

**FLEET
CONTROL
SERVICES**

p.o. box 252 howard place 7450

phone (021) 531 2284 fax (021) 531 2267 E-mail sales@foresightpublications.co.za

100% BBBEE compliant

ADVANCED TRANSPORT MANAGEMENT COURSE

A 10-day intensive course in transport management, distribution and fleet operation for managers, managers-to-be and others involved in operating vehicle fleets.

1. LEGISLATION

- 1.1 National Road Traffic Act and the Road Transport Quality System
 - 1.1.1 The RTQS Operator.
 - 1.1.2 Definitions and vehicle registration and licensing.
 - 1.1.3 Driving licences and Professional Driving Permits.
 - 1.1.4 Vehicle roadworthiness.
 - 1.1.5 The road transportation of dangerous goods.
 - 1.1.6 Presumptions and legal procedure.
 - 1.1.7 Other items of interest.
- 1.2 Vehicle dimensions, loads on vehicles and plating.
- 1.3 Abnormal Load Policy
- 1.4 Administrative Adjudication of Road Traffic Offences Act
- 1.5 Occupational Health and Safety Act
- 1.6 Labour Relations Act
- 1.7 Basic Conditions of Employment Act

2. VEHICLE SELECTION

- 2.1 Selecting fleet cars and light commercial vehicles
 - 2.1.1 Analysing fleet requirements
 - 2.1.2 Fleet car utility
 - 2.1.2.1 Social utility
 - 2.1.2.2 Practical utility
 - 2.1.3 Selecting light commercial vehicles
 - 2.1.4 Dealer selection
 - 2.1.5 Fleet standardisation
- 2.2 Selecting heavy vehicles – matching the truck to the task
 - 2.2.1 Glossary of terms
 - 2.2.2 Factors affecting body size
 - 2.2.3 Chassis selection
 - 2.2.4 Vehicle quality level
 - 2.2.5 Vehicle performance
 - 2.2.6 Optional and extra equipment
 - 2.2.7 Cab type and ergonomics
 - 2.2.8 Vehicle configurations
 - 2.2.9 Operating costs
 - 2.2.10 Other factors
 - 2.2.11 Vehicle blueprint
- 2.3 Vehicle performance
 - 2.3.1 Basic engine requirements
 - 2.3.2 Engine torque and power development
 - 2.3.3 Turbocharging
 - 2.3.4 Measuring engine performance and reading engine performance graphs
 - 2.3.5 Factors affecting vehicle performance

- 2.3.6 Determining engine power requirements
- 2.3.7 Determining road performance
 - 2.3.7.1 Developing the road map of performance
 - 2.3.7.2 Constructing the gear-split chart
 - 2.3.7.3 Constructing the gradability chart
- 2.4 Vehicle chassis and body selection
 - 2.4.1 Vehicle terminology
 - 2.4.2 Chassis design
 - 2.4.3 Basic strength of materials
 - 2.4.4 Frame repairs
 - 2.4.5 Body design principles
 - 2.4.6 Trailers and semi-trailers
- 2.5 Vehicle and payload mass distribution
- 2.6 Costing and budgeting vehicle operations
 - 2.6.1 Cost categories
 - 2.6.2 Cost allocation and recovery
 - 2.6.3 Uneconomical deliveries
 - 2.6.4 Vehicle utilisation, availability and downtime
- 2.7 Vehicle replacement factors
- 2.8 Selection and application of mechanical handling appliances

3. TECHNICAL

- 3.1 Preventive maintenance
 - 3.1.1 Objectives and basics of planned maintenance
 - 3.1.2 The driver's role in reducing vehicle costs
 - 3.1.3 Maintenance scheduling
 - 3.1.4 Maintenance records
- 3.2 Tyre maintenance
 - 3.2.1 Tyre types, sizes and marking
 - 3.2.2 Tyre selection
 - 3.2.3 Tyre care and maintenance
 - 3.2.4 Wheel rims
 - 3.2.5 Dual tyre fitment
 - 3.2.6 Tread depth
 - 3.2.7 Tyre rotation
 - 3.2.8 Driver participation
 - 3.2.9 Yard maintenance
- 3.3 Determining workshop requirements
 - 3.3.1 Workshop task categories
 - 3.3.2 Standard methods and standard times
 - 3.3.3 Establishing targets
 - 3.3.4 Teamwork
- 3.4 Workshop control
 - 3.4.1 Quality control
 - 3.4.2 Recording and processing data
 - 3.4.3 Parts control
 - 3.4.4 Work flow
 - 3.4.5 Calibre of personnel
 - 3.4.6 Distribution of information
 - 3.4.7 Repair times and costs
 - 3.4.8 Vehicle downtime
 - 3.4.9 Productivity and efficiency
 - 3.4.10 Workshop daily control
- 3.5 Budgeting workshop expenses
- 3.6 Lubrication
- 3.7 Automotive electronics

4. MANAGEMENT

- 4.1 The professional driver
 - 4.1.1 Business basics
- 4.2 Responsibilities of the professional driver
- 4.3 Driver evaluation and testing
- 4.4 Driver training requirements
- 4.5 Contract for drivers of goods and passenger vehicles
- 4.6 Accident reporting and investigation
- 4.7 Distribution logistics
 - 4.7.1 Warehousing
 - 4.7.2 Routing and scheduling
- 4.8 Security in distribution
 - 4.8.1 Operations management / despatch
 - 4.8.2 The vehicle
 - 4.8.3 The driver
 - 4.8.4 In transit / general
 - 4.8.4 On return to the depot
 - 4.8.5 Hi-jack prevention procedures
- 4.9 On-board recording devices and vehicle tracking
 - 4.9.1 The tachograph
 - 4.9.2 On-board computers
 - 4.9.3 Vehicle tracking
- 4.10 Communication
 - 4.10.1 Basics of communication
 - 4.10.2 Verbal communication
 - 4.10.3 Written communication
 - 4.10.4 Electronic communication
- 4.11 Supervision and organisation
 - 4.11.1 Leadership qualities
 - 4.11.2 Action planning
 - 4.11.3 Basic rules of effective decision-making
 - 4.11.4 Motivation