



Pro-Active College™
FREEDOMTHROUGHKNOWLEDGE

FLEET MANAGEMENT FOR THE LOCAL GOVERNMENT

This skills programme provides the learner with the knowledge, skills, attitudes and values to understand and apply the principles and concepts of fleet management in the local government.

Information regarding logistics, supply chain management and maintenance activities in relation to fleet management will be provided.



Unit Standard
Aligned



SETA
Accredited



Outcomes
Based

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standard:

OPERATE THE FLEET
(US: 113827)

NQF Level 4
12 Credits

TARGET GROUP

This skills programme is designed for the local government sector and is aimed at:

- individuals who will be involved in transport administration and procedures in a municipality; and
- municipal entity transport managers.

BENEFITS

The benefits of this skills programme include:

- knowledge of effective transport management within municipalities or entities; and
- meeting of the requirements for transport management within a municipality or entity.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

Contact Us

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PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- understand and apply the generally accepted appropriate vehicle fleet management principles;
- apply knowledge of logistics, supply chain management, technical and maintenance activities;
- select appropriate vehicles and methods of acquisition and financing; and
- execute the fleet management policy of the undertaking.

ENTRY REQUIREMENTS

The credit calculation in the relevant unit standard is based on the assumption that learners:

- are competent in numeracy (NQF level 3);
- are competent in literacy (NQF level 3);
- are competent in communication skills (NQF level 2); and
- have a certificate in road transport management (NQF level 3).

DURATION

Four day contact session combined with practical workplace experience.

PORTFOLIO OF EVIDENCE

To be declared competent in this unit standard the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

Programme Outline

Learning Unit One

Fleet Management Principles

- Fleet management principles
- Key elements to develop a successful fleet management programme
- The three core elements of fleet management
- Practical application of vehicle policies against the ten fleet management principles

Learning Unit Two

Apply Knowledge of Logistics, Supply Chain Management, Technical and Maintenance Activities

- Logistics and supply chain management
- Maintenance management activities

Learning Unit Three

Select Appropriate Vehicles and Methods of Acquisition and Financing

- Vehicle selection
- Vehicle acquisition

Learning Unit Four

Execute the Fleet Management Policy of the Undertaking

- Definitions
- Licenses and registration of municipal vehicles
- Operators registration
- Competency certificates
- Vehicle estimation
- Vehicle replacement
- Accepting delivery of new vehicles
- Vehicle inspection
- Replacement of tyres
- Reporting of irregularities
- The Transport Officer and his responsibilities
- The responsibilities of drivers of municipal vehicles
- Suspension of drivers
- Administration of traffic fines
- Use of municipal vehicles by senior officials
- Completion and handling of logbooks
- Fuel purchases
- Issuing of municipal vehicles
- Receiving of municipal vehicles
- Fuel/Toll card registers
- Filing of trip sheets, fuel slips, transaction reports and log books
- Repair, maintenance and servicing services
- Transaction history report: service provider
- Utilisation of vehicles
- Garaging of vehicles
- Accidents
- Unauthorised use and misuse of municipal vehicles
- Theft, damage, losses and deficiencies
- Disposal of vehicles
- Generic policy for fleet services outsourced to private companies (PPP)
- Where fleet is rented from rental companies