

2017

American Trucking Associations **National Safety Director Award** Nomination Form



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Note: Each section represents a tab to your nomination exhibit binder. Please place supporting documentation behind the cover tabs. June 30, 2017

ATA NATIONAL SAFETY DIRECTOR AWARD

The National Safety Director Award is presented annually to the motor carrier safety professional whose job qualifications, achievements and ability to design and direct safety programs are deemed most outstanding. The Award Program is administered by American Trucking Associations, Inc. (ATA) through its Safety Management Council. The program is designed to promote high standards in the qualifications and performance of those in the motor carrier safety profession.

Eligibility & Nominations

Any person at the policy making level who is employed by a motor carrier of property for the full time direction of its safety activities is eligible for the ATA National Safety Director Award. The candidate must be the individual:

- with the overall authority for policy decisions in the promulgation, inauguration, and administration of the carrier's safety program;
- with day-to-day operational safety responsibilities;
- who has devoted his/her career to the field of highway and/or industrial safety for a period of not less than 10 years; and
- whose title is not necessarily "Director" but who has directed a safety program for at least 5 consecutive years.

Candidates must be a member of:

- American Trucking Associations and
- ATA Safety Management Council.



Nominations will be reviewed by the ATA National Safety Director Award Committee and judging will be conducted by government officials and law enforcement personnel. Individuals may nominate themselves or may be nominated by any other person or organization.

The award winner is honored each year by the membership of the ATA Safety Management Council at its Safety, Security & Human Resources National Conference & Exhibition November 14 - 16 in Memphis, TN. The winner is announced at the Awards Banquet and is presented with a \$5,000 check and ring. .

Helpful Tips for National Safety Director Award Application

- **ELIGIBILITY REQUIREMENTS:** Preparing an application of this magnitude is a time consuming process. Before you begin, be sure you meet all of the minimum qualifications for entry. Entries that do not clearly demonstrate that all eligibility requirements have been met will not be considered for the award at that time.
 - Must be the top safety professional in your current organization
 - Must have been the top safety professional for the last five consecutive years
 - Must have overall authority for safety policy and administration as reflected in title and organizational chart
 - Must have been in the field of highway and or industrial safety for at least 10 years.
 - Employer is a member of American Trucking Associations
 - Applicant is a member of the ATA Safety Management Council
- **ORGANIZATIONAL CHART:** The organizational chart is an integral tool used to understand the scope of your organization's operations as well as to verify the minimum qualifications are met. It should start with the CEO and clearly demonstrate the hierarchy of your entire organization and your position within that organization. Your department should also be given detailed treatment. The organizational chart should reflect and support information contained in the application. In the event the previous five years include a change in employment, a second organizational chart should be included detailing the previous company's hierarchy. "Organization" is not intended to include the entire corporation when the applicant is working for a subsidiary or for the transportation arm of a private carrier. Under these circumstances, the organizational chart should be for the subsidiary or transportation arm of the private carrier.
- **BE ORGANIZED:** Be sure to follow the application template and clearly tab or otherwise delineate the various sections. Complete all sections as thoroughly as possible. If information is not available for a particular section, please indicate such. As indicated on the top of page 1, each tab should be followed by the related section's application page(s) which you have filled out, followed by the related Attachments placed directly behind that section's application page(s). For example, Tab 1 will have page 1 of the application, followed by the applicant's photo and any letters of recommendation; Tab 2 will have page 2 of the application completed followed by the company's organizational chart.
- **BE SURE ALL INFORMATION IS UP TO DATE.** Almost all winners submit entries multiple times before winning, improving it each year. If you are in a similar situation, be sure to update all the information to the year prior to the contest year (i.e. Update this application to reflect all years up to and including 2016).
- **BE CONCISE:** Be sure all the information contained in the application is pertinent and accurate. The completed information should fit neatly in a 3" three-ring binder that is not bulging to the point it doesn't close. If it does not, cull the least important information to aid the review processes. The easier it is for the contest judges to navigate your application, the greater your chances. DON'T include entire conference program(s), unless you were responsible for developing or implementing the entire program; DON'T include the entire publication(s) in which your article(s) appears unless the publication does not have headers and footers indicating publication name and date on the pages of your article.
- **Tell a Story:** The judges are seeking applicants who can clearly demonstrate their achievements as a top industry safety professional. They're looking for entries that exhibit successful application of safety policies and programs developed using the knowledge and experience gained through an exemplary career in safety. Demonstrate personal initiatives, safety improvements, training programs and other carrier programs which you have been personally involved that have been beneficial to your program. It will be helpful to include current frequencies and motor carrier safety management performance to demonstrate how your initiatives relate to your motor carrier performance. Highlight also any outside activities and organizations in which you are involved to further the mission statement of your company and build goodwill for the industry including state associations involvement, support of community events, employee promotional campaigns and agenda's on behalf of the trucking industry.

Note to Candidates: Please include responses to each section behind the corresponding numbered Tab with the related back up immediately behind the section responses. For example, this page (Section 1) would be placed immediately behind Tab 1 and the recommendation letters requested below would be placed immediately behind this page.

Section 1- Nominee Information Sheet (Tab 1)

Name:			
E-mail:			
Date of Birth:			
Current Employer:			
Current Employer Address:			
Telephone:		Fax:	
Home Address:			
Ring Size:			

List of Current Responsibilities (the box below will expand as you type):

Include Applicant's (your) photo in the binder immediately following Section 1 responses (this page) behind Tab 1.

Include letter of recommendation from company president and other recommendations in the binder immediately following Section 1 responses and the Applicant's photo behind Tab 1.

Section 2 - Corporate Organizational Chart (Tab 2)

Summary of Current Reporting Structure of Company (e.g., title to whom your supervisor reports, title to whom you report; Titles of those reporting to you). NOTE: If this is covered in the Organization Chart, just include the Organization Chart:

Please provide an explanation of your company's safety department and its functions (i.e., roles and responsibilities of each position within the Safety Department):

Please include an Organizational Chart to your binder immediately following Section 2 responses (this page) behind Tab 2.

Section 3 - Employment History (Tab 3)

Summary			
Years with Overall Safety Responsibility:			
Years in Safety:			
Years in Trucking:			
Current Employment			
Employer:		Dates Employed	
Position:		Years In Position:	
Supervisor:			
Describe Employer, i.e., Type of Company:			
Previous Positions with Current Employer (add rows as needed)			
Position	Dates Held	Supervisor	

Section 3 - Employment History (Tab 3) – cont.

Previous Employers and Positions Held (add rows as needed)			
Employer:		Length of Service	
Position		Supervisor:	
Employer:		Length of Service	
Position		Supervisor:	
Employer:		Length of Service	
Position		Supervisor:	
Employer:		Length of Service	
Position		Supervisor:	
Military Service (add rows as needed)			
Branch of Service			Dates Served

Section 4 - Formal Education (Tab 4)

General (Non-Safety Specific) Education			
High School (add additional rows as needed)	Dates Attended	Graduation Year	
College/Technical School (add additional rows as needed)	Degree Obtained	Dates Attended	Graduation Year
Include diplomas in the binder immediately following Section 4 responses behind Tab 4.			
Safety-Specific Education/Continuing Education to Enhance Career			
Include educational and continuing education classes, courses, training and certifications that contributed to your knowledge of the safety field. (Add rows as needed)			
Title/Subject	Dates Attended	Institution	

Section 4 - Formal Education (Tab 4) – cont.

Include certificates of completion or confirmation of registrations (e.g., receipt or transcript showing course) in the binder immediately following Section 4 responses (this page) behind Tab 4.

Section 5 – Scope of Operation & Accident Frequency Ratio History (Tab 5)

Total # of Employees	Total # of Drivers	Total # of Hours Worked	Total # of Terminal
Total # of Units in Fleet (add rows as needed):			
Type of Operations/Equipment		# of Units	
Total Annual Mileage of Power Units:			
City Miles	Road Miles	Total Miles	
Frequency Ratios for All Accidents			
Year	Miles Traveled	# of All Accidents	Frequency Ratio
2016			
2015			
2014			
2013			
2012			

Include completed National Truck Safety Contest Application(s) from previous years in the binder immediately following Section 5 responses behind Tab 5.

Section 5 – Scope of Operation and Accident Frequency Ratio (Tab 5) cont.

CSA Score(s)

Include in the binder immediately following this Section 5 behind Tab 5, your company's:

- Previous 24-Month CSA History Sheet and
- Current CSA Summary Sheet.

NOTE: Your Previous 24-Month CSA History and current CSA Summary Sheets will **only** be viewed by the National Safety Director Committee during their judging process; however, the Committee's consideration of these scores/history will reflect the industry's understanding of the limitations of and flaws in the CSA system and will take into consideration any explanations provided below. These Sheets and this page will be removed from the binder for the final day of judging by law enforcement and regulators.

If any CSA BASIC scores require additional explanation, please provide below:

Section 6 - Fleet Injury Frequency for the Previous Five Years (Tab 6)

Year	Number of Injuries	Fleet Injury Frequency Ratio
2016		
2015		
2014		
2013		
2012		

Include completed National Industrial Safety Contest Application(s) from previous years in the binder immediately following Section 6 responses (this page) behind Tab 6.

Section 7 - Personal & Company Recognition (Tab 7)

Awards and Recognition received as a Safety Professional (add rows as needed)

Please list any past awards and recognitions received by you or your company over the course of your safety career, the organization which presented the award, and the year in which the award(s) was/were presented (add more lines as needed). (Add additional rows as needed)

Award or Recognition	Award Presenter	Year

Recognition Received as a Driver (if applicable) (add rows as needed):

Award or Recognition	Award Presenter	Year

Please provide appropriate back up information to support your awards (e.g., Photos of the plaque or certificate of achievement, press release(s), congratulations letter, etc.) in the binder immediately following Section 7 responses (this page) behind Tab 7.

Section 8 - Membership in Professional Organizations (Tab 8)

Please provide a listing of current safety-related organizations in which you are active, including the dates that you have been active and offices held (if applicable). (Add rows as needed)

Organization	Year(s) Active	Office(s) Held	Dates Held Office

Please provide appropriate back up information to support each Organization/Membership listed (e.g., Dues receipts, Confirmation Letter, Listing in Organization Newsletter, Organization listing of Officers, etc.) in the binder immediately following Section 8 responses (this page) behind Tab 8.

Section 9 - Safety Programs Designed, Developed & Implemented (Tab 9)

Please list all safety programs that were successfully designed, developed and implemented by you or under your direction; and provide the company for which you designed, developed, and implemented the program(s). (Add rows as needed)

Program	Company	Your Role	Attachment #
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12
			13
			14
			15
			16
			17
			18

Include in the binder a short synopsis on each safety program listed above. Each synopsis should be labeled with the corresponding Attachment # noted above and should immediately follow Section 9 responses behind Tab 9. THOSE WHO HAVE APPLIED BEFORE AND ARE UPDATING THEIR PREVIOUSLY SUBMITTED BINDERS MAY INCLUDE SYNOPSES FOR THOSE PROGRAMS ADDED SINCE YOUR PREVIOUS SUBMISSION.

Section 9 - Safety Programs Designed, Developed & Implemented (Tab 9) – cont.

Safety Contributions: Explain any safety successes or improvements for which you were directly responsible. (Row below will expand as you type.)

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Safety-Specific Technologies: List and describe safety technologies and systems of which you were instrumental in the adoption and implementation; or of which you were involved in/responsible for its design. (Add rows as needed)

Name of Technology/System	Purpose of Technology/System	Your Role/Responsibility

Section 10 - Articles Published (Tab 10)

List each article written by you and published throughout your career. (Add rows as needed)

Article Title	In-house or Public	Publication in which appeared

Include copies of no more than ten of the above mentioned articles in the binder immediately following Section 10 responses behind Tab 10. You are encouraged to include ten articles if you have ten or more listed above.

Section 11 - Industry Presentations (Tab 11)

As an industry representative, please list all safety-related presentations/lectures that you have given in/to the industry. (Note: This may include presentations that are both safety and human resources related). (Add rows as needed)

Presentation Subject	Event	Date Presented

Please provide appropriate supporting documentation (e.g., page of the conference program on which your topic and your name appears, letter(s) of appreciation, the page on which your topic and name appears in any follow up articles written about the event, etc.) in the binder immediately following Section 11 behind Tab 11.

Section 12 - Attendance and Participation in Industry Events (Tab 12)

As an industry representative, please list all industry safety-related conferences and events attended.
(Add rows as needed)

Conference/Event	Hosting Organization	Dates/Year

Please provide appropriate supporting documentation (e.g., registration receipt or confirmation, name listed on conference attendance roster, confirmation letter/memo from hosting organization, certificate of completion, certificate of attendance, CE credit confirmation) in binder immediately following Section 12 responses (this page) behind Tab 12.

Section 13 - Check List

Please ensure the following material is completed prior to submitting nomination form.

- Followed all directions precisely.
- Submitted information and materials in the order specified in the application/ nomination form.
- The nomination packet is of a professional quality and appearance.
- Presentation is no larger than the size of a 3” ring binder that closes.
- Deadline of June 30, 2017 met.