

CABS Outline

The following lists each of the 12 lessons and the individual seminars and activities in each. A case scenario and quiz accompanies each lesson.

Lesson 1 – Being an Owner-operator

- Seminar 1 - Qualities for Success
- Seminar 2 – Owner-Operator and Carrier Role
- Seminar 3 – Customer Service Skills
- Seminar 4 – Setting Goals

Lesson 2 – Working with a Business Services Provider

- Seminar 1 – Business Services Provider Overview
- Seminar 2 – Business Consultant Role
- Seminar 3 – What to Expect from ATBS
- Activity – Business Planning Worksheet

Lesson 3 - Business Basics

- Seminar 1 – Terminology
- Seminar 2 – Accounting Basics
- Seminar 3 – Business Structure
- Seminar 4 – Recordkeeping

Lesson 4 – Budgeting

- Seminar 1 – The Budget and its Purpose
- Seminar 2 – Break-Even
- Seminar 3 – Cash Flow
- Activity – Your Personal Budget

Lesson 5 – Revenue and Costs

- Seminar 1 – Understanding Revenue
- Seminar 2 – Fixed vs. Variable Costs
- Seminar 3 – Understanding CPM
- Activity – Applying CPM to Your Business

Lesson 6 – Performance

- Seminar 1 – The Profit and Loss Statement
- Seminar 2 – Making Comparisons
- Seminar 3 – Controlling Costs

Lesson 7 – Taxes – Myths and Realities

- Seminar 1 – Taxes 101
- Seminar 2 – Minimizing Taxes
- Seminar 3 – Surviving Taxes
- Seminar 4 – Tax Myths and Misconceptions
- Activity – Sample Tax Questionnaire

Lesson 8 – The Real Price of Fuel

- Seminar 1 – Understanding the Fuel Surcharge
- Seminar 2 – The Fuel Diet
- Seminar 3 – The Price Advertised at the Pump

Lesson 9 – Maintenance

- Seminar 1 – Preventive Maintenance
- Seminar 2 – Inspections and Troubleshooting
- Seminar 3 – Maintenance Reserves and Record Keeping
- Activity 1 – The Cost of Your Last Unplanned Repair
- Activity 2 – Customize Your PM Form Schedule

Lesson 10 – Managing Time

- Seminar 1 – Time Management
- Seminar 2 – Working Smarter
- Seminar 3 – Preparing for the Future
- Activity 1 – Choosing the Right Load
- Activity 2 – Calculating Daily and Weekly Revenue and Profit

Lesson 11 – Safety and Health

- Seminar 1 – Staying Compliant
- Seminar 2 – Safe Driving
- Seminar 3 – Your Health

Lesson 12 – Working with Your Carrier

- Seminar 1 – Understanding Your Carrier
- Seminar 2 – 35” Yardstick
- Seminar 3 – The Cost to Switch Carriers
- Activity – The Cost to Switch Carriers