# FFMCP Course Descriptions

| Course Name | Description |
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| Federal Fleet Manager Certification Program | The Federal Fleet Manager Certification Program (FFMCP) was developed by the U.S. General Services Administration's (GSA) Office of Fleet Management in conjunction with the Office of Governmentwide Policy to provide training to Fleet Managers of all levels. The FFMCP is a comprehensive fleet management training program specific to federal fleet management. The program consists of six core courses and your choice of elective courses. Participants must score at least 70% on the course exam in order to complete each course. If after two attempts a participant has not passed the exam they will have to retake the course to review the material and gain a better understanding. Once a participant successfully completes the six core courses, in sequential order following the vehicle lifecycle, and the required number of elective courses, a program certificate will be issued. The information covered in the Fleet Manager Certification program encompasses overarching federal vehicle policies and procedures. However, your individual agency may have alternative policies in place that you must adhere to. Familiarize yourself with your agency's vehicle policies and direct any questions to your agency's headquarters fleet manager and/or general counsel's office. |
| Fleet Management 101: Your Roles and Responsibilities | Fleet Management 101: Your Roles and Responsibilities is the first course in the Federal Fleet Manager Certification Program (FFMCP). This course provides a high level overview of a fleet manager's role in vehicle acquisition, vehicle maintenance, risk management planning, asset disposal and more. Upon completion of this course participants should understand what fleet management is and how it supports federal agencies, become familiar with the annual cycle for federal fleet planning, acquisitions, and disposals, be able to identify the five key components in the fleet management life cycle and the fleet manager's role in each stage, and know where to find additional resources and information for managing a federal fleet. Participants must score 70% or higher on the exam to pass the course. If on their second attempt to pass the exam they do not score 70% or higher the participant will need to retake the course to review the material and gain a better understanding. |
| Vehicle Acquisition | Vehicle Acquisition is the second course in the FFMCP. This course covers the regulations and processes for purchasing new vehicles. Upon completion of this course participants should know the regulations that apply to purchasing vehicles, understand how to properly plan their vehicle acquisitions, know how to purchase new vehicles or order leased vehicles from GSA Fleet, and understand what to do when new vehicles are delivered. Participants must score 70% or higher on the exam to pass the course. If on their second attempt to pass the exam they do not score 70% or higher the participant will need to retake the course to review the material and gain a better understanding. |

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| Fleet Maintenance Management | Fleet Maintenance Management is the third course in the FFMCP. This course covers the importance of proper vehicle maintenance and a way to manage vehicle maintenance. Upon completion of this course participants should understand why performing and tracking maintenance is important, know ways to help minimize maintenance and repair costs, and know where to find resources to help manage their fleet's maintenance program. Participants must score 70% or higher on the exam to pass the course. If on their second attempt to pass the exam they do not score 70% or higher the participant will need to retake the course to review the material and gain a better understanding. |
| Fleet Risk Management | Fleet Risk Management is the fourth course in the FFMCP. This course covers the types of risks a fleet manager may encounter and ways to mitigate those risks.Upon completion of this course participants should be able to define fleet risk management, identify common risks and ways to manage them, understand the importance of Emergency Risk Management Plans, be familiar with risk management technology, and understand accident management procedures. Participants must score 70% or higher on the exam to pass the course. If on their second attempt to pass the exam they do not score 70% or higher the participant will need to retake the course to review the material and gain a better understanding. |
| Liability While Driving a GOV | Liability While Driving a Government Owned Vehicles (GOV) is the fifth course in the FFMCP. This course covers information regarding a person's personal liability when operating a government vehicle or a personal or rental vehicle for official government business. Upon completion of this course participants should understand driver responsibilities, know the difference between official use and misuse of vehicles, understand the impact of scope of employment, be familiar with how the Federal Tort Claims Act impacts a driver found at fault for an accident, understand the impact of using your privately owned vehicle for official government business, and understand how the regulations apply when driving a rental car for official government business. Participants must score 70% or higher on the exam to pass the course. If on their second attempt to pass the exam they do not score 70% or higher the participant will need to retake the course to review the material and gain a better understanding. |
| Disposal of Agency Owned Vehicles | Disposal of Agency Owned Vehicles is the sixth course in the FFMCP.. This course covers the Federal Management Regulations pertaining to vehicle disposal and the processes for disposing of agency owned vehicles. Upon completion of this course participants should understand the regulations prescribing federal property disposal, know the processes for disposing vehicles as excess, surplus, and exchange/sale property and how they differ, be familiar with resources that can assist agencies with vehicle disposal to ensure all property is disposed of legally and in a timely manner. Participants must score 70% or higher on the exam to pass the course. If on their second attempt to pass the exam they do not score 70% or higher the participant will need to retake the course to review the material and gain a better understanding. |

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| Federal Fleet Mandates, Policies, and Sustainability | Federal Fleet Mandates, Policies, and Sustainability is one of the elective courses in the FFMCP. This course covers key regulations fleet managers must follow when managing, tracking, and reporting their fleet. Upon completion of this course participants should understand current federal mandates and policies that apply to federal, non-tactical vehicle fleets and drivers, be familiar with available alternative fuels and advanced technology for improving fleet sustainability and efficiency, be able to identify systems and data that are required for meeting federal reporting requirements, and know where to find additional resources on laws, regulations, mandates, and fleet solutions. Participants must score 70% or higher on the exam to pass the course. If on their second attempt to pass the exam they do not score 70% or higher the participant will need to retake the course to review the material and gain a better understanding. |
| GSA Fleet Applications | GSA Fleet Applications is one of the elective courses in the FFMCP. This course covers all of the applications provided by GSA Fleet to help fleet managers more easily manage and track their fleet and gather important data. Upon completion of this course participants should be familiar with the applications available to GSA Fleet leasing and purchasing customers, understand the purpose of each application, be able to define key application acronyms, and know how to access each application. Participants must score 70% or higher on the exam to pass the course. If on their second attempt to pass the exam they do not score 70% or higher the participant will need to retake the course to review the material and gain a better understanding. |
| Operating your GSA Fleet Leased Vehicle | Operating your GSA Fleet Leased Vehicle is one of the elective courses in the FFMCP. This course covers a wide range of information GSA Fleet leasing customers need to know about operating their leased vehicles. Upon completion of this course participants should understand their maintenance and repair responsibilities, know how to properly use their GSA Fleet credit card, understand the procedures for obtaining maintenance and repairs after hours, know their reporting responsibilities, and understand their vehicle care and maintenance responsibilities. Participants must score 70% or higher on the exam to pass the course. If on their second attempt to pass the exam they do not score 70% or higher the participant will need to retake the course to review the material and gain a better understanding. |
| Operating a Cost Efficient Fleet | OPerating a Cost Efficient Fleet is one of the elective courses in the FFMCP. This course covers key ways fleet managers can reduce fleet expenses and the data vital to managing fleet costs. Upon completion of this course participants should understand the impact of driver behavior on fleet costs, know where to get their fleet data, identify key items to watch for in fleet card data, understand how to analyze accident data to take action to reduce costs and keep drivers safe, and recognize ways to review maintenance data to keep your fleet reliable and reduce costs. Participants must score 70% or higher on the exam to pass the course. If on their second attempt to pass the exam they do not score 70% or higher the participant will need to retake the course to review the material and gain a better understanding. |