



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Road Transport Management Principles For Beginners Training

Services / Transport, Operations and Logistics

Unit Standard 113840 · NQF Level 3 · 11 Credits · 8 Days

COURSE OVERVIEW

This course provides foundational knowledge and skills for managing road transport operations effectively. It covers key principles such as vehicle scheduling, load management, route planning, and regulatory compliance. Participants will gain the confidence to oversee transport activities in a professional environment.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	113840
Accreditation	SAQA Accredited · NQF Level 3 · 11 Credits
Duration	8 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply fundamental road transport management principles to plan and coordinate daily transport operations.
- Analyze transport schedules and load plans to optimize efficiency and reduce costs.
- Evaluate compliance requirements, including road traffic legislation and vehicle safety standards.
- Implement basic fleet management procedures, including vehicle inspection and maintenance scheduling.
- Demonstrate effective communication and record-keeping practices for transport documentation.

WHO SHOULD ATTEND

- This course is ideal for new transport supervisors, fleet administrators, and logistics coordinators who require a practical understanding of road transport management.
- It also suits individuals transitioning into transport roles from other business functions.

COURSE OUTLINE

Day 1: Introduction to Road Transport Management

- Overview of the road transport industry in South Africa.
- Key legislation: National Road Traffic Act, NRTA, and AARTO.
- Regulatory bodies: RTMC, SANRAL, and provincial authorities.
- Types of road transport: freight, passenger, and specialised.
- Responsibilities of a transport manager.
- Ethics and professionalism in transport management.

Day 2: Vehicle Operations and Fleet Management

- Vehicle types: light, medium, and heavy commercial vehicles.
- Fleet acquisition: cost-benefit analysis.
- Preventive maintenance: schedules, inspections, and record-keeping.
- Vehicle documentation: registration, licencing, and permits.
- Fuel management and tyre management.
- Vehicle tracking and telematics basics.

Day 3: Driver Management and Human Resources

- Driver licencing: PrDP, code requirements.
- Driver recruitment: screening, interviewing, and induction.
- Driver training: defensive driving, load securement, and customer service.
- Performance monitoring: driver scorecards and feedback.
- Fatigue management: hours of service regulations.
- Labour relations: disciplinary procedures and grievance handling.

Day 4: Route Planning and Optimisation

- Route planning fundamentals: distance, time, and cost.
- Use of GPS and routing software.
- Factors: road conditions, tolls, and weight restrictions.
- Load planning: cube utilisation and weight distribution.
- Backloading and consolidation.
- Hazardous materials routing requirements.

Day 5: Transport Safety and Risk Management

- Occupational Health and Safety Act (OHSA) in transport.
- Vehicle safety checks and pre-trip inspections.
- Load securement: standards and best practices.
- Incident reporting procedures.
- Accident investigation techniques.
- Risk assessment: hazard identification and mitigation.
- Emergency response planning.

Day 6: Cost Management and Financial Principles

- Cost categories: fuel, maintenance, tyres, labour, and overheads.
- Cost per kilometre calculation.
- Budgeting for transport operations.
- Cost control: monitoring and variance analysis.

- Pricing strategies: rate setting and tendering.
- Profitability analysis: contribution margin and break-even.

Day 7: Customer Service and Communication in Transport

- Customer expectations in transport: on-time delivery, communication.
- Communication channels: phone, email, and tracking systems.
- Complaint handling: active listening and resolution.
- Service level agreements (SLAs) and key performance indicators.
- Technology: transport management systems (TMS) basics.
- Building long-term customer relationships.

Day 8: Integration, Assessment, and Action Plan

- Case study: planning a transport operation from start to finish.
- Group discussion on challenges and solutions.
- Review of key concepts and Q&A;
- Assessment preparation: format and tips.
- Personal action plan: setting goals and timelines.
- Course evaluation and feedback.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **11 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 30,700.00	R 30,700.00
1	In-House	R 39,900.00	R 39,900.00
1	On-Campus (Pretoria)	R 46,000.00	R 46,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	14 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	18 Aug 2026	On-Campus	Mauritius
10 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 113840) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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