Fleet and Transport Management

Module One

• Introduction and brief overview • Industry overview – Statistics and trends • Role-Players in Transport and Fleet Management • Legislative and regulatory environment • Motor sector umbrella bodies • Objectives of fleet management • Costs associated with fleet management • Maximizing customer service • Fleet manager profile/role

Module Two

• Workings of a Road Transport Operation • Fleet management in context • Relationship between transport and fleet management • Overview of the motor industry • South African motor industry supply chain • Maintenance management • Fuel cost management

Module Three

• Acquisition and Financing of Vehicles • Managing the company's fleet policy • The fleet vehicle life cycle • Total Cost of Ownership approach (TCO) • Vehicle selection and writing the Specifications • Roles and responsibilities in maintenance • Benefits of preventive maintenance inspections • Scope of preventive maintenance programs • Unscheduled maintenance • Road calls • Tire selection and management • Parts and supply management • Vendor versus in-house maintenance

Module Four

The Fleet Management Policy • Operating Procedures Fleet Operations Management Accident Investigation & Report Writing Types of reports • Fleet information required for effective fleet management • Gathering and storing vehicle information • Fleet information systems • Data related to the motor sector

Module Five

• Dealer selection • Procurement costs • Timing the purchase • The main financing methods • Financial calculations • Asset loss and damage risk management • Accident management programmes • Replacement cycle management • Used vehicle re-marketing • Fleet measurement system • Transportation costs • Cost ratios • Transportation asset productivity • Cycle time indicators • Measuring and improving fleet • Vehicle selection criteria • Own or contract analysis • Vehicle replacement analysis • Capital budgeting techniques

Module Six

• Incident Investigation and Reporting • Legal Requirements for Incident Investigation • Incident Investigation Policy for the Company • Responsibilities for Accident Investigation • Cooperation with Authorities • On-scene Investigation and Evidence Gathering • Completing the Accident Investigation Form. • Elements of a safety program • Reasons for accident prevention • Driver selection criteria • Fleet skill tests • Road accident types

Module Seven

- **The AARTO Framework:** Managing the administrative burden of demerit points and fine redirections to individual drivers.
- **Licensing Lifecycle:** Automated tracking systems for vehicle licenses, COFs (Certificates of Fitness), and driver PDP (Professional Driving Permit) renewals.

Be appropriately accredited by the QCTO, or hold the applicable approval to deliver the relevant Fleet and Transport Management programme at NQF Level 4.
Provide a suitable training venue for the duration of the training.
Provide breakfast and lunch for all participants on each training day
14 Staff Members
2 Days training