



# Institute for Capacity Development (ICD)

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## **Fleet and Transport Management**

### **Course Objectives**

On completion of the course, participants should be able to:

- Understand the need to manage fleet as a way of managing resources
- Apply the procedures and techniques needed for the effective management of a fleet
- Plan and implement effectively all activities related to fleet management and distribution.
- Manage the organization, personnel, and operational requirements for a successful transportation/distribution department.

### **Target groups**

- Line managers
- Transport Logistics
- Transport Foreman
- Senior Drivers
- Fleet Management
- Distribution Supervisors
- Staff dealing with Logistics

### **Course Outline**

- General Management Principles and skills
- Fleet and Transport Management
- Definitions of Fleet Management
- Objectives and Costs of Fleet Management
- What Is Customer Service in a Fleet Environment?
- Vehicle Management
- Vehicle Selection Criteria

- Own or Contract Analysis
- Optimizing Costs
- Managing Vehicle Replacement
- Vehicle Specifications and Inventory System
- Preventive and Corrective Maintenance
- Workshop Management
- Manpower Efficiency
- Loss Control/Safety Management
- Safety Hazards in Fleet and Workshop Operations
- Planning for and Controlling Safety
- Transportation and Distribution Management
- Tracking and Monitoring Vehicles
- Selection of the Best Mode of Transport
- Structuring Distribution Routes
- Managing the Fleet Organization
- Leading, Training and Motivating the Team
- Budgeting and Cost Control
- Key Performance Indicators
- The Balanced Scorecard of Fleet and Transport
- Performance Evaluation and Improvement
- IT Skills
- Action Planning

Dates: 05<sup>th</sup> – 16<sup>th</sup> June 2017

Duration: 2 weeks

Course Cost: US\$2850/delegate

Venue: Pretoria, RSA