



## **Transport & Vehicles**

### **Course Outline**

The course aims to provide essential knowledge for the participants to safely and efficiently in operating in the truck distribution industry. It is a foundation upon which further development can be built, either further qualifications or entry into management.

#### **Learning Objectives**

The main learning objectives of the course are deepening the participant's knowledge and skills within the area. After completion of the course you should be able to;

- Demonstrate knowledge of the industry in Botswana
- Demonstrate knowledge of legal requirements and company code of conduct
- Demonstrate knowledge of trip planning, transporting and delivery of goods, truck safety and road safety.
- Demonstrate knowledge in vehicle parts and basic maintenance of the trucks
- Demonstrate knowledge of basic customer service
- Demonstrate knowledge of general aspects of driver health and wellness

#### **Course Overview:**

The course is based upon the participant will gain knowledge from the following sessions;

#### **Road Transport Industry in Botswana**

Understanding of transportation and it's contribution to the Economy.

#### **Local Legislation**

Definition of Road Laws, Traffic Act and Regulations

#### **Company Code of Conduct**

Background, benefits of Codes of Conduct within the business environment. Examples of General Code of Conduct and Driver's Code of Conduct.

#### **Terms used in the Road Transportation Industry**

#### **Warehousing and Distribution**

Warehousing and it's contribution to Companies. Distribution strategies and quality assurance.

#### **Transporting and Delivering of Goods**

The how to's for before loading of cargo, packing the delivery and the importance of log books.





### **Truck Safety and Preventing Workplace Vehicle Accidents**

This session looks at the trucks role in the workplace and all safety aspects involved, from safe manoeuvring, falls, truck loading and security and tips for safe delivery of goods.

### **Road Safety and Making Roads Safer**

Defensive driving, what is it, understating how driver abilities, vehicle fitness, road and traffic conditions and many other factors. Aspects pertaining to night driving, legal compliance of vehicles and drives. Information regarding accident procedures and permanent, as well as temporary road signs.

### **Basic Truck, Light Delivery Vehicle and Company Car Maintenance**

This session details pre-trip inspections and post trip inspections.

### **Customer Service: The Basics**

What is customer service and what are the skills a driver needs to know to represent your company well.

### **Driver Health and Fitness**

The basics of driver health and wellness including information on driver fatigue, importance of good eyesight, physical fitness and regular exercise. The session also looks at some of the main health issues which may prevent a driver from carry out his duties safely, such at use of alcohol & drugs, or having high blood pressure, diabetes, HIV/AIDS, TB and Malaria.

*Performance of this course complies with the Road Traffic Act 1974.*

### **Course Information**

The programme is given as a two day course and homework. The training sessions are built upon interaction and as such the participants are expected to actively participate in the group discussions. The homework will be in the form of written exercise from the workbook. The workbook will be handed in at the end of the course and assessed.

### **Progression pathways/continuing education**

After completion of the course the participants will be able further their knowledge by enrolling in a 'Transport and Vehicles Intermediate Level'.

