COURSE SYLLABUS / 18 OCTOBER 2026

Employee Transportation Foundations

Four live sessions. Eight hours. Practical learning using fictional cases and four reviewed exercises.

Starts	Sunday, 1 November 2026
Dates	1, 8, 15 and 22 November 2026
Choose one batch	Morning 11:00-13:00 IST or afternoon 16:00-18:00 IST
Delivery	English, Google Meet, two hours per session
Course fee	INR 999 total for all four sessions

Two connected learning themes

Understanding employee transportation and careers: the service, roles, workflow, career directions and capabilities to develop.

The future of employee transportation: technology-enabled services, operational AI use cases, ESG and safety. Examples illustrate potential benefits and the checks people must make.

Who this course is for

Beginners, transport coordinators and administration/facilities professionals. Fleet and vendor team members are welcome. Basic computer and spreadsheet familiarity will help.

What you will practise

Prepare a basic shift plan. Explain a disruption and write a factual handover. Reproduce service measures and identify invoice evidence to check. Present one improvement and review an incorrect or unsupported AI claim.

Industry and career examples are educational. Employer requirements vary. No job, promotion, salary outcome or third-party accreditation is promised.

SESSIONS 1 AND 2

Plan and coordinate

Session 1: Industry and operational foundations / 1 November

Topics: what employee transportation means, stakeholders, service models, career opportunities and possible progression, the trip workflow, shift inputs, capacity, arrival timings and safety-aware escalation.

120 minutes: orientation, careers and workflow 20; planning and worked case 35; readiness, escalation and data boundaries 15; break 10; guided exercise 30; review 10.

Exercise 1: assign eight fictional passengers to two four-seat vehicles. Check capacity separately from arrival timing and explain assumptions and escalation ownership.

Session 2: Daily coordination and service response / 8 November

Topics: dispatch readiness, roster changes, delays, communication, approved alternatives, escalation and five-field handovers. Use system information as evidence to verify.

120 minutes: dispatch checks 20; disruption response 25; handover and supplied AI-output comparison 20; break 10; guided exercise 35; review 10.

Exercise 2: Vehicle B has an 08:10 pickup, a reported 20-minute departure delay and a 35-minute journey including boarding. Calculate the arrival, check its impact and write the coordination response. Vehicle A is full and backup is unconfirmed.

How you will learn

Worked examples, discussion, fictional worksheets and instructor-led VEYTIVA Learning Lab demonstrations. Learners use the Academy for their lessons and four submissions. The instructor operates the Lab through screen sharing; learner Lab access is not included.

The Lab is a teaching simulation. It has no live GPS, operational dispatch, payment or AI connection. An AI account or paid AI subscription is not required. Supplied outputs support equivalent practice.

Safety and data boundaries

Use fictional passenger IDs and records. Do not upload real rosters, private contacts, exact employee locations, client records or private class links to public AI services. Real operations follow the organisation's approved procedures and accountable decisions.

SESSIONS 3 AND 4 / COMPLETION

Review, improve and understand technology

Session 3: Records, reporting and vendor performance / 15 November

Topics: trip-log quality, agreed targets, completed-trip denominators, service measures, invoice comparisons and evidence. Distinguish observed results from possible causes.

120 minutes: record quality 20; service measures 25; invoice evidence 20; break 10; guided exercise 35; review 10.

Exercise 3: use the eight-trip fictional CSV and practice pack. Calculate arrival performance and flag invoice discrepancies for review. Lateness alone does not settle billability.

Session 4: Technology, operational AI and improvement / 22 November

Topics: connected transport workflows, routing and arrival-prediction use cases, operational assistance, ESG considerations and safety accountability. Compare supplied recommendations against facts; protect data and retain human review.

120 minutes: improvement and transport technology 20; operational AI, ESG and evidence checks 30; break 10; integrated work and presentation preparation 40; selected presentations, feedback and recap 20.

Exercise 4: combine the plan and report into an evidence-based improvement with an owner and measure. Identify and correct one AI error or unsupported claim and explain the human check needed. Declare AI assistance when used.

Completion and corrections

Attend at least 3 of 4 live sessions and complete agreed catch-up for a missed session. All four exercises require satisfactory review. Corrections and catch-up are due within seven days after the final class unless an extension is agreed. The default deadline is 29 November 2026.

VEYTIVA confirms completion and issues its Certificate of Completion manually. Lesson clicks alone do not confirm attendance or satisfactory work. Contact academy@veytiva.com to arrange catch-up or send requested corrections.

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