

**Nominations Due:  
June 28, 2019**



*The Voice of the Industry that Moves America's Freight*

# **State Association Recognition Program Workbook**

Sponsored By:



## **State Trucking Association:**

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(List State Association Name)

# **American Trucking Associations State Association Recognition Program**

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The purpose of the ATA State Association Recognition Program is to provide recognition to State Trucking Associations (STAs) affiliated with American Trucking Associations (ATA) for safety activities conducted with the involvement of their membership and for the benefit of their membership, the industry and highway users in their state. The program recognizes STA safety programs and activities including, but not limited to, those of its Safety Management Council (SMC) and Safety Committees (SC). The program is designed to serve as an incentive for STAs to establish a full program of safety activities. In addition, through this recognition program, ATA has the opportunity to promote the tremendous contributions of STAs and their members to transportation and highway safety. STAs are encouraged to “brag,” in other words include everything the STA does with its membership to advance safety. Credit is given to meetings/conferences, educational offerings and traditional programs, as well as a variety of other state safety efforts, including a category for unspecified programs.

## **I. POINT CREDITS**

Although it cannot be denied that STA staffs can and do make significant contributions to safety; the focus of this particular recognition program is on the contributions of the collective association – i.e., programs and activities carrying the name of the Association (and/or its SMC or SC) but executed by the membership. Therefore, ONLY organized activities earn points. These include those programs carried out by STA staff and their respective memberships. Each state’s entry should include those activities and programs that have been structured and carefully planned, not those to which STA has merely lent its name.

Points are thus NOT awarded for activities that are carried out by STA staff alone or are happenstance in nature. Credit is not given if an activity mostly reflects the involvement of one or two individuals or one or two motor carriers. For example, credit is given for a well-structured and active Safety Speakers Bureau. Credit is not given for safety talks by association staff, which indicates a lack of availability and involvement of members and thus the lack of a structured Speakers Bureau. The ability to engage members is a powerful tool and worthy of respect and praise.

## **II. MINIMUM REQUIREMENTS**

To enter a STA must meet these minimum requirements:

1. Must have a Safety Organization (either an SMC or SC)
2. Must coordinate at least one educational safety activity for its members during the year.
3. Must coordinate at least one additional safety activity of some type during the year.
4. To earn one of three levels of recognition, must receive credits for its organization, programs and activities that total no less than the values indicated below.

## **III. POINT VALUE REQUIREMENTS**

The following three awards are given based on a point value and state association size group.

<u>AWARD</u>	(Number of points required per group)		
	GROUP A	GROUP B	GROUP C
Cum Laude	280-349	300-384	325-424
Magna Cum Laude	350-449	385-499	425-549
Summa Cum Laude	450+	500+	550+

**To receive point credit, each state association must:**

1. Provide a concise account of each safety activity. Provide back up materials that provide names, dates, locations and other descriptive information that document the activity. Examples of acceptable documentation are described under each section.
2. Back up materials should be labeled as indicated below and attached in the order set forth herein.
3. If a STA conducts a safety activity not currently listed in form, describe it and estimate the time and effort devoted to the activity and the benefits expected from it.
4. Do not claim credit for activities that were planned but not put into action. Do not claim credit for activities that were not conducted during the calendar year 2018.

**IV. PUBLICITY**

News releases concerning recognition earned by each STA are developed and released by ATA.

**V. AWARDS AND PRESENTATION**

Awards are presented at the National Conference of the ATA Safety Management Council. Awards consist of plaques for first place (Summa Cum Laude), second place (Magna Cum Laude) and third place (Cum Laude) winners.

**VI. EXCELLENCE IN SAFETY AWARD**

One STA will be honored at the ATA SMC National Conference for its outstanding work in the safety arena. This particular state will be awarded the "Excellence in Safety" Award. The winner will be selected from the top point recipients in each category of the Summa Cum Laude winners of the State Association Recognition Program. The top point recipients will be judged/selected by a panel of government officials and law enforcement personnel.

**STATE SITE GROUPS**

ATA recognizes that

**Group A**

- Alaska
- Arizona
- Colorado
- Connecticut
- Delaware
- Hawaii
- Idaho
- Louisiana
- Maine
- Mississippi
- Montana
- Nevada
- New Hampshire
- New Mexico
- North Dakota
- Rhode Island
- South Carolina
- South Dakota
- Utah
- Vermont
- West Virginia
- Wyoming

**Group B**

- Alabama
- Arkansas
- Georgia
- Iowa
- Kansas
- Kentucky
- Maryland
- Massachusetts
- Nebraska
- Oklahoma
- Oregon
- Virginia
- Washington

**Group C**

- California
- Florida
- Illinois
- Indiana
- Michigan
- Minnesota
- Missouri
- New Jersey
- New York
- North Carolina
- Ohio
- Pennsylvania
- Tennessee
- Texas
- Wisconsin

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**ATA State Association Recognition Program  
Summary of Activities Covering Calendar Year 2018**

State Trucking Association:			
Group Size:			
STA Representative completing form:			
STA Rep Telephone:		STA Rep. E-mail:	

**I. MINIMUM REQUIREMENTS (CY = Calendar Year 2018)**

**A. State Trucking Association (STA) Safety Organization Meetings (CY 2018)**

Attach each meeting's agenda as Attachment 1. Only include agendas of meetings actually held.

Type (Choose 1):	Safety Management Council (SMC)		Safety Committee (SC)
# of Meetings held in CY 2018:			
Average Attendance:			
Earned Points (40):			
	If STA held 4 or more meetings, STA earns <u>40</u> points.		
Points Earned for # of Meetings over 4 (5-40)			
	If STA held more than 4 SMC or SC meetings in CY 2018, STA earns <u>5</u> points per additional meeting to a maximum of <u>40</u> points, i.e., take total number of SMC/SC meetings and subtract 4; then multiply result by 5 to a maximum of 40 points.		

**B. Management Support for Safety (CY 2018)**

Name of STA Safety Representative serving on STA Executive Committee:	
Earned Points (20):	
	If STA's SMC or SC was on STA's Executive Committee in CY 2018, STA earns <u>20</u> points.

**C. Additional Credit for SMC/SC Involvement (CY 2018)**

Name of STA Representative who is a member of the ATA SMC:	
Earned Points (10):	
	If STA representative participated in ATA SMC in CY 2018, STA earns <u>10</u> points.

List ATA SMC Meeting(s) which were Promoted by STA (excluding NTDC):	
Earned Points (10):	
	If STA promoted an ATA SMC meeting(s) in CY 2018, STA earns <u>10</u> points. Attach promotion examples as <u>Attachment 2</u> to receive credit.
# of Meetings with Speaker on SMC/SC Agenda/Program:	
	# of SMC/SC meetings that had a speaker presenting on educational and industry related topics in CY 2018.
Earned Points (5):	
	STA earns <u>5</u> additional points if it held at least one meeting with a speaker in CY 2018. Attach the meeting agenda if speaker is listed or attach related meeting minutes to receive credit with speaker noted as <u>Attachment 3</u> .

**D. Educational Activity (15 points as a minimum required)**

Points will be given for educational programs or activities lasting four hours or more in duration. Points are earned based on duration of program/event as noted below.

5-day program	50 points	2-day program	20 points
4-day program	40 points	1-day program	10 points
3-day program	30 points	½-day program	5 points

List number of attendees on each attachment included.

Types of educational activities for which credit may be given include:

- a. Sponsorship or co-sponsorship of any course developed by ATA or the North American Transportation Management Institute.
- b. Hazardous materials training, drug testing seminars and the like.
- c. Special study programs with group (committee) of at least five (5) persons working for a minimum of two (2) hours each and the full STA SMC/SC must also be in discussion for a minimum of two hours.

Documentation must be provided. Attach for each education program noted above, documentation of the event, e.g., the STA's Calendar of Events (if the calendar of events includes all of the programs with all of the necessary information then this will be sufficient without further backup; if not, include the promotion, onsite program, or syllabus for the program). Any documentation provided should display the title of the program, date, duration, location, Instructor(s) w/title(s), and co-sponsor if applicable. These documents should be ordered in date order and attached as Attachment 4.

<b># of Education Programs held during 2018:</b>					
<b>½ Day</b>	<b>1 Day</b>	<b>2-Day</b>	<b>3-Day</b>	<b>4-Day</b>	<b>5-Day</b>
Average Attendance					
Earned Points for:					
<b>½ Day (5 ea)</b>	<b>1 Day (10 ea)</b>	<b>2-Day (20 ea)</b>	<b>3-Day (30 ea)</b>	<b>4-Day (40 ea)</b>	<b>5-Day (50 ea)</b>
Earned Points Total:					

## II. INCENTIVE AND RECOGNITION ACTIVITIES

Note: If one article, awards booklet, press release, etc. includes all awardees, you may include that document and indicate "Attachments 5-11" or "Attachments \_\_\_" and list those it covers.

### A. Driver of the Month (DOM) (CY 2018)

# of Months Presented:	
	# of months in which a DOM Award was presented in CY 2018.
Earned Points (20):	
	If presented 4 or more Driver of the Month awards in CY 2018, STA earns <u>20</u> points. Enclose news clippings, announcements, notice of award, or other documents showing award(s) presented, as <u>Attachment 5</u> to receive credit.
Additional Earned Points (5-40):	
	STA earns <u>5</u> points for every month over 4 in which a DOM was named in CY 2018 to a maximum of <u>40</u> additional points, i.e., take total # of months; subtract 4 then multiple the result by 5 to maximum of 40 points.

### B. Driver of Year (DOY) (CY 2018)

Check the box indicating if STA has a DOY program only or both a DOY and DOM program?	DOY Only?		DOY and DOM	
Name of 2018 Driver of Year				
Earned Points (10-20):				
	STA earns <u>20</u> points if it offered in CY 2018 a DOY program only; STA earns <u>10</u> points; if it offered both a DOY and DOM program. Enclose news clipping, announcement, notice of award winner, or other document showing award as <u>Attachment 6</u> in order to receive credit.			

### C. STA Road Team Program (CY 2018)

Earned Points (20):	
	If STA had a STA Road Team Program in CY 2018, STA earns <u>20</u> points. Enclose program brochure, news clipping, announcements, or webpage screen shot as <u>Attachment 7</u> to receive credit.

### D. State Fleet Safety Contest (CY 2018)

Contest Duration Period:	
# of Entries:	
# of Classes/Divisions:	



Earned Points (25):	
	If you administered a Fleet Safety Contest in CY 2018, you earn <u>25</u> points. Enclose news clippings, announcements, notice of award, award or award booklet as <u>Attachment 8</u> to receive credit.

**E. Safety Director Award/Safety Professional Award (CY 2018)**

Name of 2018 Award Winner:	
# of Entries:	
Earned Points (20):	
	If STA presented a Safety Director Award and/or Safety Professional Award in CY 2018, STA earns <u>20</u> points. Enclose news clipping, award announcement, notice of award, award booklet, or other document as <u>Attachment 9</u> to receive credit.

**F. State Truck Driving Championships (CY 2018)**

# of Drivers Competing:	
# of Companies with Drivers Competing:	
Earned Points (55):	
	If STA hosted a TDC in CY 2018, STA earns <u>55</u> points.

**G. Other Safety Incentive or Recognition Programs (CY 2018)**  
e.g., Pins, Patches, Safe Worker, Safe Driver, Professionalism, Heroism

Program Title:	Duration of Program:	# of Individuals and/or Companies Recognized:	When Recognized

Earned Points (5-25):	
	For every additional program offered in CY 2018, STA earns <u>5</u> points per program to a maximum <u>25</u> points. Enclose news clippings, announcements, notice of award, award booklet or other documents as <u>Attachment 10</u> . Note if STA has a single document that lists the programs, duration, number of individuals recognized and when they were recognized, STA may attach the one document for all programs.

### III. SAFETY ENGINEERING

**IMPORTANT:** Credit is given only for organized activities involving the membership. Credit is not given for activities carried out solely by staff, by individuals or by only one or two motor carriers.

#### A. Vehicle Safety Checks (CY 2018)

List each day and location separately. If, for example, on a certain day, Vehicle Safety Checks were conducted on east-bound traffic and then on west-bound traffic, list each direction separately.

Include promotion, notice of check(s), summary of activity, or tabulations, etc.; if you have a promotional document that lists each date, location and number of units checked, you may attach that list in lieu of completing the below detail – [Attachment 13](#).

Date:	Location:	# of Units Checked:
Total # of Unique Day/Location Listed above:		
Earned Points (30):		STA earns <u>30</u> points for each unique day/location when/where a Vehicle Safety Check was rendered in CY 2018.

#### B. Safety Breaks (CY 2018)

List each day and location separately. If, for example, on a certain day, Safety Breaks were conducted in two locations, list each location separately.

Include promotion, notice of check(s), agendas, summary of activity, or tabulations, etc.; if you have a promotional document that lists each date, location and number of Safety Breaks, you may attach that list in lieu of completing the below detail – [Attachment 14](#).

Date:	Location:	# of Safety Breaks
Total # of Safety Breaks:		
Earned Points (5):		STA earns <u>5</u> points for each Safety Break held in CY 2018.

**C. Safety Program Assistance for Trucking Companies (CY 2018)**

Does the STA Safety Organization, as a matter of general policy have members who provide active assistance to other fleets in setting up safety programs? If so, list the trucking companies/motor carriers which received such assistance from STA Safety Organization members during CY 2018. Do not include staff assistance or association sales or attach a list of those as Attachment 15.

List Carriers Provided Assistance


Total # of Carriers Provided Assistance:

Earned Points (5):

STA earns <u>5</u> points for each motor carrier provided assistance by the STA Safety Organization's members.

**D. Weather and Traffic Condition Warning Systems (CY 2018)**

Describe any program(s) sponsored by the STA which provide information to motor carriers and drivers on adverse road conditions due to bad weather, natural disaster or other emergency conditions. Indicate whether the program is aimed at the trucking industry, the motoring public, or both. Note: No credit can be given solely for the sponsorship of scheduled news, weather and traffic reports by the association or any member thereof.

Program Description:

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Earned Points (10)

If STA sponsored a program and/or provided such adverse road conditions in CY 2018, STA earns <u>10</u> points.

**E. Highway Hazard Reporting (CY 2018)**

Describe any STA programs for sending information to the appropriate government agency regarding hazardous highway conditions, including confusing, conflicting, inadequate and illegible signs; high hazard highway areas; seriously restricted sight distances, obscured traffic signs, signals, etc. To receive points, this program must average at least 5 reports a month. Attach a sample copy of a report as Attachment 16.

Program Details:

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# of Reports Made:

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Name of Individual(s) Making Reports:

--

Earned Points (10)

If the STA Highway Hazard Reporting program was active (averaging 5 reports a month or more) in CY 2018, you earn <u>10</u> points.

**F. Participation in Official State Safety Activities (CY 2018)**

**1. Regulatory and Legislative Advisory Capacity (CY 2018)**

If STA has an advisory committee on regulatory matters, e.g., the commercial driver license, compliance and/or regulations, provide details as follows.

Regulatory Matters Addressed:

Legislative Matters Addressed:

# of Members Who Serve as Advisors:

How Advisory Function Works:

Earned Points (20):

If the STA has an advisory committee on safety regulatory or safety legislative matters in CY 2018, STA earns 20 points.

**2. Other Safety Organizations with STA or SMC Member Reps. (CY 2018)**

If STA has member representatives serving on other organizations, provide the name(s) of the organization(s) and the name(s) of at least one representative to each or attach a list as Attachment 17.

**Name(s) of Safety Organizations with STA or SMC Representative:**

**Name(s) of STA or SMC Representative:**

Earned Points (10):

If STA was represented on other safety organizations by its members or its SMC members in CY 2018, STA earns 10 points.

**3. Other Safety Organizations with STA or SMC Staff Reps. (CY 2018)**

If STA has a staff representatives serving on other organizations, provide the name(s) of the organization(s) and the name(s) of at least one representative to each or attach a list as Attachment 18.

**Name(s) of Safety Organizations with STA or SMC Staff Representative:**

**Name(s) of STA or SMC Staff Representative:**

Earned Points (10):	
	If STA was represented on other safety organizations by its staff or its SMC staff in CY 2018, STA earns <u>10</u> points.
<b>G. Share the Road Program (CY 2018)</b> If STA administers a Share the Road Program, provide information about the program. Does it include materials and speakers to schools and civic organizations? Does it use radio, television or newspapers? Attach samples of materials as <u>Attachment 20</u> .	
Program Details:	
Earned Points (15):	
	If STA administered a Share the Road Program in CY 2018, utilizing its members' employees/drivers, STA earns <u>15</u> points.
<b>H. Support for Training Schools (CY 2018)</b> Does STA advise on curriculum, equipment, etc.? Does association provide advisors? Explain the type of support provided. List the training schools to which STA members provided support in CY 2018 or attach a list of the training schools as <u>Attachment 21</u> .	
Support Details:	
Training Schools Supported:	
Earned Points (10):	
	If STA provides support to training schools through its members' employees/drivers in CY 2018, STA earns <u>10</u> points.
<b>I. Safety Film Library (CY 2018)</b> List the companies to which the videos were loaned/rented in CY 2018 or attach a list as <u>Attachment 22</u> . To receive credit, STA must have loaned or rented at least 10 safety films/videos.	
# of Safety Videos Loaned/Rented:	
Name(s) of Companies to Which STA Loaned/Rented Safety Videos:	
Earned Points (10):	
	If STA loaned or rented at least 10 safety films/videos for free or at a low cost rental in CY 2018, STA earns <u>10</u> points.

<b>J. Safety Issue of Magazine (CY 2018)</b> Credit is given for a safety issue of the STA magazine published in CY 2018. Provide the date of the safety issue and attach a copy as <u>Attachment 23</u> .		
Date of Issue:		
Earned Points (10):		
	If STA published at least one safety issue of its STA magazine in CY 2018, STA earns <u>10</u> points.	
<b>K. Monthly Safety Updates (Newsletter) (CY 2018)</b> Credit is give if a state published at least 4 safety newsletters, or 4 safety-oriented issues of its STA newsletter. A minimum of 4 are required to earn points. Attach at least 4 samples as <u>Attachment 24</u> .		
# of Safety Newsletters/ Safety Issues Published:		
Earned Points (10):		
	If STA published at least 4 safety newsletters or at least 4 STA newsletters dedicated to safety in CY 2018, STA earns <u>10</u> points.	
<b>L. Other Safety Programs (CY 2018)</b> List and describe other safety activities/programs here in sufficient detail to allow evaluation for possible additional credit points or attach a list with details as <u>Attachment 25</u> . Examples included truck stop meetings, speakers bureau, and STA cooperation with bordering states.		
<b>Program Title:</b>	<b>Duration of Program:</b>	<b>Description of Program:</b>
Earned Points (10-60):		
	For every additional program offered in CY 2018, STA earns a possible <u>10</u> points per program to a maximum of <u>60</u> points.	

Earned Points Totals Per Page	
Page Number	Total Earned Points on Page
Page 5	
Page 6	
Page 7	
Page 8	
Page 9	
Page 10	
Page 11	
Page 12	
Page 13	
Page 14	
Total of All Earned Points	0

Note: To total the above points using a formula, place cursor in the cell above (box to the right of Total of All Earned Points and the click on **Table** in navigation bar above (drop down menu will appear); then click on **Formula**; the top box should then be named **Formula** under which should appear **=SUM(above)**. If it does, click on **OK** and the column should add up to your total of all earned points. If **=SUM(above)** does not appear when you go to **Table, Formula**, then in that same formula box, go to the drop down arrow below **Paste Function** and click on **Sum**. What will then appear under **Formula** is **=SUM( )**. Type **ABOVE** in the parentheses ( ) and then click on **OK**. Your total should then appear. Note: If you change a number the formula doesn't automatically update so you have to go through the process again, starting with putting your cursor to the immediate left of the previous total number.

Tally all Earned Points and indicate below. Using Group size table below, indicate the points list which award your state should receive and print it below. Note: the spreadsheet generated will automatically tally the Earned Points fields.

	(Number of points required per group)		
<u>AWARD</u>	GROUP A	GROUP B	GROUP C
Cum Laude	280-349	300-384	325-424
Magna Cum Laude	350-449	385-499	425-549
Summa Cum Laude	450+	500+	550+
Total of All Earned Points:			
Award Anticipated:			