



SAFE DRIVER AWARD PROGRAM RULE BOOK

NATIONAL SAFETY COUCIL

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AWARD PLAN

Recognition

National Safety Council Safe Driver awards are the recognized trademark of professional drivers who have proven their skill in avoiding traffic collisions. They are the highest honor for professional safe driving performance.

Safety officials believe there are two key factors in any safety incentive program. One is a high standard of safety performance. The second is a method of recognizing all individuals who meet this performance standard.

Positive recognition is one of the chief sources of job satisfaction for the skilled driver. The driver's employer should give this recognition promptly and impartially whenever it's earned. With a powerful incentive program such as National Safety Council's Safe Driver Award Program, positive peer pressure encourages safe driving. Without such a program, professional drivers too often become discouraged. Discouragement is especially high among drivers who have conscientiously met the standard of safety performance with no recognition. These are the drivers that managers cannot afford to alienate. Thus, fewer problems develop when decision-makers remember that their objective is to encourage and recognize defensive driving. They also must apply the company's standard consistently. When they do, drivers feel they have been treated fairly and they are more likely to follow professional driving practices.

Performance

The award program is more than a way to reward drivers with good safety records. The rules spell out the safety performance expected of professional drivers: the ability to operate a motor vehicle without having a preventable incident. The awards rules are a yardstick by which drivers can measure their performance and by which supervisors can measure the performance of individual drivers. When this performance standard is understood by both drivers and supervisors, it becomes a logical, fair, and workable basis for effective safety supervision. These rules are for Safe Driver Award administration only. They are not to be used for disciplinary purposes.

Permanent Record

The company official in charge of the administration of the Safe Driver Award Program maintains an up-to-date roster of all drivers certified for the Safe Driver awards. A driver's status under the award program can be verified at any time by contacting that official.

Effective Date

The rules governing the administration of the National Safety Council Safe Driver awards, as contained herein, are not retroactive and shall be effective September 11, 1999. Awards will be issued in accordance with provisions in effect during the time each driver's record was established.

ELIGIBILITY REQUIREMENTS

NSC member organizations within the United States, its territories, and possessions, using one or more company, contract, or private motor vehicle(s) operated on official business is eligible:

Every employee whose assignment includes the driving of a company, contract, or privately owned motor vehicle and who drives without being involved in a preventable motor vehicle collision and has not had his/her driving privilege revoked or suspended.

Although this definition of eligibility imposes judgement on the part of the local authority, it also eliminates discrimination based on a fixed schedule of hours, days, or miles. It is recommended that in establishing a schedule of driving assignments, especially at smaller facilities, consideration be given to minimize the number of persons required to drive vehicles so that there can be a concentration of training, supervision, and control over those with assigned driving duties. Such employees could then be included in the National Safety Council's Safe Driver Award Program.

Employees to be excluded from the Safe Driver Award Program are those who might drive only on an emergency, stand-by basis, or for a limited number of hours during the week or days during a month. The following are excluded from participation in the program.

Contractors and contractor's personal.

Supervisors and employees who drive only during seasonal rush periods, holidays, vacations, on a stand-by-basis, or other intermittent periods.

Employees authorized to operate privately owned motor vehicles for transportation to and from routes.

COLLISIONS

A motor vehicle collision is any occurrence involving a company owned or operated vehicle that results in death, injury or property damage.

Incident Reports

A complete incident-reporting program is a necessity. Organizations should make every effort to secure prompt, thorough, and accurate incident reports on all crashes. Time spent instructing drivers and supervisors in proper incident reporting is a sound investment in incident prevention. Accurate, complete, incident reports can help management determine where drivers are having problems so that training focuses on correcting the problems. Safety and management personnel should not accept vague and incomplete incident reports. Such reports should be returned to the person who prepared them as many times as necessary to get the essential information.

Safe Driver Award Records

Records are necessary. Facilities requesting Safe Driver awards for their eligible drivers must certify to National Safety Council that the awards are based on accurate records of each driver's experience. Guesswork and dependence on recollections are not acceptable. Complete and accurate incident reports should be used to determine whether a driver is eligible for an award.

Safe Driver award records are used for determining only whether a driver is eligible for an award. They are not appropriate for determining discipline and are not to be used in the tort claim process.

More Than One Employee Involved in the Same Incident

A single collision involving two or more drivers, each driving a vehicle on official business, may be charged as a preventable incident against the records of all the drivers. This will happen when the investigation shows more than one driver failed to drive so as to prevent the incident. A preventable incident, in which two or more drivers are in the same official vehicle, is charged only to the driver operating the vehicle at the time of the collision.

JUDGING PREVENTABILITY

The NSC's Safe Driver Award Program defines a preventable incident as:

A preventable incident is one in which the driver failed to do everything that reasonably could have been done to avoid a collision, according to the *Guide to Determine Motor Vehicle Incident Prevention*, published by NSC.

In other words, when a driver commits errors and/or fails to react reasonably to the errors of others, National Safety Council considers an incident to be preventable. When a driver commits no errors and reacts reasonably to the errors of others, the Council considers the collision to be non-preventable.

Safety officials further define preventability within the context of defensive driving. Defensive driving is "driving to save lives, time and money in spite of the conditions around us and the actions of others."

National Safety Council outlines the formula for defensive driving more specifically as:

- Recognize the hazard
- Understand the defense
- Act correctly in time

Most incidents are preventable and professional drivers are familiar with the standard of defensive driving. When involved in a preventable collision, drivers often will point out where they failed and will explain how the collision could have been prevented.

In those cases, the safety director will have little difficulty in explaining why such incidents are classified preventable. The driver understands that the penalty is within existing rules of the incentive or safe driver award program.

Borderline cases, and how they are handled, is the responsibility of the review committee. The success of the committee is determined by the knowledgeable review of each case and the studied appropriateness of each classification.

Review Committee

The purpose of the review committee is to decide borderline cases fairly and consistently. The committee plays an important role in driver-management relations and it needs the full support of senior management in order to function effectively.

To be most effective, the case should be referred to the review committee only when there is a reasonable doubt about preventability. The case should also be deferred when the person having the primary jurisdiction is unable to convince the driver that the collision was preventable.

National Safety Council suggests that the following persons serve on the review committee:

- One management representative to serve as chairperson, who is trained in the principles of crash prevention and safety supervision. This person should be familiar with the organization's safety rules, the content of the driver-training program, and the rules of the safe driver award program or incentive program.
- One supervisory representative from the transportation department. This person should be familiar with operating rules pertaining to schedules, routes, speed limit, hours of work, and related subjects. This person's advice is especially valued when a driver claims a conflict exists between operating rules and safe practices.
- One representative from the maintenance department. This person should be familiar with the mechanical capabilities of equipment and with the maintenance policy. This person's input is particularly beneficial when a driver claims that faulty equipment was the cause of a collision.
- Two of the fleet's professional drivers. These employees are familiar with traffic conditions in general, the state of specific roadways, and the everyday hazards of the job. Drivers are specifically important when given the opportunity to explain how they believe a certain collision could have been prevented.
- For more in-depth information on collision review, setting up a review committee, and determining preventability, please refer to the National Safety Council publication "*A Guide to Determine Motor Vehicle Incident Preventability*".

LET NSC DECIDE IF THE CRASH WAS PREVENTABLE

If a driver has been involved in a work-related motor vehicle crash and is contesting your ruling that the crash was preventable, you may want to take advantage of the NSC Preventability Review.

This member-exclusive benefit is available for \$300 and can save you thousands in potential legal and/or arbitration fees. It's also a valuable educational tool to help you avoid similar incidents in the future.

The Preventability Review is open to all National Safety Council members with motor vehicles operating in the United States and Canada. Results from the Preventability Review are based on self-reported documentation submitted by the participant.

The NSC Preventability Review Board represents a unique tool for management. The Council operates from a vantage point outside the organization's management policy and union contract. (Most union contracts, however, leave collision judgment up to the employer. The preventable decision is not subject to the political pressures of a union grievance hearing.)

NSC will be rigorously fair and impartial in reaching a decision, should the organization appeal the case to the Council's review committee

Member organizations must complete the Preventability Review Request Form to receive consideration and submit it with any supporting documentation and payment. In four to six weeks, the Preventability Review Committee will provide an impartial ruling on the preventability of the crash in question. Please review the complete Preventability Review Guidelines before submitting your cases.

Visit the [NSC Member Content Page](#) for more information, forms, and guidelines.

COMPUTING SAFE DRIVING RECORD

Proving Period

The proving period was eliminated in 2001. A driver will not have to start over if a preventable incident occurs in the first three years.

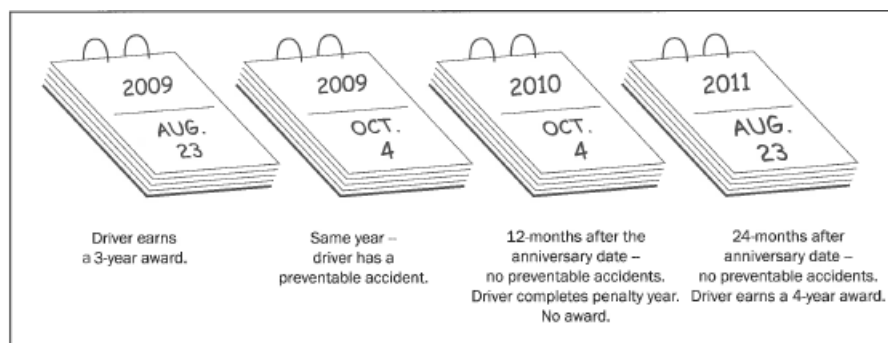
Anniversary Date

A driver's anniversary date can be determined by the date he/she becomes eligible to receive the National Safety Council Safe Driver Awards. This date may be their hire date or the date they begin driving full-time. The anniversary date becomes the driver's regular date to earn succeeding awards. This date does not change unless the driver is absent from work or is assigned to non-driving duties.

Penalty Time

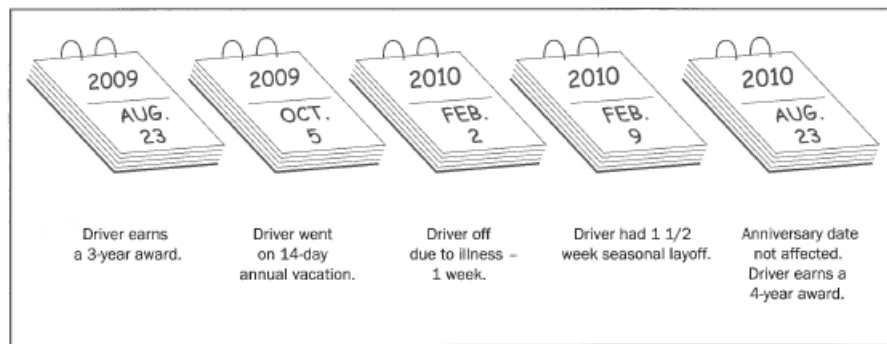
A driver is penalized 12 months of driving time for each preventable incident he/she incurs. The penalty is figured from the driver's anniversary date and not from the date of the incident.

Example: A driver earned a three-year award August 23. If he/she drives 12 months without a preventable incident, that driver will earn a four-year award the following August 23. If the driver has a preventable incident before earning a four-year award, he/she is penalized 12 months of driving time. A four-year award will be earned 24 months from the date the driver earned the three-year award. For each preventable incident, the date of the next higher award is delayed one more year as a penalty (see below).



Absences from Work

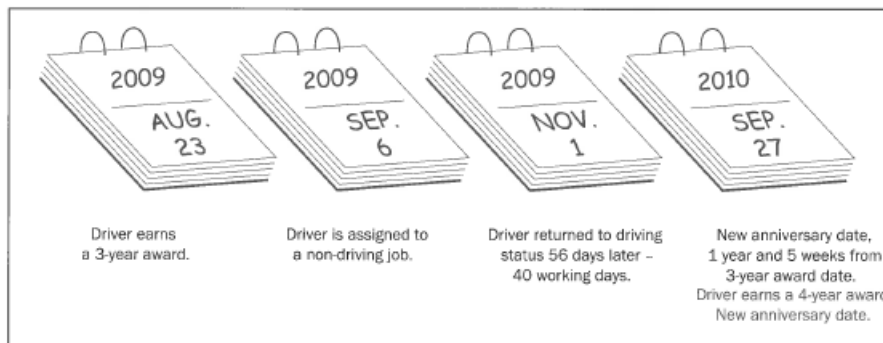
A driver shall be allowed to accumulate an absence of 15 working days, exclusive of vacation or military leave, in any award period based on the driver's anniversary date. This non-driving grace period may be composed of absence due to illness, seasonal layoff, and other temporary non-driving assignments (see below). Any absence in excess of 15 working days changes the driver's anniversary date.



Non-Driving Time

Drivers enrolled in the Safe Driver Award Program do not lose accumulated safe driving time when assigned to jobs that do not require the operation of a motor vehicle. Any record accumulated prior to such assignment is continued upon their return to driving duty.

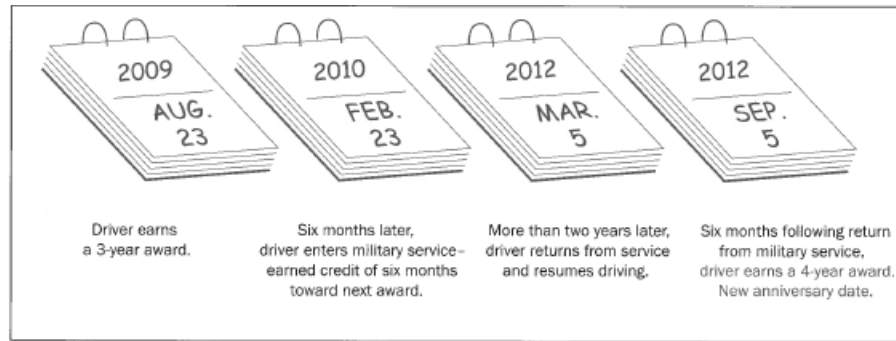
Example: A driver accumulates 40 non-driving working days during the 12-month period following his or her last award. This is 25 working days in excess of the permissible 15-day grace period. Using one calendar week for each 5 working days (or fraction) of non-driving time, this driver's next award will be earned on September 27-5 weeks beyond the previous anniversary date (see below).



Military Service

If a driver accumulates safe driving time before entering military service, he/she will be given credit for the accumulated time upon completing military service and upon resuming driving duties for the organization.

Example: A driver accumulates six months of safe driving time toward the next award and is called to military service. After completing military service and resuming employment as a driver, he/she is credited with this six months of safe driving time. Upon completing another six months of safe driving time, the driver is eligible for the next award (see below).



Credit for Individual Previous Safe Driving Time

Safe driving time accumulated under previous employers may be credited to drivers at the option of the current employer, under the following conditions:

- (A) If the employee received National Safety Council Safe Driver awards from previous employers, these awards can be used as a basis for computing the driver's current status. Intervening safe driving time accruing to the driver, and not accounted for by the receipt of a Safe Driver award, must be computed from information presented in a certification from previous employers. Such a certification should show the complete driving history between the date of the last Council award received and the present time. Dates of all incidents (both preventable and non-preventable) incurred by the driver during the period should be shown. A description of such incidents should be obtained to determine whether they were preventable.
- (B) The fact that a previous employer was not a member of the National Safety Council does not prevent a driver from receiving recognition for prior safe driving time. Such previous safe driving time can be computed if accurate certification by letter from previous employers shows dates of employment, separation, and all incidents. A description of each incident must accompany the letter of certification so that the present employer can adjudge the incidents in accordance with the Safe Driver Award Rules.
- (C) Safe Driver awards, cards, or certificates issued by organizations other than the National Safety Council will not be accepted automatically as credit for prior safe driving time. The variety of such plans and the differences in methods of adjudging incidents and computing safe driving time make it impossible to accept them at their face value in computing safe driving time under the National Safety Council Safe Driver Award Rules.
- (D) The continuous employment record of a driver requesting credit for prior safe driving time must be reviewed and reported. Intervals of employment at non-driving occupations must be reported as part of this continuous record. Just as non-driving time is verified as a pre-employment check, it must be ascertained that such time did not conceal a bad driving interval. Interruption of a driver's complete record by "time unaccounted for" will preclude acceptance of records covering the periods prior to that time.

SAFE DRIVER AWARD PROGRAM RECOGNITION ITEMS

Safe Driver Award

This award honors drivers who have driven a specific number of years without a preventable incident and are available for 1-45 years.



Lapel pins are quality crafted in rose gold metal with clutch fastener, 5/8" x 3/4"



Embroidered in yellow, blue and green silks on white background, 3" x 4"

Million Mile Award

This prestigious award recognizes your drivers with one million miles driven without a preventable collision. Award includes appropriate million mile increment and lapel pin.



Personalized with the employees name, company name, and Million Mile Club emblem, 6 3/4" x 9 3/4"



Etched crystal with Million Mile Club, drivers name, company name, number of miles driven, and the year, 5 1/2" x 5"

Expert Driver Award

This impressive award honors employees who have a specific number of years or miles driven without a preventable incident for a least one-year or 100,000 miles.



The 8" x 10" white and red foil certificate features the NSC logo, and will be personalized with the drivers name, company name, and number of years/miles driven. The certificate is available in a wood or leatherette frame.

Other options include an engraved 10" x 12" plaque and personalized etched crystal that measures 5 ½" x 5"

Visit www.nsc.org/memberawards to download an order form or order online at www.nsc.org/shop/awards.

