

FLEET CONSULTING

Introduction to Tsa Mesepele Translog Consulting Services

An agreement has been reached between Tsa Mesepele Translog and Fleet Counselor Services, a United States Fleet consulting company in adopting their professional approach to fleet management consultancy, with the objective of providing expert support on professional and technical knowledge for the transport industry.

Details on Fleet Counselor consultancy approach to fleet management are as detailed below.

Staffing Analysis

Fleet Counselor Services has a proven, highly cost-effective method of determining your agency's optimum staffing levels. Our consultants thoroughly examine your agency's workflow process, conduct a detailed activity based costing analysis, and an in depth fleet utilization study. Through these processes we are able to accurately calculate the optimal staffing requirements for an agency.

We work closely with our clients to streamline employee functions, and 'right size' the vehicle inventory. The result of these efforts will be an efficient workforce, and cost effective fleet resulting in significant cost savings, and an industry competitive fleet.

Fleet Utilization Studies

Fleet Counselor Services provides a proven, highly cost-effective method of determining your agency's optimum level of fleet utilization. Our fleet consultants thoroughly examine your agency's fleet information system to determine where utilization problems exist. If your agency's vehicle database is incomplete or inaccurate, we will use our on-site automated process to reconstruct your fleet's utilization history. FCS will present you with a concise detailed report addressing critical usage problem areas.

The cost-of-ownership criteria that FCS uses in our evaluation of your fleet is based on the desired levels of service provided to your customers. Upon completion of the project, we will provide and train your staff with cost-effective downtime standards and annual utilization management criteria that can save millions of dollars in capital costs. FCS optionally provides a comprehensive preventive maintenance plan to help meet the up-time requirements of the user departments, while addressing the latest in technology.

Our utilization studies have proven to be the most financially successful projects for many of our clients. Please contact our offices for magazine articles and additional information on how your agency can save money.

Fleet Performance Evaluation

By comparing your agency's performance with the needs of the fleet users, Fleet Counselor Services provides your agency with an in-depth evaluation based on the budget constraints of the **provider** and the **user**. This one-time, comprehensive comparison clearly identifies the needs of all the fleet users and the methods by which they may pay for the desired level of service.

Through our proprietary **Mission Critical 20 Analysis** process we are able to determine areas of weakness in your agency's performance when compared to the needs of your fleet users. After a meticulous review process, we will present your agency with a report of recommendations and alternatives. All alternatives are thoroughly evaluated to determine the impact of each option prior to implementation. FCS will also provide a complete project implementation plan and training for your staff to ensure success once the most effective recommendations have been selected.

With FCS's Fleet Performance Evaluation process, your agency will have the ability to manage its fleet operations with the efficiency of a private company while meeting your specific goals. Many agencies request FCS's Performance Evaluation on a regular basis so that they may remain highly competitive

with the private sector. If regularly scheduled, the program keeps your fleet management staff apprised of the latest industry management trends, allowing the service to pay for itself many times over.

Specification Development

Fleet Counselor Services develops performance-based specifications and bid packages for all vehicles and heavy equipment for services in your agency. FCS can develop expert specifications based on 25 years of fleet management experience with in-depth knowledge of the cutting-edge technology used in today's most advanced fleets. Our specifications are anything but cookie-cutter. FCS thoroughly analyzes your agency's specific needs and generates specifications that are tailored to your exact needs. Our customized and industry-specific specification development service can be utilized in two ways.

Expert Specifications

In order to generate customized, agency-specific specifications, FCS places a specialist on-site to evaluate your fleet operation, repair records, and department, and to interview the operators and shop technicians. Our specialist will compile all the necessary information about your agency's specific needs and translate it into a specification draft. Upon review and acceptance your organization will receive a professionally written and printed set of specifications.

On-Site Expert Specifications

In order to generate customized, agency-specific specifications, FCS places a specialist on-site to evaluate your fleet operation, repair records, and department, and to interview the operators and shop technicians. Our specialist will compile all the necessary information about your agency's specific needs and translate it into a specification draft. Upon review and acceptance your organization will receive a professionally written and printed set of specifications.

Savings

This service will save your agency countless hours of staff time and many thousands of overhead dollars each year. Later this year, the service will be offered as a subscription service through this web site.

Fleet Management Policy and Procedures Manual Development

Fleet Counselor Services (FCS) develops high-quality, industry-specific *policies and procedures to govern public and private fleets*. FCS can provide your fleet agency with a custom written *Fleet Policy and Procedures Manual*, specifically developed for any fleet agency. Or, your agency can *adopt industry best practices policies and procedures* from the Fleet Counselor Services *Fleet Policy and Procedures Manual*. Whether you adopt custom-developed or industry best practices policies and procedures, your comprehensive policies and procedures manual will address items such as:

- Mission Statements
- Accident and Damage Reporting Policies
- Utilization Policies
- Status Reporting Procedures
- Replacement Policies
- Billing Policies and Procedures
- Rental Rate Development
- Computer System Utilization
- Work Order Procedures
- Labor Productivity Programs
- Inventory Management Procedures
- Alternative Fuel Programs
- Budgeting/Accounting Procedures
- Exception Reporting Procedures

Motor Pool Policies and Procedures Manual

FCS conducts a complete onsite analysis, and interviews motor pool staff members to develop an industry best practices policy and procedures manual specifically designed to meet your agency's specific needs.

Fleet Counselor Services Fleet Policies and Procedures Manual

FCS has combined its quarter-century of experience with insider research to provide your agency with a complete guide of policies and procedures instituted in some of the country's leading fleet operations. The Fleet Counselor Services Fleet Policies and Procedures Manuals, also available electronically, provides over 150 policy and procedural issues that can be easily implemented in your fleet. Both custom-designed and industry-standard best practices manuals are available for local, federal, military, and foreign fleet motor pools.

Fleet Privatization Quality Assurance Program If you are considering a privatization contract

If you are about to consider a contract firm to provide your agency's fleet maintenance needs, FCS has developed a method of determining all the key aspects which you will need in your contract in order to have a successful agreement. Additionally, we will help to ensure that the fleet users receive the level of service they need to meet their goals. Each agency is different, and depending on the levels of service you provide to the citizens, you may wish to maintain more control over your fleet and provide a combination of private services in conjunction with a selected group of in-house services as part of the contract. FCS can assist in determining the proper approach.

If you have an existing contract

If your current operation is plagued with complaints about the contractor and neither you nor the contractor knows what to do, FCS can help by performing a complete situation assessment. Additionally, FCS will present a prioritized list of key items, which will require action in order to correct the existing situation. As an option, FCS will return quarterly to act as a counselor or an outside, independent, fully qualified observer to assist with resolving areas of concern.

Perhaps the existing firm is not managing your account in your agency's best interest, or you have doubts about continuing the contract. Fleet Counselor Services can provide a performance appraisal of the contractor's level of effectiveness including cost-of-service benefit, and recommendations.

Fuel Management Program

Fleet Counselor Services designs and implements complete fuel management programs for agencies just like yours. FCS determines which automated fuel system is best for your agency and assists with the design and implementation of a fuel tank replacement program. State and federal fuel regulations are strict and getting tougher each year. Your agency may find itself with the funding to complete a fuel system replacement project but not enough time to meet regulation deadlines. With more than 25 years of experience, FCS is up-to-date on all fuel regulations and can help your agency implement a custom-designed program on time and within your budget.

FCS can develop an alternative fuel program for your agency that will meet all federal, state and local requirements. The alternative fuel program includes vehicle and equipment specification development, preventive maintenance program recommendations, and replacement planning policies.

Fleet Computer Systems

With more than 15 years of fleet information system experience, Fleet Counselor Services provides clients with cutting-edge and insider techniques that make each information system more efficient and easier to manage.

FCS offers two services that are designed to be cost-effective and affordable. Our '**Fleet Information Service Program**' is designed to assist in application specifications development and guide to maximize the use of your existing computer system. We will also show you how to make your computer system meet and exceed your annual budget goals and cost-savings projections.

The '**Fleet Start Program**' is a service designed to assist your organization during new system implementation and conversion from an older fleet information system to a newer one. This innovative service includes code design, project management, or complete implementation. Throughout the project, FCS acts as liaison between your organization and the vendor, ensuring that your goals are clearly defined at all times.

Jim Wright, founder of FCS, has 25 years of fleet management experience with a thorough understanding of the stress and pressure that a new or updated computer system can pose to your organization's limited time and budget. FCS provides affordable turnkey project management, taking the fear out of your decision to automate. With FCS by your side, your new system will be up quickly, increasing your return on investment while reducing downtime. Our management and implementation of computer systems has garnered several national awards and testimonies from countless satisfied clients. Let us show you how a well-tuned and efficient computer system can make all the difference in your fleet. Every FCS project utilizes the experience that comes from the over 25 years of proven fleet management industry experience acquired by our technology experts.