

COURSE STRUCTURE

Course Benefits of *Motor Fleet Safety Basics*:

After this course, participants will be able to:

1. Recognize the role of the safety supervisor in implementing quality fleet safety programs.
2. Implement record keeping systems to meet DOT and OSHA regulatory requirements.
3. Conduct basic on-site accident investigations and compile accident reports.
4. Implement procedures to prevent employee injury and control workers' compensation claims.
5. Apply strategies to hire successfully.
6. Identify and implement strategies to improve driver retention.
7. Identify safety-related training needs and deliver effective safety training programs.
8. Describe the benefits and requirements for becoming a NATMI certified safety professional.

Course Description: This "Fleet Safety 101" program is designed to provide training on effective implementation of safety-related policies and procedures. A training requirement for NATMI's safety certification program, this course is designed for line-level safety supervisors, with the basic emphasis on what they need to do and when and how to do it. Managers of small fleets and experienced safety professionals seeking a refresher on technical issues will find this course helpful as well. You'll gain technical knowledge taught within the context of the importance of safety and applying a quality management approach to safety program implementation. Some pre-reading is also required. The following topics will be covered:

- Objectives of a fleet safety program.
- Overview of NATMI certification for safety professionals.
- DOT/OSHA recordkeeping issues and requirements
- Reporting and documenting vehicle accidents.
- Employee injury control and prevention.
- Hiring the right people.
- Driver retention.
- Safety training.
- Implementing safety in your company.

Course Benefits of *Managing Motor Fleet Safety*

Programs: After this course, participants will be able to:

1. Establish safety policy and procedures.
2. Apply quality management principles and tools to safety management.
3. Develop measurement standards and control systems for fleet safety.
4. Analyze company records to quantify the Return on Investment of safety programs.
5. Evaluate critical data in each technical program area covered in this course.
6. Make recommendations to establish and continuously improve safety programs.
7. Act as an advocate for safety in their company.
8. Create a company safety culture and "sell" upper management on the safety philosophy.

Course Description: This course is designed to provide transportation safety directors and prospective safety directors with the vision and skills that they need to manage an effective safety program. Participants will be playing the role of a newly-hired safety director at a company in need of a safety overhaul. Through case based scenarios, learn how to "sell" safety to top management, foster a safety "culture" in the organization, demonstrate safety's Return on Investment, and consistently improve the safety of company operations using quality management approaches. The following topics will be covered:

- How to become a Certified Director of Safety (CDS).
- Safety is good business – demonstrating the effect of safe operation on profitability.
- The quality management approach to safety programs: how to identify the root cause of company safety problems and establish systems for continuous improvement.
- Employee injury/illness management programs: focusing on critical safe behaviors to prevent or reduce injuries; managing injury costs through early return to work programs.
- Driver performance management: using quality tools to identify the root causes of hours-of-service violations and to analyze driver turnover.
- Accident analysis and litigation: root cause analysis of accident trends; a case study in accident litigation.
- Implementing safety: how to implement the concepts introduced in this course in your own company.