



Introduction to Fleet Management Operations

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

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Introduction:

This introductory course to Fleet Management assists the learner to gain a basic understanding of fleet management principles including vehicle utilization, whole of life costs, tendering, vehicle maintenance and regulatory requirements. Running a fleet of cars or vans in today's environment is a complex activity which impacts on many areas of the business. It requires the fleet manager or administrator to exercise a wide range of skills over a number of different disciplines. The cost of running even a relatively small fleet is substantial, and considerable savings and benefits will be obtained from a fleet that is operating at maximum efficiency. To achieve this it is essential that today's fleet manager is fully equipped, trained and supported in this vital business activity. Too often in the past the job of fleet manager or administrator has landed on the shoulders of "the most convenient person", with little thought given to the scale of the job, previous experience, or any training requirements.

Nowadays, running a fleet of cars or vans calls for a wide range of skills. Vehicle acquisition and disposal; negotiating contract agreements; maintenance and warranty control, dealing with drivers and a host of others, are all involved on a day-to-day basis. Many of these skills are transferable, and in themselves, need relatively little specialization. Others are very specific to the business of fleet management. But fleet management is not an exact science - it must always be organized to serve the business which is actually using the fleet.

The main objective of a fleet manager - irrespective of the actual title - must be to run the fleet of vehicles cost-effectively, safely, and in line with the needs of the business. At first glance, this does not seem to be a daunting list. On closer inspection, it is seen to be much more complex. This introductory course to Fleet Management assists the learner to gain a basic understanding of fleet management

principles including vehicle utilization, whole of life costs, tendering, vehicle maintenance and regulatory requirements.

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:

- The different elements of Fleet Management
- The role players and stakeholders in the fleet business
- How to manage your fleet effectively

Course Outline:

- Introduction to the fleet industry
- The role players and stakeholders in the fleet management business
- Brief history and background to the car and van fleet markets
- Operational considerations: The 5 Critical Process Issues
- Understanding the fundamental principles of road transport
- Justifying the need, cost and value-added in moving payload
- Factors most likely to influence the value outcomes