Home (/s/)   User Community (/s/community)   Login

(/s)

How can we help?

Search...	Search

Vehicle Assignment Overview

🕐 **Jun 7, 2022** · **Knowledge**

> **PERMISSIONS: Account Owners** and **Administrators** can fully manage Vehicle Assignments on your account, but **Regular Users** must be given the **Manage Vehicle Assignments** permissions in the Vehicle module of their Role, **AND**, must have "View & Update" Record Set access to both the Vehicle and the Contact.
>
> Learn more in the Manage Permissions Reference (/s/article/Fleetio-Manage-Permissions-Reference), User Roles & Permissions (/s/article/User-Roles-And-Permissions), and Record Sets (/s/article/Record-Sets) articles.

Fleetio allows you to assign a vehicle to an Operator so that you know who is currently responsible for a vehicle. When assigned, the Operator automatically becomes a watcher of the vehicle.

Vehicles not assigned to an Operator are labeled as "unassigned" and could be considered "available."
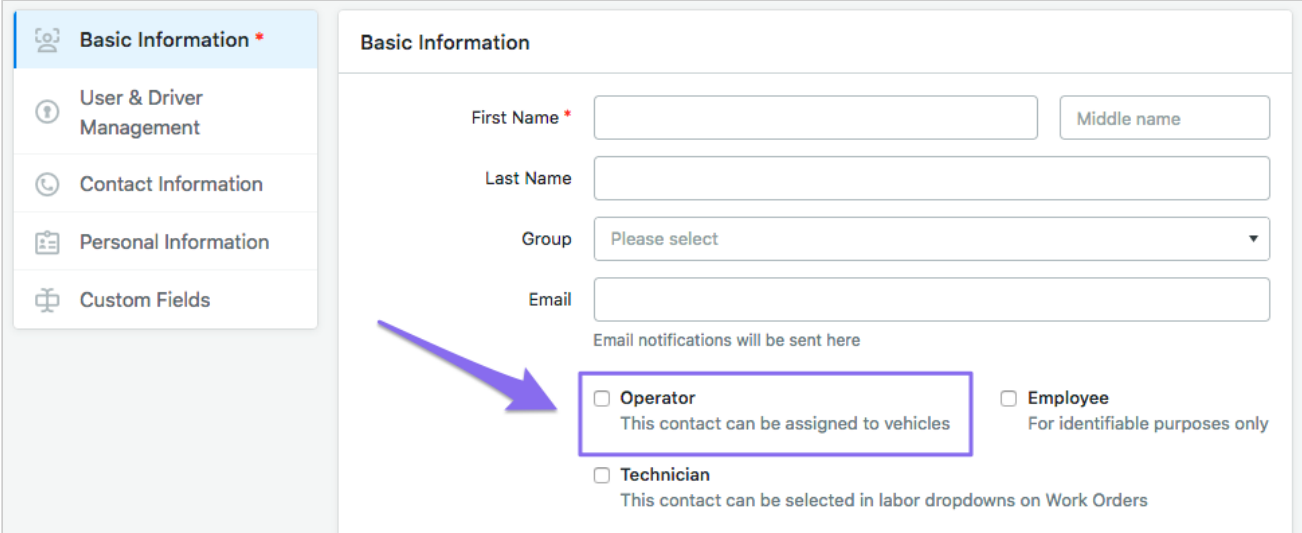
Contact Us

Classify Contacts as Operators

In order to be available as an assignee for vehicle assignments, a **Contact** must be classified as an **Operator**.

Classification can be designated in the **Basic Information** section of the **Contact Profile**.

> **NOTE:** In most circumstances, a Contact can only be assigned to a Vehicle if the Contact has Operator contact classification. An exception to this requirement exists in the case of an assignment which is done via inspection workflow. Since this is an automated process on Fleetio Go, we **OVERRIDE** the requirement; a contact may be assigned to a vehicle via inspection workflow even if they are not an operator.
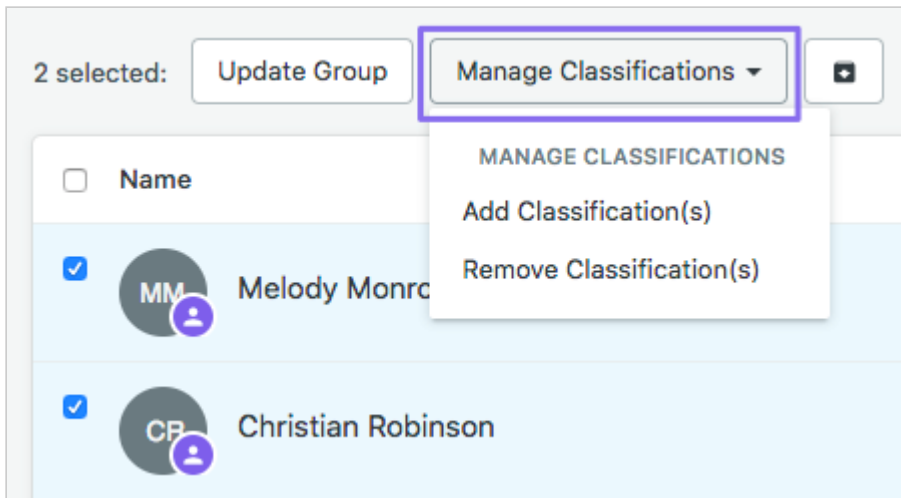

Bulk Manage Contact Classification

If you need to change the Operator classification from multiple Contacts, bulk manage via the **Contact List**.

Go to **Contacts & Users > Contact List** in the left sidebar menu. Check the boxes to select the Contacts in question, then click the **Manage Classifications** drop-down button to choose **Add** or **Remove**.

Contact Us

One Operator Limitation

A vehicle can only be assigned to one Operator at a time. There is validation to ensure that assignments don't overlap.

> **TIP:** Assignments include both a **Start Date/Time** and **End Date/Time**, so you can designate multiple assignments on the same day.

How to Assign a Vehicle

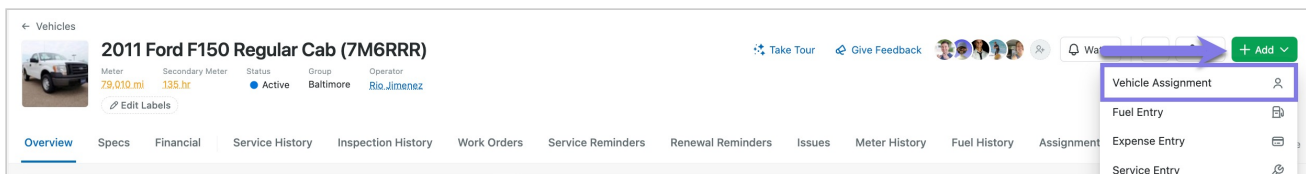There are a few different ways to create an assignment:

1. **Vehicle List**

Go to **Vehicles > Vehicle List** using the left sidebar menu. Find the vehicle you want to assign and locate the **Operator** column. Hover over the field to bring up the **Edit** icon and select it.

2. **Vehicle Overview**

From the **Vehicle Overview**, click the **+ Add button** and select **Vehicle Assignment.**

3. **Vehicle Assignments Scheduler**

Contact Us

The **Vehicle Assignments Scheduler** allows you to schedule assignments based on vehicle or Operator in a calendar view. You can easily **Add**, **Edit**, and **Delete** assignments, and display a summary of all assignments by day, week, and year.

Select **Vehicles Assignments** from the **Vehicles** section of the left sidebar menu to access the scheduler.

> **TIP:** Learn more in the Vehicle Assignments Scheduler (/s/article/Vehicle-Assignments-Scheduler) article.

Assignment Details

Once you've chosen to create an assignment, fill out the form.

- Vehicle - Depending on how you created the assignment, this field may already have a vehicle listed.
- Operator - Choose an Operator from the drop-down list.
- Start Date/Time/Meter- These fields are optional to accomodate any past, current, or future events.
- End Date/Time/Meter - These fields are optional to accomodate any past, current, or future events.
- Comment - Add a comment for any additional information.

If you have any Custom Fields (/s/article/Custom-Fields-Overview) set up, they will show up on the assignment form. When you're ready, select **Save Assignment**.

> **NOTE:**
> - When saved, the Operator will automatically be added as a Watcher (/s/article/Watching-A-Vehicle) of the vehicle.
> - Only one assignment can have a blank **Start Date/Time** or a blank **End Date/Time** per Vehicle. Fleetio considers this "since the beginning of time" or "until forever" for validation purposes.

> **TIP:** Enter both a **Starting Odometer** and **Ending Odometer** value to see the total distance traveled for the assignment.

Watching a Vehicle Assignment

If you would like the follow activity regarding Vehicle Assignments, you can Watch **Contact Us** the Vehicle Assignment by clicking on the **Vehicle Assignment** and then clicking

Watch.

A user will also be added as a watcher automatically when:

- A user creates a vehicle assignment.

- A user who is watching the vehicle AND has the **Automatically Watch New Records** in User Notification Settings (/s/article/User-Notification-Settings) enabled will be added as a watcher.

A user will not automatically become a watcher when:

- A user creates a vehicle assignment through an import.

- A user creates a vehicle assignment through the API.

Watchers are automatically removed from watching the vehicle assignment when:

- The vehicle assignment is deleted

- An operator's vehicle assignment is deleted, removed, or expired, the user will unwatch the vehicle assignment as well as the vehicle.

Inspection Workflow

Integrating your assignment processes into your inspection workflows (https://help.fleetio.com/hc/en-us/articles/360019525871) can take some of the burden of keeping up with your fleet off the admins in the office. When this option is set up, users submitting inspections will automatically be assigned to the vehicle being inspected. Read more about how to set up this workflow here (https://help.fleetio.com/hc/en-us/articles/360019525871).

Contact Us

Inspection Forms / Daily pre-trip inspection ✏️   Cancel

Inspection Items	1
Vehicles & Schedules	223
Workflows	1

⊙ Watch the video to learn more

+ Add Workflow

Edit   Delete

IF   **Form is submitted**

THEN   📋 Assign user to vehicle

Manage Assets
(/s/topic/0TO5G0000010yYSWA...

Related Articles

Vehicle Assignments Scheduler (/s/article/Vehicle-Assignments-Scheduler)

View & Edit Vehicle Assignments (/s/article/View-And-Edit-Vehicle-Assignments)

Vehicle Assignments Import Guide (/s/article/Vehicle-Assignments-Import-Guide)

Vehicle Overview (/s/article/Vehicle-Overview)

Watching a Vehicle (/s/article/Watching-A-Vehicle)

Vehicle Assignments in Fleetio Go (/s/article/Vehicle-Assignments-In-Fleetio-Go)

Vehicle Import Guide (/s/article/Vehicle-Import-Guide)

Vehicle Renewal Reminders (/s/article/Vehicle-Renewal-Reminders)

Inspections - Manage Vehicles & Schedules (/s/article/Inspections-Manage-Vehicles-And-Schedules) **Contact Us**

Decode Vehicle Identification Numbers (VIN) (/s/article/Decode-Vehicle-Identification-Numbers-VIN)

Still need help?

Reach out to the Fleetio community or contact us for further assistance.

Ask the Community

Contact Support

Help Center

Home (/help/s)

User Community (/help/s/community)

My Cases (/help/s/case/Case/Default)

Sitemap (/help/s/topiccatalog)

Fleetio.com

Blog (https://www.fleetio.com/blog)

White Papers (https://www.fleetio.com/resources/white-papers)

Onboarding Services (https://www.fleetio.com/onboarding-services)

Fleetio Updates (https://updates.fleetio.com/)

Contact Us

Call us: 1(800)975-5304 (tel:18009755304)

Monday-Friday 8am-8pm (Eastern Time)

System Status (https://status.fleetio.com/)

Contact Us