



Workshop on Basic Preventive Vehicle Maintenance (PVM) Course for Drivers

January 24 – 25, 2026 Lagos & Port Harcourt

February 28 – March 1, 2026, Lagos & Abuja

April 11 – 12, 2026, Lagos & Abuja

May 16 - 17, 2026, Lagos & Abuja

June 27 –28, 2026, Lagos & Port Harcourt

July 25 – 26, 2026 Lagos & Abuja

August 29 – 30, 2025, Lagos & Port Harcourt

October 10 – 11, 2026, Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: Lagos: N100, 000 per Participant

Abuja / Port Harcourt: N150, 000 per Participant

Available for In-plant Training

Program overview:

Preventive Vehicle maintenance (PVM) consists of scheduled servicing, inspections, and vehicle repairs to prevent potential problems and maximize vehicle availability and lifetime. It is used in fleet management to proactively avoid or reduce vehicle breakdowns and is based on time, mileage, engine hours, or gallons of fuel used. Preventive vehicle maintenance actions include vehicle inspection, lubrication, adjustment, cleaning, testing, repair, and/or worn parts replacement.

The Drivers are the first line of defense against unexpected breakdowns and repairs. It is important that the driver communicate vehicle problems immediately to management. This allows the Drivers to participate in the PVM program, proactively reducing breakdowns thus training and accountability are important.

For whom:

This program is design for all company drivers, and corporate dispatch riders. The course will equally be beneficial to Truck Drivers and their fleet or administrative managers in charge of organization transportation.

Learning objectives:

At the end of the program, participants will be able to:

- conduct regular pre-trip inspections in order to identify vehicle and other equipment problems to ensure that they are in good operating condition;
- carry out basic preventive maintenance service routines in a timely manner to identify vehicle problems and keep vehicle systems in good repair;
- conduct vehicle repairs in a timely manner and in accordance with industry best practices;
- maintain a clean appearance for vehicles through regular interior and exterior cleaning;
- regularly inspect vehicles in order to identify and correct problems in time to prevent service interruptions;

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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- schedule repairs promptly in order to minimize service interruptions;
- utilize subcontractors as needed to perform specialized services;
- maintain vehicles to maximize the vehicle useful life, including the life of key components such as tires, brakes, and batteries, etc.; and
- manage the maintenance program to be cost effective in terms of staff time, service vendors and parts.

Course Outline:

Day 1: Understanding Preventive Vehicle Maintenance: An Overview

- Vehicle Maintenance: Know Your Vehicle
 - Various Components that make up the vehicle and their functions
- The Preventive Vehicle Maintenance Plan Arrangements:
 - Adhering to a preventive maintenance schedule
 - Establishing a vehicle inspection check list
 - Conducting daily vehicle inspections
 - Completing corresponding inspection checklists
 - Establishing an operating maintenance budget
 - Keeping a comprehensive maintenance record on file for each vehicle

Day 2: Basic Routine Preventive Maintenance.

- Ignition/Electrical System
- Lubrication System
- Cooling Systems
- Emission System
- Per the recommendations of the chassis for Preventive Maintenance Schedules and SOP

Routine Vehicle Inspections and Repairs

- Pre-trip and Routine inspections using Inspection Check-List
- Managing Vendor Mechanics for Repairs
- Vehicle cleaning for interior and exterior parts

Documentation and Analysis of Vehicle condition

- Documentation of Inspections (Sample Document)
- Documentation for Maintenance and repairs Analysis to know the health of vehicle

Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

WORKSHOP FEE:

**Workshop fee: Lagos: N100, 000 per Participant, VAT-N7,500
Abuja / Port Harcourt: N150, 000 per Participant, VAT-N11,250**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
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