



Instructions for Completing the Application for the California Bus Association & Lancer Insurance Company

Driver of the Year Award

The employer must complete the application form. This can be an owner, manager, or supervisor. The driver must not complete this form. The company and driver's name must only appear on the top of the form. This will be removed from the form before the judges review it.

Complete all requests for information. Incomplete applications will not be accepted for review. Be sure to attach a copy of the most recent Motor Vehicle Report and remove or block out the driver's name, address, and the name of your company. Leave the driver's license number showing. Attach copies of all certificates for Safe Driving Awards.

Questions 5 and 6 must be answered in the space provided. Do not attach additional pages to expound on these areas. New for this year - you can include customer letters.

Item number 10 should be used to provide any additional information you would like the judges to be aware of at the time they review this information. This should be limited to one page, and should not be a review of the information already provided.

Send in your completed application with all the attachments early. This will allow the administrator to review the information, ensure its completeness, and acquire any missing information. Your driver must be available for the Award Banquet held in conjunction with the Annual CBA convention.

California Bus Association & Lancer Insurance Company 2017 Driver of the Year Application

(Submit by September 22, 2017)

Date _____ Applicant's License Number _____

Applicant's Name _____

Applicant's Employer _____

(this portion of form to be removed before giving information to judges)

Applicant's License Number _____

1. **(15 Points)** - How long has applicant been employed in the bus transportation industry? (*do not include time working for non-transportation businesses*) _____ Years _____ Months
2. **(5 Points) – How many career miles (not trucking) has the applicant driven?** _____

1- 100,000 miles = **1 point**, 100,001 to 500,000 miles = **2 points**, 500,001 to 1,000,000 miles = **3 points**,
1,000,000 to 2,000,000 miles = **4 points**, and 2,000,000 + = **5 points**.
3. **(5 Points)** How long has applicant been employed by your company? _____years _____months
4. **(5 Points)** List the different types of buses the driver has operated during his years in the transportation business (*include model types, i.e., MC-7, etc., not just the manufacturer*).
5. **(5 Points)** Has Driver completed ADA Training? _____ yes _____ no
6. **(10 Points)** List all Safe Driving Awards the applicant has earned from his/her driving in the bus industry. Include the name of the employer that issued the award, **except the current employer, which must be listed only as current employer**. Attach copies of certificates of Awards.
7. **(10 Points)** What courses, classes, training, safety seminars, ADA training, roadeos, Greenroads, GPS, Land Departure equipment, SPAB, airport or TWIC badge or permit training has driver attended in the past year. Include company formal training. I.e. SPAB hours, safety meetings from company, etc.
8. **(15 Points)** How many preventable accidents (*based on the National Safety Council's guidelines for determining preventability of accidents*) has this driver been involved in during the last 5 years? _____
9. **(10 Points)** Attach a copy of the most recent Motor Vehicle Report and remove or block out the driver's name, address, and the name of your company. Leave the driver's license number showing.
10 points: no accidents or speeding tickets in over 3 years.
6 points: 1 accident and 1 speeding ticket within 3 years.
5 points: 2 accidents and 1 speeding ticket within 3 years.
3 points: 2 accidents and 2 speeding ticket within 3 years.
1 point: 3 accidents and 3 speeding ticket within 3 years

10. **(10 Points)** What has this driver done to promote the bus industry? Why should this driver be recognized as the California Bus Association's Driver of the Year?

In filling out the essay portion of the application, the goal is for the company to sell the idea on why your driver should be selected. This may take a little time, but the goal is to have a greater understanding for management with the employee. Take the time with the employee. They will appreciate the time and interest shown in them. You may get to know them better. A small interview of sorts. Examples: mentoring other drivers, involved in community, teamwork, dependability, attitude, cooperation with co-workers, flexibility, etc.

11. Attach a biography of the driver, providing any additional information you would like the judges to be aware of. **Use only the driver's license number to identify him / her.**

The grading of the applications will be impartial. For this purpose, the information provided to the judges will not include the name of the driver or his/her employer. Any information that would lead to identifying the driver or employer must be blocked out by the program administrator prior to the applications being distributed.

Any judge who submits an employee, shall not judge that application. In place of that judge, the scores given to that driver by the other judges will be averaged and used to determine that judges score.

Ties will be sent back to the judges to make a final decision.

Driver receives all day pass for trade show for the driver and spouse as well as one-night hotel accommodations in addition to prize money of \$500.00. His or her name will be engraved on the perpetual trophy. It is suggested that the company should consider matching the \$500 award to encourage drivers interest.

Tips from the Judges

After having reviewed Driver of the Year applications for 10 years, I've noticed there are a few fundamental items when completing the application that have separated the driver's chosen for this prestigious award.

The first of which is thoroughly completing the application. Item 1 How long has the applicant been employed in the bus industry? Failing to list the years in the industry will forfeit your applicant as much as 15 points. It happens nearly every year an employer misses this question and pushes their applicant into the bottom of the competition.

Item 6 List Safety Awards. If your company has an awards program which your nominee has been issued awards or certificates, attach them. Often the awards are listed but verification is not provided. For full credit they need to be attached to the application.

Understanding that not all companies have a safety awards program. This parameter was put in place to encourage companies to develop driver awards and incentive programs. In 2009 approximately 45% of the companies submitting applications had no awards program for drivers.

Item 7 Safety Meetings. In this category we reward on the details of your safety program. "Quarterly meetings" or "SPAB Training" offers little insight into the type of training provided. In order to receive a full score in this category we expect specific training topics.

Item 9 Recent MVR. Each year we receive outdated Pull Notices that show the driver's medical or in a case from 2008, their license is expired. If a Pull Notice is sent that shows the driver is **currently** not qualified they lose 10 points. If you haven't a current Pull Notice attach a current MVR so the driver can receive full credit.

Item 10 What has the driver done to promote the industry? This is where you summarize why you believe your driver is one of the top in the state. What sets them apart from the hundreds of drivers employed by other CBA member companies? Take your time. It's best to use a separate page to complete the narrative. Quite often winners are chosen from this item alone when there is a close point spread.

Interview your driver, where were you born, Mom, Dad, brothers, sisters, school, subject you liked best, what you wanted to be when you grew up and what changed your plan, were you in the military, what was your first job, how did you become a bus driver, what do you like/dislike about it, favorite hobby, etc. Combine what you know about them as a person with what they tell you in the interview and make a short essay out of it.

What does this driver do to promote the industry? All of us are going to say they look and act professional, they drive safely, they are courteous to customers and other motorists, etc. You have to dig a little deeper and think UNIQUE characteristics. Use examples of how or what that person does that describe those characteristics. How do they promote the industry? Have they ever attended CBA convention, UMA or ABA and listened to seminars? Have they participated in a panel discussion on Best Practices? Have they participated in the company safety committee and came up with an idea that helped their company with a problem? Do they participate in ASTO, Rotary, Toastmaster's, Career Day at their child's school? Where or how do they promote the industry outside of the scope of driving the bus? Did they write their congressman for any of our state or federal legislative activity? Do they post positive info on social media about great bus groups/trips? Do they take pictures and post them? In spite of limited interaction, have they established good rapport with our vendors/affiliates (like when they go pick up a bus or drop off one at ABC, MCI, or Prevost)?

Why should this driver be recognized? I totally focus on WHY I think the person deserves it. My driver should be recognized because (fill in the blanks). Again, it has to be more than driving the bus safely. Integrity in all actions, mentoring other drivers, extra programs the driver participated in like Smith Defensive Driving Classes, any customer service classes, other training that makes them better (that is not just our own policies & procedures). Have they placed high in a bus rodeo? Did they participate last year in CBA's 1 Step Exercise with TSA? Did they participate in the simulated crisis events put on by Lancer at their own bus company? Did they do the Idle Free training? Did they do the Eco Friendly Driver Training? Have they cross trained on dispatch? Cross trained on sales? Have they taken any of the motorcoach training classes offered through UMA? Did they go to any of the driver programs CBA hosted? What has this person done, above and beyond, drive the bus safely and treat customers courteously? In summary be thorough when completing the application.

Nearly every year drivers lose points due to owners or managers not completing the application properly. Focus on the questions as listed on the form.