



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description – Fleet Assistant		
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Approved:	28 th May 2017	By:	Executive Committee
Doc Ref	AUX2201	Version	1.0

A. Why do we need this guide

This guide sets out the roles and responsibilities of a Fleet Assistant.

B. Who is responsible for this guide

The Fleet Manager of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Fleet Assistant role must be familiar with the information in this guide.

C. When will this guide be reviewed

This guide will be reviewed a maximum of One Year following its approval.

D. How will changes be notified

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Reporting Assistant role.

1. Aims of the Role

- 1.1.** The Fleet Assistant will assist the Fleet Manager with the maintenance and rotation of the fleet of vehicles.
- 1.2.** The Fleet Assistant will check the condition of all vehicles on a regular basis, probably 3-monthly, investigating reports of issues as they are raised, or at the request of the Fleet Manager.
- 1.3.** The Fleet Assistant will carry out duties as may reasonably be requested by the Fleet Manager

2. Who does this role report to

- 2.1.** The Fleet Assistant reports to the Fleet Manager.
- 2.2.** The Fleet Assistant may need to liaise with the OnLine Rostering System (OLRS) support team, OnLine Activity Recording System (OARS) support team, Rota Manager or Membership Secretary to resolve any issues with the data.
- 2.3.** The Fleet Assistant may need to liaise with the Rota Manager to ensure that maintenance of vehicles do not impact on the rota.

3. Responsibilities and Duties of the role

- 3.1.** The Fleet Assistant will perform regular checks (3-monthly) on each vehicle in the fleet. Any issues identified will be reported to the Fleet Manager.

4. IT System Requirements

- 4.1.** This role requires additional access to ICT systems beyond those of a normal member

4.1.1. Additional requirements for website access:

- This role does not require access to the Mail to All facility.
- This role does not need to create website pages.
- This role does not need to update website pages.
- This role does require access to be able to retrieve data from OLRs to book out vehicles for service.
- The role does not require OARS access.

4.1.2. Additional requirements for OLRs access:

- This role does require additional access to the OLRs and OARS to be able to view and obtain data.

4.1.3. Additional requirements for Email access:

- This role does not require a personal NBB email address
- This role does require a role-based email address – `fleet.assistant@northumbriabloodbikes.org.uk`
- This role does not require access to an email group

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Version Control and History

Date	Version	Author:	Reason For Change
April 2017	1.0	Graham Moor	First Version