CERTIFICATE IN FLEET & TRANSPORT MANAGEMENT



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Info@gentextraining.com

Introduction

Fleet and transport operations carry cost, compliance, and safety at the same time, and they run outside the office where nobody is watching every decision. Vehicles depreciate, fuel bills move with the market, drivers need licences and hours compliance, and a single unplanned breakdown can stop a delivery route. This Certificate in Fleet & Transport Management Training Course gives fleet managers, transport supervisors, and logistics professionals a complete method for controlling all three dimensions. Participants learn fleet planning and replacement policy, cost and fuel control, maintenance and availability, driver management and legal compliance, safety and risk, and performance measurement.

Certificate in Fleet & Transport Management Course Objectives

- Build a fleet policy covering vehicle selection, replacement, and disposal.
- Apply utilisation and total cost of ownership analysis to fleet decisions.
- Control operating cost: fuel, tyres, maintenance, and insurance.
- Design preventive maintenance plans and manage workshop performance.
- Measure vehicle availability, downtime, and workshop turnaround.
- Manage driver recruitment, licensing, hours, and competence records.
- Apply transport safety standards, load security, and journey risk assessment.
- Use telematics and fleet management systems for tracking and reporting.
- Control fleet risk: accidents, insurance claims, and legal compliance.
- Measure fleet performance with cost per kilometre, utilisation, and availability.

Course Methodology

- Facilitated sessions built on real fleet records, cost data, and maintenance logs.

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- Case workshops on breakdown recovery, accident claims, and cost overruns.
- Spreadsheet drills on total cost of ownership, cost per kilometre, and utilisation.
- Maintenance planning and workshop scheduling exercises.
- Group exercise on a fleet improvement plan with measurable targets.

Who Should Take This Course

- Fleet managers and transport supervisors.
- Logistics and distribution operation managers.
- Workshop and maintenance supervisors.
- Procurement officers buying vehicles, parts, and services.
- HSE and compliance officers covering transport operations.
- Finance and audit staff reviewing fleet cost and asset records.

Certificate in Fleet & Transport Management Course Outlines

Day 1: Fleet Strategy, Policy, and Vehicle Selection

- Fleet role in the business and its service requirements.
- Vehicle types: light, heavy, specialised, and electric options.
- Fleet policy: entitlements, usage rules, and replacement cycles.
- Total cost of ownership and whole-life costing per vehicle.
- Acquisition options: purchase, lease, rental, and outsourcing.
- Specification and standardisation to reduce variety.
- Disposal, resale, and residual value management.

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Day 2: Fleet Cost Control and Fuel Management

- Cost structure: depreciation, finance, fuel, tyres, and maintenance.
- Cost per kilometre and cost per trip measurement.
- Fuel management: cards, consumption tracking, and fraud prevention.
- Tyre management policy and replacement planning.
- Insurance premiums, claims history, and excess decisions.
- Budgeting, forecasting, and variance analysis for fleet cost.
- Cost benchmarking across vehicle classes and depots.

Day 3: Maintenance, Availability, and Workshop Control

- Preventive maintenance schedules and service intervals.
- Corrective maintenance and breakdown management.
- Workshop planning, scheduling, and job control.
- Parts inventory and procurement for fleet maintenance.
- Vehicle availability and downtime measurement.
- Condition monitoring, inspections, and defect reporting.
- Authorised repair policy, warranty, and dealer management.

Day 4: Driver Management, Compliance, and Safety

- Driver recruitment, licensing, and qualification checks.
- Hours of service, rest periods, and tachograph or log compliance.
- Training, assessment, and competence records.
- Telematics, driver behaviour, and fuel-efficient driving.
- Load security, weight limits, and dangerous goods transport.

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- Journey risk assessment and route planning.
- Accident investigation, reporting, and rehabilitation practice.

Day 5: Performance, Technology, and Continuous Improvement

- Fleet KPIs: utilisation, availability, cost per kilometre, and accident rate.
- Fleet management systems and telematics reporting.
- Electric vehicle transition planning and charging considerations.
- Environmental reporting: emissions, fuel efficiency, and duty cycles.
- Compliance audit, legal records, and inspection readiness.
- Risk register and insurance management review.
- Building a multi-year fleet strategy and improvement roadmap.

Conclusion

By successfully completing the Certificate in Fleet & Transport Management Training Course, participants will have acquired a solid working knowledge of fleet strategy and policy, vehicle selection and lifecycle costing, cost and fuel control, maintenance and availability management, driver compliance, transport safety, and performance measurement. They will leave able to run a fleet at a controlled cost, keep vehicles available and legal, and report performance with figures that hold up to finance and audit. Gentex Training Center delivers this programme with fleet and transport practitioners who manage these operations daily.

LEARN BOLD. **LEAD BEYOND**
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FAQs for the Certificate in Fleet & Transport Management course

Q1 What is the "Certificate in Fleet & Transport Management" course about?

It is a five-day programme on managing vehicles and transport operations. It covers fleet policy and vehicle selection, lifecycle costing, cost and fuel control, maintenance and availability, driver compliance and safety, technology, and performance measurement.

Q2 What are the key benefits of the "Certificate in Fleet & Transport Management" course?

Participants cut fleet operating cost through better cost tracking and maintenance planning, raise vehicle availability, and reduce accident and compliance exposure. They also gain fleet reporting that gives management a clear and defensible view of cost and performance.

Q3 What skills will I gain from the "Certificate in Fleet & Transport Management" course?

You will gain fleet planning and lifecycle costing, cost, fuel, and maintenance control, driver management and transport compliance, and fleet technology application with performance measurement.

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Q4 What tools, methods, or standards are covered in the "Certificate in Fleet & Transport Management" course?

The course works with total cost of ownership and whole-life costing models, cost per kilometre and cost per trip measurement, fuel card and consumption tracking controls, tyre management policy, preventive maintenance schedules and service intervals, workshop job control, vehicle availability and downtime measures, driver licensing and hours of service rules, tachograph and log compliance, telematics and driver behaviour reporting, load security and weight limit rules, dangerous goods transport requirements, journey risk assessment, accident investigation practice, fleet KPIs covering utilisation and accident rate, and vehicle compliance audit records.

Q5 How is the "Certificate in Fleet & Transport Management" course applied in real-world practice?

Teams apply it when replacing vehicles on a lifecycle basis, reviewing monthly fuel and maintenance cost, planning a workshop schedule, checking driver licence and hours records, investigating an accident, and preparing a fleet compliance audit file.