



# Institute for Capacity Development

Suite 3B, Third Floor, Capital Centre Building, Werner List Street, Windhoek, Namibia;  
PO Box 10193, Khomasdal, Windhoek, Namibia;  
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## Transport and Fleet Management

### Course Objectives

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

- Understand the need to management 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
- Action Planning

Dates: 14<sup>th</sup> – 25<sup>th</sup> November 2011

Duration: 2 Weeks

Course Costs: US\$2950

Venue: Windhoek, Namibia



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## Application/Nomination Form

Organisation \_\_\_\_\_

Department \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

Phone numbers \_\_\_\_\_

Course Title/ Code \_\_\_\_\_

Attendance Month/ Dates \_\_\_\_\_

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

*Attach a separate list in cases where the delegates are more than six ( Applications can also be submitted online or by email).*

Expected Benefits from participation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Authorised Signature: \_\_\_\_\_ Position \_\_\_\_\_ Date: \_\_\_\_\_