FLEET MANAGEMENT, OPERATIONS AND COST CONTROL



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Introduction

Fleets grow with the business, and so does the bill for fuel, maintenance, tyres, insurance, and depreciation, until the cost becomes hard to explain. Good fleet management combines operational planning, financially sound vehicle choices, daily expense control, and safe driver behaviour. This Fleet Management, Operations and Cost Control Training Course gives fleet managers, transport supervisors, and finance professionals a practical method for all four. Participants learn fleet planning and lifecycle costing, fuel and maintenance control, route and utilisation improvement, driver management, and performance measurement. Furthermore, the course connects fleet decisions to service levels, safety, and the annual budget.

Fleet Management, Operations and Cost Control Course Objectives

- Build a fleet policy covering acquisition, usage, replacement, and disposal.
- Apply total cost of ownership and cost per kilometre analysis per vehicle.
- Control fuel cost with fuel cards, consumption tracking, and fraud prevention.
- Design preventive maintenance plans and manage workshop performance.
- Manage tyres, consumption patterns, and replacement planning.
- Control insurance premiums, claims history, and excess decisions.
- Manage drivers: licensing, training, behaviour, and hours of service.
- Improve utilisation through redeployment and trip scheduling.
- Apply telematics, tracking, and analysis systems to fleet operations.
- Measure performance with cost per kilometre, availability, and accident rate.

Course Methodology

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

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- Case workshops on fuel overruns, maintenance spending, and insurance claims.
- Spreadsheet drills on lifecycle costing and cost per kilometre calculation.
- Maintenance planning, trip scheduling, and vehicle redeployment exercises.
- Group exercise on a fleet cost reduction plan with measurable targets.

Who Should Take This Course

- Fleet managers and transport supervisors.
- Operations and logistics officers.
- Workshop and maintenance supervisors.
- Procurement officers buying vehicles, parts, and services.
- Finance and audit staff reviewing fleet cost.
- Safety and compliance officers in transport operations.

Fleet Management, Operations and Cost Control Course Outlines

Day 1: Fleet Strategy and Acquisition Policy

- Fleet role in the business and its operating requirements.
- Vehicle types and matching specification to the duty cycle.
- 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.
- Standardisation and variety reduction and its cost effect.
- Disposal, resale, and residual value management.

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Day 2: Fuel and Maintenance Cost Control

- Cost structure: depreciation, finance, fuel, tyres, maintenance, and insurance.
- Cost per kilometre, cost per trip, and cost per tonne moved.
- Fuel cards, consumption tracking, and detecting unjustified use.
- Fuel-efficient driving and its effect on consumption.
- Tyre policy, inspection routines, and replacement planning.
- Preventive maintenance schedules and service intervals.
- Controlling maintenance invoices, work orders, and parts.

Day 3: Fleet Operations and Utilisation

- Trip scheduling, route planning, and cutting empty kilometres.
- Redeploying vehicles between sites according to demand.
- Managing utilisation and reducing idle vehicles.
- Daily work planning and driver shift design.
- On-site fuel management and refuelling stations.
- Monitoring operations through systems, tracking, and daily reports.
- Managing breakdowns and emergencies on the road.

Day 4: Driver Management, Safety, and Compliance

- Driver recruitment and licence and qualification checks.
- Training, assessment, and driving behaviour measurement.
- Hours of service, rest periods, and journey records.
- Safety, load security, weight limits, and cargo protection.
- Journey risk assessment and safe route planning.

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- Accident investigation, reporting, and claim procedures.
- Incentive programmes and driving behaviour improvement.

Day 5: Telematics, Analysis, and Performance

- Fleet management systems and tracking reports.
- Dashboards for fleet cost and operational performance.
- KPIs: cost per kilometre, availability rate, and accident rate.
- Benchmarking performance across sites and vehicle classes.
- Budgeting, forecasting, and variance analysis for fleet cost.
- Fleet risk review and insurance management.
- Building a fleet improvement and cost control roadmap.

Conclusion

By successfully completing the Fleet Management, Operations and Cost Control Training Course, participants will have acquired a thorough working knowledge of fleet strategy and acquisition policy, lifecycle costing, fuel and maintenance control, fleet operations, driver management, and performance analysis. They will leave able to cut fleet cost with documented figures, improve vehicle utilisation, and keep operations compliant and safe. Gentex Training Center delivers this programme with fleet and transport practitioners who manage these operations daily.

FAQs for the Fleet Management, Operations and Cost Control course

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Q1 What is the "Fleet Management, Operations and Cost Control" course about?

It is a five-day programme on running a fleet and lowering its cost. It covers fleet strategy and acquisition policy, lifecycle costing, fuel and maintenance control, fleet operations, driver management, analysis, and performance measurement.

Q2 What are the key benefits of the "Fleet Management, Operations and Cost Control" course?

Participants cut fuel, maintenance, and tyre cost with documented controls, raise vehicle utilisation, and reduce accident and compliance exposure. They also gain benchmarking reports across sites and vehicle classes that support budget decisions.

Q3 What skills will I gain from the "Fleet Management, Operations and Cost Control" course?

You will gain fleet planning, acquisition policy, and lifecycle costing, fuel, maintenance, and tyre cost control, fleet operations and driver management, and fleet analysis and performance measurement.

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Q4 What tools, methods, or standards are covered in the "Fleet Management, Operations and Cost Control" course?

The course works with total cost of ownership and whole-life costing models, cost per kilometre, cost per trip and cost per tonne moved measurement, fuel card and consumption tracking controls, fuel-efficient driving methods, tyre policy and replacement planning, preventive maintenance schedules with work order and invoice control, trip and route planning to cut empty kilometres, vehicle redeployment, telematics and daily performance reporting, driver licensing and hours of service records, journey risk assessment, accident investigation practice, and fleet KPIs including cost per kilometre, availability rate and accident rate.

Q5 How is the "Fleet Management, Operations and Cost Control" course applied in real-world practice?

Teams apply it when reviewing monthly fuel and maintenance cost, building a vehicle replacement case, planning trips to cut empty kilometres, redeploying vehicles between sites, investigating an accident and insurance claim, and preparing fleet performance reports for management.