



INTELLIGENT AFRICA
Marketing and Training

Transport and Fleet Management Strategies for the Public Service

1st – 4th October 2007

Emperors Palace, Close to O.R. Tambo
International Airport, Johannesburg

This course is rated at an **NQF level 6** course. **Five (5) credits** and **certificate of competency** can be earned, subject to successful completion of the assessment in the specified period stipulated at the event. If a participant chooses not to complete the assessment he/she will receive a certificate of attendance only.

Learning Outcomes:

- Identifying Role-Players and their Responsibilities for Transport and Fleet Management
 - Understanding General rules relating to the usage of government owned transport
 - Managing the Fleet and Transport Function
 - Applying Risk Management and Internal Controls to Enhance Loss Control in Transport Management
 - Developing and Implementing Strategies For Transport and Fleet Management
 - Monitoring Implementation Of Strategies For Transport and Fleet Management
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Who Should Attend?

- Fleet Managers
 - Transport Managers and Officers
 - Vehicle Maintenance Managers
 - Technical Service Managers
 - Logistics Managers
 - Operations Managers
 - Head of Departments
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About your Presenter: **ANDRÉ KNIPE**
B.Admin. (US), B.Admin (Hon) (US), M.Admin. (US)

André Knipe graduated from the University of Stellenbosch with a B.Admin. and B.Admin.(Hon) degree, being full-time student for the period 1987 to 1990. Then he completed his national service in the South African Air Force as a Lieutenant, teaching at the Military Academy, Saldanha in December 1991. In January 1992 he was appointed as lecturer in Public Administration at Technikon SA in Florida and was promoted to senior lecturer in 1998. He enrolled for a Masters degree in Public and Development Management at the University of Stellenbosch during 1995 and completed the degree successfully in 1996. He acted as Manager of the Institute for Public Management Development at Technikon SA from August 2001 to June 2003, after which time he acted as Executive Director: Public Management and Development at Technikon SA.

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DAY ONE

Monday, 1st October 2007

An Overview of Transport and Fleet Management

Role-Players and their Responsibilities for Transport and Fleet Management

- Department of Transport (DoT)
- Line Department
- Accounting Officer (Head of DoT)
- Chief Financial Officer (CFO)
- Accounting Officer (Head of Line Department)
- Chief Financial Officer (Head of Line Department)
- Head of Supply Chain management
- Transport Officer – Line Department
- Drivers and staff using vehicles – Line Department

Transport and Fleet Management Based on Asset Management Practices

- Description of the term “assets”
- Determining the value of assets
- Classification of assets
- Objectives of good asset management
- Requirement for asset management
- Asset management processes
- Safe-guarding of vehicles (assets)
- Asset verification/audits
- Damages and losses
- Disposal of assets
- Reporting on the status of movable assets

Government Owned Transport

- General rules relating to the usage of government owned transport
 - Indemnity clauses applicable to all users
 - Record-keeping of official transport
 - Parking of government owned vehicles
 - Insurance
 - Accident procedure
 - Fuel card control
 - Repairs and replacement of tyres and spare parts
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DAY TWO

Tuesday, 2nd October 2007

Subsidised Motor Transport

- Subsidised Motor Scheme A
- Subsidised Motor Scheme B

Outsourcing of Government Transport

- Reasons for outsourcing
- Benefits of outsourcing
- Aspects to be addressed in outsourcing contract
- Control over outsourced transport

Managing the Fleet and Transport Function

- Establish and maintain policies to govern use of vehicles
 - Establish and maintain policies procedures for the use of vehicles
 - Provide systems to keep records of fleet and transport management activities
 - Establish an organisational structure within which transport and fleet management function can operate
 - Provisioning of human resource capacity and skills to manage the transport and fleet management function
 - Manage the expenditure of the fleet and transport function
 - *Management of accounts*
 - *Electronic importing and exporting of tax invoices*
 - *Fuel management*
 - Management of vehicles and equipment
 - Driver training
 - *Training on basic maintenance of vehicles*
 - *Training to improve driving skills*
 - *Procedures to follow when involved in accidents*
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We received Institutional Accreditation from Services SETA, Decision Number 1343 and Recorded Status reference number REC 021. **SBS** is registered with the Department of Education as a private higher distance education institution under the Higher Education Act, 1997, Registration Certificate Number 02HB15.

DAY THREE

Wednesday, 3rd October 2007

Loss Control in Transport and Fleet Management

- Preventing fraud and corruption in transport and fleet management
- Preventing the abuse of government vehicles
- Preventing damages to government vehicles
- Preventing losses caused by theft and criminal activities
- Preventing losses caused by negligence of officials
- Dealing with losses as a result of major circumstances

Risk Management and Internal Controls to Enhance Loss Control in Transport Management

- Risk identification and control
- Importance of risk for decision-makers and management
- Risk management components
- Risk management process
- Internal control
 - *Definition of the concept "internal control"*
 - *Internal control process*
 - *Elements of the control environment*
 - *Types of internal controls*
 - *Need to maintain internal control*
 - *Factors influencing the control process*
- Link between internal control and risk management

Transport and Fleet Management Performance

- Assessing the state of transport and fleet management in public institutions
- Determining a public institution's ability to improve Transport and Fleet Management
- Establishing measures to determine the economy, efficiency and effectiveness of Transport and Fleet Management
 - *Components of performance management*
 - *Value-for-money chain*
 - *Performance indicators*

Registration is at 07:30 am on Day One, tea and coffee will be served on arrival. The course commences at 08:30 on Day One to Four. Lunch is usually served at 12:30 and end of the day conclusion is at 16:30. Morning tea and afternoon tea will be approximately at 10:15 and 15:15. All times are estimated due to the practical nature of the programme

DAY FOUR

Thursday, 4th October 2007

Developing Strategies for Transport and Fleet Management

- Involvement of role-players
- Transport and Fleet Management strategies as part of strategic planning and budgeting process
- Transport and Fleet Management structures reviewed
- Development of systems and procedures for Transport and Fleet Management
- Development of a performance management system

Implementing Strategies for Transport And Fleet Management

- Communicate Transport and Fleet Management strategies
- Training of end-users and transport officers
- Actual implementation of systems and procedures for Transport and Fleet Management
- Actual implementation of structures for Transport and Fleet Management
- Actual implementation of Transport and Fleet Management strategies
- Actual implementation of performance management system

Monitoring Implementation Of Strategies For Transport and Fleet Management

- Recording progress
- Regular in-year reporting
- Taking corrective actions

Reporting on Strategies for Transport and Fleet Management

- Consolidate monthly and quarterly reports
- Reconcile divisional expenditure with departmental expenditure
- Draft annual report based on in-year reports
- Ensure alignment of annual report with Transport and Fleet Management strategies included in strategic plan
- Communicate results achieved to end-users in department

Review Strategies for Transport and Fleet Management

- Utilise annual report to review Transport and Fleet Management strategies
- Adapt strategic plan based on results of the review of the Transport and Fleet Management strategies