

Fleet Manager Certification Program



Per DFA/Office of Purchasing, Travel, and Fleet Management:

The Bureau of Fleet Management has implemented a Fleet Manager Certification Program to ensure that Agency Fleet Coordinators have the necessary knowledge to complete Fleet Management tasks in MAGIC.. Each agency requesting to purchase a vehicle from Fiscal Year 2020 and forward must have an employee with a Fleet Manager Certification as well as have complete and accurate data in MAGIC.

The Fleet Manager Certification Program will consist of a lecture, demo review, and exam. The Fleet Manger will be required to attend the entire program and pass the exam in order to be a Certified Fleet Manager.

Listed below are the dates and times for the one-day class. Registration must be completed within LSO and is based on a **first-come first-served basis**. For instructions on how to use LSO, please refer to the *LSO Employee Self Service* instructions on the [LSO webpage](#). The classes are listed in the *DFA/OPT-Purchasing & Travel* folder of the *Finance and Administration Catalog* in LSO.

Class materials will not be provided; therefore, if you would like to print them before class they are available on the [Bureau of Fleet Management Webpage](#).

LSO Code:	CMFM
Course Name:	Certified Mississippi Fleet Manager
Dates:	Tuesday, August 13, 2019 Tuesday, November 5, 2019
Time / Location:	8:30 AM – 4:30 PM Robert G. Clark Office Building Training Room A

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The class will be held in the Robert G. Clark Building at 301 North Lamar Street in Jackson. Entrance is only available via North Lamar Street. Parking is available on the 5th floor or above of the Robert E. Lee parking garage, the parking lot behind the old Wright and Ferguson Funeral Home (corner of High & Lamar street), or metered parking around the building. DFA does not validate or pay for parking.

Food and beverages will not be provided. There are vending machines available; however, no food or beverages are allowed in the training room.

IMPORTANT: You may receive several automatic emails from LSO. You are **not** officially booked in a class unless you receive an email similar to the one below.

Also, please know that if the maximum capacity for a class has been reached before you receive a confirmation you may receive an email / call from MMRS letting you know that you have not been booked in the class.

Dear
This is to confirm your booking for the course
Course : Reverse Auction
Reference number : E 50003257
Delivery method : Instructor-led Training
Start Date : December 05, 2017