North American Transportation Management Institute (NATMI)

Certified Director of Safety (CDS)
Certified Safety Supervisor (CSS)
Certification Course

June 7 - 10, 2016

Offices of Cottingham & Butler
800 Main Street
Dubuque, Iowa 52001

Presented by:

Safety Management Services Company

Cottingham & Butler

****Please note that pre-reads will not be ordered until at least eight people have fully registered for the course.***

CERTIFIED DIRECTOR OF SAFETY (CDS) designation
CERTIFIED SAFETY SUPERVISOR (CSS) designation

All safety experience levels welcome! Register now.

With recent position turnover, position creation, and other reasons, many companies have expressed interest in another course taking place very soon.

The CDS/CSS course is designed, in part, to help safety personnel attain a greater professional knowledge base that should, in turn, provide greater confidence to improve operations, prevent and control injury and damage, as well as provide strong representation such as during a court case.

Other Benefits to Your Company:

- ✓ Improve safety director's decision-making
- ✓ Improve safety director's analytical skills
- ✓ Improve company overall risk profile
- ✓ Certification by North American Transportation Management Institute (NATMI) *More features and benefits in attached

See attached agenda, course description, and fax-and-mail registration form.

Cost of 4-Day Course
Special discounted price - $955
(Does not cover travel/hotel expenses; however, bagels, rolls, and beverages will be provided each day.)

COURSE REGISTRATION

To allow adequate time for delivery of course materials and preparation, please register and send payment early.

Register using the attached fax-and-mail registration form.

A check for $955 (for each registrant) should be made payable to:
Safety Management Services Company (not NATMI), P.O. Box 28, Dubuque, IA 52004-0028.

LODGING

Reservations may be made at any of the following hotels ***(mention Cottingham & Butler to receive the special rate listed below)***:

- Holiday Inn Five Flags, phone (563) 556-2000 (located 3 blocks from C&B) ***$92***
- Hotel Julien, 200 Main St., phone (563) 556-4200 (located 5 blocks from C&B) ***$97***
- Grand Harbor Resort, phone (563) 690-4000 (located 6 blocks from C&B) ***$89***
- Hilton Garden, phone (563) 585-5200 (located 2 miles from C&B) ***$99***

Please call the hotel of your choice to make reservations.

AIRPORTS

Dubuque, IA (DBQ) – 9 miles from C&B
Moline, IL (MLI) – 80 miles from C&B
Cedar Rapids, IA (CID) – 83 miles from C&B
Madison, WI (MSN) – 100 miles from C&B
Chicago O'Hare (ORD) – 166 miles from C&B

www.natmi.org

Is your company's safety professional NATMI-certified?

CERTIFIED DIRECTOR OF SAFETY (CDS)
CERTIFIED SAFETY SUPERVISOR (CSS)

Benefits to Companies Having a Certified Safety Professional

Companies gain an advantage by helping with the development of a more knowledgeable and competent safety professional. Individuals who are NATMI-certified have a much better handle on the safety process, specifically in program areas such as regulatory requirements, investigation, hiring, driver retention and creating a company safety culture.

See the attached certification course document for more detail on course benefits and course descriptions.

Workshop Combined Courses

This workshop requires participants to attend both courses in succession in order to build a more comprehensive knowledge base, regardless of the designation that will first be achieved.

Basic Course – Originally designed for safety personnel with 2 years (or less) of experience in fleet safety.

Advanced Course – Originally designed for safety personnel with 5 years of experience (or 4 years of experience and a college degree) in fleet safety management.

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.

FREQUENTLY ASKED QUESTIONS

Who is this class for?
Any safety professional who would like to gain knowledge on FMCSA regulations, DOT regulations, and conceptual safety. Those looking to obtain the CSS designation, we strongly recommend you have about two years of safety experience and those seeking to obtain the CDS have around four to five years of safety experience.

How do I get a designation?
In order to obtain the CSS or CDS designation, you must attend a four-day classroom training, score 80% or higher on the exam, and complete a safety exhibit to submit to NATMI (exhibit directions and binder provided at the workshop).

What happens if I don't have enough years of experience?
If you don't have the two years (CSS) or four to five years (CDS) experience, you must wait until such time that you have the proper amount of experience to submit your exhibit to obtain the designation.

How soon should I register?
We recommend you register as soon as possible. Once you have registered and we have received your payment, NATMI will send you four pre-read books. ***It takes approximately two weeks for the pre-reading material to arrive.*** It is imperative to read and understand these books, as approximately 70% of the test questions are taken from this material. If you wait to register a few weeks before the test, it will become more difficult for you to sufficiently prepare.

AGENDA

Day One
8:00 – 4:00
Motor Fleet Safety Basics
Unit 1 – Objectives of a Fleet Safety Program
Unit 2 – Overview of the NATMI Certification Program
Unit 3 – DOT/OSHA Recordkeeping Issues and Requirements
Unit 4 – Accident Prevention and Basic Investigation

Bagels, rolls, and refreshments provided. Lunch and dinner on your own

Day Two
8:00 – 4:00
Motor Fleet Safety Basics
Unit 5 – Preventing Employee Injury and Handling WC Claims
Unit 6 – Hiring the Right People
Unit 7 – Driver Retention
Unit 8 – Training for Safety's Sake
Unit 9 – Implementing Safety in Your Company

Bagels, rolls, and refreshments provided. Lunch and dinner on your own

Day Three
8:00 – 4:00
Managing Motor Fleet Safety
Unit 1 – Introduction to the Course
Unit 2 – Safety is Good Business
Unit 3 – The Quality Approach to Safety Programs
Unit 4 – Employee Injury/Illness Management Programs

Bagels, rolls, and refreshments provided. Lunch and dinner on your own

Day Four
7:00 – 1:00
Managing Motor Fleet Safety
Unit 5 – Managing Driver Performance
Unit 6 – Accident Analysis and Litigation
Unit 7 – Implementing Safety
Examination

Bagels, rolls, and refreshments provided. Lunch on your own

NATMI

CERTIFIED DIRECTOR OF SAFETY

CERTIFIED SAFETY SUPERVISOR

Workshop

June 7 – 10, 2016

Registration Deadline: Friday, May 6, 2016

Fax-and-Mail Registration Form

INSTRUCTIONS – Please read carefully

This registration form should be completed by each person from your company who plans to attend the workshop. Please print clearly.

1. Fill out this form and **FAX** to Erica Nicholls, SMSC at 563.587.5514
2. **Then MAIL** *a copy* of the faxed form along with a check for $955 payable to *Safety Management Services Company*. Send it to the attention of Erica Nicholls, Cottingham & Butler Inc., PO Box 28, Dubuque, IA 52004-0028 (563-587-5585). **When your payment is received and we have a minimum of eight paid participants, your pre-reading materials will be ordered and sent to you.**

Full Name _____

I have _____ years of safety experience.

Nametag _____
First name or nickname

Title _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Ext _____ Fax _____

Email _____