CONCEPT

Staff Transportation Management Course: Employee Bus Routes, Contracts and Cost per Seat

15 – 19 November 2027
Paris - Right Bank business hotel



Staff Transportation Management Course: Employee Bus Routes, Contracts and Cost per Seat

Ref: 991_22136 **Date:** 15 – 19 November 2027 **Location:** Paris - Right Bank business hotel **Fees:** 23500 SAR

Introduction:

Staff transportation management training on employee bus routes, contracts and cost per seat is a one-week course for managers who run commuter buses, site shuttles and pool vehicles, ending with a Staff Transport Service Plan for a case site. Many organisations run staff transport through inherited routes and loosely worded operator contracts, so buses run half empty, shifts start late and the true cost of each seat is unknown. Participants already supervise transport or facilities services, and the course uses case studies from plants, hospitals, campuses and remote camps. CoreConcept Training Center delivers this staff movement course.

Course Objectives:

- Define the scope, staff transport policy and service levels of the corporate transport function
- Analyse ridership demand by shift and home location to size the passenger service
- Plan bus and shuttle routes, timetables and vehicle rosters that match shift patterns and load factor targets
- Allocate motor pool vehicles through clear entitlement rules and a booking and approval workflow
- Select insourced or outsourced operating models and draft transport contracts with SLAs, KPIs and service credits
- Calculate cost per trip and cost per seat and set passenger safety, driver and emergency arrangements for the service

Target Audience:

- Managers responsible for employee commuter bus and shuttle services
- Managers responsible for motor pool vehicles, bookings and driver assignment
- Facilities and administration managers who oversee outsourced passenger transport operators
- Managers responsible for crew change and shift transport at industrial and remote sites
- Contract owners responsible for transport service budgets and operator performance reviews

Course Outline:

Day 1: Corporate Transport Function, Service Levels and Current-State Baseline

- Corporate Transport Function Scope Across Commuter, Shift and Site Movements
- Staff Transport Policy Covering Eligibility, Pick-Up Radius and Entitlement
- Service Level Statement for Punctuality, Seat Availability and Comfort
- Ridership Demand Survey and Home Location Mapping by Shift
- Current-State Transport Service Baseline and Cost Snapshot Template

Day 2: Service Models, Contracting Options and Network Design Principles

- Insourcing Versus Outsourcing Decision Matrix for Staff Transport
- Transport Contract Models Covering Per-Trip, Per-Seat and Dedicated Vehicles
- Service-Level Agreement Structure With KPIs, Service Credits and Penalties
- Hub, Feeder and Direct Route Network Design Options
- Motor Pool Allocation Rules for Executive, Duty and Shared Vehicles

Day 3: Route Planning, Scheduling, Drivers and Daily Operations

- Bus Route Planning With Stop Clustering and Load Factor Targets
- Shift-Aligned Timetable and Vehicle Rostering Using Scheduling Software
- Motor Pool Booking Workflow and Vehicle Request Approval Log
- Driver Management Covering Licence Checks, Duty Hours and Conduct
- Journey Management Plan for Remote Site and Night Movements

Day 4: Contractor Performance, Cost Control, Passenger Safety and Technology

- Contractor Performance Scorecard and Monthly Service Review Meeting
- Cost per Trip and Cost per Seat Calculation Model
- Passenger Safety Briefing, Seat Belt Rules and Boarding Controls
- Breakdown, Accident and Evacuation Emergency Procedure for Staff Buses
- Booking Apps, GPS Tracking and Telematics Data for Ridership

Day 5: Case Study and Staff Transport Service Plan Build

- Case Site Ridership Data Analysis and Route Redesign
- Case Operator Contract Review and SLA Indicator Set Drafting
- Case Cost per Seat Model and Vehicle Mix Scenarios
- Case Emergency and Journey Management Arrangements Check
- Staff Transport Service Plan Completion and Peer Challenge Panel

Skills You Will Gain:

- Ridership Demand Analysis
- Route and Timetable Design
- Motor Pool Allocation
- Transport Contract Drafting
- SLA and KPI Setting
- Operator Performance Review
- Seat Cost Modelling
- Passenger Emergency Planning

Why Attend This Course:

- Deliver a Staff Transport Service Plan with routes, contract KPIs and a cost model to the administration or facilities director for approval
- Decide whether to run staff transport in-house or through an operator, and on which contract model, using documented criteria
- Avoid late shift starts, half-empty buses and unchecked operator invoices that inflate the cost of each seat
- Brief supervisors, dispatchers and operator managers on shared service levels, booking rules and emergency procedures

Conclusion:

Back at work, the participant gives the administration or facilities director a Staff Transport Service Plan that sets routes, timetables, motor pool rules, operator KPIs and the cost per seat. Procurement uses it to tender or renegotiate operator contracts, and site managers use it to align buses with shift changes. After the first full month of operation, the unit should review punctuality, load factors, passenger complaints, contractor scorecard results and the actual cost per seat against the model, then adjust routes and service credits where targets were missed.

Frequently Asked Questions FAQ:

What should participants know before staff transportation management training on employee bus routes, contracts and cost per seat?

Participants should already supervise staff buses, shuttles, pool vehicles or an operator contract and know their shift patterns. No routing software skill is needed; bringing current routes, ridership counts and a transport contract helps participants apply the case work to their own service.

How does staff transportation management training differ from fleet management or road safety courses?

It treats transport as a passenger service: demand, routes, timetables, motor pool rules, operator contracts and cost per seat. Fleet management courses focus on vehicle ownership, maintenance and replacement, and road safety courses on driving risk systems, so both appear here only where they shape the service.

Why does staff transportation management measure cost per seat as well as cost per trip?

Cost per trip shows what each run costs, but cost per seat shows what each passenger place costs once load factors are included. Tracking both exposes half-empty routes, oversized vehicles and contract models that pay for capacity the workforce never uses.

What do participants take back from staff transportation management training on employee bus routes, contracts and cost per seat?

Participants take back a Staff Transport Service Plan for a case site, covering ridership analysis, redesigned routes, timetables, motor pool rules, contract KPIs with service credits, a cost per seat model and emergency arrangements. It can be adapted to their own organisation for approval.