NORTH AMERICAN TRANSPORTATION MANAGEMENT INSTITUTE (NATMI)

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

November 29 – December 02, 2022

PRESENTED BY

Safety Management Services Company

At the offices of:

Cottingham & Butler

800 Main Street

Dubuque, Iowa 52001

Cottingham & Butler

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

All safety experience levels welcome! Register now.

The CDS/CSS course is designed 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 the ability to 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 included. See attached agenda and course description.

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

Please register and send payment early to allow adequate time for preparation and delivery of course materials (pre-reads). Register using the attached registration form. A check for $955 (per registrant) should be made payable to: Safety Management Services Company (not NATMI), P.O. Box 28, Dubuque, IA 52004-0028.

Lodging

Please call the hotel of your choice to make reservations. Hotels listed below are in close proximity:

- **Holiday Inn Five Flags:** Phone (563) 556-2000 | located 3 blocks from C&B | $92 *includes Breakfast*
  - mention Cottingham & Butler to receive the special rate
- **Hotel Julien:** Phone (563) 556-4200 | located 5 blocks from C&B | $99
  - mention Cottingham & Butler to receive the special rate
- **Grand Harbor Resort:** Phone (563) 690-4000 | located 6 blocks from C&B | $89
  - mention Cottingham & Butler to receive the special rate
- **Hilton Garden:** Phone (563) 585-5200 | located 2 miles from C&B
- **TownePlace Suites by Marriott:** Phone (563) 258-4500 | located 7 blocks from C&B |10% off rack rate
  - mention Cottingham & Butler to receive the special rate

Airports

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. NATMI-certified individuals 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 whichever designation 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 will 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: 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 and 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.

AGENDA

Day One

8:00AM – 4:00PM

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 are on your own

Day Two

8:00AM – 4:00PM

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 are on your own.

Day Three

8:00AM – 4:00PM

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 are on your own.

Day Four

8:00AM – 1:00PM

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 is on your own.

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 fleet safety experience and those seeking to obtain the CDS have around four to five years of fleet 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 do not have enough years of experience?

If you do not 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 three 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 until a few weeks before the test, it will become more difficult for you to sufficiently prepare.

NATMI REGISTRATION FORM

Certified Director of Safety
Certified Safety Supervisor
Workshop

November 29 – December 02, 2022

Registration Deadline: Friday, October 28, 2022

Registration Form

INSTRUCTIONS – **Please read carefully**

Each person from your company, who plans to attend the workshop, should complete this registration form. Please print clearly.

1. Fill out this form and **EMAIL** to Erica Nicholls at enicholls@smscsafety.com
2. Then **MAIL** a printed copy of the 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 (Ph. 563-587-5585)

Your pre-reading materials will be ordered and sent to you once your payment is received and we have a minimum of eight paid participants.

Full Name _____

I have _____ years of motor fleet safety experience.

Nametag (First name or nickname)_____

Title _____

Company _____

Address (No PO Boxes Please)_____

City _____ State _____ Zip _____

Phone _____ Ext _____

Email _____

COTTINGHAM & BUTLER

COVID-19 EVENT WAIVER

Cottingham & Butler Insurance Services Inc. (Cottingham & Butler) continues to monitor policy and procedures during the COVID-19 pandemic. The safety and well-being of our attendees at events is our top priority. While participating in Cottingham & Butler events, attendees are encouraged to practice hand hygiene and follow any local, state, or Center for Disease Control and Prevention (CDC) guidelines. However, Cottingham & Butler cannot guarantee that its attendees will not become infected with COVID-19.

In light of the ongoing COVID-19 pandemic, I attest to the following:

- I am not experiencing or exhibiting any COVID-19 related symptoms as outlined by the CDC such as fever, dry cough, or shortness of breath.
- I am not aware that nor do I believe I have been recently exposed to a person with a positive and confirmed case of COVID-19.

I acknowledge the contagious and evolving nature of COVID-19 and voluntarily assume the risk that I may be exposed to the virus and become infected as a result. I understand the risk of becoming infected may impact myself, my family and personal contacts, other attendees, and other attendees' families and personal contacts.

I voluntarily agree to assume all risk and accept sole responsibility for any expense, liability, illness, injury, disability, or death related to contracting the virus while attending this event. I hereby release, covenant not to sue, discharge, and hold harmless Cottingham & Butler Insurances Services, Inc. and its subsidiaries from all claims of any kind arising out of COVID-19 and my attendance at this event. I understand and agree that this release of liability includes any claims towards Cottingham & Butler Insurance Services, Inc. and its subsidiaries, their officers, agents, employees, subcontractors, representatives, panelists, speakers, and anyone enlisted or hired by Cottingham & Butler Insurance Services, Inc. or its subsidiaries to host this event, whether a COVID-19 infection occurrence exists before, during, or after attendance at and participation in this event.

Signature _____

Print Name _____

Date _____