

## VEHICLE MANAGEMENT SYSTEM

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Currently a public and urban mass transport professional M. K. Soni has more than 21 years of global experience. His experience includes setting up of fleet operations (depot planning, recruitment, SOP's, security procedures etc.) from scratch, fleet maintenance and electric busses.

Vehicle Management is a very critical area especially for an organization having large fleets or Radio Taxi companies/ Car rental companies/Bus operators etc. If properly managed this aspect would ensure:

- Availability of vehicles as and when required
- Cost efficiency
- Increased life of vehicles
- Staff/goods/passengers safety
- Safety on the roads
- Vehicle safety & security
- Profitability of company
- Performance management



To achieve the above, some of the measures which should be taken are:

- Every vehicle carries a logbook, there are many digital solutions for this today.
- Monitoring of the logs.
- Vehicles are logged out and signed for before every trip. A vehicle allocation chart is recommended.
- Driver records all fuel and maintenance costs in the log book or fuel request and purchase voucher, indicating the reading on the odometer at the time of the expense; (Most radio taxi companies may not find this important due to model of business but if this is recorded surely it shall be beneficial for the maintenance of vehicles).
- Fuel can be purchased from a central petrol station and a receipt issued. Where there is no appointed petrol station, the vehicle fuel request form is completed and approved before funds are released for fuelling. Should the driver have to purchase fuel from their own funds or petty cash, the amount spent on the purchase is reimbursed.



- All vehicle keys are surrendered at the end of the day.
- Drivers adhere to the carrying capacity as provided by the traffic law.
- No unauthorized staff member is allowed to drive vehicles. Vehicles will be assigned at the discretion of the approving officer.
- All new staff (those who have a driving license but have not driven for a specified period), are not be allowed to drive the organization's vehicles unless accompanied by a qualified driver or have been re-tested by the registered automobile association and authorized to drive.

### **Systems which ensure proper management of vehicle**

Vehicle management systems should be structured in a way that enables the capturing of information on various aspects of fleet usage, maintenance and operations. For example:

- Distances travelled
- Destinations reached
- Distance travelled by vehicle showing official and private mileage
- Fuel consumption
- Repair and maintenance per vehicle
- Rate of consumption of spare parts
- Servicing planned and completed

The reports can be produced on a weekly, monthly or bi-monthly basis, depending on the needs of the organisation. Weekly reports may comprise a summary weekly refuelling by vehicle – which may highlight any exceptions to targets set per vehicle, whereas monthly reports may comprise:

- Summary refuelling by vehicle and average fuel consumption
- Summary mileage per vehicle
- Repairs or maintenance
- Any accidents