, annual state inspections, recalls, and accident reports are completed
 - Accessing MFM systems to monitor their agency MFM vehicle assignments, maintenance, and utilization
 - Attending MFM meetings, webinars, and trainings
 - Maintaining current agency contact profile

2. Maintain the agency's vehicle, driver information, and records, which should include:
 - Agency fleet policies
 - Number of passenger vehicles, pickup trucks and vans owned by the agency
 - Vehicle titles, tags, and registration records (for agencies whose titles are not maintained by MFM)
 - Driver compliance acknowledgements of agency policies and MFM regulations
 - Vehicle Assignments to show:
 - Drivers
 - Driver eligibility verification documentation. This includes drivers of agency owned vehicles and all drivers of MFM vehicles (except those listed on Form FM-30, which MFM verifies)
 - The agency business units responsible for each vehicle
 - The physical location of each vehicle
 - Mileage logs, which should include:
 - The vehicle ID#
 - The days driven and the driver for each day used during a month
 - The total miles driven for the month
 - Commuter information, including:
 - All drivers who commute
 - Commuting approval forms
 - Fuel Management (for agency-owned vehicles not managed by MFM)
 - Agency fuel card or Fuel Master pro-key assignments
 - Liability insurance coverage (for agency owned vehicles not managed by MFM)
 - Accident data for agency owned vehicles not managed by MFM, to include:
 - Accident Reports
 - Police Reports
 - Accident Claim Numbers
 - Misuse complaints, citations, and agency responses.
 - Surplus procedures for agency owned vehicles - <https://ncadmin.nc.gov/public/state-surplus-property-agency>