



FLEET MANAGEMENT & ROAD SAFETY SHORT COURSE

COURSE DURATION: 2 WEEKS

WEEK 1

Day 1: Introduction to Fleet Management

- a. Overview of fleet operations
- b. Types of fleets (commercial, government, logistics)
- c. Key performance indicators (KPIs)

Day 2: Vehicle Acquisition & Lifecycle

- a. Procurement strategies
- b. Leasing vs ownership
- c. Lifecycle costing and disposal planning

Day 3: Maintenance Planning

- a. Preventive vs reactive maintenance
- b. Workshop scheduling and control
- c. Maintenance recordkeeping

Day 4: Fuel & Cost Management

- a. Fuel tracking systems
- b. Budgeting and cost control
- c. Fuel efficiency strategies

Day 5: Fleet Technology & Telematics

- a. GPS tracking and route optimization
- b. Real-time monitoring and alerts

WEEK 2

Day 6: Road Safety Principles

- a. Defensive driving techniques
- b. Driver fatigue and distraction
- c. Vehicle safety inspections

Day 7: Driver Management

- a. Performance monitoring
- b. Health and wellness programs

Day 8: Legal & Regulatory Compliance

- a. Road traffic laws and transport regulations
- b. Insurance and liability
- c. Occupational health and safety standards

Day 9: Risk Management & Emergency Response

- a. Accident reporting and analysis
- b. Theft and loss prevention
- c. Emergency protocols and drills

Day 10: Final Assessment & Certification

- a. Case study presentation
- b. Certificate of completion

DATES: LAST 2 WEEKS OF EVERY MONTH

FEES: USD 3 500 PER PARTICIPANT (INCLUDES EXCURSION)

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