

Course Name

Fleet Management Best Practices

Sector Name

Administration and Office Efficiency

Document Type

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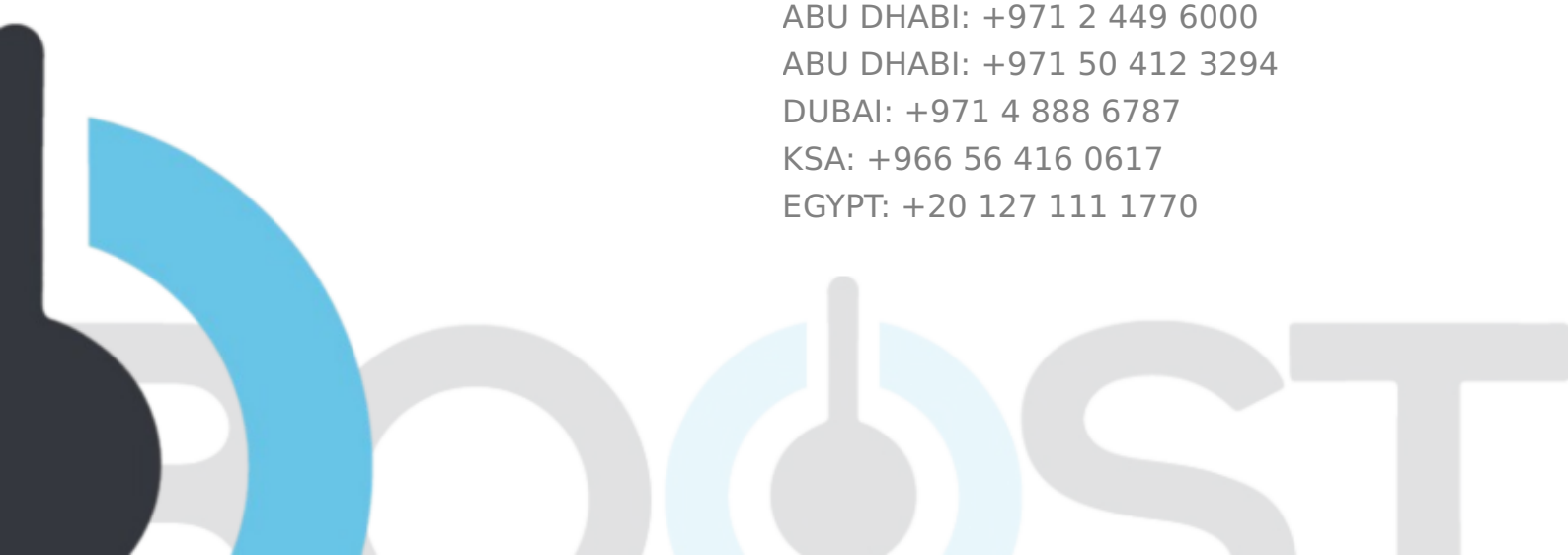
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Fleet Management Best Practices

Course Introduction

Fleet management has become a strategic operational function that enables organizations to maximize vehicle availability, control operating costs, enhance driver safety, and ensure reliable transportation services. Whether managing passenger vehicles, service fleets, or specialized operational vehicles, organizations require structured fleet management practices that integrate planning, utilization, maintenance, fuel management, compliance, and performance monitoring. A well-managed fleet not only improves operational efficiency but also minimizes downtime, extends vehicle life, reduces risks, and supports sustainable transportation strategies.

Designed by **Boost Consulting & Training**, this comprehensive program equips participants with knowledge, practical methodologies, and best international practices required to effectively manage organizational fleets. Participants will learn how to plan fleet requirements, optimize vehicle utilization, coordinate maintenance activities, improve driver performance, control operational costs, and implement governance practices that ensure safe, efficient, and sustainable fleet operations.



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Fleet Management Best Practices

Target Audience

- ✓ Fleet Managers
- ✓ Transportation and Logistics Supervisors
- ✓ General Services Managers
- ✓ Facilities and Operations Managers
- ✓ Fleet Coordinators
- ✓ Professionals responsible for managing organizational vehicles and transportation services

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Learning Objectives

- ✓ Understand the principles and best practices of fleet management.
- ✓ Develop effective fleet planning and vehicle utilization strategies.
- ✓ Improve vehicle availability through structured maintenance management.
- ✓ Monitor driver performance, safety, and operational compliance.
- ✓ Analyze fleet performance to optimize costs and operational efficiency.
- ✓ Develop governance practices that support sustainable and high-performing fleet operations.

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Course Outline

✓ Day 01

Building an Efficient Fleet Management System

Understanding Fleet Operations

- ✓ Types of organizational fleets and operating models
- ✓ Defining fleet objectives and service requirements
- ✓ Roles and responsibilities within fleet management

Fleet Planning

- ✓ Determining fleet size and vehicle requirements
- ✓ Vehicle selection based on operational needs
- ✓ Fleet acquisition and replacement planning

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Course Outline

✓ Day 02

Maximizing Fleet Availability

Vehicle Utilization Management

- ✓ Scheduling vehicle allocation
- ✓ Monitoring vehicle usage patterns
- ✓ Improving fleet productivity and availability

Maintenance Planning

- ✓ Preventive maintenance programs
- ✓ Managing breakdowns and emergency repairs
- ✓ Workshop coordination and maintenance scheduling

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Course Outline

✓ Day 03

Managing Drivers and Daily Fleet Operations

Driver Performance Management

- ✓ Driver qualification and competency
- ✓ Safe driving practices
- ✓ Monitoring driver behavior and accountability

Daily Fleet Control

- ✓ Trip planning and dispatch coordination
- ✓ Fuel management and consumption monitoring
- ✓ Managing vehicle documentation and licensing

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Course Outline

✓ Day 04

Optimizing Fleet Performance

Fleet Performance Analytics

- ✓ Fleet KPIs and operational dashboards
- ✓ Vehicle lifecycle cost analysis
- ✓ Utilization, downtime, and operating cost evaluation

Continuous Fleet Improvement

- ✓ Reducing operating expenses
- ✓ Improving fleet reliability
- ✓ Applying technology to optimize fleet performance

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Course Outline

✓ Day 05

Fleet Governance & Future Mobility

Fleet Governance and Compliance

- ✓ Fleet policies and operational standards
- ✓ Regulatory compliance and transportation safety
- ✓ Fleet audits and risk management

Future of Fleet Management

- ✓ Fleet Management Systems (FMS) and telematics
- ✓ Electric vehicles and sustainable fleet strategies
- ✓ Artificial Intelligence, predictive fleet analytics, and future mobility planning

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 27, 2027	Oct. 1, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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