



National Safety Council's Safe Driver Award Guidelines

The National Safety Council member exclusive Safe Driver Award Program provides a structure for effectively acknowledging employee safety achievements on the road.

Program Overview

- The National Safety Council offers member programs that are specifically designed to recognize safe vehicle operation. Members agree *not* to use these awards as a substitute for any other type of awards made available by the National Safety Council.
- Safe Driver recognition items are intended to reinforce and motivate employees of member companies to achieve and maintain incident-free performance. NSC award items should not be used for any other form of recognition.
- The Safe Driver Program is a self-administered program. Employee driver performance records used for the Safe Driver program are to be maintained and verified by the participating member organizations.
- The National Safety Council *does not* maintain historical data nor does the NSC require documentation of these records or endorse their accuracy.
- The Safe Driver program and associated recognition items are designed for the exclusive use of National Safety Council Organization members and/or members of its Affiliate Chapter Network.
- Participant member companies are required annually to complete and return (via mail or fax) to the National Safety Council a copy of the **Safe Driver Certification Form** with their order.

Eligibility Requirements

- Organizations must be a member company of the National Safety Council or member of the NSC Chapter Network.
- Employees must drive an employer owned or leased vehicle as part of their regular daily assignment.
- If a driver accumulates 12 consecutive months without having a **preventable accident**, he/she can earn a Safe Driver Award for each year of accident free driving.
- If a driver does not drive for 30 days, he/she is ineligible for that year's Safe Driver Award, as they have only participated in 11 of the 12-month driving period.
- Participating member companies may (at their own discretion) choose the option to waive the 12-month criteria, when it applies to School Bus Drivers, distance drivers and/or seasonal employees. In the case of such drivers, awards may be issued for the duration and completion of "Time behind the wheel" or miles driven.

Definition of a Preventable Accident

"An occurrence involving an employer owned or leased vehicle that results in an accident in which the driver in question failed to exercise every reasonable precaution to prevent it."

Computing Safe Driving Record

Proving Period

The proving period was eliminated in 2001. A driver will not have to start over if a preventable accident occurs in the first 3 years. Drivers are to be recognized for each year of safe driving, beginning with year (1) one. (See **Changes and Revisions** for clarification).

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. The 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. The date does not change unless the driver is absent from work or is assigned to non-driving duties.

Recognition

If a driver accumulates 12 consecutive months without having a preventable accident, he/she can earn a Safe Driver Award for each year of accident free driving.

Penalty Time

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

Example: A driver earned a three-year award August 23. If he or she drives 12 months without a preventable accident, that driver will earn a four-year award the following year. If the driver has a preventable accident before earning a four-year award, he or 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 accident, the date of the next higher award is delayed one more year as a penalty (see Figure 1).

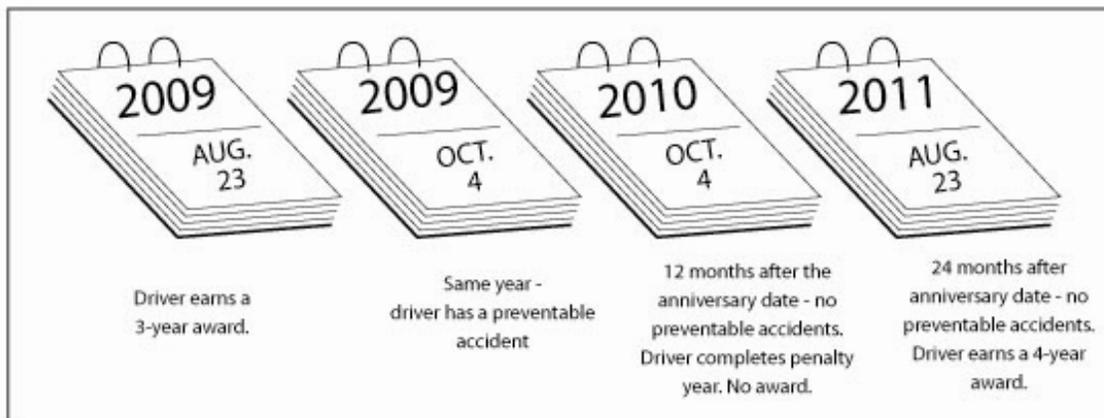


Figure 1

Computing Safe Driving Record continued

Absences From Work

A driver shall be allowed to accumulate an absence of 30 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 Figure 2). Any absence in excess of 30 working days changes the driver's anniversary date.

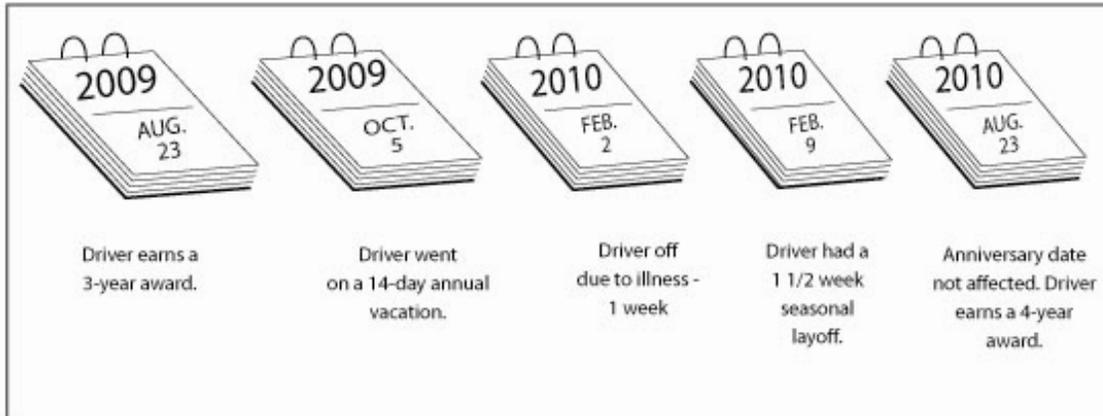


Figure 2

Non-Driving Time

Drivers enrolled in the Safe Driver Award Program do not lose accumulated 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 10 working days in excess of the permissible 30 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 6-2 weeks beyond the previous anniversary date (see Figure 3).

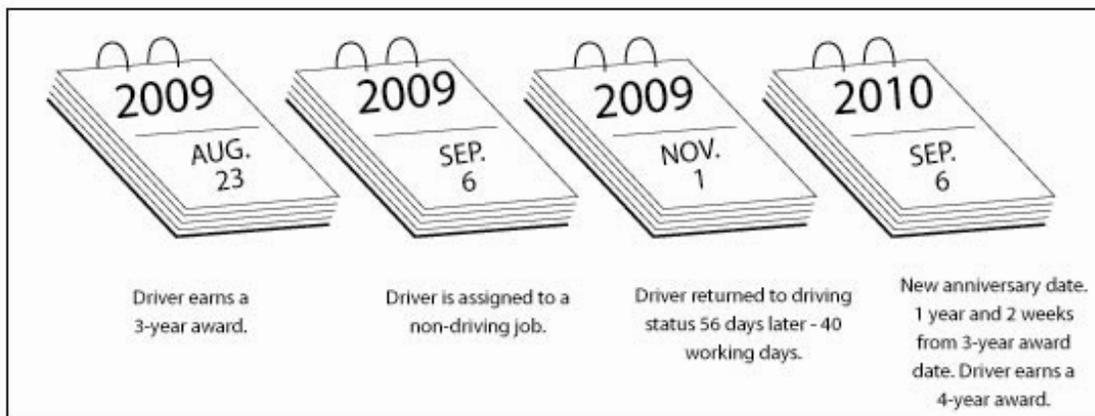


Figure 3

Computing Safe Driving Record continued

Military Service

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

Example: A driver accumulates 6 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 or she is credited with this 6 months of safe driving time. Upon completing another 6 months of safe driving time, the driver is eligible for the next award (see Figure 4).



Figure 4

Changes and Revisions

- **Proving Period:**

The Proving Period policy has been dissolved. This revision was made in 2001 to help encourage program participation and to accommodate changing workforce patterns.

Example: If a driver has 2 years of safe driving and has an accident in his third year, upon his fourth year of accident free driving, he will receive a 3-year safe driver lapel pin or patch. This lapel pin or patch will symbolize that the driver has driven 3 years (although not consecutive) without an accident.

- **Carry-overs**

The NSC allows participating member companies the option to 'carryover' previous employment Safe Driver activity at their discretion. The National Safety Council requires no verification or documentation of this information.

- **Tracking of absences**

The mandatory tracking of 15-day absence and non-driving time has been eliminated. This clause has been changed to 30 days. If a driver *does not* drive for 30 days, they are considered ineligible for the Safe Driver Award during those years, as they have only participated in 11 of the 12-month required driving period.

FAQ's

What is the Safe Driver Award Program?

The Safe Driver Award Program is a non-competitive, self-administered program designed to help organizations recognize the safe driving performance of individuals and fleets. Safe Driver is administered by the participant organization, incorporating the program guidelines established by the National Safety Council. It is recommended that organizations award recognition items to those employees who drive a specific period of time/miles without a preventable accident.

Who is eligible?

Any employee of a **member company** of the National Safety Council if your regular daily assignment includes the full or part-time driving of a company-owned or operated motor vehicle. You must drive without being involved in a preventable motor vehicle accident for 12 consecutive months to earn this distinction.

What does the award mean?

The award itself serves as nationally recognized evidence of your safe driving record, should you apply for another job. The Safe Driver Award provides a means of recognizing outstanding accomplishments and demonstrates better-than average driving performance.

Can I transfer my driving record to my new employer?

If you've earned the Safe Driver Award while employed by another company, your record can be considered for carry-over to the next higher award with your new employer, at their discretion.

What if I cannot determine if an accident was preventable or non-preventable?

When circumstances make it difficult to reach a satisfactory decision on preventability, organizations may submit an accident to the National Safety Council's Accident Review Committee for an opinion. Specific complementary products and services such as the Accident Review Committee, the *Guide to Determine Motor Vehicle Accident Preventability* book and the *Accident Prevention Manual* can provide members with specific insight when determining accident preventability.