



FLEET SAFETY MANAGEMENT COURSE

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Program

Day 1

9:00	9:30	Inaugural Address.	Dr. Omer Masood Qureshi (PhD. Automotive Crashworthiness)
9:30	11:00	Course Introduction / What is Fleet Safety? Motor vehicle related incidents Pre-Training Assessment	Syed Saakib Kazmi
11:00	11:15	Tea Break	
11:50	12:30	MODULE 1: The Broad Picture Why should an organization have a fleet safety management plan? How accidents effect employees and the company? The costs of a vehicle accident Purpose and elements of fleet safety management Ten actionable steps to achieve sustainable fleet safety	Syed Saakib Kazmi
12:30	14:00	Lunch	
14:00	15:00	MODULE 2: Duties and Responsibilities 1. Responsibilities of Higher Management 2. Responsibilities of Supervisors 3. Responsibilities of HSE Managers 4. Responsibilities of Drivers and MT Staff	Syed Saakib Kazmi
15:00	16:00	MODULE 3: Implementation of Fleet Safety 1. Inspections 2. Authorized use of vehicles 3. Operation and occupancy of company vehicle by unauthorized persons 4. Vehicle abuse	Dr. Omer Masood Qureshi (PhD. Automotive Crashworthiness)

Day 2

9:00 10:00	<p>MODULE 3: Implementation of Fleet Safety</p> <ol style="list-style-type: none"> 5. Transporting employees in vehicles 6. Responsible driving 7. Traffic laws and Road Safety 8. Transporting equipment 9. Parking vehicle 	<p>Dr. Omer Masood Qureshi (PhD. Automotive Crashworthiness)</p>
10:15 10:45	Tea Break	
10:45 12:30	<p>MODULE 4: Driver's Selection</p> <ol style="list-style-type: none"> 1. Qualification standards 2. Driver age requirements 3. Medical requirements and drug tests 4. Application for employment 5. Driver security verification 6. Licensing 7. Motor vehicle record check and evaluation 8. Driver qualification standards 9. Investigation of previous employment 10. Driver performance 11. Driver qualification file 12. Driver retaining 	<p>Dr. Omer Masood Qureshi (PhD. Automotive Crashworthiness)</p>
12:30 14:00	Lunch	
14:00 16:00	<p>MODULE 5: Driver's Training and Evaluation</p> <ol style="list-style-type: none"> 1. General requirements 2. Training Needs Assessment (TNA) 3. Driver's orientation 4. Detailing 5. Driver's meetings 6. Driver's evaluations and performance reviews 7. On road performance evaluation 8. Defensive driving training 9. Fatigue management 	<p>Dr. Omer Masood Qureshi (PhD. Automotive Crashworthiness)</p>

Day 3

9:00 10:10	<p>MODULE 6: Vehicle Accidents Investigations</p> <ol style="list-style-type: none"> 1. Vehicle accident investigation policy 2. Documenting the incidents/accidents 3. Driver's responsibility during vehicle accident investigations 4. Thirteen steps of vehicle accident investigation 5. Police reporting 6. Vehicle accident reviews 	<p>Dr. Omer Masood Qureshi (PhD. Automotive Crashworthiness)</p>
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10:10	10:30	Tea Break	
10:30	12:10	<p>MODULE 7: Vehicle Selection and Maintenance</p> <ol style="list-style-type: none"> 1. Vehicles selection and assignment 2. Vehicles maintenance program 3. Preventive and corrective maintenance 4. Vehicles inspection reports 5. On road inspections 6. Pre-trip inspections 7. Vehicles maintenance file 8. Mid-journey vehicle failures 	<p>Mr. Kashif Naveed (M.Phil. Digital Forensic Expert)</p>
12:10	14:00	Lunch	
14:00	15:00	<p>MODULE 8: Vehicle Safety</p> <ol style="list-style-type: none"> 1. Vehicles safety standards 2. Vehicles active safety 3. Vehicles passive safety 4. Tyre safety 5. Anti-lock brake system 6. Parking premises safety 	<p>Mr. Kashif Naveed (M.Phil. Digital Forensic Expert)</p>

Day 4

9:00	10:00	<p>MODULE 9: Operational Safety</p> <ol style="list-style-type: none"> 1. Route hazards management 2. Risk management 3. Vehicular theft 4. Anti-car-jacking 	<p>Muhammad Ahmed Hafeez /Hafiz Zeeshan</p>
10:00	10:20	Tea Break	
10:20	12:30	MODULE 10: Course Evaluation Quiz	<p>Dr. Omer Masood Qureshi (PhD. Automotive Crashworthiness)</p>
12:30	2:00	Lunch & Juma Break	
2:00	4:00	<p>Feedback Session Certification/Closing Ceremony</p>	