



Integrated Transport Planning, Maintenance and Fleet Management

Premier Hotel, O R Tambo, Kempton Park, Johannesburg

27th – 31st August 2018

5 Credits towards the Diploma in Management, NOF Level 6

Course Outcomes

- Discussing Transportation Concepts - An overview of the African Road Transport sector
- Public Transport Role Players at Public Entities and Local Government Level
- Highlight Applicable Transport Legislation
- Identifying and Classifying Risk in a Transport Function
- Determining Costing, Tariffs and Financing
- Addressing Aspects of Asset Management Related to Transport and Fleet Management
- Managing of Government - Owned Transport
- Compiling and Integrated Transport Plan
- Transport and Fleet Performance Measurement and Management
- Strategy Review for Transport and Fleet Management

Who Should Attend?

- Chief Transport Directors, Managers and Officers
- Transport Managers and Administrators
- Fleet and Logistics Managers and Administrators
- Procurement Managers and Directors
- Financial/Logistic/Maintenance Managers and Officers
- Operations and Distribution Managers
- Transport and Fleet Planners
- HR Managers
- State Transportation Officers
- General Fleet Operations Staff
- Workshop Managers
- Transport Officers

About your Presenter:

Johan Christian Benade

BA, BA Hons, Masters in Administration, Diploma in Financial Planning

Johan was with Spoornet for over 17 years, where he occupied various management positions up to the level of Executive Management. He built on his experience at Spoornet and is currently in the skills development area, where he lectures at several educational and training institutions. His focus areas are: Transport and Fleet, Taxation, Financial Planning, Economics, Financial Management, Accounting (Both in the Public Service and Private Sector), Cost Management, Business Ethics, Corporate Strategy and Strategic Management. As a Lecturer, he has presented a number of training programs at Regional and Local Government. Which include Public Financial Management and Budgeting, Finance and Reporting, Asset Management, Policy Development and Analysis, Advanced SCM and Procurement in the Public Sector, Performance and Risk based Auditing amongst others.



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DAY ONE

Monday, 27th August 2018

Transportation Concepts

- An overview of the African Road Transport sector
- Choosing an appropriate transport mode
- What is transport management
- What is fleet management
 - Fleet management systems
 - Aspects of fleet management

Public Transportation

- Structure, Functions and Frameworks of Governments
 - National Government
 - Provincial Government
 - Local Government
 - International Frameworks
- Public Transport Role Players at National and Provincial Level
 - National Department of Transport (NDOT)
 - Line-Departments
 - Chief Financial Officer (CFO)
 - Head of Supply Chain Management
 - Transport Officer

Public Transport Role Players at Public Entities and Local Government Level

- Finance and Supply Chain Role Players
- Fleet Managers

Vehicle Users

- Government-controlled vehicles
- Government-subsidised vehicles
- External role players

Self-assessment exercises

Regulatory Environment

- Department of Trade and Industry (DTI)
- Department of Transport (DOT)
- Road Traffic Management Corporation (RTMC)
- Department of Energy (DOE)
- Vehicle Homologation
- International Regulatory Boards
- Motor Sector Umbrella Bodie



DAY TWO

Tuesday, 28th August 2018

Legislative Environment

- The Purpose of Legislation and Regulation
- Highlight Applicable Legislation
- AARTO Act
- Occupational Health and Safety Act
- The National Road Traffic Act and the Road Transport Quality System
 - The RTOS Operator – registration and duties
 - Road safety
 - Vehicle licensing
 - Road permits
 - Driver licenses and professional driving permits
 - Third party liability
 - Public liability permits
 - Maximum hours allowed on the wheel
 - Maximum loads permitted
 - Load safety
 - Vehicle roadworthiness, compulsory specifications, (including SANS 10047 and SANS 10212)
 - Transportation of dangerous goods
- Importance of Vehicle Classification and Segmentation
- Bus passengers
- Abnormal Load Policy

Self-assessment exercises

Risk Management

- Identifying and Classifying risk in a transport function
- Health, Safety and Security in a Transport Business
- Vehicle Risk
- Risk to goods e.g. damage, theft, loss, etc
- Managing and minimizing risk

Costing, Tariffs and Financing

- Road Transport costs
- Costing Road Transport Operations
- Budgeting and budgetary control
- Profit and tariff fixing
- Financial Management in Road Transport



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DAY THREE

Wednesday, 29th August 2018

Costing Vehicle Operations

- Cost categories
- Fixed costs
- Variable (Running) costs
- Cost allocation and recovery
- Uneconomical deliveries
- Vehicle utilisation, availability and downtime

Aspects of Asset Management Related to Transport and Fleet Management

- Asset planning
- Purchasing of assets
- Operation and maintenance of assets
- Replacement of assets
- Disposal of assets
- Safe-guarding of vehicles (assets)
- Damages and losses
- Asset verification/audit
- Reporting on the status of moveable assets (vehicles)

Self-assessment exercises

Driver Management

- Responsibilities of the driver
- Driver training requirements
- Accident reporting and investigation
- Distribution logistics
 - Routing and scheduling
- Security
 - On-board recording devices and vehicle tracking

DAY FOUR

Thursday, 30th August 2018

Management of Government-Owned Transport

- General rules relating to the usage of government owned vehicles
- Indemnity clause applicable to all users of official transport
- Record-keeping
 - Itinerary (travel plan)
 - Trip authority (z606)



- Monthly log sheets and returns
- Government vehicle management register
- Equipment record card (VA 21)
- Accident report (Z181)
- Returns
- Parking of government owned vehicles
- Insurance
- Accident procedure
- Fuel card control
- Repairs and replacements of tyres and spare parts

Compiling and Integrated Transport Plan

- Strategic direction for transport
- Status quo of travel behaviour, land use and public transport
- Stakeholder participation and transport needs assessment
- Funding strategy and summary of proposals/programme
- Spatial planning / land use
- Public transport plan
- Transport infrastructure plan
- Transport implementation budgets and programmes plan

Government - Subsidised Transport

- Subsidised Vehicle Scheme A
- Subsidised Vehicle Scheme B
- Main generic differences between scheme a and b

Self-assessment exercises

Determining Workshop Requirements

- Workshop task categories
- Standard methods and standard times
- Establishing targets
- Teamwork

DAY FIVE

Friday, 31st August 2018

Establishing Strategies and Policies for Transport and Fleet Management

- Implementation of systems and procedures for Transport and Fleet Management
- Creating structures for Transport and Fleet Management
- Communicating Transport and Fleet Management Strategies and Policies

Transport and Fleet Performance Measurement and Management

- The Importance of Performance Measurement
- Key Performance Information Concepts
- Transport and Fleet Management Performance Measures



- Fleet use
- Compliance
- Operational
- Costs
- Establishing an effective financial performance management system

Strategy Review for Transport and Fleet Management

- Communicating Transport and Logistics Management Strategies
- Implementation of systems and procedures for Transport and Logistics Management
- Applying of Transport and Logistics Management strategies
- Establishing an effective financial performance management system – cost management

The Relevance and Applicability of Software Solutions in the Public Sector

- Do we need fleet software systems?
- The critical elements required for a fleet management system
- Systems specification for your organizations needs
- Developing a systems specification that meets your specific needs
- Vehicle and Driver Tracking

The Assessment Process Will Include:

Group work, experiential learning, presentations as part of the continuous assessment (formative). A portfolio of evidence (summative) that must be completed after the interactive workshop within a specific timeframe to demonstrate the participant's ability to apply the knowledge and skills gained during the course. After successful completion of the course and assignment the participants will receive a certificate of competence issued and accredited by Southern Business School, which carries 5 credits towards the Diploma in Management NQF level 6.



Intelligent Africa has been granted Programme Approval Status by the P SETA, approval number P21/0717/GP795



Intelligent Africa has been granted Programme Approval Status by the Services SETA, approval number 2228



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Registration is from 07:30 am on Day One, tea and coffee will be served on arrival. The course commences at 08:30 on Day One to Five. Lunch is usually served at 12:30 and end of the day conclusion is at 16:30. Morning tea and afternoon tea will be approximately at 10:15 and 15:15. All times are estimated due to the practical nature of the programme.



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