



Department of  
**Transport**

# User Guide

## Fleet Management Online

# Contents

Introduction/Purpose	3
Log-In Requirements	3
Fleet Management Online Instructions	3
Fleets Home	4
Pay schedule	4
Request schedule	4
Fleet Alterations	5
Add vehicles to fleet	5
Remove vehicles from fleet	6

# Introduction/Purpose

Fleet Management Online (FMO), accessible through the DoTDirect self-service portal provides a convenient and easily accessible way for fleet customers to manage their accounts.

## Key Features

Key features of FMO include:

- a 'To-Do' list display of outstanding fleet schedules;
- automatic email reminders for fleet schedules due for renewal;
- view and export a complete list of vehicles, including fleet and non-fleet vehicles;
- remove vehicles from a fleet;
- submit electronic requests to add eligible vehicles to a fleet;
- re-print outstanding fleet schedules; and
- pay fleet schedules (up to \$20,000).

## Log-In Requirements

FMO requires users to have active DoTDirect account. A DoTDirect account can be registered through the DoT website [www.transport.wa.gov.au](http://www.transport.wa.gov.au).

The following information will be required:

- current WA driver's licence details;
- email address; and
- either the vehicle details or a DoTDirect registration code.

Once personal DoTDirect account has been created, access to an organisations' account can be enabled.

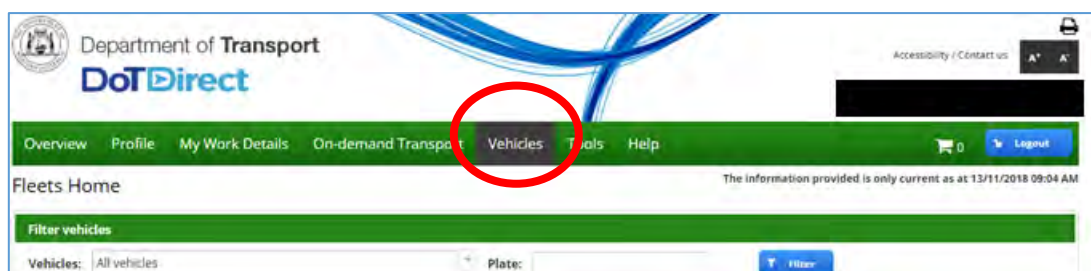
Details of a current or past vehicle licence renewal owned by the organisation is required:

- payment number or an account number;
- payment due date (expiry date); and
- organisation name.

Fleet customers can also register using the organisation code and name.

## Fleet Management Online Instructions

After logging in to the DoTDirect organisation account, fleet managers can access the 'Vehicles' menu and select 'Fleets'.



## Fleets Home

On the 'Fleets Home' page, all vehicles owned by an organisation can be filtered by:

- 'All vehicles';
- 'All vehicles not in a fleet';
- 'All fleet vehicles'; and
- 'Individual fleets'.

A list of the selected vehicles will be displayed on screen and can be exported to a 'Microsoft excel' format. The exported list includes a range of vehicle details, including inspection status and annual inspection requirements.

The following functions can also be accessed from the Fleets Home page:

- 'Pay schedule';
- 'Request schedule';
- 'Add vehicles to fleet'; and
- 'Remove vehicles from fleet'.

The 'Pay schedule' and 'Request schedule' options will only be available if the selected fleet is due for renewal.

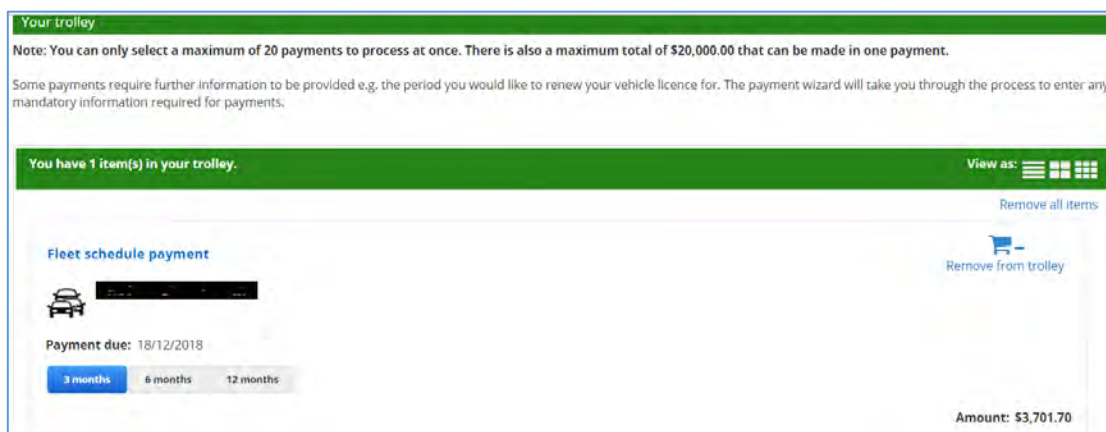
## Pay schedule

Fleet schedules under \$20,000 can be paid online by selecting;

- 'Add to Trolley' from the To-Do list;
- 'Pay schedule' from the Fleets Home page; or
- 'Pay schedule' after removing vehicles from a fleet.

Once selected, the fleet schedule payment will be added to the trolley. Renewal payment option periods of three, six or twelve months are available. An email with the payment receipt will be sent to both the organisation and delegate.

The fleet schedule payment item must be removed from the trolley if the payment is not being made immediately.



Individual vehicle licence papers and payment receipts will be sent by mail after an online payment is processed.

## Request schedule

Fleet schedules are generated approximately four to six weeks prior to the expiry of the fleet. FMO customers will have their fleet schedules automatically emailed to the organisation. A reminder email will be sent two weeks prior to the fleet expiry if payment has not yet been received.

Fleet schedules can be re-printed before payment is made and will be emailed to the organisation and delegate.

## Fleet Alterations

Fleet managers can request the addition or removal of eligible vehicles from a fleet during the licence period (some conditions/requirements apply).

Note: Fleet alterations cannot be completed online during the two week period prior to fleet expiry, until payment of the fleet is received.

## Add vehicles to fleet

To request the addition of one or more vehicles to an existing fleet, from the 'Fleets Home' page, select the 'Add vehicles to fleet' option

A vehicle plate number search can also be used to filter through eligible vehicles. A full or partial plate number can be entered into the search function.

In the left-hand table, select the 'Add' button next to the vehicle plate number to request addition to the fleet, a list of selected vehicles will display in the right-hand table. Multiple vehicles can be added to one fleet at the same time.

Some vehicles may have the 'Add' action disabled if they are ineligible to be added to the fleet and the icons displayed indicate the reason(s), including:

- An inspection is required - If the vehicle is subject to an annual inspection, the vehicle must be inspected before the vehicle can be updated to the fleet expiry date;
- Not in the renewable period – The vehicle has either expired, or the fleet expiry date is too far in advance; or
- Vehicle is subject to a sanction – The vehicle is subject to a court order, licence suspension order or other imposed sanction.

If a vehicle has been added in error select 'Undo' from the right-hand table.

The screenshot shows the 'Add vehicles to fleet' page in the DoT Direct system. At the top, there is a navigation bar with tabs for Overview, Profile, My Work Details, On-demand Transport, Vehicles, Tools, and Help. Below this is a search form with a 'Fleet' dropdown menu and a 'Non-fleet vehicle plate' input field. A 'Filter' button is next to the plate input. To the right, a 'Payment Required: \$0.00' and 'Payable transactions:' section is visible. The main content area is divided into two tables. The left table, titled 'Click on Add button to add vehicles in a fleet', has columns for Licence plate, Expires, Make and body type, Status, and Action. The right table, titled 'List of vehicles to be added from fleet', has columns for Licence plate, Make and body type, DR/CR, and Action. The left table contains 17 rows of vehicle data, with the first 10 rows visible. The right table is currently empty, showing 'No records found.'

Licence plate	Expires	Make and body type	Status	Action
	31/3/2019	Not Listed	Registered	Add
	31/12/2018	Dynapac	Registered	Add
	31/3/2019	Clark	Registered	Add
	31/3/2019	Not Listed	Registered	Add
	31/3/2019	Not Listed	Registered	Add
	31/3/2019	Dynapac	Registered	Add
	31/3/2019	Dynapac	Registered	Add
	31/3/2019	Dynapac	Registered	Add
	31/3/2014	Caterpillar	Registered	Add
	31/3/2013	Canter Mitsubishi	Registered	Add
	30/9/2018	Not Listed	Registered	Add

Licence plate	Make and body type	DR/CR	Action
No records found.			

Once all eligible vehicles have been selected and confirmed on the right-hand table, click 'Submit' to lodge the request. A notification with the list of vehicles to be added will be emailed to the organisation and delegate.

All selections can be cleared by selecting 'Start again'.

Adding a vehicle to a fleet can result in an adjustment to the individual vehicle licence and payment may be required.

DoT will contact the fleet manager within two business days to either arrange payment and/or confirm additions to fleet. The vehicle(s) will not show as part of the fleet on FMO until this confirmation is received.

## Remove vehicles from fleet

From the 'Fleets Home' page, select the 'Remove vehicles from fleet' option to remove one or more vehicles from an existing fleet.

In the left-hand table, select the 'Remove' button next to the vehicle plate number to request removal from the fleet, a list of selected vehicles will display in the right-hand table. Multiple vehicles can be removed from one fleet at the same time.

If a vehicle has been added in error select 'Undo' from the right-hand table.

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**DoT Direct**

Accessibility / Contact us  
Welcome [Redacted]  
Representing [Redacted]

Overview Profile My Work Details On-demand Transport **Vehicles** Tools Help

Remove Vehicles from a fleet The information provided is only current as at 05/09/2018 09:05 AM

Filter vehicles  
Fleet: [Redacted] Plate: [Redacted] Filter

Fleet vehicles			
Licence plate	Make and body type	Status	Action
[Redacted]	Landcruiser Toyota	Registered	
[Redacted]	Hiace Toyota	Registered	
[Redacted]	Toyota	Registered	Remove
[Redacted]	Commuter Toyota	Registered	Remove
[Redacted]	Isuzu	Registered	Remove
[Redacted]	Cerato Kia	Registered	Remove
[Redacted]	Isuzu	Registered	Remove
[Redacted]	Not Listed	Registered	Remove
[Redacted]	Explorex Trailers	Registered	Remove
[Redacted]	Not Listed	Registered	Remove

List of vehicles to be removed from fleet		
Licence plate	Make and body type	Action
[Redacted]	Landcruiser Toyota	Undo
[Redacted]	Hiace Toyota	Undo

Total vehicles selected for removal: 2

Return to fleet management Start again Confirm

Once all vehicles to be removed from the fleet have been confirmed select 'Confirm' to lodge the request.

Select 'Start again' to clear all selections.

Once confirmed, a notification will be emailed to the organisation and delegate. Vehicles removed from a fleet will display as non-fleet vehicles in FMO immediately.

If the fleet is due for renewal, an updated schedule will be emailed to the organisation email address automatically after vehicles are removed.