

<b>Title</b>	<b>Demonstrate knowledge of planning in a road transport operation and plan for vehicle servicing and maintenance</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to: explain the purpose of planning for activities within a road transport operation; and plan for vehicle servicing and maintenance schedules to maximise vehicle availability.
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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:
- Employment Relations Act 2000;
  - Health and Safety at Work Act 2015;
  - Land Transport Act 1998.

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 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

Explain the purpose of planning for activities within a road transport operation.

#### Performance criteria

1.1 The purpose of planning for activities within a road transport operation is explained in terms of benefits and disadvantages of proactive and reactive actions.

Range activities include – scheduling vehicles and drivers, availability of staff with appropriate classes of licence or endorsements, maintenance, staff activities including holidays, emergencies including sickness, budgeting, levels of customer service, security, load planning, materials/load handling equipment, route planning, planning back-loads, training and education in road transport law, contingency planning.

1.2 Problems that can occur when plans are not developed for activities in a road transport operation are explained in accordance with organisational requirements.

### Outcome 2

Plan for vehicle servicing and maintenance schedules to maximise vehicle availability.

#### Performance criteria

2.1 Vehicle maintenance schedules are planned to reflect vehicle servicing and maintenance requirements.

2.2 Vehicle maintenance schedules are planned in consultation with all staff to identify vehicle availability, forward customer commitments, and staff roster.

2.3 Vehicle maintenance schedules are planned to maximise vehicle availability in accordance with organisational requirements.

2.4 Contingency plans are included in plans.

Range vehicles become unavailable for servicing; vehicles break down in transit.

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<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	27 July 2005	31 December 2017
Review	2	16 April 2015	31 December 2019
Review	3	25 July 2019	31 December 2019
Reinstatement	4	29 April 2021	31 December 2027
Review	5	25 July 2024	N/A

**Consent and Moderation Requirements (CMR) reference**

0014

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.