**catholic relief services**

**JOB DESCRIPTION**

**JOB TITLE: fleet manager**

**DEPARTMENT: vehicle management unit**

**SUPERVISOR: head of operations (hoops)**

**PRINCIPAL RESPONSIBILITIES:**

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| Collaborate and coordinate with all CP department managers to: determine transport requirements; install and maintain the Vehicle Management System (VMS), train and monitor staff using the system; ensure that data is input regularly to the VMS and that required reports are promptly produced; assist with assessments of local transportation resources and infrastructure, and the contracting of private transportation services/assets; coordinate the movement of vehicles and staff; ensure and facilitate the appropriate use, maintenance and repair of all light vehicles, motorcycles and generators; implement CRS standardized process and procedures; as appropriate, create and/or modify systems to manage the movement of vehicles and personnel; create vehicle asset filing system as per CRS standards; keep documents current, such as registration, insurance, vehicle logs, daily inspection reports, etc.; ensure reliable supply of fuel and oil, and manage fuel requests, fuel stocks (fuel farm or supplier agreements) and spare parts inventories; produce monthly fuel and vehicle use reports, “work orders,” etc. Test, hire, orient, train, supervise and monitor Drivers; Test, orient, train and monitor Authorized Users; maintain accurate and up-to-date files of all Drivers and Users as per CRS policies and procedures. Act as liaison between CRS and local government agencies and personnel necessary to keep the CRS vehicle fleet legal and roadworthy. |

**Supervise:** Drivers, Driver Mechanics

**operational contacts:** Operations Office; Programming Department Heads; WFP, Logistics Cluster, sister NGO, partners and other entities involved in the transportation of relief goods and personnel; contracted transportation, maintenance and repair service providers; local government customs and vehicle licensing authorities.

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| **A. PRINCIPAL RESPONSIBILITIES:** | **b. specifiC TASKS:** |
| 1. **General** | 1. In coordination with the Head of Operations (HoOps) and programming staff, assess transportation needs for the short- and longer-term. Develop and update transport plans. Assist with budgeting for transportation as requested. 2. Assess local transportation resource capacity, availability, expected costs and terms. 3. Evaluate local transportation infrastructure to determine the types of transport assets that may be required. 4. Identify transport service and leasing providers, fuel suppliers, spare parts vendors, and maintenance and repair service providers. With Purchasing staff, negotiate rates and terms. Participate in tender and bid comparison process. 5. Draft transport and other contracts and leases, and service and supplier agreements, as requested by the HoOps. 6. Manage the CRS private and leased vehicle fleet. Coordinate regularly (e.g., daily) with contracted transportation service providers (e.g., heavy truck fleet). 7. Develop **Local Vehicle Use Policy Framework** and management systems as determined by the HoOps. Orient and train staff. 8. Design and monitor a security system for all motorized assets, spare parts and fuel. Set up a spare key cabinet with limited access. 9. Plan field trips and other business travel: assign vehicles and drivers as requested. 10. Develop or refine a reliable motorized asset accountability and management system using a combination of manual forms and the **Vehicle Management System (VMS).** 11. Ensure a continuous supply of fuel and oil. With Purchasing staff, negotiate fuel **supplier agreements** with local vendors. Set up and **manage fuel farms** as necessary. Verify that Drivers/Users keep vehicle fuel tanks at least ½ full at all times. 12. As appropriate, maintain a minimal supply of spare parts and tools. Keep an accurate spare parts inventory. 13. Maintain vehicles in excellent condition and repair, in accordance with manufacturer specifications and the local operating environment. 14. Upon request, collect pro forma invoices from local vendors of motorized assets. Assist with preparation of Requisition Forms for HQ/Purchasing to ensure accurate specifications for new purchases of motorized equipment. 15. Assist as requested with the importation and registration of new motorized equipment. 16. Ensure new motorized equipment is properly broken in as per vendor and manufacturer specifications. 17. Set up and monitor **Driver Document Filing System**. |
| 1. **Development, implementation and management of project vehicle and passenger control systems.** | 1. Develop or refine a reliable motorized asset accountability and management system to include vehicle setup, inspection, registration and insurance, maintenance and repair, and fuel consumption tracking. Revise existing systems when necessary or required, propose improvements, and create new management systems in collaboration with the HoOps, department managers, Administrative Officer, and other interested parties. 2. Install and manage the Vehicle Management System (VMS); ensure valid and efficient data entry. 3. Familiarize staff with the use of management systems and forms having to do with vehicle use, maintenance and repair (e.g., Vehicle Logs, Daily Vehicle Inspections Checklists, Work Orders, Fuel Coupons, Travel Authorizations, Parking Access Log, etc.). 4. Actively monitor the **Daily Vehicle Inspection Check** and **Vehicle Log Sheet** systems. Train staff in their use. 5. Collaborate with all CRS departments to plan travel, schedule Drivers and assign vehicles. Schedule vehicles logically and rationally, and certify that they are used in a competent and professional manner by all Drivers. 6. Create and maintain an **Asset Filing system** for each motorized asset according to CRS standards. Ensure that all documents (originals and/or photocopies) are correctly filed in the equipment’s asset file in a timely manner. 7. Ensure that all documents related to the assignment and use of CRS or leased project vehicles are filled out, approved, signed, submitted and filed. 8. **Communicate the rules and regulations governing vehicle use to Drivers, Authorized Users and partner personnel**. 9. **Inform and train – if necessary – CRS Authorized Users** and department managers in the systems employed to manage the fleet and to verify the use of the administrative and management systems such as: Travel Authorizations, Vehicle Log Sheets, Parking Access Log, Daily Vehicle Inspection Checks, fuel coupons, etc. 10. Maintain vehicles in excellent condition and repair. Deliver in a timely manner vehicles scheduled for regular maintenance to garage facilities, and their rapid return to CRS. 11. Prepare documents such as Work Order/Purchase Requests for the repair, maintenance, fueling, etc. of vehicles. 12. Inform HoOps - verbally and in writing - of any abuse or misuse of CRS vehicles by CRS or partner employees. |
| 1. **Hiring and Supervision of drivers** | 1. Draft and / or revise job descriptions for all VMU staff; ensure that job descriptions reflect clearly the work actually performed by each individual. 2. Lead interview process for new VMU staff. Ensure that each candidate understands his/her roles and responsibilities. 3. Verify that all Drivers possess current, valid driver’s licenses and a high level of competence in order to guarantee their personal security and that of any passengers, as well as the protection of the equipment. 4. **Test Driver candidates** as per CRS policies and procedures, using standardized formats. Ensure physical and eye tests are completed and passed by each candidate prior to hiring. 5. **Regularly evaluate the driving ability of all CRS Drivers**; make recommendations for further training or other actions required to guarantee minimum driving standards. 6. Evaluate the abilities of Drivers to perform minor maintenance and repairs on vehicles; investigate sources of additional training (driver education and / or basic mechanics) and prepare training courses for drivers as necessary or requested by senior management. 7. Provide coaching to Drivers. Document – in writing as appropriate – all cases of substandard performance and discuss with staff member to improve performance. 8. Verify that each driver provides the hours of service per day to CRS as stipulated in the internal regulations of CRS and in their individual contracts. 9. With Administration Office and Finance, ensure Driver travel advances are prepared and liquidated as per policy. 10. Manage leave scheduling to ensure smooth operation of the fleet and sufficient drivers. Identify and contract replacement drivers as necessary. 11. Schedule annual eye exams for all drivers and users. |
| 1. **Reporting** | 1. Install and manage the Vehicle Management System (VMS), or a manual system if necessary. Ensure that all vehicle information is entered and updated as necessary, and that Vehicle Log Sheet, Maintenance and other data is entered efficiently and correctly. 2. Prepare monthly vehicle use reports from VMS and / or the manual system. This includes expense reporting on KM driven, fuel, oil, parts, repair and maintenance by vehicle and DSPN. 3. Prepare a monthly maintenance plan for all motorized equipment that is both realistic and logical; submit it to the HoOps by 15th of each month for the following month. 4. Prepare and update fuel inventory reports (e.g., Fuel Balance Sheets, Vouchers, fuel coupon books, etc.). Communicate the status of fuel stocks and/or pre-paid coupons to the Procurement Office to make timely replenishments. 5. Ensure that all field vehicles return to the CRS parking lot in accordance with policies and procedures. Conduct “spot checks” in the parking lot to verify that field vehicles have returned from missions as scheduled and in good condition. 6. Ensure that **Vehicle Accident Reports** and **Security Incident Reports** are completed and submitted by all employees and partner staff involved in road crashes an incident with CRS vehicles. Obtain accident reports from the Police and National Insurance agency. 7. Inform immediately the HoOps of all accidents and incidents involving CRS vehicles. |
| 1. **Prepare insurance documents, registration cards, and other documents for submission to local Government authorities.** | 1. Maintain an accurate inventory of motorized capital equipment (e.g., vehicles, motorcycles, generators) and spare parts. Recommend the replenishment of spare parts stocks as necessary and appropriate. 2. Update regularly maintenance and repair plans. 3. Ensure that all vehicle documents are up-to-date. Renew license plates, insurance, registration as necessary. 4. Make photocopies of each vehicle’s documents and place them in each vehicle’s on-board log. Ensure that all vehicle documents (e.g., Log Sheet and Daily Inspection Checks) are regularly and completely filled out. |
| 1. **Negotiate with local vendors for the purchase of parts and equipment, the cost of repair and maintenance work, the resale of used parts and fuel.** | 1. Obtain pro formas for the local purchase of parts, equipment, fuel and oil in accordance with CRS purchasing policies. 2. Negotiate with vendors and other parties the purchase of CRS’ used batteries and tires. 3. Conduct market surveys of garages, shops, parts dealers and fuel suppliers to ensure that CRS is obtaining the best services and prices possible. Prepare written report for submission to the HoOps and Purchasing to justify local purchase of spares. 4. With Purchasing staff, visit local repair shops and garages to negotiate the costs of performing work on vehicles. Obtain the best prices possible while ensuring high quality, prompt service. 5. Follow up with garages and shops to ensure that work is being done promptly and as promised, and at cost. Remove vehicles from garages/shops when work is not completed as promised and negotiate reimbursement of funds. 6. With Purchasing staff, negotiate with local fuel vendors for the pre-purchase or credit purchase of fuel and oil. Set up fuel farm(s) as requested by HoOps. 7. Lead decision-making process of vehicles to be disposed and acquired annually by the program (annual **Disposal/Acquisition Plans**). |
| 1. **Supervise the Parking Lot Security team.** | 1. As appropriate and necessary, set up and oversee a **parking lot security** system; ensure that all departures and arrivals of CRS and other vehicles are logged. 2. Schedule and monitor the washing and cleaning of vehicles. 3. Ensure that documents required for the movement of CRS vehicles are correctly and completely filled out, collected regularly and filed in the VMU. 4. Rigorously ensure that regular and logical maintenance and checks of the vehicles are completed in the parking lot at the CRS office, particularly after return from the field. |
| 1. **Coordinate with the other departments of CRS.** | 1. Obtain **weekly Vehicle Use Plans from each department** to ensure vehicle availability and to schedule repair and maintenance. 2. Communicate regularly to the HoOps and department managers the status of all motorized assets and Driver availability. |
| 1. **Other:** | 1. Complete other relevant tasks as assigned by supervisor. |

**qualifications:**

1. Minimum 2 years’ experience with CRS in a similar post
2. University degree; graduate degree desired
3. Fluency (writing, reading, speaking) in English
4. Recognized ability to work as part of a team and to coordinate closely with other team members
5. Significant experience in fleet management and / or logistics
6. Understanding of CRS and donor policies and procedures governing the management of motorized assets and the contracting of transportation services
7. Valid driver’s license and clean driving record; extensive driving experience desired; mechanical experience and skills desired; training experience highly preferred
8. Strong negotiating skills
9. Demonstrated rational and logical thinking; ability to creatively and quickly find solutions to problems
10. Proven ability to manage personnel, delegate and follow-up; must be able to “multi-task”
11. Management of inventories (e.g., asset, spare parts and fuel management)
12. Computer experience: Windows systems, MS Word and MS Excel; MS Access a plus
13. Conscientious with excellent sense of judgment