



Fleet Maintenance Management & Inspection



Introduction:

This program is designed for those involved in fleet, transportation and distribution activities, both at the operational and supervisory and managerial levels. Fleet Maintenance Management is a critical position in any company that has a number of commercial vehicles. The individual responsible for the management and maintenance of fleet vehicles performs a variety of functions. Preventative maintenance, order, vendor logging and fuel economy are among a few of the issues that fleet maintenance managers deal with on a daily basis.

One of the most important duties of a fleet maintenance manager is the maintenance of vehicles. With the number of vehicles many companies have on the road each day, maintaining quality vehicles is important. Regular and controlled fleet vehicle maintenance can assist in more efficient and lower cost repairs, fewer technical problems and more efficient tracking, management and budgeting of the fleet. An outstanding fleet vehicle maintenance program can save time and money by ensuring that vehicles are safe and on time.

Repairs and downtime for fleet vehicles can cost your company a considerable amount of money. High-quality fleet vehicle maintenance can mean the difference in your company's reputation being one of top-notch service rather than undependable service. Preventative maintenance and scheduling routine maintenance or repairs can extend the life

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of your fleet vehicles. For companies whose primary service depends on well-maintained vehicles, organization and tracking of the fleet and expenses is obviously a key responsibility. Your company's business reputation is important and it is essential that the fleet manager is able to accurately maintain an exceptional level of quality of all vehicles in your fleet.

Who Should Attend?

Line Managers, Fleet Managers of national, provincial government departments as well as, Municipalities, who have to understand their role and responsibilities in terms of transport and fleet management, Fleet Supervisors, Fleet Operators, Fleet Inspectors, Chief Mechanics, Personnel with fleet management and supervision responsibilities

Course Objectives:

By the end of this course delegates will be able to:

- 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
- Plan to develop the fleet personnel
- Distinguish the important from the unimportant in managing the maintenance of a fleet
- Identify the critical vehicles, mechanics, vendors and drivers costing money
- Apply new ideas to reduce maintenance calls and fuel consumption
- Manage fleet maintenance with efficiency and impact
- Perform mechanical inspection and testing of your company and all hired light vehicles
- Direct and manage staff/personnel/contractors
- Schedule and plan for maintenance
- Ensure that all vehicles are road worthy

- Reject vehicles not meeting required standard performance or safety as set by the company such as saloon car, busses and pickups
- Prepare vehicles and plant prior to inspection, including driving vehicles on the ramp or jacking up if necessary
- Ensure the availability of test weights for annual survey
- Effectively manage your fleet operation
- Build a vehicle replacement program that works
- Implement an effective preventive maintenance program
- Improve your vehicle maintenance facility
- Specify new vehicles and equipment
- Identify alternative fuel opportunities
- Build a vehicle replacement program that works
- Utilize a preventive maintenance program
- Manage your parts inventory to reduce costs
- Implement computerized maintenance management systems
- Specify new vehicles and equipment

Course Outline:

- Importance of Fleet Maintenance
- The Fleet Manager/Supervisor
- Definitions of Fleet Management
- Objectives and Costs of Fleet Management
- Responsibilities of Fleet Management
- Benefits of Effective Maintenance
- Evaluation of Fleet Operations
- Fleet and Transport Management
- Fleet Operations Management
- Fuel management

- Maintenance and Service management
- Insurance and Accident management
- Workshops and Tyre management
- Driver and vehicle management
- Fines and License Management
- Fleet Safety Management
- Fleet Utilization
- Fleet replacement and disposal
- Opportunities and Constraints in the Arab World
- Use and Misuse of the Repair Order
- Tools for Fleet Maintenance Management
- New Technologies
- True Cost Analysis and Crisis Avoidance
- Optimizing Costs
- Labor Productivity and Scheduling
- Managing the Stockroom and Reducing Inventory Levels
- Fuel Saving Strategies
- Safety and Loss Prevention
- What Is Customer Service in a Fleet Environment?
- The Secret of Superior Service
- Qualifying Contractors
- Dealing with Suppliers and Contractors
- Managing Vehicle Replacement
- Vehicle Specifications and Inventory System
- Preventive and Corrective Maintenance
- Workshop Layout and Tools
- 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
- Leading, Training and Motivating the Team
- Budgeting and Cost Control
- Key Performance Indicators
- Performance Evaluation and Improvement