



## Vehicle Acquisition, Utilization & Disposal

Effective transport management is essential for achieving operational excellence across logistics, transportation, public services, and corporate mobility. This course focuses on vehicle acquisition, utilization, and disposal, equipping professionals with practical skills and knowledge to make informed decisions throughout a vehicle's lifecycle covering selection, procurement, maintenance, optimization, and disposal. It combines technical, financial, environmental, and strategic factors to promote sustainable and cost-effective transport operations.

Whether managing a commercial vehicle fleet, public service vehicles, or institutional transport assets, this course offers comprehensive, practical insights for enhancing performance, lowering costs, and increasing sustainability. Participants will depart with actionable strategies and tools to modernize fleet operations and boost organizational efficiency and impact.

### Objectives

- To understand principles and best practices of vehicle acquisitions, including need assessments, vehicle specifications, procurement processes, and financing options.
- Apply strategies for optimizing vehicle utilization through data-driven planning, performance monitoring, route optimization, and driver management.

- Implement an effective vehicle maintenance system to reduce downtime, extend asset lifespan, and ensure compliance with safety and regulatory standards.
- Evaluate the total cost of ownership and make informed decisions about vehicle replacement, resale, and end-of-life asset management
- Use advanced technologies like telematics, transport management systems, and analytics tools to enhance real-time decision-making and operational transparency..
- Develop and apply policies, procedures, and performance metrics that support efficient, safe, and accountable vehicle operations.

## Course Contents

### **Module 1: Introduction to Vehicle Fleet Management**

- Overview of vehicle fleet management system.
- Importance of strategic vehicle fleet planning in public and private sectors.
- Key components of a vehicle lifecycle: acquisition, utilization, maintenance, and disposal.
- Role of vehicle fleet management in cost efficiency and sustainability.

### **Module 2: Vehicle Needs Assessment and Planning**

- Determining vehicle needs based on operational goals.
- Asset forecasting and demand planning.
- Vehicle fleet sizing and specification development.
- Assessing organizational readiness for new acquisitions.
- Cost-benefit analyses and value for money considerations.

### **Module 3: Vehicle Acquisition and Planning**

- Procurement planning: policies, procedures, and budgeting.
- Vehicle sourcing strategies: leasing vs. purchasing.
- Vendor evaluation and selection.
- Tendering and contract management.
- Legal and regulatory considerations in vehicle acquisitions.

### **Module 4: Vehicle Financing and Total Cost of Ownership**

- Financing options: loans, leases, vehicle rentals, and public-private partnerships.
- TCO components: capital cost, fuel, maintenance, insurance, and depreciation.
- Lifecycle cost analysis for decision-making.
- Budgeting for vehicle acquisition and long-term ownership.
- Asset valuation and depreciation models.

### **Module 5: Vehicle Utilization and Operational Efficiency.**

- Vehicle scheduling and allocation strategies.
- Route planning and optimization techniques.
- Fuel management and cost control.
- Driver behavior monitoring and management.
- Utilization metrics and performance indicators.

### **Module 6: Maintenance Management and Safety**

- Preventive vs. corrective maintenance approaches.
- Workshop and service provider coordination.
- Vehicle inspection protocol and record-keeping.
- Safety compliance and accident prevention
- Spare parts inventory and maintenance budgeting.

### **Module 7: Vehicle Disposal and Lifecycle End Management.**

- Vehicle retirement and replacement planning.
- Resale, auction, donation, and scrapping options.
- Residual value estimation and loss mitigation.
- Disposal policies and legal considerations.
- Circular economy principles in vehicle asset management.

### **Module 8: Risk Management and Compliance**

- Risk identification and mitigation in transport operations
- Insurance coverage and claim management
- Regulatory and legal compliance (safety, licensing, and emissions)
- Crisis management and business continuity planning
- Ethics and accountability in transport operations.

### Target audience

- Transport/Fleet managers and supervisors
- Procurement and logistics officers
- HR and Administration officers overseeing transport operation services.
- Maintenance and workshop managers or supervisors.
- Finance and asset management personnel.

Course duration **5 Days**

Course Fee **TZS 875,000** Per person

Course delivered in **English, Swahili**

