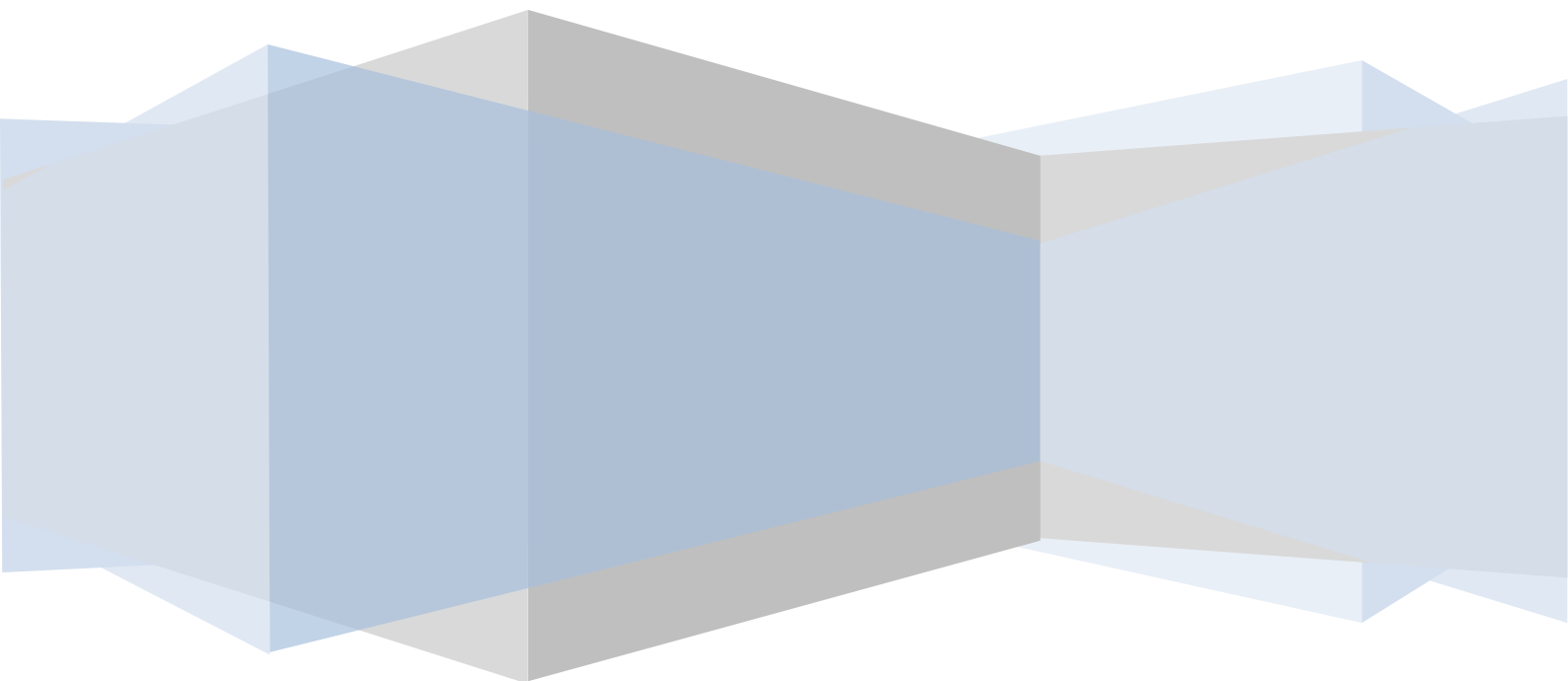


Certified Transport and Distribution Professional

Programme



COPYRIGHTS

1. This document has been produced on the basis of International Agreements and EC regulations, directives along with industrial practices/applications. It has been compiled by Dr. Turhan Bilgili and market best practices. It also encapsulates some information of other publications when deemed appropriate.
2. This material to be used for "*Certified Transport and Distribution Professional*" training is subject to copyright protection. Material may include, but are not limited to documents, slides, images, audio, and video. Material in this training/course/programme are only for the use of trainees/participants enrolled in this particular Certified Transport and Distribution Professional programme for purposes associated with this training, and may be retained for longer than the class term however unauthorized retention, duplication, distribution, or modification of copyrighted materials without consent of Dr. Turhan Bilgili and thusly is strictly prohibited by existing and international laws.
3. Therefore, any translation, representation, copy, reproduction, dissemination or use of all or part of this publication, in any form by any means, without prior written permission of the IRU Academy of the International Road Transport Union (IRU) and the editor Dr. Turhan Bilgili, is illegal. Offenders make themselves liable to legal proceedings and sanctions.

DISCLAIMERS

4. Though the information contained in this publication has been elaborated with the greatest care, the IRU does not guarantee that there are no errors, omissions nor does it provide any other warranty or make any representations as to the accuracy, reliability, exhaustiveness or up-to-date of the contents of the publication. The IRU hereby disclaims any liability or responsibility arising from the use of the information or data contained in this publication.

Consequently:

- the user hereby is aware and agrees that neither the IRU, nor any other party or anyone cooperating with the IRU on a voluntary or paid basis, shall be liable for the contents of this publication and its use and shall not in any way be liable for any loss or damage whatsoever, including the inappropriate, improper or fraudulent use of this publication,
 - no user should act on the basis of this publication without referring to the relevant international and national regulations in force.
5. The mention of companies or partners in this publication does not imply that they are endorsed or recommended by the IRU in preference to others.
 6. The designation of countries, territories, cities and the presentation of related material in the present studies shall not be considered as implying any standpoint whatsoever on the part of the IRU concerning the political or legal status of any country, territory or city, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

International Road Transport Union (IRU),
IRU Academy
16, chemin de la Voie-Creuse / B.P. 44
CH - 1211 Geneva 20
Switzerland

Table of Contents

Use of the Training Plan	3
Note Pages	3
Duration of the Programme	4
Unit A: Introduction to the IRU & the IRU Academy	4
Unit B: Introduction to Road Transport in Logistics	4
Unit C: Trucks, Trailers and Loads	5
Unit D: Distribution Operations (physical distribution).....	5
Unit E: Freight Forwarding	5
Unit F: Managing Workshop and Maintenance.....	6
Unit G: Vehicle Selection and Replacement	6
Unit H: Selecting Drivers and Training	6
Unit I: Truck Operating Costs, Finance and Cash Flow	7
Unit J: Customer Charging Options	7
Unit K: Health, Safety and Environment in Transport Operations.....	7
Unit L: Measuring and Controlling the Fleet Performance	8

Use of the Training Plan

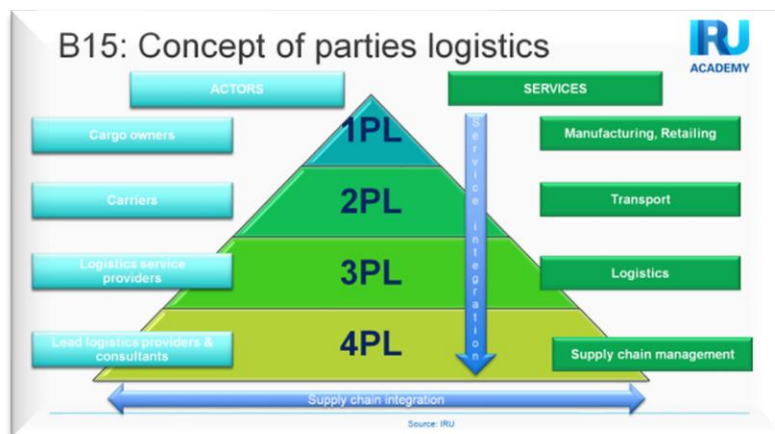
The IRU Academy “*Certified Transport and Distribution Professional-CTDP*” programme is made up of the following building blocks:

- **PowerPoint slides**, which are the backbone of the programme.
- Links to useful reference material including movies
- **Assignments** that can be used as group exercises or for individual assessments after each lesson.
- **A student/trainee handout** version of the slides (in speaking notes format; pdf file), to be printed as notes pages and handed out to the students for note-taking and reference.
- **Additional trainer resources** are available online. They can be downloaded from the IRU Academy Content Management Platform (ACM) <http://drive.iru.org/drive> .

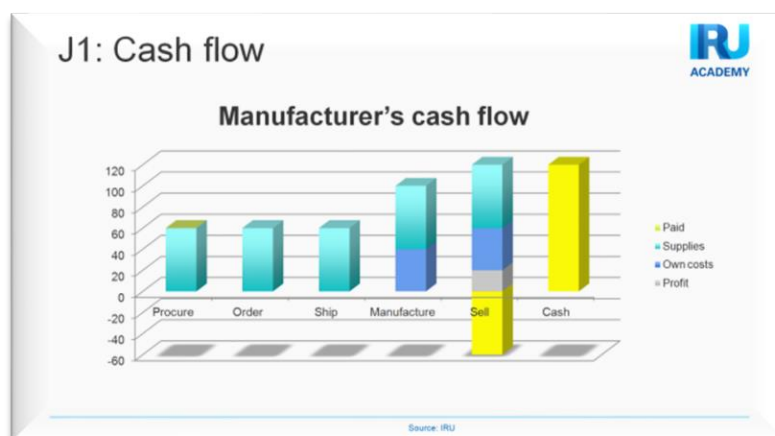
This lesson plan lists the **learning objectives**, **topics**, and recommended minimum / maximum **duration** (see hourglass icon) for each lesson.

Note Pages

Most of the slides of this programme are very graphic, with a minimum of text. They support the trainer’s oral presentation and the group’s learning activities. As a result, most of the information resides in the notes page of each slide.



Some material is available in an interactive format allowing instructors to input local costs and practices.



Duration of the Programme

The programme has been scheduled to be delivered over 5 full days and incorporates various case studies and assignments to enable participants to be fully involved in real life challenges.

UNITS	HOURS
A: Introduction to the IRU & the IRU Academy	0:30
B: Introduction to Road Transport in Logistics	2:00
C: Trucks, Trailers and Loads	3:00
D: Distribution Operations	6:00
E: Freight Forwarding	6:00
F: Managing Workshop and Maintenance	2:00
G: Vehicle Selection and Replacement	1:00
H: Selecting Drivers and Training	1:00
I: Truck Operating Costs, Finance and Cash Flow	2:30
J: Customer Charging Options	1:00
K: Health, Safety and Environment in Transport Operations	2:00
L: Measuring and Controlling the Fleet Performance	3:00
TOTAL	30

Unit A: Introduction to the IRU & the IRU Academy

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To define roles of IRU & IRU Academy ➤ To explain the relevance of training in the sector 	<ul style="list-style-type: none"> ➤ IRU 1948 – today ➤ IRU Academy and ATIs ➤ Programme outline

Unit B: Introduction to Road Transport in Logistics

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To be aware of fundamentals of logistics ➤ To discuss the meaning, concept and definition of transportation ➤ To understand and explain the concept of transport ➤ To explain road transport as a service in logistics ➤ To explain different elements of transportation ➤ To describe the characteristics of road transportation ➤ To explain various organizations in transport sector in the world 	<ul style="list-style-type: none"> ➤ Abbreviations and glossary of terms ➤ Definition and evolution of logistics ➤ Historical evolution of transport from the earliest times to contemporary period ➤ Concept of transport ➤ Significance of road transport ➤ Advantages and boundaries of road transport ➤ The motives, challenges and impact of the development of road transport infrastructure on the socio-economic and political life of the people

Unit C: Trucks, Trailers and Loads

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To know types and characteristics of freight trucks ➤ To explain basic vehicle components and systems ➤ To explain types and capabilities of different semi-trailers ➤ To explain types of loads carried by road ➤ To understand cargo/material handling, loading and offloading ➤ To know types, dimensions and operations of ISO containers ➤ To be aware of ADR for dangerous goods' movement 	<ul style="list-style-type: none"> ➤ Types and characteristics of freight trucks ➤ Components and systems of a freight truck ➤ Types and capabilities of cargo trailers ➤ Loading and offloading for specific types of loads including logs, metal coils, concrete pipes, heavy equipment, and vehicles ➤ Types, dimensions and operations of ISO/freight containers ➤ UN Orange book, ADR and DGs movement by road

Unit D: Distribution Operations (physical distribution)

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To understand the demand and ensure continuous flow of goods ➤ To facilitate continuous production ➤ To achieve economies of scale ➤ To reduced degree of damage/wastage ➤ To increase competitiveness ➤ To lower idle stocks ➤ To ensure continuous availability and consumer convenience ➤ To achieve rapid turnover of stock 	<ul style="list-style-type: none"> ➤ Significance of distribution in logistics ➤ Physical distribution ➤ Outsourcing ➤ Warehousing (inbound and outbound operations) ➤ Material handling ➤ Value-added services ➤ Order fulfilment ➤ Customer service ➤ Managing inventories ➤ Returned goods ➤ Key technologies in distribution operations

Unit E: Freight Forwarding

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To understand fundamental principles of freight forwarding ➤ To respond efficiently to the peaks and troughs of business ➤ To explain modal shifts ➤ To communicate with the customer verbally and writing as required ➤ To provide the customer with confidence and value for money within the available flexibilities ➤ To make financial decisions based on understanding of customer behaviour. ➤ To make cost-benefit calculations to recommend plans of action 	<ul style="list-style-type: none"> ➤ Importance of freight forwarding ➤ Multi-modal, omni-modal and intermodal operations ➤ Exim documentation for freight forwarding ➤ Freight forwarding office and field activities ➤ Cargo movement – planning, arranging and transshipment ➤ Principles of insurance and their applications to the movement of goods ➤ The elements of an invoice, commercial and legal implications of different payment methods

<ul style="list-style-type: none"> ➤ To assess insurance needs and take out insurance ➤ To maintain, upgrade, and use IT skills to meet organizational needs and business needs ➤ To manage sourcing suppliers, obtaining quotations, orders ➤ To have awareness on agreements, delivery notes, invoices 	<ul style="list-style-type: none"> ➤ Methods for identifying, labelling, and transporting sensitive, urgent, and hazardous goods ➤ Compliance to health, safety and security norms with MSDS ➤ Verification of GST invoices and e-waybills ➤ INCOTERMS 2020®
--	--

Unit F: Managing Workshop and Maintenance

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To understand managing workshops for road transport ➤ To be aware of causes of road accident, accident prevention, reporting & recordkeeping ➤ To plan and manage road fleet maintenance programs ➤ To manage fuelling fleet vehicles, tires, insurance and road calls 	<ul style="list-style-type: none"> ➤ Workshop design/layout ➤ Workshop productivity ➤ Fleet safety management ➤ Road accident types ➤ Accident prevention, reporting & recordkeeping ➤ Scope of fleet maintenance ➤ Fleet maintenance programs ➤ Cost of maintenance ➤ Vendor vs. in-house maintenance (outsourcing maintenance and servicing) ➤ Fuelling fleet vehicles ➤ Insurance ➤ Road calls ➤ Tire selection and management

Unit G: Vehicle Selection and Replacement

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To know the financial implications of aging vehicles ➤ To be aware of vehicle replacement considerations ➤ To understand the Total Cost of Ownership (TCO) ➤ To calculate optimal vehicle replacement ➤ To strike a balance with fleet replacement ➤ To know how to keep ahead of technological advancements 	<ul style="list-style-type: none"> ➤ Replace at established intervals ➤ Replace when repairing exceeds value ➤ Total cost of ownership and lifecycle costing ➤ Other replacement considerations

Unit H: Selecting Drivers and Training

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To understand providing safe, reliable and economical transportation service ➤ To establish minimum applicant qualifications for both the driving 	<ul style="list-style-type: none"> ➤ Reduce collisions by improving driver performance ➤ Driver selection ➤ Driver placement

<ul style="list-style-type: none"> ➤ To manage successful job placement fitting the individual's strengths and preferences ➤ To implement driver training program ➤ To carry out management policy by properly using drivers, equipment and materials 	<ul style="list-style-type: none"> ➤ Driver training ➤ Driver supervision
--	---

Unit I: Truck Operating Costs, Finance and Cash Flow

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To understand the main elements of truck operating costs ➤ To define different costs that apply ➤ To understand how costs can influence transport operations ➤ Understand the meaning and operation of cash flow ➤ To understand cash flows in different type of businesses ➤ To appreciate the slim margins in transport operations ➤ Understand main cost elements in transport operations ➤ Understand different options for truck acquisition ➤ Understand meaning of "whole life costs" 	<ul style="list-style-type: none"> ➤ Fixed/variable costs ➤ Definition of costs ➤ The importance of the driver ➤ Truck costs and cash flow ➤ Incentive bonuses ➤ Cash flow definition ➤ Cash flow models ➤ Finance and cash flow in truck operations ➤ Transport costs and savings ➤ Financing truck provision ➤ Elements of whole life truck costs ➤ Depreciation options

Unit J: Customer Charging Options

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To understand the impact of market forces on transport prices ➤ To be aware of typical transport operations and fees ➤ To understand the different options for transport charging ➤ To understand customer charging options 	<ul style="list-style-type: none"> ➤ Transport charging terminology ➤ Traffic flows/imbances ➤ Elements of a round-trip ➤ Customer charging options ➤ Calculating charges for weight/volume ➤ Groupage

Unit K: Health, Safety and Environment in Transport Operations

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To know different safety equipment and the use of it ➤ To understand safety notices & instructions ➤ To understand a need for training ➤ To know the importance of the training and required equipment ➤ To be aware of incidents & injuries in the supply chain 	<ul style="list-style-type: none"> ➤ Safety equipment ➤ Safety signs ➤ A need for training ➤ First aid training & equipment ➤ Incidents & injuries in the supply chain ➤ Employees' responsibilities ➤ Employers' responsibilities ➤ Driver fatigue ➤ Food hygiene and load contamination

<ul style="list-style-type: none"> ➤ To know employees' responsibilities ➤ To know employers' responsibilities ➤ To be aware of driver fatigue and its consequences ➤ To know the importance of the food hygiene and load contamination ➤ To be aware of overall safety in supply chain - CTU code 	<ul style="list-style-type: none"> ➤ Safety in supply chain – CTU code ➤ Actions against carbon and GHG emissions, environmental impact assessment, ecological footprint, air pollutants, air pollution and climate change
---	--

Unit L: Measuring and Controlling the Fleet Performance

Objective of this unit	Topics covered
<ul style="list-style-type: none"> ➤ To know establishing fleet performance measurement system ➤ To use data-driven metrics that capture various aspects of your fleet operations ➤ To seek for telematics solutions ➤ To encourage driver feedback and apply incentives ➤ To conduct fleet audits and reviews 	<ul style="list-style-type: none"> ➤ Fleet performance measurement system ➤ Transportation costs ➤ Cost ratios ➤ Transportation asset productivity ➤ Financial and quality indicators ➤ Cycle time indicators ➤ Measuring and improving fleet utilization ➤ Operational analytics for fleet management

The IRU Academy is the global network of road transport professional training institutes.
For more information visit: www.iru.org/academy