

APPENDIX D

Safe Driving Awards Programs

Examples of safe driving awards programs from three transit agencies are given in the following sections.

SAFE DRIVING AWARDS PROGRAM AT CENTRAL OHIO TRANSIT AUTHORITY

A motor coach operator is required to work a full year without a preventable accident. Doing so entitles him/her to a safe driving award for whatever number of years he/she has earned. For instance: the operator earning years 1 through 35 will always receive a \$100.00 savings bond, a certificate of merit card (signed by the General Manager and the Director of Transportation) and a year pin signifying the particular year earned.

The following is a list of the awards operator is to receive for a specified number of years:

5 Years--Certificate signed by the General Manager, plus a 5 year pin, certificate of merit card and \$100.00 Savings Bond.

10 Years--Certificate signed by the General Manager, plus a 10 year pin, certificate of merit card and \$100.00 Savings Bond.

15 Years--Certificate signed by the General Manager, plus a 15 year pin, certificate of merit card, \$100.00 Savings Bond and a wooden plaque with the operator's name and the date the award was earned.

20 Years--Certificate signed by the General Manager, plus a 20 year pin, certificate of merit card, \$100.00 Savings Bond and watch engraved with name, number of years and date award was earned.

25 Years--Certificate signed by the General Manager, plus a 25 year pin, certificate of merit card, \$100.00 Savings Bond and a \$1,500.00 Savings Bond.

30 Years--Certificate signed by the General Manager, plus a 30 year pin, certificate of merit card, \$100.00 Savings Bond and a \$1,000.00 check made payable to the operator.

35 Years--Certificate signed by the General Manager, plus a 35 year pin, certificate of merit card, \$100.00 Savings Bond and a \$1,500.00 check made payable to the operator.

NOTE: The 15, 20, 25, 30, and 35 year awards are presented at the board meeting. The certificates are framed

in a silver frame except for the 15 year award, which is in a black frame. The 5 and 10 year award certificates are also placed in black frames.

SAFETY AWARDS AND RECOGNITION PROGRAM AT NJT BUS

Introduction

An important Safety Program element is the recognition of high level performance and the general motivation of the workforce to achieve organizational safety goals. While awards in themselves cannot solve an organization's ills, they are highly effective when used as part of a totally comprehensive safety program.

Scope

The awards and recognition program at NJT Bus covers the following parameters.

- A. **Safe Driving Individual Awards** are given to bus operators who achieve from between 2 to 35 years of safe driving. Each operator receives a set of patches which signify the number of consecutive years of safe driving attained. Patches are given to operators at garage ceremonies held each year.

In addition to patches, operators receive added awards at certain milestones as follows:

- 2 years-- bronze lapel pin
- 4 years--bronze lapel pin
- 5 years--silver lapel pin
- 10 years--safe driving watch
- 15 years--gold lapel pin
- 20 years--mantle clock
- 25 years--gold lapel pin
- 30 years--mantle clock
- 35 years--gold lapel pin with diamond.

Operators achieving the 10/20/30 year milestones are also recognized via press release to local newspapers.

B. **Group Awards**

Teamwork and group achievements in safety are vital in producing success. To foster group performance NJT Bus has a Group Safety Award Program as follows:

1. **Group Awards Operations**

Group Awards are given to the five garages system-wide with the largest reduction in vehicle accidents. Awards are based on improvement on the garage's previous record. Recognition includes an invitation to the annual Safety Awards Brunch, as well as a plaque, banner, and gift/memento for each garage employee.

2. **Group Awards Maintenance**

Group Awards are given to the five locations system-wide with the largest reduction in OSHA reportable injuries. Awards are based on improvement over the previous year's record.

C. **Safe Driver Awards Banquet**

Operators achieving 10/20/30 year milestones are invited with their guest to the Annual Safety Awards Brunch. At the brunch, they are recognized for their efforts by co-workers, supervisors, senior management, and their union. An honor roll of safe drivers is also printed and distributed to all locations.

D. **Maintenance Individual Awards**

Each year, Operations recognizes the Maintenance employees who have completed one year without an OSHA Reportable Accident. Recognition is in the form of a coffee mug or other gift.

E. **Management Awards**

Periodically, the General Manager recognizes garages and management teams for performance. Safety is one of the parameters measured in these garage/management awards.

F. **Miscellaneous Recognition/Awards**

While a structured program is important, it is equally vital that spontaneous recognition be given for special safety efforts.

Additionally, efforts to publicize safety accomplishments both individual/company-wide are critical in maintaining safety as part of the company culture. NJT efforts include:

1. **Safety Honor Roll** published each spring. This list recognizes safe drivers attaining 10/20/30 years of safe driving.

2. **Special Efforts--Any** employee who has accomplished a special safety effort is recognized at the quarterly General Manager's recognition ceremony. Recognition includes a certificate or plaque.

3. **Special Promotions**--Special awareness efforts are done anytime an accomplishment/event of special significance occurs (APTA award or other recognition).

1995 RTA OPERATOR'S INCENTIVE PROGRAM

I. **Operator Incentive Plan**

A. **Group Award (Overview)**

The RTA Operator Incentive Plan will consist of teams chosen by lot at each bid. Teams will compete to attain the highest point total in each bid period or trimester of the calendar year. Each trimester team member of the winning group will receive a gift certificate.

B. **Individual Award (Overview)**

1. In addition to the group awards, each operator successfully meeting the requirements of the program will receive individual recognition. Full-time operators will be able to compete for Operator of the Bid and ultimately for Operator of the Year. The employee's entire record will be used to evaluate his/her standing at the end of each bid period. The winning operator each bid will receive a parking slot for the following bid, certificate of achievement, their picture posted in the operators' lounge and Agency Board Room, and will also receive a gift certificate. The operator with the best overall record at the end of the year will be chosen as Operator of the Year.

2. Part-time operators are eligible for group awards, but cannot compete for Operator of the Bid and/or Operator of the Year.

3. Each team will elect a captain to act on its behalf in reviewing team performance and represent the Team on the Driver's Communications Committee. The Captains of each team will be responsible for monitoring the group's performance and acting as liaison between members and management. Captains attending meetings will receive two (2) hours straight time pay if they are attending during non-paid work time.

4. Each team will be assigned an alphabetical letter and each team's standings will be posted monthly as to their ranking in points.

5. Two hundred (200) points will be assigned to each team at the beginning of the trimester. The following points will be added or subtracted from this total over the course of the bid and the team with the highest points total at the end of the bid will be declared the winner.

Operators will be assigned points or will lose points for their groups as follows:

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|--|---------------|
| a. Injury free bid(industrial) | Plus 5 points |
| b. Accident free (vehicular/passenger) | Plus 5 points |

Preventable Accidents including any that have gone Through the committee review procedure during the bid period.

Minus5 points

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|----------------------------------|------------------|
| c. Attendance—Perfect Attendance | Plus 3 points |
| | (Per bid period) |
| ½ days | Minus ½ point |
| 1 day | Minus 1 point |
| 2-5 days (consecutive) | Minus2 points |
| 6-20 days (consecutive) | Minus3 points |
| 21-29 days (consecutive) | Minus4 points |

Counted Absences (for the purpose of this program) Will be defined as any full or partial day missed for Any reason EXCEPT vacations, holidays, jury duty, Agency-required court appearances, depositions, bereavement, military duty of 30 days or fewer for annual training Or activation to duty status, maternity Leave and union business for elected officials.

d. MOU/Rule Book Violations

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|-------------------------|--------------------|
| Suspensions | Minus 3 points |
| Miss Outs (non worked) | Minus 1 1/2 points |
| Miss Outs (worked) | Minus ½ point |
| Late Arrival | Minus ½ point |
| Not in complete uniform | Minus 1 point |
| Complaint (Chargeable) | Minus 1 point |
| Other Written Warnings | Minus 2 points |

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|-----------------------------|---------------|
| e. Attendance at bus Roadeo | Plus 1 point |
| Participation in Road | Plus 5 points |
| First Place Winners | Plus 3 points |
| Second Place Winners | Plus 2 points |
| Third Place Winners | Plus 1 point |

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| f. Verifiable written commendations | Plus 1 point/
bid period |
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*Commendations must be verifiable (phone no, or return address required) received by mail or personally delivered by their author. No more than one commendation from the same individual in a 12 month period. Commendations received with multiple names will be counted as one total point toward a group total and will not be applied to the operator individually.

II. General

1. New employees will not be assigned to a group until completion of 120 days probation.
2. Employee missing more than 30 days of their scheduled working time in a bid period are not eligible for an award. Missed work is defined as non-excusable absences (as outlined in this plan).
3. Eligibility for Operator of the Bid completion is based on highest score with no chargeable accidents, written warnings or industrial injuries.
4. Eligibility for Operator of the Year competition is based on highest score with perfect attendance, no written warnings/traffic violations, industrial injuries, preventable vehicular or passenger accidents.

III. Awards and Annual Safety and Awards Banquet

A. Operators Incentive Plan Awards

1. **Team Award**--he team finishing the bid period with the highest point total will receive a \$100 gift certificate for each team member.
2. **Individual Award**--The operator will the best overall record for each bid period will receive a \$100 gift certificate, reserved parking space for the following bid and have their picture posted in the Drivers' Lounge and Board Room Second place Winners will receive a \$50 gift certificate and third Place winners will receive a \$25 gift certificate.
3. **Individual Effort**--At the end of each bid period, operators contributing Perfect Individual Effort (PIE) in the categories of safe driving (zero preventables) and/or attendance will earn a piece of pie and a chance at the "slice-of-the-pie" drawing (3 prizes) held at the year end Annual Awards Banquet. Only PIE winners will be eligible for this Drawing.
4. **Individual Perfect Attendance**--Operators with perfect annual attendance will be recognized with a certificate of achievement and chance at the "slice-of-the-pie" drawing.
5. **Individual Safety Awards**--Operators with an accident free driving record (no preventable vehicular accidents) for the year will receive a certificate of achievement and an additional chance at the "slice-of-the-pie" drawing.

6. **SAFE PROGRAM** – Operators that achieve a perfect safety record (zero traffic violations, preventable passenger, vehicular and industrial accidents) will receive the Superintendent’s Award for Excellence (SAFE). Members of the SAFE Team will receive a special citation and lapel/collar pin marking their excellence.
7. **Individual Annual Award**—The Operator of the Year will receive a \$300 gift certificate and dinner for two at a local restaurant, a jacket, patches for their uniform, certificate of achievement, the bus of his/her choice for one year and a special parking space for their personal auto, a clock, and appropriate publicity in local and national publications. Second place operators will receive a special plaque and a \$150 gift certificate. Third place

operators will receive a special plaque and \$75 gift certificate.

B. Annual Awards Banquet

A banquet will be held every year to honor all of RTA’s Incentive Program winners. Invited to attend will be the members of each trimester’s winning team, individual trimester winners (1st-3rd), operators with accident free annual driving records and all operators with perfect annual attendance (no counted absences as defined by the attendance policy). The Operators of the Year will be announced and honored along with all recipients of SAFE Program awards. Prize drawings will be held for recognition of the perfect individual effort (PIE) recipients. All of the above will be invited to the banquet along with one guest each.