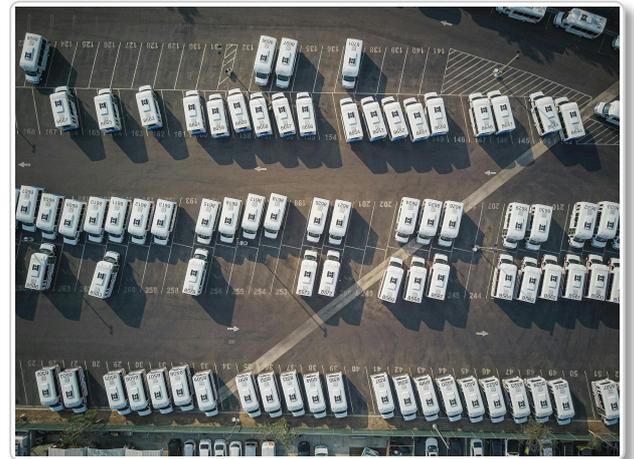# Fleet Management

Feature

Smart scheduling, secure approvals, and full visibility across your vehicle fleet

This feature provides a simple online & paperless way to manage fleet vehicle authorisations and allocations.

Epic's **Fleet Management** feature gives organisations a streamlined, paperless way to manage vehicle authorisations, allocations, and usage. It replaces manual booking forms and fragmented communication with a centralised, mobile-enabled system that keeps managers, drivers, and fleet coordinators aligned.

Whether you're overseeing a handful of pool cars or a full logistics fleet, this feature ensures every journey is approved, tracked, and supported by real-time data.

Key Functions

- Vehicle Registry Setup: Divisional Administrators configure the fleet by entering key details—registration, VIN, make, model, year—and uploading relevant policy documents and terms of use.
- Online Travel Requests: Staff apply for vehicle use via Epic's online portal, with built-in prompts to read and accept travel policies before submitting.
- Approval Workflow: Managers receive travel requests for approval. Once approved, the Fleet Manager (and any configured recipients) is notified and can allocate vehicles accordingly.
- Live Allocation Dashboard: Fleet Managers access a real-time dashboard showing available vehicles, current bookings, and status updates—reducing double-bookings and improving utilisation.
- Driver Confirmation & Pre-Trip Checks: Approved users receive confirmation with key details, including starting odometer readings and pre-inspection prompts—supporting safety and accountability.
- Service History & Repair Logs: Each vehicle maintains a full record of service history, driver experience, and maintenance activity—ideal for compliance and lifecycle planning.
- Auto-Lockout for Repairs or Active Use: Vehicles in use or under repair are automatically disabled from further allocation—ensuring operational integrity.
- Mobile App Enabled: Submit requests, approve trips, and manage fleet activity on the go—perfect for dynamic, multi-site operations.