



MAINE MOTOR TRANSPORT ASSOCIATION FLEET SAFETY AWARDS

ELIGIBILITY AND RULES

The 2018 Maine Motor Transport Fleet Safety Awards is intended to honor the safest motor carrier members.

ELIGIBILITY

To participate in the MMTA's 2018 Fleet Safety Awards, you must comply with the following:

1. Your company must be a MMTA member in good standing at the time.
2. Your trucking company must operate in Maine.
3. You must agree to have pertinent records audited by MMTA staff or an independent, objective auditor of MMTA's choosing (see details under Phase II - Verification and Auditing).

SELECTION

Companies submitting applications for the Safety Awards will be placed in one of the following categories according to the miles traveled:

Group 1	Up to 1,000,000 miles
Group 2	1,000,001 – 4,000,000 miles
Group 3	4,000,001 – 9,000,000 miles
Group 4	More than 9,000,000 miles

Once the companies have been assigned to the proper group, the top three companies in each group will be selected to compete for the Grand Champion Awards. All companies that are selected to continue will be presented a plaque (1st-3rd place in each group).

Two (2) Grand Champion Awards will be presented at the MMTA Annual Banquet. One award will be presented to those within Groups 1-2 and the other will be presented to those within Groups 3-4.

PHASE I Entry Application Submission

Deadline: September 7, 2018

All mileage and recordable accidents are for the time period between July 1, 2017 and June 30, 2018.

All divisions and/or subsidiary companies are to be included with the parent company's application unless the division(s) and/or company(ies) are also separate and distinct members of the MMTA.

Phase one requires you to complete the 2018 Fleet Safety Award Application and Entry Form and send it (via fax or mail) to the office of the Maine Motor Transport Association. The entry must be received no later than 5:00 p.m. on September 7, 2018. The application is to include all company and contact information, the accident and mileage information. The application should contain all accidents regardless of fault. (See note below). The application must also be signed acknowledging that all information is correct to the best of the individual's knowledge and agreeing to all obligations and awards program rules.

The U.S. DOT Recordable Accident is defined as follows:

An "accident" required by DOT to be recorded is defined in Title 49, Code of Federal Regulations, Section 390.5 as: An

(Phase I continued on next page)

occurrence involving a commercial motor vehicle operating on a highway in interstate or intrastate commerce (as defined in 390.5) that results in:

- (1) A fatality;
- (2) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- (3) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

The term “accident”, as defined in Title 49, Code of Federal Regulations, Section 390.5, does not include:

- (1) An occurrence involving only boarding and alighting from a stationary motor vehicle; or
- (2) An occurrence involving only the loading or unloading of cargo.

Based on each company’s entry, MMTA will notify the top three companies of each of the four groups with the best Accident Frequency Ratio (number of accidents divided by the miles traveled) based on miles traveled during the reporting period (see application form for group sizes). Up to twelve companies will be invited to participate in Phase II - Verification and Auditing.

Note: *If a company feels as though an accident or a number of accidents should not be considered in their Accident Frequency Ratio due to **clear and convincing evidence** that shows the absence of fault on the part of the company or their driver, they may provide the auditor with additional information. Such information shall include, but is not limited to, the police report of the accident in question, any report by the insurance company accepting liability for any portion of the accident, as well as any other evidence that may be pertinent. The auditor will only subtract an accident from the Accident Frequency Ratio if there is no question as to the fault of the accident – any uncertainty **at all** in this regard will necessitate the accident’s full consideration in the Ratio.*

PHASE II Verification and Auditing

If you are selected to participate in Phase II, it is highly recommended that you begin Phase III – the Grand Champion Entry - right away to allow plenty of time. The deadline for the Grand Champion Entry is November 9, 2018.

The individual conducting the audit will contact the top three companies of each group to set up a date and time to meet at the company to verify and audit the following information:

1. Mileage for your entry will be verified against the quarterly International Fuel Tax Agreement (IFTA) mileage reports on file at your company. The mileage that should be used is from July 1, 2017 through June 30, 2018. Visiting auditors will simply review the total mileage and verify that mileage against the total mileage on your entry form.
2. The number of DOT recordable accidents will be verified by comparing the company’s accident register as required by Section 390.15 (b) of the FMCSRs with a copy of a recent Motor Carrier Management Information System (MCMIS) report that has been run subsequent to June 30, 2018 covering accidents between July 1, 2017 and June 30, 2018. The Company Safety Profile (CSP) report is to be provided by the applicant and can be ordered at http://www.safersys.org/CSP_Order.asp.

Should an auditor determine that an error was made in accurately completing the entry form, he/she will notify the appropriate representative of the Maine Motor Transport Association. Should that entry be disqualified, the next best entry will be selected and placed in line for one of three plaques in the respective group.

A Word About Confidentiality

The auditor assigned to verify your entry will schedule the audit with the person submitting the entry. Auditors will not copy or distribute any information obtained during the auditing process. When verifying mileage and/or accident data, the auditor will be prohibited from photocopying or reproducing any information obtained during the audit and is only there to verify the data supplied on the entry form.

Based on successfully completing Phase II, companies will be invited to participate in Phase III - Grand Champion Entry. We highly recommend you start Phase III before the invitation to participate to allow yourself plenty of time.

PHASE III Grand Champion Entry

Deadline: November 9, 2018

The Grand Champion Award is the highest safety honor presented to a member of the Maine Motor Transport Association. Each year, MMTA will recognize two carriers judged to have the most outstanding safety record and safety program. **Carriers with annual mileage of 4 million miles or less will compete for one Grand Champion Award, while carriers with annual mileage over 4 million miles will compete for a separate Grand Champion Award.**

How To Prepare Your Entry

Please follow the guidelines below when preparing your entry. Note that page 1 will be the title page and pages 2-17 should describe the company's overall safety program and policies as they relate to the areas listed below.

Entries are limited to 17 pages or less with no exceptions. Be sure to type using a 10-12 point font size.

Descriptions of each area are limited to two single-spaced, 8-1/2" 11 " typewritten pages.

Unused space may not be used elsewhere in the entry. For example, if the description of your company's training procedures only requires one-and-a half pages, you may not use the extra half-page to make another area longer. By following the guidelines below, your entry will be a maximum of seventeen pages in length, but can be shorter if necessary. No appendices, documents or other supporting material will be considered.

Any entry not following these rules will be disqualified.

Page 1	Title page with the following information: a.) Company name b.) Address c.) Telephone number d.) Fax number e.) Name, signature and title of the person submitting the entry f.) The entry must also contain the name, signature and title of company executive, president or owner with his or her verification that all information contained in the entry is true and correct to the best of his or her knowledge, information, and belief.
Page 2-3	Safety Program Organization
Page 4-5	Employee Driver/Independent Contractor Selection Procedure
Page 6-7	Training
Page 8-9	Supervision
Page 10-11	Accident Investigation
Page 12-13	Inspection and Maintenance of Equipment
Page 14-15	Outside Activities and General Highway Safety
Page 16-17	What Makes Your Safety Program Shine Above the Rest (This section is designed to express anything that does not naturally fit in any of the other sections).

Judging will be based on thoroughness of programs and policies. Especially important are company efforts to exceed minimum state and federal safety requirements. By reading an entry, a judge should be able to determine the content and effectiveness of a company's over-all safety program.

Return Grand Champion Entries To: By E-mail (preferred): - OR - Maine Motor Transport Association
Sylvia@mmta.com Attn: Fleet Safety Award
PO Box 857 Augusta, ME 04332-0857

PLEASE NOTE: except for page 1, entries must have all references to the company and specific personnel redacted prior to submission to ensure anonymity with the impartial judges.



MAINE MOTOR TRANSPORT ASSOCIATION FLEET SAFETY AWARDS

2018 PHASE I APPLICATION FORM

Company Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email (mandatory): _____

USDOT Number: _____

Number of power units (Tractors and/or Trucks): _____

Miles traveled from July 1, 2017 to June 30, 2018: _____

Number of recordable accidents (**INCLUDING** those you think should not be considered when determining your Accident Frequency Ratio): _____

Number of drivers: _____

Signature: _____

Title: _____

Deadline for submission is September 7, 2018.

Submit to: Sylvia@mmta.com

- OR -

Maine Motor Transport Association
Attn: Fleet Safety Award
PO Box 857, Augusta, ME 04332-0857
or fax to 207-629-5184

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RULES AND
ELIGIBILITY, GO TO
WWW.MMTA.COM/
FLEETSAFETYAWARDS**