

“New” On-line Offering!

Transit Fleet Management – Online

Analyze the principles of vehicle operations and maintenance in order to save money and improve service.

This 4 week “asynchronous” on-line class is for beginning or advanced level drivers, trainers and managers, requiring 3-4 hours of log-in time per week at the convenience of the participant.

This on-line course is comprised of 3 components:

1. Corporate Fleet Management –

COMPONENT DESCRIPTIONS (weeks 1-2):

Fleet Management Case Study: Explore Practical Fleet Management Solution --

The instructor will take a typical small heavy duty vocational fleet in a struggling format and delineate alternatives and choices in a cost effective sequence so the attendee will experience a professional approach to a sequenced proactive approach to gain control and move forward in a successful manner with sustained improvements.

Participants will gain professional and effective insight and experience to build up their confidence working through real world typical problem solving event that they can apply in real life. They will learn and practice methodologies that can be directly applied to their personal situations, experience practical, logical, effective common sense, and corrective actions that are sustainable best practices.

Participants will review the case study a few days before the event to familiarize themselves with the real world fleet business and experience the methodology involved in identifying and solving issues and problems to gain control.

LEARNING OBJECTIVES

- Learn practical, logical, common sense methodologies that work to solve fleet problems
- Identifying fleet issues and problems
- Prioritize and sequence the issues and problems
- Identify and initiate effective corrective action in a political and cultural environment
- Measure your effectiveness

How Successful Fleets Work and Stay Competitive --

In both the public and private sectors there are proven sustainable best practices that keep fleets ahead of the curve in a competitive environment. Participants will learn and experience these cost effective best practices and be able to apply these best practices and principles in their fleets where applicable. The information will be in financial and operating formats that exist in their fleet. Participants will be able to cross pollinate as needed to improve their fleets effectiveness.

LEARNING OBJECTIVES

Upon completion participants will be able to:

- Learn and experience these cost effective best practices
- Apply fleet best practices and principles
- Identify ways to improve their fleet

KEY TOPICS

- What To Measure, Watch and Pay Attention To.
- Goals and Objectives to use
- Typical Areas to Focus On For Productivity Improvements
- Budget, Operating & Capital, Management
- How To Manage Your Fleet Operation Successfully
- Accountability and Responsibility Delineation
- In House and Outsourcing Management

Vehicle Specification and Procurement --

This session will take the participant through the development of a vocational specification which includes a chassis, body and mounted equipment document with the appropriate terms and conditions. The participant will be exposed to the development process which involves the fleet user, maintenance group, dealers, manufacturers, purchasing and financial professionals. Also included will be the solicitation and bid analysis process, the build, inspection, delivery and warranty process. The participant will be able to apply these best principles and practices to their own fleet where appropriate.

LEARNING OBJECTIVES

Upon completion participants will be able to:

- Apply these best principles and practices

Key Topics

- Put together a chassis, body and mounted equipment specification
- Add effective terms and conditions
- Evaluate and Outline your Warranty needs and Delineate Your Program
- Practical methodology to get in house staff and vendor buy ins
- Getting help from the manufacturer, dealer, distributor and mounted equipment professionals
- Formatting and presentation of your solicitations
- Effective public & private bid evaluations
- Awarding a bid
- Inspecting the vehicle, preparing for delivery
- Accepting delivery
- Paying for the vehicle
- Managing the warranty process
- Replacing the vehicles, managing fleet size
- Managing the resale and remarketing effort
- Liability responsibility

2. Shop Management –

COMPONENT DESCRIPTION (weeks 3):

Fleet Equipment and Maintenance Management –

The instructor will discuss fleet and equipment maintenance management areas including shop, corporate, and administration. Participants will experience and be comfortable with the best effective principles and practices and their applied benchmarks; identify how these benchmarks are developed and

applied; and will be comfortable in the use of these best practices. Participants will be able to use them in their application specific environment effectively so that they endure and benefit their own fleet.

Key Topics

- Effective Shop Management
- Effective Capital and Operating Budget Management
- Corporate and Customer Expectations
- What to Measure, Watch & Pay Attention To
- In House &/or Outsourcing Alternatives and Management
- Staff productivity
- Management Information System Management
- Accounting System Budget Management
- Proactive vs Reactive Methodology
- Reasonable Accountability and Responsibility Management By Objectives

3. Green Garages –

COMPONENT DESCRIPTION (weeks 4):

Modernize Shop for Safety, Green and Productivity --

The shop contributes to efficiencies for maintenance and repair services. By implementing trusted best practices, the participant can attain these efficiencies and realize a significant return on investment. Beginning with a thorough audit of an existing facility, the participant will learn ways to improve shop productivity and improve safety with proven technologies; understand the financial benefits of incorporating sound environmental practices and improving your energy use through an energy audit; and learn how to assess the benefits of a no build or upgrade to an existing facility and the benefits and process involved in designing and building a new facility.

Key Topics

- Reducing Carbon Dioxide Footprint
- The Benefits of an Energy Audit
- Upgrade Existing Facility or Replace?
- Productivity
- What Impacts Productivity?
- No-Build or Upgrade Option and New Build Cost/ Square Foot
- Implementing the Solution

Date: October 8 – November 2, 2012

Fee: \$750 (early bird \$100 discount if register before by September 7, 2012)

CEUs: 1.4

Program Number: 7510-Z108

Instructor: John Dolce

To Register, Visit: www.sce-cted.uwm.edu (or call: 414-227-3200)

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