

Basic Transportation Management Workshop

This workshop is designed to give traffic/transportation management personnel – both new and experienced – a better understanding of the basic information regarding general traffic and transportation operations and its application in the DOE complex. Traffic management, at first glance, appears to be concerned only with the simple movement of goods from point “A” to “B”. However, how this “simple movement is conducted has enormous impact on costs, schedules, etc. This workshop covers a logical progression of shipment preparation from initial customer interface through the freight bill process. Information is provided on automated tools (Automated Transportation Management System, etc.) available to assist with completing associated transportation activities. Specific emphasis is placed on DOE Orders that relate to transportation and traffic guidelines and preferences.

Course Objectives

Using the course reference materials, the workshop participant will be able to:

- Identify regulatory drivers controlling traffic and transportation activities.
- Define terms unique to transportation and traffic activities.
- Recognize various terms of sale.
- Achieve the most effective transportation method for a given shipment.
- Identify documentation required for a given shipment.
- Respond accordingly to a given en route transportation situation.
- Verify inbound freight and acceptable receipt conditions.

- Recognize importance of accurate and prompt freight billing and payment.
- Execute required documentation on overcharges and loss and damage claims.
- Identify specific DOE policies and preferences concerning transportation and traffic operations.

Who Should Attend

This course is designed for personnel with little or no transportation experience, as well as those with years of experience. It is recommended for entry-level traffic personnel, traffic managers, purchasing agent; customer and service supervisors, shipping and receiving supervisors, logistics managers, and anyone interested in learning, reviewing, and updating skills and techniques in traffic and transportation management.

Prerequisite

None

Length of Course

8 hours