

<b>Title</b>	<b>Manage vehicles in the road transport and logistics industry</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: develop vehicle replacement policies for a road transport or logistics operation; compare methods for acquisition of vehicles and for provision of workshop services; demonstrate knowledge of vehicle maintenance; monitor vehicle performance, maintenance, and presentation; and describe the management of vehicle records systems.
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<b>Classification</b>	Commercial Road Transport > Road Transport Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation, regulations, references and/or industry standards relevant to this unit standard include but are not limited to the:  
Health & Safety at Work Act 2015.

Any new, amended or replacement Acts, regulations, Rules, standards, codes of practice, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definitions

*A road transport or logistics operation* may form part of an organisation or it may constitute the whole organisation.

*Service information* refers to technical information for a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.

*Workplace procedures* refers to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer's requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the commercial road transport sector.

- 3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

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## Outcomes and performance criteria

### Outcome 1

Develop vehicle replacement policies for a road transport or logistics operation.

#### Performance criteria

- 1.1 Policy on vehicle life cycles is developed in relation to organisational requirements on acquisition of vehicles and the range of services offered by the operation.
- 1.2 Criteria for vehicle replacement are developed to take account of policy on vehicle life cycles, operational strategic and business plans, and fleet utilisation.
- 1.3 Policy on methods of vehicle disposal is developed in terms of maximising benefits to the operation.

### Outcome 2

Compare methods for acquisition of vehicles and for provision of workshop services.

#### Performance criteria

- 2.1 Methods of acquiring vehicles are identified in terms of the costs and benefits to a road transport operation, and the best option/s is identified for a two year span and for a seven year span.  
  
Range            new vehicle, second-hand vehicle, cash purchase, hire purchase, rental, lease, tender, auction.
- 2.2 The costs and benefits of maintaining in-house workshop facilities are compared with the costs and benefits of contracting vehicle and equipment maintenance to an external supplier.

### Outcome 3

Demonstrate knowledge of vehicle maintenance.

#### Performance criteria

- 3.1 The importance of regular vehicle maintenance is described in terms of vehicle availability, life span, and performance.
- 3.2 The minimum maintenance requirements for three different vehicles are identified in terms of manufacturers' specifications and/or organisational requirements.
- 3.3 Policies for cleaning vehicles and equipment are explained in terms of performance and presentation.

- 3.4 The responsibilities of the fleet maintenance manager, workshop manager, and vehicle despatcher are identified in terms of maximising vehicle availability and minimizing cost to the operation.
- 3.5 Driver responsibilities for vehicle checks and identification of maintenance requirements are explained.

#### **Outcome 4**

Monitor vehicle performance, maintenance, and presentation.

##### **Performance criteria**

- 4.1 The organisation's vehicle maintenance schedule is checked for compliance with manufacturers' specifications.
- 4.2 Potential maintenance issues are identified from regular vehicle sheets and/or electronic information systems.
- 4.3 Vehicle fuel consumption is identified and compared with organisation's fuel consumption targets.
- Range two vehicles with data relating to one month of activity.
- 4.4 Vehicle maintenance records are assessed to identify high maintenance vehicles, likely causes, and options for remedial action.
- 4.5 Operational data that helps assess the impact of driving behaviour on vehicle maintenance is identified and analysed to determine the need for any remedial action.
- Range may include – fuel usage, brake and tyre wear, accident and incident costs, vehicle maintenance activities.
- 4.6 Two organisational vehicles are checked for compliance with organisational requirements for presentation.

#### **Outcome 5**

Describe the management of vehicle records systems.

##### **Performance criteria**

- 5.1 Systems to maintain electronic records are described.
- 5.2 Cost-effective ways of keeping the records of vehicle registration, fuel cards, Certificate of Fitness, Road User Charges, vehicle maintenance, and vehicle component parts, where applicable, are described.

<b>Planned review date</b>	31 December 2029
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 January 2002	31 December 2017
Review	2	25 June 2007	31 December 2017
Review	3	16 April 2015	31 December 2019
Review	4	25 July 2019	31 December 2019
Reinstatement	5	29 April 2021	31 December 2027
Review	6	25 July 2024	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.