

State/Center Fleet Managers
State/Center Fleet Management Teams

Duties and Responsibilities:

- (1) Establish a baseline size for the motor vehicle fleet within the State/Center.
- (2) Develop and analyze statewide fleet utilization and fuel consumption reports.
- (3) Provide State, Centers, and Field Office managers with analysis and statistics that will assist in better decisions regarding effective fleet utilization.
- (4) Provide input which will help the management team make better business decisions regarding the fleet.
- (5) Explore alternative fuel options and promote alternative fuel sources in the State/Center, whenever possible.
- (6) Maximize interoffice and interagency fleet utilization whenever it is feasible.
- (7) Maximize the use of vehicle pooling opportunities and explore alternatives to make them happen.
- (8) The Fleet Manager must take an advisory role in any of the decisions relating to the subjects above.
- (9) Develop and maintain a State/Center fleet management plan.
Review all fleet orders to determine if they fall within the State/Center fleet management plan and ensure that the justification fully supports the request.
- (10) Work with General Services Administration to ensure compliance with the State/Center fleet plan.
- (11) Coordinate with the benefiting activity to change fleet orders if it is determined that a smaller vehicle will be sufficient to meet the needs of the requesting official.
- (12) Transfer fleet vehicles between offices temporarily or permanently whenever it is determined that any fleet vehicle is not being used effectively or efficiently.
- (13) Assist and provide State, Centers, and Field Office managers with information and statistics that will help in the decisionmaking process regarding the termination or transfer of underutilized vehicles if they cannot be sufficiently justified by the office manager.
- (14) Provide periodic briefings for the management team on how the State/Center is doing in meeting the State's fleet plan goal.

Goal:

The goal of the State/Center Fleet Manager is to ensure that the State/Center has the most efficient fleet possible to do the job effectively by maximizing fleet utilization and minimizing fuel consumption. The Fleet Manager must take a proactive role in providing the managers with the information they need to make smart decisions that will enable each office in the Bureau of Land Management to meet fleet plan goals and the requirements of Executive Order 13149.

Qualifications:

Individuals assigned the fleet management position must have the ability to provide accurate and timely analysis using Management Information Systems and spreadsheets. Must be able to make fair and objective recommendations to management in the field offices.