1. The "*Fundamentals of Fleet Management Course*"

Objectives

This is an introductory level course to give a general view of what can be expected of a fleet manager/ administrator and current relevant issues which will affect the day-to-day running of your fleet. It is essentially a course on **fleet operations,** rather than on policy and strategy. The Course is designed as a comprehensive overview of fleet operations and includes a study of the main options, the cost-reduction techniques and the administration needed to keep the fleet under *effective* control.

The course is aimed at "new to the industry" employees, and those who undertake the responsibilities of running the fleet on a part-time basis and/ or in line with other job functions ie Human Resources or Facilities Management. The course is designed to be highly interactive with delegate numbers kept low.

Rationale

Fleet management has often suffered from lack of recognition in terms of professionalism. Many who enter the fleet department may have little or no experience, and are often left to find their own way. The Basic Fleet management course provides two days full of useful knowledge and tips and is good grounding in order to progress within the job.

Syllabus

The main topics included in the 2 day Fundamental fleet management course are:
1. Introduction to fleets in Uganda.
2. Managing Human Resources in Fleets
3. Vehicle and fleet costing
4. Service, Maintenance & Repairs (SMR) management
5. Fuel administration.
6. Fleet Legislation.
7. Introduction to Computers in fleet management

This training is offered once a year (since 2002) and has had participants from individuals, NGOs, small and big Corporations like; MTN Uganda, Century Bottling, CDC, NSSF, Kinyara sugar, URA CRS, James Finlays, TASO, GOAL etc

2. The "Advanced Fleet Management Course"

The course deeply explores policy issues in fleets. Modules are inter related and delegates are expected to have some basic knowledge of fleets (or have attended the fundamentals' course). At the end of the second day a short project on a relevant topic (which may be different for each delegate) is set for presentation and review on the last day.

Objectives

The course aims at reinforcing and updating participants knowledge and systems, check on current methods and gain a deep understanding of the underlying factors in policy issues like vehicle allocation and replacement policies. It does not simply prescribe solutions because not all fleets are the same. The course provides detailed information on how to maximise the efficiency of the fleet within the company, at the minimum practical cost. It assumes prior knowledge of vehicle basics like the factors affecting fuel consumption and basic preventive maintenance requirements, legislation and terminology.

An important feature of the course is a further module, which deals with the integration of the individual areas, so that the fleet management function is optimised. For example, maximisation of discounts on acquisition may actually increase fleet costs, if the vehicles bought so cheaply turn out to be unreliable, thirsty and fetch very low residual values.

Outline of Syllabus

The main topics included in the 3-day course and which take the form of individual modules are:

1. Introduction
2. Outsourcing transport
3. Review of Fuel management
4. Funding and taxation
5. Vehicle selection & engineering
6. Fleet insurance, Health & Safety
7. Disposals and the replacement cycle
8. Computers in fleet management & administration
9. Vehicle Allocation Policy
10. Fleet Cost Types
11. Case study & discussions

This training is its 8th year and is very popular with industry players especially those who have done the fundamentals' a few days before.

3. Defensive Driving/Riding Course

A).   Target Group
The defensive driving course targets the following categories of persons:-
- All drivers in an organization
- Officers authorizes to drive company vehicles
- Senior officers authorized to drive company vehicles
- Individual drivers wishing to undergo the course

B).   Objectives
At the end of the course, trainees will be able to:-
- Understand and interpret the concept of defensive driving
- Understand and interpret the Traffic Laws & Regulations
- Understand and interpret the Highway Code
- Understand Hazards and Risk Management techniques
- Understand Accident Prevention Guidelines
- Start applying the practice of defensive driving qualities

C).   Course Content
The course covers the following topics:-
  i. **introduction to defensive driving**

 ii. **the practice of defensive driving**
    -Qualities for Defensive Driving -Habits for Defensive Driving
    -The Standard Accident Prevention Formula -The Circle of Defensive Driving
iii. **traffic laws and regulations**
    -The traffic and road safety Act -Purpose of the Act -Traffic Structure
    -Laws on Drivers -Laws on Vehicles -Laws on Driving Task

 iv. **the highway code**
    -Road Traffic Signs -Road Markings -Road Traffic Signals
    -Road Identification -Road Junctions -Reversing -Defensive Parking

  v. **hazards and risk management**
    -Vehicle Inspection -Possible Causes of Road Accidents
    -Common Places for Road Accidents -Adverse Driving Conditions -
    -The Perfect Trip

 vi. **accident prevention guidelines**
    -Principal Fatal Traffic Collisions -The Six Positions of the Two-Vehicle Collision -The Vehicle Ahead -The Vehicle Behind -The oncoming Vehicle (Head-ons) -The Vehicle at Junction -The Vehicle Passing -The Vehicle Being Passed
vii. **summary** -5-Keys to Safe Space Driving -Evaluation -Closing

4. "Managing Work-Related Road Safety

This new one-day seminar on managing work-related road safety is designed to create awareness of what employers can do to ensure safety of their employees and others when on the road.

It is estimated that a third of all accidents involve somebody who is at work at the time this may account for over 10 fatalities and 150 serious injuries every week. Some employers believe, incorrectly, that so long as their drivers know the Highway Code and have a valid license it is enough to ensure their safety on the road, however health and safety law applies to on-the-road work activities which should be effectively managed within a health and safety management system.

Target Group

This training is designed for employers, managers, or supervisors with staffs who drive or ride at work and in particular those with responsibility for fleet management. The training suggests ways to mange the risk to drivers' health and safety and the steps you should take to ensure that your employees use the road as safely as possible.

Syllabus Outline

1. Your Legal Responsibilities
2. Benefits Of Managing Work Related Road Safety
3. How To Manage Work Related Road Safety
4. Assessing Risks On The Road
5. Evaluating The Risks
6. Discussions