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

- 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
• Action Planning

Dates: 03rd – 14th February 2020
Duration: 2 weeks
Course Cost: US$2850/delegate
Venue: Pretoria, RSA