

Transport
A Self Study Guide for Members and Staff of Agricultural Cooperatives

EXERCISES



To complete your studies of this topic, complete the following exercises, applying what you have learned to real situations.

1. Make a transport system analysis

- Examine the transport system and its costs in your co-operative.
- As a basis for your study, list the various types of transport tasks performed for your co-operative last year, by both your own and hired vehicles. Sum up the total costs.
- Based on last year's data, estimate the need for transport during the coming year. Suggest alternative systems, using either owned or hired transport, or a combination.
- Calculate the costs of the alternatives.
- Present your findings in a report, using tables to clearly set out costs. List the advantages and disadvantages of the alternatives. Suggest how problems arising previously might be solved.
- Recommend the best possible transport system for your co-operative.

2. Prepare a job description for drivers

- Prepare a general "job description" outlining the main duties and responsibilities of drivers.
- Then draw up a list of "job specifications" itemising the tasks of the drivers.
- Finally, prepare "notes for the driver", explicit reminders as to what he must and must not do. (This is to amplify and clarify the job specifications.)