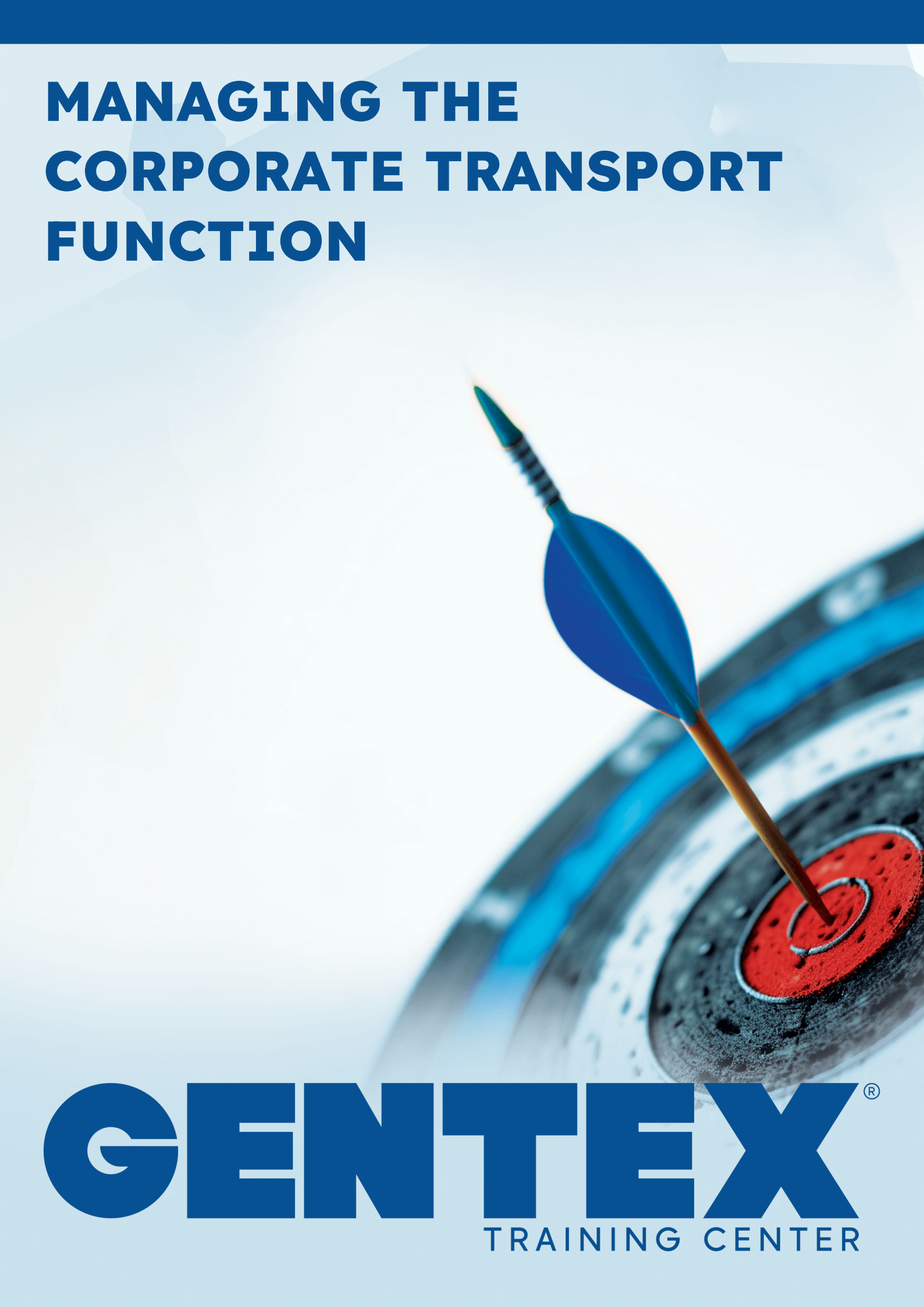
MANAGING THE CORPORATE TRANSPORT FUNCTION



GENTEX®
TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Corporate transport is often treated as an overhead line rather than a managed function, yet it moves staff, clients, goods, and documents every working day. Without ownership, vehicles deteriorate, utilisation stays low, driver compliance slips, and spend grows without explanation. This Managing the Corporate Transport Function Training Course gives transport managers, fleet supervisors, and operations professionals a complete working method for running it as a function. Participants learn fleet policy and governance, transport planning and utilisation, cost and budget control, driver and safety management, compliance and risk, and outsourcing decisions.

Managing the Corporate Transport Function Course Objectives

- Define the transport function's mandate, structure, and responsibilities.
- Build fleet policy covering acquisition, use, replacement, and disposal.
- Plan transport capacity against demand and service level commitments.
- Measure and improve utilisation and availability across the fleet.
- Control total cost of ownership: fuel, maintenance, tyres, and resale.
- Manage drivers: licensing, behaviour, training, and compliance.
- Apply safety, insurance, and incident management to corporate transport.
- Decide between in-house operation, leasing, and outsourcing.
- Apply telematics and fleet management systems for visibility and control.
- Measure performance with cost per kilometre, uptime, and service level.

Course Methodology

- Facilitated sessions built on real fleet reports, utilisation data, and cost records.

- Case workshops on vehicle shortages, accident response, and cost overruns.
- Utilisation, costing, and replacement modelling exercises with live data.
- Policy and procedure drafting practice sessions.
- Group exercise on a corporate transport strategy and improvement plan.

Who Should Take This Course

- Corporate transport and fleet managers.
- Logistics, admin, and operations supervisors.
- Fleet maintenance and workshop supervisors.
- Procurement staff buying vehicles and transport services.
- HSE, risk, and compliance officers.
- Finance and audit staff reviewing transport spend.

Managing the Corporate Transport Function Course Outlines

Day 1: The Transport Function and Its Mandate

- Position of transport in the organisation and reporting lines.
- Service catalogue: staff transport, client transport, and goods movement.
- Transport policy, delegation, and authority limits.
- Roles and responsibilities across transport, HR, finance, and HSE.
- Governance, approvals, and internal control.
- Service level commitments and user expectations.
- Benchmarking transport against industry practice.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Day 2: Fleet Planning and Utilisation

- Fleet sizing against demand pattern and peak load.
- Vehicle mix: sedans, vans, trucks, and specialty units.
- Pool versus assigned vehicle models and their trade-offs.
- Utilisation and availability measurement.
- Booking systems and dispatch coordination.
- Route planning and trip consolidation.
- Replacement policy and lifecycle planning.

Day 3: Cost, Budget, and Commercial Control

- Total cost of ownership build-up and cost per kilometre.
- Fuel management, card control, and consumption monitoring.
- Maintenance cost control and workshop efficiency.
- Tyre, insurance, and registration cost management.
- Depreciation, resale, and disposal practice.
- Budget preparation, variance analysis, and forecasting.
- Charge-back and internal billing models.

Day 4: Drivers, Safety, and Compliance

- Driver licensing, medical checks, and record management.
- Working hours, fatigue, and journey management.
- Driver behaviour monitoring and safety coaching.
- Vehicle inspection, defect reporting, and preventive maintenance.
- Accident and incident response and investigation.

- Insurance claims handling and liability basics.
- Emergency preparedness and business continuity for transport.

Day 5: Technology, Sourcing, and Performance

- Telematics, GPS tracking, and driver scorecards.
- Fleet management information systems and data quality.
- In-house versus lease versus outsourced operating models.
- Contracting for transport services and service level agreements.
- KPIs: cost per kilometre, uptime, utilisation, and on-time rate.
- User satisfaction measurement and service review cycles.
- Building a corporate transport strategy and improvement roadmap.

Conclusion

By successfully completing the Managing the Corporate Transport Function Training Course, participants will have acquired a working command of transport function governance, fleet planning and utilisation, total cost of ownership control, driver and safety management, compliance and insurance, sourcing decisions, and the technology and performance routines that make the function accountable. They will leave able to run corporate transport as a managed service rather than an unmanaged overhead, with evidence for cost and service. Gentex Training Center delivers this programme with fleet and transport practitioners working in live operations.

FAQs for the Managing the Corporate Transport Function course

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q1 What is the "Managing the Corporate Transport Function" course about?

It is a five-day programme on running corporate transport as a managed function rather than an overhead line. It covers transport governance and policy, fleet planning and utilisation, total cost of ownership control, driver and safety management, compliance and insurance, and performance measurement.

Q2 What are the key benefits of the "Managing the Corporate Transport Function" course?

Participants reduce transport cost through utilisation and total cost of ownership control, avoid compliance and accident exposure by managing drivers and vehicles properly, and produce budget and service evidence that stands up to audit. They also gain a sourcing framework for deciding what to keep in-house.

Q3 What skills will I gain from the "Managing the Corporate Transport Function" course?

You will gain corporate transport governance and policy management, fleet planning, utilisation and replacement management, total cost of ownership and budget control, and driver, safety, compliance, and performance management.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q4 What tools, methods, or standards are covered in the "Managing the Corporate Transport Function" course?

The course works with transport policy and delegation frameworks, service catalogues for staff, client and goods movement, service level agreements, fleet sizing against demand and peak load analysis, pool and assigned vehicle models, utilisation and availability measurement, booking and dispatch systems, route planning and trip consolidation, replacement and lifecycle planning, total cost of ownership modelling covering fuel, maintenance, tyres, insurance and resale, fuel card control and consumption monitoring, workshop efficiency measurement, depreciation and disposal practice, budget variance analysis, charge-back and internal billing models, driver licensing and medical checks, journey management and fatigue rules, driver behaviour monitoring and scorecards, vehicle inspection and defect reporting, accident response and insurance claim handling, telematics and GPS tracking, fleet management information systems, in-house, lease and outsourced operating model evaluation, and KPIs covering cost per kilometre, uptime, utilisation and on-time rate.

Q5 How is the "Managing the Corporate Transport Function" course applied in real-world practice?

Teams apply it when preparing an annual transport budget, reviewing fleet utilisation before a replacement decision, investigating a spike in fuel or maintenance cost, setting a driver behaviour coaching programme after an accident, and evaluating whether to outsource a shuttle service.