



Arabian Institute For Training

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# Vehicle Fleet Development & Management

## INTRODUCTION

- Transportation activities can account for over 70% of an organization's supply chain costs. Thus, it is vital that an organization gets the transportation function right, whether its ambition is to meet personnel mobility needs or to execute the delivery of goods and materials.
- This Vehicle Fleet Development & Management training course will examine the transportation function in a holistic manner. This training course will start by outlining the requirements of successful fleet maintenance programs and workshops. The training course then describe the components of stringent fleet and driver safety programs and experiment with different capital budgeting and distribution routing techniques. This training course will conclude with a thorough explanation of key fleet performance measures.

## PROGRAMME OBJECTIVES

By the end of the Vehicle Fleet Development & Management training course, participants will be able to:

- State the objectives of fleet management and the role of the fleet manager
- Implement a fleet preventive maintenance program
- Determine requirements for efficient workshops
- Create fleet safety and driver selection programs
- Use capital budgeting techniques to perform vehicle replacement analysis
- Optimize distribution vehicle routes
- Write Key Performance Indicators (KPIs) and measure performance of the fleet

## WHO SHOULD ATTEND?

- Fleet Managers and Coordinators
- Maintenance Managers and Supervisors
- Transportation Planners
- Fleet Safety Managers & Supervisors
- Operations Professionals

## TRAINING METHODOLOGY

- This Vehicle Fleet Development & Management training course uses a variety of individual exercises, team exercises and case studies. It also leverages a series of videos portraying the latest transportation management systems.
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## PROGRAMME SUMMARY

- This Vehicle Fleet Development & Management training course provides a framework for fleet management professionals. Upon successful completion of this training course, delegates will be able to demonstrate a variety of knowledge and experience to effectively manage the operation of commercial vehicle fleets at different levels of seniority and responsibility.

## PROGRAM OUTLINE

### Introduction to Fleet Management

- Definition of Fleet Management
- Objectives of Fleet Management
- Costs associated with Fleet Management
- Maximizing Customer Service
- Fleet Manager Profile
- Fleet Maintenance Management
- Roles and responsibilities in Maintenance
- Benefits of preventive Maintenance Inspections
- Scope of preventive Maintenance Programs
- Unscheduled Maintenance
- Road Calls
- Tire Selection and Management
- Parts and Supply Management
- Vendor vs. In-house Maintenance

### Workshop Management

- Workshop Layout
- Workshop Tools
- Computing Workshop Productivity
- Facility Requirements
- Bay Space Layout
- Fleet Safety Management
- Elements of a Safety Program
- Reasons for Accident Prevention
- Driver Selection Criteria
- Fleet Skill Tests

### Vehicle Selection and Replacement

- Vehicle Selection Criteria
  - Own or Contract Analysis
  - Vehicle Replacement Analysis
  - Capital Budgeting Techniques
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## Transportation and Distribution Planning

- Transportation fundamentals and optimization
- Factors affecting transportation decisions
- Network design options
- Routing of distribution vehicles

## Measuring and Improving Fleet Performance

- Fleet Measurement System
  - Transportation Costs
  - Cost Ratios
  - Transportation Asset Productivity
  - Financial and Quality Indicators
  - Cycle Time Indicators
  - Measuring and Improving Fleet Utilization
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