

Registration Form – Fleet Safety Best Practices
(Please register by **October 14, 2009**)

I will attend: ___ **Oct. 21 Burlington**
___ **Oct. 22 Storrs**

Name: _____

Title: _____

Agency : _____

Phone: _____ **Fax:** _____

E-mail: _____

Address: _____

City: _____ **State:** ___ **Zip:** _____

Billing Contact Person: _____

Phone: _____

Billing Address: _____

City: _____ **State:** ___ **Zip:** _____

Add me to your mailing list

Add me to your listserv

Method of Payment:

Check (payable to UConn)

P.O. # _____

ConnDOT Voucher # _____

Please advise if you require special services or have dietary restrictions. Photographs may be taken for promotional and training purposes. Please notify us during registration if you do not wish to be photographed.

Mail to: Technology Transfer Center
270 Middle Turnpike, Unit 5202
Storrs, CT 06269-5202

Fax to: (860) 486-5718, or register on-line at
www.t2center.uconn.edu/registration.php

If mailing registration with payment, please be sure to also fax your registration to secure a space. Please direct any questions to Shelly Desjardin at (860) 486-9373.

The Connecticut Transportation Institute's Technology Transfer Center, established at the University of Connecticut's School of Engineering in 1983, provides training, technical assistance and informational materials to Connecticut's local governments on the planning, design, construction, maintenance, operation and management of roads, bridges and public transit.

The Technology Transfer Center is a cooperative effort of the Connecticut Department of Transportation, the Federal Highway Administration's Local Technical Assistance Program (LTAP) and the University of Connecticut.



**For questions and information
on our services,
call (860) 486-5400
or
visit us online
at
www.t2center.uconn.edu**



Fleet Safety Best Practices

A Road Scholar Elective Workshop



**October 21, 2009
Burlington, CT**

**October 22, 2009
Storrs, CT**

Both Sessions
8:30 a.m. — 3:30 p.m.
(Lunch will be provided)

Course Description:

Now, more than ever, it is essential to keep your fleets running safely, smoothly and for as long as possible.

This program is designed to provide a better understanding of the critical elements necessary to develop an effective fleet safety program and to enable participants to properly identify their risks and begin the process of developing a comprehensive fleet program for their organizations.

Elements such as driver selection, driver training and record keeping will be discussed. Sample fleet safety programs will be provided to each participant.

Instructors:

Donna Shea is the Director of the Technology Transfer Center at the University of Connecticut. She has worked closely with public agencies and municipal leaders in Connecticut, developing educational programs for public works professionals.

Mike Barker is the Risk Management Program Coordinator for the City of New Haven. Mike is responsible for the insurance and liability concerns involved with the City's risk management program. In addition, Mike is involved in overseeing departmental compliance with all OSHA Standards and developing and delivering all OSHA and other safety related programs and training.

Who Should Attend:

This course is designed for those responsible for the safety and maintenance of municipal fleets and for those responsible for overseeing policy and procedure in their departments.

Directors of Public Works, Town Managers, Fleet Managers, Highway Superintendents and Supervisors are encouraged to attend.

Topics To Be Covered

- ◆ Essential Elements of a Fleet Safety Program
- ◆ Developing a Fleet Safety Policy
- ◆ Implementing a Fleet Maintenance Program
- ◆ Driver Selection
- ◆ Driver Training
- ◆ Vehicle Inspection and Maintenance
- ◆ Accident Reporting and Investigation
- ◆ Tools to Promote a Culture of Safety



Registration Fees

The registration fee for State and Municipal participants is **\$75.00**; the registration fee for private sector participants is **\$150.00**. The registration fee includes refreshments, lunch and workshop handouts. Registration fees are due prior to the start of the workshop.

Participants from the Connecticut Department of Transportation must provide the ConnDOT workshop voucher number with the registration form and bring the original voucher to the workshop.

Refund Policy

The registration fee is refundable if notice of cancellation is received 48 hours prior to the start of the program. Registrants who are unable to attend and do not cancel in advance are subject to the registration fee.

Substitutions may be made at any time. Please notify us of changes.

Registration

Registration is closed one week prior to the day of the workshop. Please mail registration to address noted on the form or fax to (860) 486-5718.

You will receive a confirmation packet by mail containing travel directions and parking information prior to the training date.

Enrollment is Limited

Registrations will be accepted on a first-come first-served basis. Please register early for this workshop.