

***FleetCUBE ‘POWERED’* ™ Fleet Management course**

**Four days of Intensive Fleet Management**

# Course date:As per email

**Course duration:**

8:30 – 16:00

**Delegate fee:**

R 11 950 Excl VAT

Includes:

* Course workbook
* Tea breaks
* Lunch

The four-day intensive fleet management course is a very comprehensive fleet management course that covers every module shown below in depth. The course manual is the book written by Mike Crankshaw – VEHICLE MANAGEMENT – A MODERN APPROACH.

Time is provided to ensure that each topic is fully discussed based on your needs. The key objective is to provide you with the knowledge and the ability to fully implement effective fleet management policies in your work environment.

This course will provide you with a clear understanding of the following aspects of fleet management – and the ability to apply these methods to your fleet operations.

**Course Venue:**

**Oaklands Conference Centre. Randburg**

**Johannesburg**

**Registration for the Course:**

Please complete the attached registration form for each person.

Please email your form back to us – mike@fleetcube.com

**Your seat will only be reserved on receipt of your payment**

##### Modern technology in Fleet Management

* The general vehicle market
* Vehicle selection principles
* Purchasing vehicles
* Safety programme
* Managing maintenance
* Replacement policies
* Used vehicle marketing
* Controlling expenses
* Fleet management principles

##### Vehicle Utilization

* Right sizing the fleet
* Availability management
* Job and vehicle specifications
* Utilization and route control
* Tracking systems
* Setting the optimum fleet size

##### Fuel Management

* Vehicle Fuel Management
* Fueling options and fuel card systems
* Alternative Fuels
* Fraud management

##### Financial Management

* Vehicle financing options
* Optimizing monthly financing costs
* The use of balloon payments
* Vehicle use reimbursement
* Budgeting concepts and methods **Road Traffic Accidents Management**
* Insurance management
* Driver assessment & Training
* Company Safety programme
* Driver Records
* Driver incentives
* Fines and demerits

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##### Transport Operations Management

* Analyzing current operations against international standards
* Defining future needs
* Manpower analysis
* Internal fleet reviews
* Development of the fleet policy and regulations
* Review of outsourced suppliers
* Operating costs and driver management
* Analyzing internal cost effectiveness
* the core fleet management system requirements
* Budgets versus vehicle cost management
* Operating cost objectives Internal versus external fleet management systems
* Expense management

##### Daily operations - driver and vehicle management

* Day to day operational procedures for drivers and vehicles
* Breakdowns
* Planned maintenance
* Unplanned maintenance
* Driver allocations
* Operational checklists
* Supervisory management
* Management reports

**Core Management Skills**

1. Be able to achieve your KPIs and other broad management objectives Manage your operating costs more effectively
2. Learn disciplined techniques in the key areas of managing and controlling your fleet’s operation
3. Develop a Vehicle Fleet Management System that ensures your vehicles operate effectively and economically with maximum availability and mobility
4. Develop effective fleet policies and driver regulations Know how to manage your drivers in relation to AARTO
5. Ability to reduce your fleet operating costs by at least 10% to 15% Be recognized in your company as a fleet management professional

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**2017 Training Course Registration Form**

*A separate from is required for each delegate*

 **Delegate information**

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| Name (as required on your certificate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell phone Your Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dietary requirements  |

**Company information**

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| Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone  Send Tax invoice to whom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_VAT Number \_\_\_\_\_\_\_\_\_\_\_\_ Contact name in accounts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact number  |

**Course details**

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| --- |
| Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_Delegate course fee - R\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Discount codes (See Below) **Authorized by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Name Position Date |

**Please Note: On submission of this registration form you agree that you have read and accept the Terms and Conditions below**

**Please Note: Payment must be made before the course date.
Delegate will not be able to attend course if payment has not been made before start of the course**

**PAYMENT**

TWO EASY PAYMENT METHODS

|  |  |
| --- | --- |
| 1. **By Bank Transfer:**

Bank Transfer should be made to:**Account Name :** FleetCUBE Training**Bank :** ABSA BANK : Randburg**Account No : 4091495521****Branch Code :** 632005**Swift Code :** ABSAZAJJ | 1. **By cheque:**

Made payable to FleetCUBE Training and mailed with your registration form to us.***(If cheque is deposited to our account - Please email copy of deposit slip) – mike@fleetcube.com***  |

**TERMS & CONDITIONS**

**PAYMENTS**: Payment must be made before the course date. **Delegate will not be able to attend course if payment has not been made before start of the course.**

**CANCELLATIONS**: If you cancel 14 days before the course commences, a service fee of 10% will be charged. If you cancel less than 14 days before the course commences the full fee is payable. Please advise in writing.

**SUBSTITUTIONS**: Registered delegates may be substituted at any time before the training course. Please advise in writing of the change.

**CONFIRMATION**: All registrations will be deemed confirmed and subject to these terms and conditions on receipt of this registration form.

**Course Discounts:**

**Early Bird**: 2.5% discount for registering 30 days in advance for the course. *Discount code: EB01*

**Group Rate**: 5% discount for registering 3 or more delegates for the same course. *Discount code: GR01*

Potential savings after attending the four day fleet management course

Based on the FleetCUBE calculator\*

R2.6m which is 17.3% of current operating costs of R15m for a fleet of 100 Light Vehicles driving 3 000 kms a month

\*Based on normal fleet operating costs in South Africa