

# Fleet Management Training Catalog

Fall 2000/4th Edition

The background of the lower half of the cover is a blue-tinted photograph of a multi-lane highway with heavy traffic. The cars are blurred, suggesting motion. The image is overlaid with a semi-transparent blue gradient that fades into the red header above and the red footer below.

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Federal Vehicle Policy Division (MTV)  
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# **Fleet Management Training Catalog**

**Fall 2000/4th Edition  
Washington, DC**





**U.S. GENERAL SERVICES ADMINISTRATION**  
Office of Governmentwide Policy

Dear Reader,

As we enthusiastically embrace the 21st century, we are met with the challenge of how we will strategically plan and manage in the new millennium. In this global economy, competition is strong. We want our organizations to be successful and our employees to reach their fullest potentials. Knowledge is becoming our most important product, therefore, we must devise strategies that increase our capacity to learn, harness and share information. We must be learning organizations.

This fourth edition of GSA's Fleet Management Training Catalog supports this commitment. It contains plenty of courses, in a variety of mediums, and some in foreign languages. The subject areas covered are alternative fuels, benchmarking, driving safety, general fleet management, general safety, hazardous materials, and maintenance. There are also some certification and degree programs.

The catalog is on our website at <http://www.policyworks.gov/vehicles>. Click on training, have fun and learn, learn, learn!

If you have any questions or concerns about specific courses, please contact the identified points of contact in the catalog. If you have any comments on the catalog, please contact Jacquie C. Perry on the internet at [Jacquie.Perry@gsa.gov](mailto:Jacquie.Perry@gsa.gov) or by telephone at 202-501-3347.

Sincerely,

A handwritten signature in black ink that reads "William T. Rivers".

William T. Rivers  
Director  
Federal Vehicle Policy Division

1800 F Street, NW, Washington, DC 20405-002

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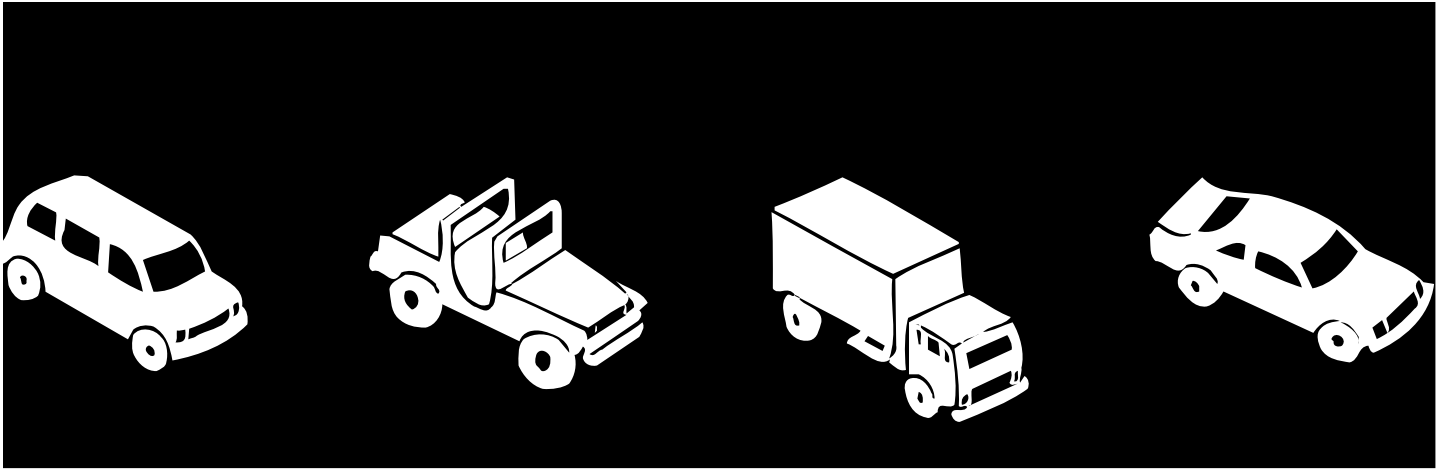
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# Alternative Fuels



# Classroom

**Alternative Fuel Vehicles  
Fuel Cell Systems  
Virginia Tech  
Department of Mechanical Engineering  
Blacksburg, VA 24061  
540-231-4920**

## Fuel Cell Systems

### New Course ME 5984

A new graduate level interdisciplinary course, Fuel Cell Systems, is to be developed and taught in Mechanical Engineering with input from other faculty. The course would be taught by Dr. Doug Nelson, either Dr. von Spakovsky or Dr. Ellis, and guest lectures from other faculty and industry experts. The course will have minimal prerequisites so students from all different backgrounds can take the course.

The course would be organized into four sections, moving from the cell level up to the systems level:

- 1) Overview of fuel cell types, electrochemistry and catalysts, materials and properties;
- 2) Heat and mass transfer, fluid flow, and electrical conduction modeling and design of stacks. This would be at a basic level so students understand the system operation and issues; some students could then take advanced computational fluid dynamics (CFD) courses to further investigate stack flow performance and design issues;
- 3) Thermal management, humidification, and optimization of stacks and fuel processors; and
- 4) Systems integration of air compressor/expander, fuel processor, power conversion, thermal and water management, and controls. Transient system performance characteristics.

The course would use demonstrations of equipment in the proposed Automotive Fuel Cell Systems Lab, and some example components and parts supplied by industrial affiliates.

# The National Alternative Fuels Training Consortium

The National Alternative Fuels Training Program Consortium  
 National Alternative Fuels Technology Center  
 West Virginia University  
 1460 Earl Core Road  
 Morgantown, WV 26505  
 304-293-7882

## Contact Person - Rick Brown

Public concern for the environment, our nation's fuel dependency, and the enactment of federal and state clean air initiatives are spawning a national alternative fuel vehicle industry, an industry becoming vital to our energy security and environmental well-being. For this new industry to grow, appropriately skilled technicians must be available to service the new vehicles. The National Alternative Fuels Training Consortium (NAFTC) has developed exemplary training methods and materials for the conversion and servicing of alternative fuel vehicles.

Through training, the program will enlarge the pool of skilled technicians and their trainers.

If you think that every alternative fuel technician should possess knowledge of and skills in the following areas:

- Safety procedures
- Conversion components
- Equipment installation and troubleshooting
- Vehicle fuel compatibility
- Vehicle emissions requirements and test procedure
- Suppliers and manufacturers
- Legislation and regulatory policies
- Fueling stations

then you should consider the National Alternative Fuels Training Consortium and its affiliated National Training Centers.

Across the country this network provides the industry a unique training resource offering high-quality, standardized curriculum, local utility endorsement, hands-on experience and follow-up support.

Consider also that of the 450,000 currently certified technicians in the country, only one percent have alternative fuel credentials. Will this be enough to meet our national goals? If not, who will train the technicians of the future? How will that training be legitimized? Funding by the U.S. Environmental Protection Agency (EPA) along with the support of West Virginia University and the National Training Centers (NTCs) affiliated educational institutions has enabled the NAFTC to address these and many other questions.

## Training

Training is student friendly and methods simulate "real-world" situations. Techniques taught are geared to meet on-the-job needs; separate training is designed for technicians and instructors.

## High-Tech Classrooms

Students learn the fundamentals of alternative fuel delivery systems, the most current storage technology, and federal guidelines from instructors using the latest audiovisual aids, such as slides, LCD projection panels, and videos. Often, training includes guest lecturers from industry, management, or equipment manufacturers. Students also receive their own reference manuals and job aids. For example, in Propane and Natural Gas classes, each student receives a copy of the current safety regulations published by the National Fire Protection Association. In addition, laminated cards for toolbox reference explain such key concepts as fill procedures and pressure-temperature relationship. Other aids include tool lists, facility design, shop equipment lists, and other timely support material.

## Hands-On Lab Activities

An important part of the training includes the opportunity to build skills unique to the alternative fuel systems using "hands-on" exercises. Depending on the course, these exercises include high-pressure fuel line tube bending, and component teardown and assembly of such items as pressure regulators, mixers, NGV compression fitting make-up, and LPG fuel lines. Other lab activities include testing for leaks, conducting final inspections, and using electronic equipment such as scan tools, laptop computers, and steady-state emission gas analyzers. Students also gain experience using an oscilloscope. This diagnostic tool tests problems in drivability such as stalling/hesitation. Some NTCs and the National Training Laboratory have a dynamometer to test transient emissions under real world driving conditions. Many of the centers use additional equipment in the training process. The National Training Laboratory, for example, has a glass engine that allows students to observe combustion events in a running engine while at the same time measuring emissions under various engine conditions.

## Real-World Shop Experiences

Most training centers have a shop environment where students can work on fuel-system conversions. While working on actual vehicles, students gain first-hand experience and direct feedback under the guidance of trained supervisors. In the shop, students also perform inspections, tuning, diagnostics, troubleshooting, and problem solving.

## Qualified Instructors

- All instructors are experienced automotive trainers and have years of practical training experience.
- Every instructor has completed the National Alternative Fuels Training Consortium in all components taught.
- All instructors use the NAFTC materials and course information as standards for the course.
- All instructors are ASE Natural Gas (F-1) certified and are encouraged to use the National Automotive Training Education Foundation (NATEF) standards.
- Beyond this, each instructor shares an enthusiasm for and commitment to the students and the program. Training is kept interesting and timely, incorporating the latest research information and practical tips.

## Latest Resources Available

A wide range of current resources is available to the AFV student at the National Training Laboratory, and much of this information can be accessed electronically at the various National Training Centers. NAFTC's WorldWideWeb site is a clearinghouse for alternative fuel information and contains a bulletin board for jobs in alternative fuels. It also links to a variety of additional resources, manuals on equipment, and the latest government research.

<http://naftp.nrcce.wvu.edu>

## Uniform Training

Each training course, regardless of regional customization, includes safety issues, testing, techniques, and pre-and post-tests. These components lay a positive foundation for the ASE Alternative Fuel Technicians F-1 test.

## Available Nationwide

Cutting-edge training is available nationwide. In addition to the sound instructional practices and learning environment described above, each center has its own unique atmosphere and specialized facilities. Contact any of the 20 locations to obtain a current training schedule of courses.

### BRONX COMMUNITY COLLEGE Bronx, NY

Contact: Dr. Hank Frisz  
(718) 289-5335

### COMMUNITY COLLEGE OF BALITMORE CATONSVILLE CAMPUS Baltimore, MD

Contact: Richard (Ric) Glenn  
(410) 455-4747

### CENTRAL COMMUNITY COLLEGE Columbus, NE

Contact: Doug Pauly  
(402) 562-1280

### COLLEGE OF THE DESERT Palm Desert, CA

Contact: Sussie Troublefield  
(760) 776-7390

### FRANCISTUTTLE VO-TECH CENTER

Oklahoma City, OK  
Contact: Bill Allen  
(405) 717-4333

### GATEWAY COMMUNITY TECHNICAL COLLEGE North Haven, CT

Contact: Roy Francis  
(203) 234-3318 ext.722

### IVYTECH STATE COLLEGE Gary, IN

Contact: Jake McClellan  
(219) 981-4428

### LANSING COMMUNITY COLLEGE Lansing, MI

Contact: Pat Hawkins  
(517) 483-1384

### LOUISIANA TECHNICAL COLLEGE

Baton Rouge, LA  
Contact: Danny Crump  
(504) 359-9215

### NEW ENGLAND INSTITUTE OF TECHNOLOGY

Warwick, RI  
Contact: Christopher Bannister  
(401) 739-500 ext.3422

### NORTHWESTERN COLLEGE Lima, OH

Contact: Ron Roeder  
(419) 998-3162

### ONONDAGA COMMUNITY COLLEGE

E. Syracuse, NY  
Contact: Rick Kent  
(315) 463-9265

### PORTLAND COMMUNITY COLLEGE

Portland, OR  
Contact: Larry Adams  
(503) 977-4153

### RANKENTECHNICAL COLLEGE St. Louis, MO

Contact: Brian Johnson  
(314) 286-4880

### TARRANT COUNTY JR COLLEGE Fort Worth, TX

Contact: Jeff Parks  
(817) 515-5260

### TRAVISSTECHNICAL CENTER Lakeland, FL

Contact: John Small  
(941) 499-2717

### WEBER STATE UNIVERSITY Ogden, UT

Contact: Roger Crockett  
(801) 625-7511

### WENTWORTH INSTITUTE OF TECHNOLOGY

Arlington, MA  
Contact: Ed Farrell  
(781) 646-8473

### YORK TECHNICAL COLLEGE Rock Hill, SC

Contact: Bob Kosak  
(803) 325-2865

### NATIONAL TRAINING LABATORY WEST VIRGINIA UNIVERSITY

Morgantown, WV  
Contact: Rick Brown  
(304) 293-7882

# Natural Gas Vehicle Institute

**NGV Institute**  
**3802 Ruskin Street**  
**Las Vegas, NV 89117**  
**702-254-4180**  
**Fax: 702-254-4630**

**Contact person - Leo Thomason, Executive Director.**

The Natural Gas Vehicle (NGV) Institute was established in 1989 to provide natural gas vehicle education, training, technical assistance and awareness programs for government, utility companies, suppliers and customers. It is the officially-endorsed education and training arm of the Natural Gas Vehicle Coalition.

NGV Institute hosts a number of educational symposia, training classes and workshops each year. In addition, NGV Institute offers in-house training programs at reduced costs for government, customers, utility companies, NGV equipment suppliers and others interested in the NGV industry. Our training staff are industry experts, and our training materials and aids are of the highest quality. Since its inception, NGV Institute has trained more than 1,200 students in the United States.

The following is a description of informational and technical exchanges, workshops and courses developed and offered by NGV Institute.

## **An Introduction To Natural Gas Vehicles**

This workshop is designed especially for those who are new to NGV's or who want to learn about the latest developments in both vehicles and fueling technology.

Four hours in length, the curriculum is designed for current and potential NGV users, fleet managers, government officials, NGV equipment suppliers, natural gas fueling equipment distributors, fuel retailers, NGV marketing and sales employees and others. Curriculum includes a manual of more than 40 pages.

Topics covered include:

- NGV Technology: Converted Vehicles
- Original Equipment Manufacturer Vehicles and Configurations
- Legislative and Regulatory Overview

## **NGVs: What Every Customer Should Know**

This workshop is designed especially for current and potential NGV Customers, and provides the basics of NGV technology, fueling availability, economics, incentives available and other information with a customer perspective. It provides real-world, accurate information as opposed to the blatant sales pitches that some customers receive, allowing them to make informed decisions about using natural gas as a vehicle fuel. The length of the workshop ranges from 2-6 hours, depending on curriculum selected.

Curriculum modules can be customized, depending on the needs of the customers, and may include:

- NGV Technology: How Gasoline Vehicles are Converted to Operate on Natural Gas
- Vehicle Conversion Selection Criteria
- What Original Equipment Manufacturer Vehicles are Available for Purchase Today
- Natural Gas Fueling Options
- NGV Economics in My Fleet
- NGV Driver Familiarization
- Other Topics as Requested

## Natural Gas Fueling Station Technology Exchange

Exchange is an official forum for natural gas transportation fuel retailers involved in purchasing, operating and maintaining natural gas fueling stations to share common strategies, problem-solving techniques, design elements and experiences. Exchange has been heralded as a collaborative effort that fills the void in the NGV industry for solutions to today's natural gas fueling station challenges. Between 35 and 40 design engineers and maintenance technicians attend Exchange which is held semi-annually.

## Natural Gas Fueling Station Sizing & Design

This course is designed to provide the fundamentals of natural gas fueling station sizing and design. Designed for engineers and technically-oriented NGV marketing employees, this two-day class will train participants the intricacies of sizing and designing natural gas fueling stations that meet customer needs. Course material includes a "how-to" manual of more than 200 pages.

Curriculum modules include:

- CNG Station Assembly
- Equation of State
- Design Codes and Standards
- Compressor Fundamentals
- Prime Mover Options
- Gas Conditioning
- Ground Storage

## Natural Gas Fueling Station Operation And Maintenance Forum

Forum is an official venue for private fueling station operation and maintenance personnel to share common strategies, problem-solving techniques, best practices, and real world experiences. Forum is designed to help solve today's natural gas fueling station challenges by exploring creative solutions that have been tried and proven by participants. Additionally, fueling station equipment manufacturers and suppliers, selected by Forum participants, are invited to make technical presentations and answer participant questions. The next forum is October 2-3, 2000.

## Natural Gas Fueling Stations: A Course for Fire Marshals and Other Code Officials

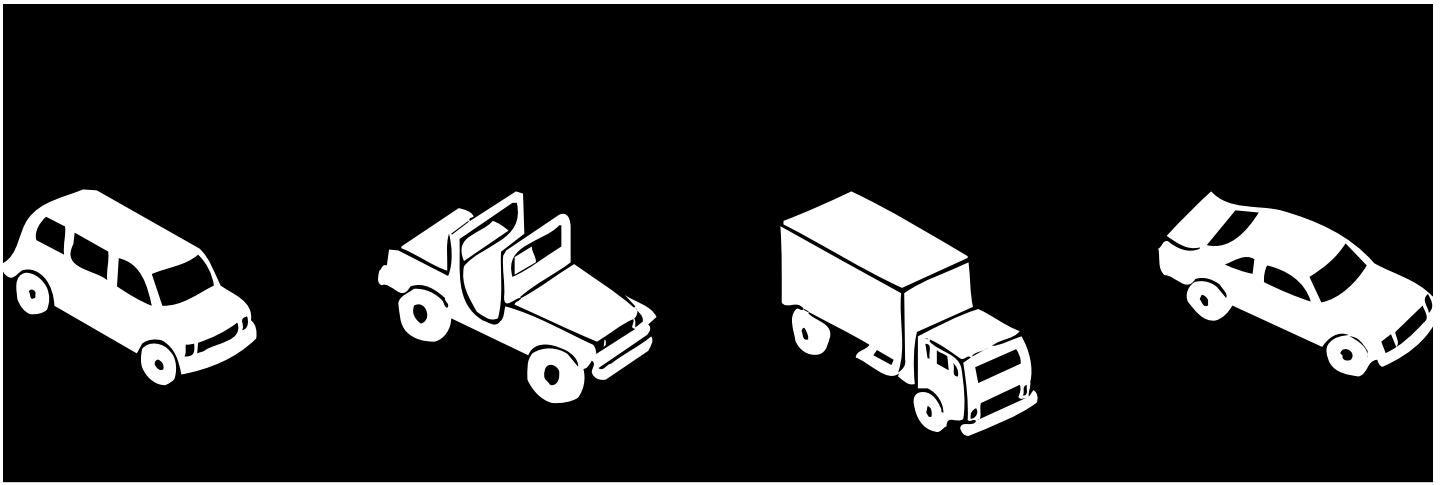
Designed to educate fire marshals and other code officials about natural gas fueling stations, this course is available in either a one or two-day format. The purpose of this class is to familiarize fire marshals and code officials with the safety features of natural gas fueling stations, and to ultimately make the fueling station construction and operation permitting process to go easier and quicker.

Curriculum modules include:

- Properties of Natural Gas
- Overview of CNG Station Equipment
- NFPA-52 Review (Clause by Clause)
- NFPA-70 (National Electrical Code)
- ANSI/ASME Codes







# Benchmarking



# Classroom

## FORD

# Fairlane Training and Development Center Technical Management Skills

### Benchmarking - Why do it?

Benchmarking is a proactive, positive, structured process and a commitment to excellence. This continuous improvement process leads to positive change and superior performance. Results of the Benchmarking process include gaining information, knowledge, and insight. Someone has probably solved your problem ... find them, partner with them, and bring those proven solutions back into your organization.

Fairlane Training and Development Center (FTDC) offers two courses to help you better understand the Benchmarking process.

### Benchmarking Overview

Half day course (4 hours), \$260

**Who should attend:**

Individuals who want to learn about the benchmarking process.

You will learn how to manage benchmarking projects through understanding the benchmarking process and benefits, including how it is used to improve quality, cost, and cycle time. Also, you will examine management responsibilities and how they differ from those of team members.

### Benchmarking

2 day course (16 hours), \$630

**Who should attend:**

Individuals involved in a benchmarking project.

Learn to measure methods for performing a task, or series of tasks, against the BEST-IN-CLASS. Discover how to select benchmarking topics of appropriate size and tie them to strategic objectives. Additionally, you will understand how benchmarking is used to improve processes and used to develop action plans based on customer focus and continuous improvement.

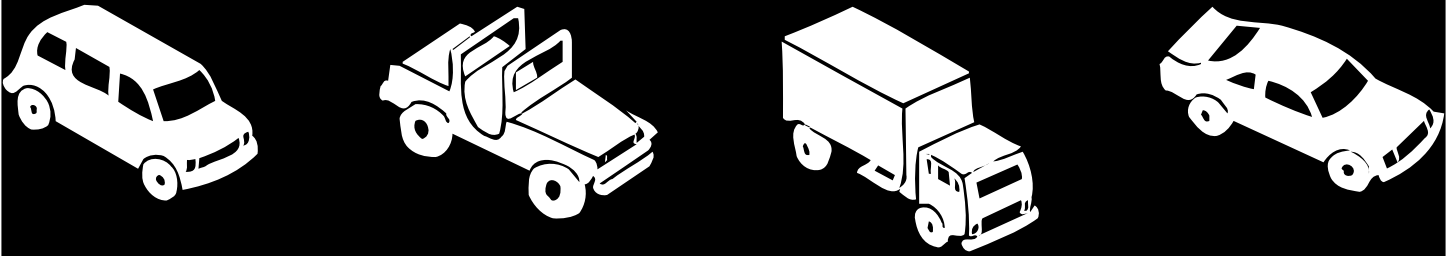
**Scheduling Information:**

To schedule for classes at FTDC, contact Registration at 1-888-621-1723; for on-site classes contact extension 7763. For technical questions and on-site pricing, contact Rod Munro, Program Manager at 313-390-7017.

**FORD MOTOR COMPANY**







# Driving Safety

## Audio

### Audio Tape Series – Driver Safety Training

**PAL, Inc.**  
**P. O. Box 562**  
**1931 Old Briar Road**  
**Highland Park, IL 60035**  
**1-888-831-0370**  
**Fax: (847) 831-5201**  
**www.up-pal.com**  
**palsafety@aol.com**  
**Contact person - Penny Levin**

Are you ready to increase employee productivity? Let the DRIVE ALIVE' audiocassette series turn every vehicle in your fleet into a training center. This 'audio newsletter' can be quarterly, bi-annually or annually. Each edition reinforces and teaches good driving essentials.

Easy-to-listen-to dialogue includes 6-7 topics per each 30-minute tape. These tapes are the fastest, easiest, most immediate and most memorable means to reach and teach fleet drivers.

Safety is "driven home" through the use of wit and many celebrity testimonials. Programs can be customized to include company executives as well as testimonials from a client's field reps describing their experiences on the road.

**Typical DRIVE ALIVE** audio tapes include but are not limited to . . .

- Defensive driving
- Seasonal driving issues
- How to avoid being a victim  
(carjacking, being mugged, parking safely, etc.)
- Current news issues or impending laws which will affect drivers

Produced by PAL, Inc.

### Audio Tape – truck driver education

**Smith System Driver Improvement Institute, Inc.**  
**1106 W. Pioneer Parkway**  
**Arlington, TX 76013**  
**1-800-777-7648**  
**Fax: (817) 652-6969**  
**www.smithsystemsafety.com**  
**Contact person - Leesa Mansen**

Smith System introduces their newest driver training aid specifically designed for experienced Truck Drivers – a one hour entertaining audio tape program about our proven accident avoidance techniques.

**Drivers Will:**

- Review each of our keys, "Aim High In Steering ®", "Get The Big Picture ®", "Keep Your Eyes Moving ®", "Leave Yourself An Out ®" and "Make Sure They See You ®".
- Learn and Use the "Five Keys" while they are driving. There is no production down time and very little cost per driver.
- Gain a better understanding of the benefits of increased space, visibility and additional time to make decisions.
- Learn to use the keys to avoid backing and parking accidents.

**Stock # SS-80 Audio Tape**

<b>1 to 24 tapes</b>	<b>\$7.95 each</b>	<b>25 to 99 tapes</b>	<b>\$7.16 each</b>
<b>100 to 499</b>	<b>\$6.36 each</b>	<b>500 to 999</b>	<b>\$5.96 each</b>

Audio cassette produced by Musicom Communications for Smith System Driver Improvement, Inc.

## CD-ROM

**FLI Learning Systems, Inc.**

**P.O. Box 2233**

**Princeton, NJ 08543-2233**

**(800) 354-9099**

**Fax: (609) 466-2333**

**www.flilearning.com**

**Contact person - Cathie Ott**

**Recommended Hardware Requirements for Coaching Series® CD-ROM programs**

- Pentium multi-media PC
- 4X CD-ROM Drive
- 16 MB RAM
- 40 MB free hard disk space
- 256 color display

**Software Requirements**

- Windows® 3.1, Windows® 95 or Windows NT®

All FLI CD-ROM programs include a comprehensive User's Guide that offers detailed instructions regarding installation, student enrollment, pre- and post-testing, and record-keeping.

**COACHING THE EXPERIENCED DRIVER II™ CD-ROM**

Coaching the Experienced Driver II™ CD-ROM is designed for drivers who already know the basics of safe driving, but may need to refresh and upgrade their defensive driving skills. The program includes comprehensive coverage of collision-prevention concepts, including vehicle inspection, cushion of safety, scanning, and vehicle positioning; and safety procedures for backing, parking, car phone use, safety belt/air bag use and more. Through a series of full-motion video segments, interactive exercises and Session Tests, drivers build on, preview and test their knowledge of collision-prevention techniques. A closed-captioning option is included. 2 disks. Y2K compliant. \$395.00

**DDC on CD-ROM**

For those drivers who cannot attend a formalized National Safety Council defensive driving session, this self-instruction program offers comprehensive coverage of proven-effective DDC concepts and principles, including: the key elements of "The Perfect Trip;" the definitions of a "Preventable Collision" and "Defensive



Driving;" the DDC Collision Prevention Formula; safe passing procedures; safety belt/air bag facts; safety procedures for sharing the road with pedestrians and bicyclists; intersection right-of-way; and more. Through a series of full-motion video segments, interactive exercises and Session Tests, drivers build on, review and test their knowledge of collision-prevention techniques. A closed-captioning option is included. 1 disk. Y2K compliant. \$395.00

### **COACHING THE VAN DRIVER™ CD-ROM**

Because vans are generally larger, heavier and have more blind spots than a car, van drivers need a training program that zeroes in on defensive driving techniques and concepts as they relate specifically to vans. Coaching the Van Driver™ CD-ROM covers the topics van drivers need to know to keep themselves and their vehicles out of trouble, including pre-trip inspection procedures, safety belt use, van design & handling characteristics, cushion of safety, blind spots, scanning, and more. Optional segments address specific safety procedures for transporting passengers and cargo. Through a series of full-motion video segments, interactive exercises and Session Tests, drivers build on, review and test their knowledge of collision-prevention techniques. A closed-captioning option is included. 2 disks. Y2K compliant. \$395.00

### **DDC-COACHING THE SCHOOL BUS DRIVER™ CD-ROM**

Includes the same comprehensive full-motion video presentation as the classroom program, focusing on defensive driving issues as they relate to the safe transportation of students, i.e. maintaining a cushion of safety; scanning; proper use of mirrors; following safe backing, railroad crossing & bus stop procedures; handling adverse weather conditions; establishing good driver/student relations; vehicle inspection and more. Through a series of video segments, interactive exercises and Session Tests, bus drivers build on, review and test their knowledge of collision prevention techniques. A closed-captioning option is included. 2 disks. Y2K compliant. \$395.00

### **OFF-ROAD DRIVING: A COACHING PROGRAM™ CD-ROM**

Designed for those who drive off road in passenger cars, vans, trucks and 4-wheel drive vehicles, this comprehensive training program zeroes in on safety procedures that apply to different off-road driving environments. Topics addressed include: determining a "safe" off-road speed; the capabilities and hazards of 4-wheel drive vehicles; selecting a "safe" off-road parking location; making the transition from a paved to an unpaved surface; backing precautions; vehicle inspection; safe storage of equipment; and more. Through a series of full-motion video segments, interactive exercises and Session Tests, drivers build on, review and test their knowledge of collision-prevention techniques. A closed-captioning option is included. 1 disk. Y2K compliant. \$395.00

### **COACHING THE STRAIGHT-TRUCK DRIVER™ CD-ROM**

Because straight trucks have different design and handling characteristics than other types of trucks, drivers of these vehicles need a program that zeroes in on defensive driving issues as they relate specifically to non-articulated trucks. Coaching the Straight-Truck Driver™ CD-ROM includes comprehensive coverage of defensive driving concepts and techniques, including vehicle inspection; cushion of safety; blind spots; scanning; safe backing procedures; safety procedures for making deliveries, and more. Through a series of full-motion video segments, interactive exercises and Session Tests, drivers build on, review and test their knowledge of collision-prevention techniques. A closed-captioning option is included. 2 disks. Y2K compliant. \$395.00.

### **COACHING THE UTILITY TRUCK DRIVER II™ CD-ROM**

Designed specifically for gas, electric, telephone and cable industries, this comprehensive CD-ROM program zeros in on critical defensive driving concepts and techniques that utility vehicle drivers need to know to stay out of collisions. Topics covered include: familiarity with the vehicle, cushion of safety, blind spots, scanning, following distance, vehicle positioning, right and left turn procedures, safety backing and parking techniques, on-site safety measures, and more. Through a series of full-motion video segments, interactive exercises and

Session Tests, drivers build on, review and test their knowledge of collision-prevention techniques. A closed-captioning option is included. 2 disks. Y2K compliant. \$395.00

### **COACHING THE PROFESSIONAL TRUCK DRIVER™ CD-ROM**

This comprehensive driver-training program is designed for operators of commercial articulated trucks who are ready to advance their understanding and application of defensive driving skills. The course concentrates on critical CDL and National Safety Council defensive driving principles—pre-trip inspection, cushion of safety (following distance, stopping distances, blind spots, tailgaters) and effective scanning procedures—and applies them to city, highway, and rural driving situations. It also zeroes in on safe backing procedures, night driving, impaired drivers, adverse weather conditions, triangle placement, and the importance of adequate sleep, exercise and proper nutrition. Through a series of full-motion video segments, interactive exercises and Session Tests, drivers build on, review and test their knowledge of collision-prevention techniques. A closed-captioning option is included. 2 disks. Y2K compliant. \$395.00

### **COACHING THE LIFT TRUCK OPERATOR™ CD-ROM**

The CD-ROM version of the highly acclaimed Coaching the Lift Truck Operator™ classroom course offers trainers a new option for meeting OSHA'S training requirements for powered industrial trucks. It includes the same comprehensive video presentation for operators as the classroom course, covering vehicle inspection, lift truck design considerations, and safe operating procedures for picking up, moving with, and setting down a load. Through a series of video segments, interactive exercises and Session Tests, Coaching the Lift Truck Operator™ CD-ROM helps operators refresh their understanding of safe operating procedures, fine-tune their operating skills, and increase their awareness of OSHA requirements. A closed-captioning option is included. 1 disk. Y2K compliant. \$395.00

**Interative Media Communications, Inc.**  
**230 Second Avenue**  
**Waltham, MA 02154-1124**  
**(781) 890-7707**  
**Fax: (781) 890-0163**  
**Email: imc@safetysite.com**  
**Contact person - Arthur Gallagher on extension 115**

## **The Lift Truck Operator Training Program**

A comprehensive interactive multimedia training program on CD-ROM designed to reduce lift truck accidents, promote safe work practices, help the professional lift truck operator prevent damage to products and prolong the life of his or her lift truck.

- Developed to meet the OSHA Powered Industrial Trucks Standard (29 CFR 1910.178).
- Covers Basic Lift Truck Operations, Inspection, Safe Operating Rules, and Load Handling.
- Includes specialized administrative software to track students' progress, store a permanent record of their training, and generate detailed printed reports.
- Available in CD-ROM and videotape/workbook formats.

### **Course Outline:**

This CD-ROM course is available in two versions -- a one-disc Compliance version and a two-disc Comprehensive version. Both include summaries and exercises on the topics covered.

**Compliance Version: \$895**

**Disc 1: Lift Truck Operations**

- Basic Lift Truck Functions
- Three Point Suspension
- Daily Inspection
- Safe Operating Rules

**Comprehensive Version: \$1295**

**Disc 1 with Companion Disc 2**

**Disc 2: Load Handling**

- Capacity
- Stability
- Stacking & Unstacking
- Loading & Unloading

**FINAL TEST**

Both Compliance and Comprehensive versions include a Final Test designed to highlight the areas which may require additional review.

## **“Smart Moves: Strategies for Safe Driving”**

**The Driver Safety Training Program**

**CD-ROM Program: \$1395**

A comprehensive, full screen full-motion multimedia training program from Interactive Media Communications designed to help employees become better prepared to deal with the challenges of safe driving and learn to avert accident and injury on the road.

- Designed to teach and enhance safe driving skills, attitudes, and concepts.
- Covers defensive driving techniques, vehicle inspections, hazardous areas and conditions, and special maneuvers.
- Includes specialized administrative software to track each student’s progress, store a permanent record of their training, and generate detailed printed reports.
- Developed with the participation of BellSouth Corporation and endorsed by SADD, Students Against Driving Drunk.
- Available in CD-ROM, videodisc, and videotape/workbook formats.

**Course Outline:**

**This three disc CD-ROM course includes a summary and exercises on the topics listed.**

**DISC 1**

Lesson 1: Course Introduction

- Before You Drive
- Safe Driver Survey
- Vehicle Inspection

**DISC 2**

Lesson 2: Defensive Driving Techniques

- Search & Identify

- Maintain (A Space Cushion)
- Execute (Intersections, Expressways, and Interstates)

### **DISC 3**

#### Lesson 3: Hazards on the Road

- Hazardous Areas
- Hazardous Conditions

#### Lesson 4: Special Maneuvers

- Backing
- Parking
- Passing
- Towing

#### FINAL TEST

Designed to highlight those areas which may require additional review.

**Long Island Productions, Inc.**  
**106 Capitola Drive**  
**Durham, NC 27713**  
**1-800-390-8283**  
**Fax: (919) 544-5800**  
**www.longislandproductions.com**  
**mail@longislandproductions.com**  
**Point of Contact - Donita Howard**

## **Defensive Driving Reproducible System**

#1216, 102 fully reproducible looseleaf pages with binder, 1999, Parlay, \$149.00; CD Rom #R1216, **\$149.00**

Teach employees safe driving skills with these copy-ready pages on defensive driving basics, covering such topics as scanning ahead, driving on bad roads, passing, proper following distances and auto emergencies. Encourage greater employee participation with case study worksheets. Run a responsible fleet with materials that give you driver applications, interview checklists, daily reports, tests and more.

## **Driving Safety**

Video #399, 16 min., 1995, MARCOM, \$99.95

**CD Rom #R399, \$499.95; #R101, CD Rom Demo**

Kit #K399, #SK399, video, leader's guide, quiz, certificates, 30 (16 p.) booklets & 5 posters, \$199.95

Motor vehicle crashes are the #1 cause of death on the job! Don't let employees take driving for granted:

- Inspect vehicle, adjust equipment, use seatbelts
- Mental preparation & concentration
- Use a "safety cushion"
- Driving tips: passing, night driving, adverse weather, skidding and hydroplaning
- Accident procedures

**Interface Associates**  
1070 Rosewood  
Ann Arbor, MI 48104  
(734) 761-1698

Contact person - Douglas Nadeau at (800) 864-2345 Ext. 128

## **National Safety Council's Defensive Driving Program-Personal Computer (DDC-PC).**

DDC-PC is based on the National Safety Council's 8 hour defensive driving seminar, but delivered through the computer based training format. Computer based training continually proves to be more effective in student's material retention levels as well as overall training effectiveness.

### **Session 1: What is Defensive Driving?**

- Define defensive driving.
- Define a preventable collision.
- List the steps in the DDC Collision Prevention Formula:
  - Recognize hazards.
  - Understand the defense.
  - Act correctly, in time.

### **Session 2: The Most Important Person - the Driver**

- List reasons for wearing a safety belt.
- Identify physical and mental conditions of the driver that can affect driving.
- Select defensive strategies to combat hazardous physical and mental driver conditions.

### **Session 3: Personal Choices - Drugs and Driving**

- Explain how alcohol is removed from the body
- Explain the effects of drugs on judgement, thinking, hearing, sight, and response time in relation to driving.
- List alternatives to impaired driving.
- List common signs of an impaired driver.
- List defensive driving options to avoid an impaired driver.
- Know local and state laws regarding the penalties of first DWI/DUI convictions

### **Session 4: The Conditions of Driving**

- Explain how to estimate the average stopping distance of a passenger vehicle.
- Explain the two second and two second plus following distance rule.
- Identify proper following distances for driving in adverse conditions.
- List the conditions of driving.
- Identify a hazardous situation or element for each condition.

### **Session 5: Defensive Driving Strategies: Passing and Head-On Collisions**

- Analyze a potential passing situation and determine if the pass would be safe, legal, and necessary.
- Identify, locate, and explain blind spots.
- List the three maneuvers in a safe pass.
- List possible causes of head-on collisions.
- Describe the 4 R's in head-on collisions avoidance.
- Describe the split second decisions to avoid a potential head-on collision.

**Session 6: City and Suburban Driving**

- Identify city and suburban driving hazards.
- Understand the correct defense and identify a defense driving strategy or technique for dealing with the hazards.
- List and define the four steps in the Intersection Safety Formula.
- Explain how to make safe left and right turns.
- State rules and right-of-way regulations for all types of intersections.

**Session 7: Rural and Expressway Driving**

- Identify hazardous conditions specific to rural and expressway driving.
- Explain how to avoid collisions with trains.
- Select driving strategies for dealing with special vehicles.
- Select and describe specific driving practices to us to avoid collisions on rural roads and expressways.

**Session 8: Summary and Review**

- Be able to use and apply defensive driving techniques and concepts to specific exercises and review discussions.

Each individual session includes interactions with the student to promote and increase retention and training effectiveness levels. There is a comprehensive exam at the end of session eight. The program contains an automatic record keeping program to track student achievements and inform the training facilitator of progression. There is an optional student workbook to be used in conjunction with the training program which boosts material retention levels.

# National Safety Council's Defensive Driving Program-Personal Computer (DDC-PC) for Buses, Trucks, etc.

## **Session 1: What is Defensive Driving?**

- Defines defensive driving
- Introduces the DDC collision prevention formula
- Presents the conditions contributing to collisions

## **Session 2: The Condition of the Driver**

- Shows how the driver's physical condition, stress, emotions, and attitudes affect driving
- Examines ways to deal with each of these hazards

## **Session 3: Know Your Equipment**

- Illustrates differences between a school bus and automobile
- Identifies importance of pre-trip inspections

## **Session 4: Preventing Collisions**

- Teaches proper following distances, side clearances, and blind spots

## **Session 5: Hazards and Defensive Strategies**

- Instructs on strategies for safely driving when traffic, weather, road, and light conditions are less than optimal

## **Session 6: Driving Maneuvers**

- Covers safety in lane changes, intersections, freeways, split second decisions

## **Session 7: Loading and Unloading the School Bus**

- Safe loading and unloading of students and location of bus stops

## **Session 8: Summary, Review, and Post-Test**

- Reviews all of the key defensive driving techniques
- Course post-test measures how much the driver has learned

# **S.A.F.E. CD-ROM**

**S.A.F.E. = Safety Awareness for Employees On CD-ROM**

**Gold Cross Safety Corporation**

**508 Main Street**

**Boonton, NJ 07005**

**(973) 734-0800**

**Fax: (973) 734-0270**

**Contact person - Daniel P. Lanktree, President, or Glenna J. Ferguson, Manager, Administration.**

## **Interactive Driver Training on CD-ROM**

The "Award Winning" S.A.F.E. CD-ROM program is considered to be the finest Driver Training Program of its kind ever produced. This status has been achieved based on recognition from Insurance, Safety and Training organizations. S.A.F.E. CD-ROM sets the standard in driver training. Hundreds of thousands of drivers have been trained with S.A.F.E. programs with dramatic reductions in major fleets' accident rates. S.A.F.E. programs are used by many of the largest car, van and small truck fleets in the United States and Canada.

### **Training Methodologies - Easy Administration**

S.A.F.E. CD-ROM is designed to be "self-administered"; however, it can be deployed across a network (WAN or LAN environments) to multiple employees. The program can specifically identify the individual completing the course, assisting management with administration and documentation.

### **Proven Unique - Loss Control**

This Driver Training program is "Attitudinal and Behavioral" based. It motivates drivers to change their attitude behind the wheel and utilize safe driving techniques.

### **Certificate of Completion + Driver Training Record**

The person is asked to provide a compilation of verification codes as well as an evaluation. This form may be used to issue a certificate and is usually forwarded to the organization's Human Resources or Safety Department for insertion in a personnel file to evidence training.

### **Evaluation - "Employees Love the Course"**

The S.A.F.E. program is used by hundreds of major organizations with fleets ranging from 50 to over 20,000. The reduction in accident rates has been dramatic. The program is revised in timely fashion, incorporating new traffic safety issues and learning theories. It is on the leading edge of effective and proven Driver Training.

**Cost** - Very low cost per driver trained

**Available** - *English*



# Smart Driving +

## An Accident Prevention Training Program for Bus Operators

National Transit Institute (NTI)

Alan M. Voorhees Transportation Center

Edward J. Bloustein School of Planning and Public Policy

Rutgers, The State University of New Jersey

120 Albany Street, Suite 705

New Brunswick, NJ 08901-2163

(732) 932-1700

Fax: (732) 932-1707

<http://policy.rutgers.edu/nti/smartdrivecd.htm>

NTI is pleased to announce the availability of its newest CD-ROM operator-training program, Smart Driving +. Smart Driving + was produced by San Diego Transit. It is an effective and versatile training program for both new and experienced operators that delivers a focused accident prevention message with a "customer service" twist. Once the program has been fully implemented in your agency, you can expect to see:

- A reduction in accident rates
- An increase in instructor productivity
- Positive reviews from operators using the program

*The Smart Driving + package includes an Installation Disc, a Program Disc, an Installation & User's Guide, an Instructor's Plan and Student Manual.* It is available now for only \$199.00 plus \$6.95 shipping and handling. A separate package is required for each personal computer that will run the program.

*The Instructor's Plan and Student Manual* are provided on the CD-ROM in Microsoft Word 97 format. This allows the documents to be customized and printed for internal use. *The Instructor's Plan* outlines suggested applications for the program and includes sample lesson plans and exercises. *The Student Manual* summarizes and reinforces the information contained on the CD-ROM.

### Modular Design

*Smart Driving +* includes three main modules:

**The Bus** – which includes the circle check, brake tests, seat and mirror adjustments

**The Driver** – covering the physical, emotional and mental aspects of driving as well as defining the common defensive driving characteristics

**Defensive Driving** – exploring basic and advanced maneuvers such as making service stops, defensive actions and driving in difficult conditions

The Defensive Driving module allows you to link the program to PowerPoint slide presentations covering issues specific to your agency. These customized presentations are powerful tools for addressing problem areas or particular accidents with your operators. Step-by-step instructions for developing these PowerPoint slide presentations are provided in the Installation Manual

### Flexible Applications

The three stand-alone modules allow an instructor the flexibility to use the program in a variety of ways. For example:

- Incorporate Smart Driving + into an accident prevention campaign

- Use the defensive driving modules to retrain drivers having accidents
- Distribute the Student Manual to drivers after an evaluation check-ride
- Supplement new operator training on inspection methods and defensive driving
- Present a (one or two day) yearly driver training program
- Pay operators for completing the training at home
- Make the interactive program available to drivers in the driver ready room
- Excuse accident points if the driver completes the program

## Hardware Requirements

The following minimum hardware requirements are needed to run Smart Driving +:

- 200 MHz Pentium based PC (MMX or Pentium Pro)
- Windows 95, 98 or Windows NT (Service Pack 3 or higher)
- 16 megabytes (MB) of RAM
- 85 MB hard drive space
- A 24-bit display adapter (one capable of more than 256 colors)
- SoundBlaster 16 or compatible sound card
- 16X CD-ROM

To order contact Renee Haider at [ntiroh@aol.com](mailto:ntiroh@aol.com) or at (732) 932-1700 ext.23

# The Smith System Interactive CD-ROM

Smith System Driver Improvement Institute, Inc.

1106 W. Pioneer Parkway

Arlington, TX 76013

1-800-777-7648

Fax: 817-652-6969

[www.smithsystemsafety.com](http://www.smithsystemsafety.com)

Contact person - Leesa Mansen

Available in Truck and Small Vehicle Versions.

The Smith System Interactive CD ROM. From the originators of the Five Keys to space cushion driving, now comes Smith System's proven driver training seminar available on CD-ROM. Over 40 years of experience in driver safety training have gone into the development of this powerful new multimedia product.

Even individuals with little or no computer experience can easily operate this interactive program. In approximately 1.5 hours, drivers will experience the concepts that have helped thousands of organizations reduce traffic accidents and other fleet related costs.

- Interactive learning
- Ease of use
- High retention
- Drivers set their own pace

- Students start and stop as needed
- Program remembers where a student left off
- Can be customized to include company policies, vehicles and drivers
- Customized testing by question quantity, content and passing grade or level
- Random test question ordering
- IpraxÆ CourseworksÆ training platform
- Information can be collected on a common IpraxÆ database
- Other titles available, please call for catalog.

# Classroom and Road Operations

## English

## Accident Avoidance Driver Training School

Hands-on training in survival skills necessary to handle imminent accident emergency situations. Training on real road situations in BSR's training vehicles.

To request more information, E-mail your name and address to [office@bsr-inc.com](mailto:office@bsr-inc.com) or contact BSR at:

**BSR, Inc.**

**P.O. Box 190**

**Summit Point, WV 25446**

**USA**

**Tel: (304) 725-6512 / Fax: (304) 728-7124**

**Accident Avoidance Driver Training School Cost: \$295 per Student \*Please add 6% WV sales tax. We are required by law to collect WV sales tax unless you submit to us a valid WV Tax Exemption Form.**

### Course outline:

#### 1. Basic Vehicle Control

Students will cover a brief review of basic vehicle control and BSR instructors will elaborate on the importance of the driving environment in light of vehicle control. The purpose is to make students recognize that they already possess certain natural, innate abilities, and that once developed, these abilities have a salient, positive effect on their everyday driving.

#### 2. Threshold Braking

The first crucial step in the BSR Accident Avoidance School Program is teaching the basic skills required for simple, threshold emergency braking.

#### 3. Braking in a Turn

While braking in a turn requires some of the skills demanded in threshold braking, multiple dynamics come into play, forcing upon the uninformed a severe sensory overload situation. Students learn to deal with both lateral and longitudinal forces.

#### 4. Skid Control

Students will be taught how to deal with lack of traction and how to maintain car control. They will then be put into skid situations safely at low speeds and will gradually master the subtleties of varying traction.

### 5. Swerve-to-Avoid

Certain highway situations dictate that a combination of skills be executed in one fluid motion: threshold braking, braking in a turn, and rapid swerve response. The technique is demonstrated by the BSR instructor and then the student will have the opportunity to develop the skills at ever-increasing speeds.

### 6. Off-Road Recovery

A number of common circumstances can force a driver off the road. The basic inability to safely and methodically return a vehicle from off the road back to the pavement is arguably responsible for more death and injury in common highway accidents than any other cause. BSR instructors will demonstrate the skills necessary, then allow the students to imitate those actions.

### 7. Final Exam

At the completion of the course each student drives on a four mile journey in which he/she faces an imminent accident situation every few hundred yards. Whereas, the situations are new to the student, he/she will employ learned responses to avoid an accident.

## Advanced Driver Improvement (ADI)

Driver Training Associates, Inc. (DTA)

8323 Southwest Fwy., Suite 900

Houston, TX 77074

713-777-8986

Fax: (713) 777-9393

Email: [dta@dtaprograms.com](mailto:dta@dtaprograms.com)

Contact person - Greg Cupper

ADVANCED DRIVER IMPROVEMENT (ADI): This course is designed for chronic offenders and in some states (i.e. Florida), the course must be taken prior to license reinstatement due to point suspension. Judges often refer individuals to this course whom, in the opinion of the Court, need a more advanced and longer course. Typically, the course is twelve (12) hours in duration.

## Advanced Driver Training

To request more information, E-mail your name and address to [office@bsr-inc.com](mailto:office@bsr-inc.com) or contact BSR at:

BSR, Inc.

P.O. Box 190

Summit Point, WV 25446

USA

Tel: (304) 725-6512 / Fax: (304) 728-7124

Advanced Driver Training (ADT) cost: \$450\* per student.

\*Please add 6% WV sales tax. We are required by law to collect WV sales tax unless you submit to us a valid WV Tax Exemption Form.

Advanced Driver Training (ADT) is the cornerstone of all BSR advanced driving courses. It is the module by which all courses are built upon and a stand-alone course itself. This day of training teaches the student how to be a better, more confident driver. The laws of Vehicle Dynamics determine how and why a vehicle reacts as

it does when in motion. These factors and the driver's interrelationship with them are practiced in an evolving series of exercises. Students are encouraged to push themselves to find the limits of their abilities while in a safe environment. The training culminates with a night driving exercise for those individuals who are staying for one of our security courses. This course is not recommended for anyone with less than three year's driving experience.

**Schedule**

- 0900-0930 / Vehicle Dynamics Lecture I.** Understanding the driver/vehicle relationship. Vehicle language, driving form, weight transfer, ocular driving, threshold braking and off-road recoveries.
- 0930-1030 / Vehicle Dynamics Practical I.** Students practice these skills through serpentine and emergency braking exercises. Surprise off-road recoveries are conducted through-out the day.
- 1030-1100 / Vehicle Dynamics Lecture II.** Skid control and spin recovery. Understanding oversteer and under-steer, and how they are controlled. How tire pressure affects performance and how to prevent blowouts.
- 1100-1200 / Vehicle Dynamics Practical II.** Skid control (oversteer and understeer) is conducted on our skid pad, and advanced emergency threshold braking
- 1200-1300/ Lunch**
- 1300-1330 / Vehicle Dynamics Lecture III.** Understanding multiple dynamics, braking, braking in curves, and swerving-to-avoid obstacles.
- 1330-1430 / Vehicle Dynamics Practical III.** Emergency braking in turns and swerve-to-avoid obstacles.
- 1430-1500 / Technical Drive and Mental Aspects Lecture** above highway speeds. Techniques of stress management are discussed.
- 1500-1600 / Technical Drive Practical.** The laws of vehicle dynamics are applied to maintain control at emergency speeds.
- 1600-1700 / Technical Drive Final.** Students are asked to drive at emergency speeds under pressure, applying acquired skills.
- At Dark / Night Drive Lecture.** The limitations of vision and lighting. This exercise is only conducted during BSR security courses. Police courses conduct night training on Day Two (Emergency Response Module).
- One Hour / Night Drive Practical.** Technical driving skills are applied along with visual limitations.

# Behind-the-Wheel Driver Training

Driving Dynamics, Inc.

25 Bridge Avenue

Red Bank, NJ 07701

Tel: (732) 219-0404

Fax: (732) 219-9799

E Mail: [paul@drivingdynamics.com](mailto:paul@drivingdynamics.com)

Web site: [www.drivingdynamics.com](http://www.drivingdynamics.com)

Contact person - Paul Hubbard

## Courses available for cars, light trucks and off-road vehicles

The Driving Dynamics Advanced Driver Training Course is a one day program offered at over 75 sites nationwide and, on request, overseas.

Driving Dynamics has trained over 15,000 drivers. Our course has a proven track record of significant reductions in accident rates.

The training is accomplished on large open parking lots and is primarily behind-the-wheel with about two hours of instruction in our mobile classrooms. Students use their own vehicles except during some of the skid control exercise when they will be in our patented slide car which replicates the effects of understeer and oversteer skids at safe low speeds.

## The Program Outline

### Classroom:

Introduction/ Correct seating and hand positions/ Eye technique-this is the least understood and most important element of driver safety and will be stressed throughout the day.

### Behind-the-wheel

Eye technique and steering exercises.

### Classroom

Braking and cornering fundamentals (ABS and non ABS) /Tires and contact patches.

### Behind-the-wheel

Braking and steering exercises using both ABS and non-ABS braking systems.

### Lunch

### Classroom

Safety issues/Vehicle dynamics (front wheel and rear wheel drive) / Skid control.

### Behind-the-wheel

Higher speed slalom exercises-pushing the limits using techniques learned through-out the day.  
Slide car exercises.

Emergency braking and car control exercises.

### Classroom

Short conclusion and de-briefing.

## "The Blindfold Effect"

Aurora Pictures Inc.  
2525 E. Franklin Ave. 3rd Fl.  
Minneapolis, MN 55406-1084  
800-346-9487  
(612) 338-2825  
Fax: (612) 338-2617  
Website: [aurorapictures.com](http://aurorapictures.com)  
Contact Person - Paul Gardner

Over half of all collisions occur at intersections, while backing or when following too closely. This interactive video features three unforgettable crashes involving intersections, Backing, and following too closely. At Pause points, viewers will identify the factors they feel contributed to each crash. Then, practical techniques to help in the prevention of these collisions are explained. Includes a presentation Guidebook and a Participant Manual.

Purchase \$349      Rental \$99

FLI Learning Systems, INC.  
P.O.Box 2233  
Princeton, NJ 08543-2233  
(800) 354-9099  
Fax: (609) 466-2333  
[www.flilearning.com](http://www.flilearning.com)  
Contact person - Cathie Ott

## Behind The Wheel: One-On-One Coaching™

Audience: Managers, Supervisors, Driver Safety Specialists  
A/V Format: Videotape

**Produced in cooperation with:** The National Safety Council

This innovative program is the "next step" beyond classroom driver training. The video presentation and accompanying guide teach managers, supervisors and driver safety specialists how to set up and conduct an on-the-road driver performance and coaching session, including how to develop a rapport with the driver, how to spot clues that might signal a driving problem, and how to conduct a driving audit/evaluation. Ideal for use as a refresher for all drivers, to evaluate and "coach" problem drivers, or to screen potential driving problems in new hires.

### **PROGRAM COMPONENTS:**

- **Video Presentation** (22 minutes)—Offers guidelines for setting up the length and location of observation rides, and for observing drivers' specific driving behaviors and habits such as: wearing a safety belt, scanning effectively, adjusting speed to conditions, using horn and signals when appropriate, maintaining a cushion of safety, positioning the vehicle, using the mirrors effectively, handling intersections, and "covering the brake."
- **Administrator's Guide**—Offers supplemental information about preparing for the first ride with a driver, along with behind-the-wheel observation tips and post-ride reinforcement suggestions. Also includes a written transcript of the video presentation for review.

- **Individual "Coaching Reports"**—Each Coaching Report includes: (1) a Driver Checklist to evaluate a driver's ability to execute specific driving maneuvers and concepts; (2) a Traffic Diagrams section to illustrate and review specific issues and traffic situations with the driver after the ride; (3) an Observer Summary for organizational files; and (4) a Driver Summary to issue to the person completing the one-on-one course.

**PRICING: Video and Administrator's Guide (DT070) \$195.00**  
**Coaching Reports (DT071) (Order in multiples of 25)**  
 25 - 75      **\$.90** each  
 100 - 225    **\$.86** each

## CEVO-Ambulance Maneuvering Skills™

**Audience:** Training Officers

**A/V Format:** Videotape

This program details how to set up a driving course and conduct a low-speed maneuvering skills session — especially valuable to organizations that do not have access to a permanent driving range.

### PROGRAM COMPONENTS:

- **Video Presentation**—Demonstrates how to conduct a series of specific exercises, including serpentine driving (backward and forward), backing to the right and left, backing with an assistant, etc., which test the operator's ability to drive the vehicle smoothly, judge spatial relations (distance and clearance), maximize the use of mirrors, and communicate with other squad members. Also includes a vehicle inspection segment.
- **Administrator's Guide**—Offers detailed information regarding safety procedures, course set up, and program implementation.

**PRICING: CEVO-AMBULANCE Maneuvering Skills™ Program (DT068) \$99.00**

## CEVO-Fire Maneuvering Skills™

**Audience:** Training Officers

This program details how to set up a driving course and conduct a low-speed maneuvering skills session, and is especially valuable to organizations that do not have access to a permanent driving range.

### PROGRAM COMPONENTS:

- **Video Presentation**—Demonstrates how to conduct a series of specific exercises, including serpentine driving (backward and forward), backing to the right and left, backing with an assistant, etc. which test the operator's ability to drive the vehicle smoothly, judge spatial relations (distance and clearance), maximize the use of mirrors, and communicate with other squad members. Also includes a vehicle inspection segment.
- **Administrator's Guide**—Offers detailed information regarding safety procedures, course set up, and program implementation.

**PRICING: CEVO-FIRE Maneuvering Skills™ Program (DT069) \$95.00**



# Classroom Seminar with an On-Road Demonstration

Smith System Driver Improvement Institute, Inc.  
1106 W. Pioneer Parkway  
Arlington, TX 76013  
1-800-777-7648  
Fax: (817) 652-6969  
<http://www.smithsystemsafety.com>  
Contact person - Leesa Mansen

If you believe in the value of on-road training, but time or budget constraints won't permit more extensive training, perhaps seminars taught by our experienced professionals are appropriate. The seminar is primarily taught by our instructors in a classroom setting. This approach allows larger groups to participate in shorter classes. To add credibility to the material and to make the information more memorable, we finish the class with an on-road demonstration of the Smith System.

**FLI LEARNING SYSTEMS, INC.**  
P.O. Box 2233  
Princeton, NJ 08543-2233  
(800) 354-9099  
Fax: (609) 466-2333  
[www.flilearning.com](http://www.flilearning.com)  
Contact person - Cathie Ott

## Coaching the Backhoe Operator™

**Audience:** Experienced & novice backhoe operators  
**Course Length:** 2 – 2 1/2 hours  
**A/V Format:** Videotape

**Produced in cooperation with:** The National Safety Council

With today's liability issues, it is no longer acceptable just to train heavy equipment operators in the mechanics of operating the machine—i.e. how to manipulate the controls and choose the right digging attachments. Too much is at stake. Operators must also learn applicable safety measures—but not from a co-worker who may already have developed poor safety habits, or from the learn-as-you-go, trial-by-error method of training.

**COACHING THE BACKHOE OPERATOR™** can help standardize both your experienced and novice operators' understanding of safe operating procedures. The two-hour program—which is designed in a non-lecture, structured discussion format—can be easily implemented by your instructor.

### **PROGRAM COMPONENTS:**

- **Video Presentation**—This comprehensive presentation includes instruction on:
  - Equipment Inspection
  - Safe Moving and Operating Procedures
  - Safe Excavating Procedures
  - Loading Procedures

- **Leader's Guide**—A fully scripted guide offers the trainer all the information necessary to "coach" participants through the course. The Leader's Guide also includes guidelines for setting up a hands-on training session, and a reproducible written test, class registration form, inspection checklist, and performance evaluation form to assess each operators' skill level.
- **Response Books** (One per operator)—Each 16-page workbook includes a self-appraisal, video review questions, situation analyses, and a course completion certificate.

**PRICING:** **Instructor Kit** (DT088)—Includes Video Presentation & Guide **\$195.00**  
**Response Books** (DT089)—Order in multiples of 20.  
 20 - 80 **\$.95** each  
 100 - 240 **\$.91** each

## Coaching the Beginning Driver™

**Audience:** Teenage drivers and their parents

**Video length:** 29 and 12 minutes

**Produced in cooperation with:** The National Safety Council

More and more states are implementing graduated licensing requirements for new young drivers. In most, if not all, circumstances, parental involvement is listed as a critical component of the requirement. Unfortunately, although well-intentioned, most parents are unsure of the best way to "coach" their new driver—what techniques should be emphasized, when and how to offer advice, etc.—and would welcome help in raising their teenager's driver safety awareness. That help is available with COACHING THE BEGINNING DRIVER™, a program that not only coaches the student but also the parent! With this innovative program, young drivers can take a step past the basics to real defensive driving.

### PROGRAM COMPONENTS:

- **"Driving Techniques" Video Presentation** (29 minutes)—Teaches teens lifesaving driving skills and techniques that would take years of driving experience to discover on their own, including: scanning for trouble; reading the traffic flow; keeping a safety cushion around the vehicle; positioning the vehicle; proper timing; and handling intersections and turns.
- **"Coaching Techniques" Video Presentation** (12 minutes)—Offers parents practical advice on how to be an effective one-on-one driving coach, suggesting ways to establish a positive learning environment and guidelines for instructing the new driver while on the road.
- **Coaching Checklist**—A reproducible 22-point list for parents to monitor and assess their teen's skill development

**PRICING:** **Coaching The Beginning Driver™** (DT049)—Two Videos and Checklist **\$69.95**

## Coaching the Emergency Vehicle Operator II: Ambulance™

First introduced in the early 90's by FLI Learning Systems, Inc. and the National Safety Council, the COACHING THE EMERGENCY VEHICLE OPERATOR™ (CEVO) courses for ambulance, fire and police personnel quickly became accepted as standards in driver training for these fields. Since then, over 130,000 emergency professionals have been trained with the CEVO™ programs. Now, based on valuable input from participants, instructors, and loss prevention professionals, a completely revised and updated CEVO II™ AMBULANCE course is available.

**Audience:** Career & volunteer ambulance operators

**Course length:** Six hours, with an eight-hour option

**A/V Format:** Video and transparencies

**WHAT'S NEW IN CEVO II: Ambulance™?**

- The video presentation features an all-new script and new video footage.
- The 16-page full-color participant **RESPONSE BOOKS** include new **SELF-APPRAISALS**, all-new discussion questions and situation analyses, and an updated computer-scored **OPERATOR TEST**.
- The **LEADER'S GUIDE** offers all-new material to support the video presentation, and an instructor checklist for observing and evaluating on-road performance.
- 12 **TRANSPARENCIES** for group discussion of collision preventability and liability issues
- The base courses are six hours in length. An optional segment covering the effects of lights and sirens on behavior expands the courses to eight hours.
- Graduates receive **ALL-NEW CEVO II: Ambulance™ PATCHES** and **CERTIFICATES**.

**WHAT HASN'T CHANGED IN CEVO II: Ambulance™?**

- Comprehensive coverage of safe driving topics, including cushion of safety, scanning, stopping and following distances, vehicle positioning, blind spots, intersections, backing and parking procedures, and more — in both emergency and non-emergency driving situations.
  - Coverage of a wide range of other safety-related topics, including:
    - Vehicle inspection
    - Vehicle handling & design characteristics
    - Collision reporting procedures
    - Safety at the emergency scene
  - The non-lecture, participant-intensive educational approach
  - The flexible, modular, easy-to-use training format (a complete in-house driver training program)
  - The reasonable price (far less than the cost of one "minor" collision)

**PRICING:** **Instructor's Kit (DT127)**—Includes video, guide, transparencies **\$275.00**

**Operator Kits (DT128)**—Include response book, test, scoring & patch

1 - 24 **\$7.95** each

25 - 49 **\$7.79** each

## Coaching the Emergency Vehicle Operator II: Fire™

First introduced in the early 90's by FLI Learning Systems, Inc. and the National Safety Council, the **COACHING THE EMERGENCY VEHICLE OPERATOR™ (CEVO)** courses for ambulance, fire and police personnel quickly became accepted as standards in driver training for these fields. Since then, nearly \_ million emergency professionals have been trained with the **CEVO™** programs. Now, based on valuable input from participants, instructors, and loss prevention professionals, a completely revised and updated **CEVO II™ FIRE** course is available.

**Audience:** Career & volunteer fire apparatus operators

**Course length:** Six hours, with an eight-hour option

**A/V Format:** Video and transparencies

**WHAT'S NEW IN CEVO II: Fire™?**

- The video presentation features an all-new script and new video footage.
- The 16-page full-color participant **RESPONSE BOOKS** include new **SELF-APPRAISALS**, all-new

- discussion questions and situation analyses, and an updated computer-scored OPERATOR TEST.
- The **LEADER'S GUIDE** offers all-new material to support the video presentation, and an instructor checklist for observing and evaluating actual on-road performance.
- **12 TRANSPARENCIES** for group discussion of preventability/liability issues
- The base courses are six hours in length. An optional segment covering the effects of lights and sirens on behavior expands the courses to eight hours.
- Graduates receive ALL-NEW CEVO II: Fire™ PATCHES and CERTIFICATES.

**WHAT HASN'T CHANGED IN CEVO II: Fire™**

- Comprehensive coverage of safe driving topics, including cushion of safety, scanning, stopping and following distances, vehicle positioning, blind spots, intersections, backing and parking procedures, and more — in both emergency and non-emergency driving situations.
- Coverage of a wide range of other safety-related topics, including:
  - Vehicle inspection
  - Vehicle handling & design characteristics
  - Collision reporting procedures
  - Safety at the fireground
- The non-lecture, participant-intensive educational approach
- The flexible, modular, easy-to-use training format (a complete in-house driver training program)
- The reasonable price (far less than the cost of one "minor" collision)

**PRICING:** **Instructor's Kit** (DT129)—Includes video, guide, transparencies **\$275.00**  
**Operator Kits** (DT130)—Include response book, test, scoring & patch  
 1 - 24 **\$7.95** each  
 25 - 49 **\$7.79** each

# Coaching the Emergency Vehicle Operator - Police™

**Audience:** Law enforcement personnel  
**Course length:** 5-6 hours  
**A/V Format:** Videotape and Discussion Slides

Produced in cooperation with: The National Safety Council

The CEVO-POLICE™ course zeroes in on an officer's ability to read and react to traffic conditions during routine and emergency driving situations. Its structured discussion format relies on officer participation throughout — encouraging them to utilize their driving experience and investigative skills to analyze and discuss critical defensive driving techniques. The instructor, following a fully-scripted presentation, uses various educational techniques to focus instruction and encourage participation — audio/visual learning, self-appraisal, individual exercises, group discussion and testing.

**PROGRAM COMPONENTS:**

- Video Presentation
  - Cushion of Safety
  - Driving in Congested Areas
  - Highway Driving
  - Two-Lane Roadway Driving
  - Safety Belts
- Topics addressed include:
  - Off-Street Driving Considerations
  - Driving under Lights and Siren
  - Adverse Weather Conditions
  - Vehicle Inspection

- **Discussion Slides**—Five non-narrated visuals feature preventability situations for group discussion.
- **Instructor's Guide**—Segmented for presentation flexibility. Includes wide margins for local customization. Although this course does not cover pursuit driving, the IACP "Guidelines for Pursuit/Emergency Response" are included for reference.
- **Officer Response Book** (One per trainee)—Includes: Situation Analyses (cushion of safety, congested conditions, two-lane roads, backing, and driving under lights and siren), Vehicle Inspection Review, COURSE COMPLETION CERTIFICATE, 50-QUESTION TEST which is returned to FLI for computer scoring. Those receiving 80% or better receive a National Safety Council RECOGNITION PIN.

**PRICING:** **Instructor Kit** (DT039)—Audiovisuals and Instructor's Guide **\$280.00**  
**Officer Response Book and Test Booklet** (DT040)—Includes scoring, test results, and pin  
 1 - 24 **\$8.80** each  
 25 - 49 **\$8.45** each

## CEVO-Police Supplement™

This 1-hour module addresses the effect of lights and siren on driving behavior—both that of police officers and the driving public. Although the program can serve as stand-alone training, it is ideally suited for use as a follow-on to the CEVO-POLICE™ or other training course.

### PROGRAM COMPONENTS:

- **Video Presentation**—Demonstrates the "effective" range of sirens and other factors that a police officer must consider, and the emotional change that emergency personnel undergo when hearing a siren.
- **Case Study Slides**—Five slides illustrate actual collisions involving police officers that were litigated in court. Once participants discuss their opinions about the legal outcome, the actual court decision is revealed, accentuating the point that police officers are not automatically protected in the event of a collision.
- **Instructor's Guide Supplement**—This 15-page manual may be inserted into the original CEVO-POLICE™ Instructor's Guide Binder.

**PRICING:** **CEVO-POLICE™ Supplement** (DT056)—Videotape, Case Study Slides & Instructor's Guide Supplement **\$95.00**

## Coaching the Experienced Driver II™

**Audience:** Adult drivers  
**Course length:** 3 – 3 1/2 hours  
**A/V Format:** Videotape

This comprehensive classroom course is a driver training standard for corporate, government, and non-profit organizations nationwide. Its non-lecture, participant-intensive educational approach is ideal for adult experienced drivers, and safety trainers welcome its flexible, easy-to-present training format.

### PROGRAM COMPONENTS:

- **Video Presentation**—Comprehensive coverage of collision-prevention techniques including cushion of safety, scanning, vehicle positioning, safe backing and parking procedures, handling blind spots, vehicle inspection, safety belt & air bag systems, safety techniques for driving in commercial/retail areas, and more.
- **Leader's Guide**—A fully scripted presentation, in easel format, with wide margins for instructor notes. Divided into approximately one-hour segments for presentation flexibility. Includes a reproducible written test.

- **Driver Response Books** (One per trainee)—Each Response Book includes a Self-Appraisal, Pre-Trip Safety Issues, Situation Analyses, Collision Reporting Procedures and a Course Completion Certificate.

**Available In Spanish** (Complete kit in Spanish—1989 version)

**Available In Japanese** (Videotape only in Japanese; Guide in English—1989 version)

**Pricing:** **Leader's Kit**—Videotape and Guide

English (DT077) **\$385.00**

Spanish (DT001SP) **\$195.00**

Japanese (DT001J) **\$195.00**

**Driver Response Books** (Order in multiples of 25)

English (DT078)

Spanish (DT002SP)

25 - 75 **\$1.20** each

100 - 225 **\$1.15** each

## Coaching the Lift Truck Operator™

**Audience:** Novice and experienced lift truck operators

**Course length:** 4 1/2 hours

**A/V Format:** Videotape and Overhead Transparencies

**Produced in cooperation with:** The National Safety Council

Operators familiar with the mechanics of operating a lift truck are ready for the next step in training with COACHING THE LIFT TRUCK OPERATOR™. Utilizing the highly acclaimed "Coaching" method of non-lecture teaching, this information-packed classroom course encourages participants to observe, analyze and discuss recommended safety practices. Based on requests from safety directors, the course also includes a video presentation for in-plant personnel who do not operate lift trucks, but do work in lift truck areas.

The program offers instructors all the tools necessary to meet OSHA's new requirements for formal instruction, practical training and evaluation. Each component of the course relates directly to the others, forming a comprehensive, integrated system of training. The program's format allows for flexibility in presentation and local job site customization to cover specific company policies.

### PROGRAM COMPONENTS:

- **Operator Video**—A comprehensive video for operators which addresses Pre-Start Safety Inspection, Lift Truck Design Considerations and safety procedures for Picking Up, Moving with and Setting Down a Load.
- **Pedestrian Video**—A short safety video to be shown to non-operators working around lift trucks.
- **Overhead Transparencies**—Eight transparencies, depicting actual lift truck "accident" situations, generate group discussion of preventability measures
- \* **Instructor's Guide**—This fully scripted guide offers the instructor a step-by-step presentation with wide margins for notes and customization. The Guide also includes administrative guidelines, testing options, a Class Registration Form, an Inspection Checklist, an Evaluation/Performance Checklist (can also be used to determine which operators need refresher or remedial training), a Certification of Training and/or Evaluation Form, OSHA background information, and guidelines and exercises for setting up a hands-on training session.
- **Operator Response Books** (One per trainee)—Full-color 32-page workbooks keep participants involved through-out the training. Participants recall and apply information presented in the video segments to Response Book situations and exercises, and also review a series of "OSHA Reminder Points." **COURSE COMPLETION CERTIFICATES** and **WALLET CARDS** included.

<b>PRICING:</b>	<b>Instructor Kit (DT064)</b> —Video, Instructor's Guide, Transparencies, Binder	<b>\$395.00</b>
	<b>Operator Response Books (DT065)</b> —Order in multiples of 10.	
	10 - 20	<b>\$4.25</b> each
	30 - 90	<b>\$3.95</b> each
	100 - 240	<b>\$3.70</b> each

### Spanish Version

Although lift truck operators whose first language is Spanish may speak and understand English, they may benefit more from a training program produced in Spanish. The new Spanish supplement to the original Coaching the Lift Truck Operator™ course fills that need. The program includes the same operator video presentation as the English version, with Spanish translation. The two-color, 16-page Spanish language workbook can be used in classroom training or self-directed study.

### PROGRAM COMPONENTS AND PRICING:

- **Coaching the Lift Truck Operator™ Video Presentation (Spanish) (DT064SP)** **\$295.00**
- **Operator Response Books (Spanish) (DT065SP)**—Order in multiples of 25.
 

25 - 75	<b>\$1.20</b> each
100 - 225	<b>\$1.15</b> each

## Coaching the Maintenance Vehicle Operator™

<b>Audience:</b>	Vehicle operators (novice and experienced) from state and local public works departments and private construction firms
<b>Course length:</b>	4 1/2 hours
<b>A/V Format:</b>	Videotape and Application Slides

**Produced in cooperation with:** The National Safety Council

Your public works drivers may know how to operate the controls, but do they know how to apply defensive driving techniques? COACHING THE MAINTENANCE VEHICLE OPERATOR™ is the program that can take your operators beyond the basics. The course covers defensive driving techniques that will help your operators anticipate and respond to potential collision situations both on the road and at the work site. In this specialized course, your operators will see their own vehicles featured. They will also actively participate throughout—analyzing how dump truck, front-loader and other vehicle operators can effectively use defensive driving techniques—even at low speeds.

### PROGRAM COMPONENTS:

- **Videotape Presentation**—Addresses five key areas: Collision Prevention Through "S.C.C." (Scanning, Communication, Cushion of Safety); Safe Driving Techniques for Common Driving Situations, Operator Safety at the Work Site; Operator Safety at a Moving Work Site; and Vehicle Inspection.
- **Application Slides**—20 non-narrated slides, featuring various vehicles (street sweepers, snow removal equipment, mowers, graders, etc.), are included for individual review and group discussion of driving situations.
- **Instructor's Guide**—Segmented into flexible training sessions, the guide offers step-by-step instructions for presenting the course. Wide margins allow for instructor notes and customization.

- **Operator Workbooks** (One per trainee)—This 32-page workbook includes:
  - Self-Appraisal
  - Questions and Situation Analyses
  - Collision Analyses
  - "Reporting Procedures/Safety Belt Use"
  - Operator Summary
  - Course Completion Certificate

**PRICING:**    **Instructor Kit** (DT047)—Videotape, Application Slides, Instructor's Guide    **\$295.00**  
                   **Operator Workbooks** (DT048)—Order in multiples of 25.  
                   25 - 75            **\$1.20** each  
                   100 - 225        **\$1.15** each

## Coaching The Mature Driver™

**NEW!! Completely revised & updated!!**

**Audience:**            Senior drivers  
**Course length:**        6 and 8 hour versions available  
**A/V Format:**            Videotape & transparencies

The new Coaching the Mature Driver™ course is designed not only to refresh drivers' understanding of basic defensive driving skills and to introduce new safe driving information, but also to present techniques that can help offset the effects of aging on driver performance. Its non-lecture, structured discussion format keeps participants actively involved throughout.

### Here's what's new...

- The VIDEO PRESENTATION features an all-new script, video footage and graphics.
- 32-page participant RESPONSE BOOKS include a new Self-Appraisal, all-new discussion questions and situation analyses, and an updated Personal Health & Safety Audit.
- The completely scripted LEADER'S GUIDE offers all-new material to support the presentation, and includes a reproducible written test and a class registration form.
- Six TRANSPARENCIES replace slides for ease of presentation.
- NEW TOPICS have been added, including...
  - Anti-lock brakes
  - Car phones
  - Vans, SUV's, and RV's
  - Emergency vehicles and school buses
  - Car-jacking and personal protection
  - Anger on the road ("road rage")
  - The latest in air bag, safety belt and child restraint information

### Here's what stays the same...

- COMPREHENSIVE COVERAGE OF COLLISION-PREVENTION TECHNIQUES, including cushion of safety, scanning, vehicle positioning, handling blind spots, safe backing and parking procedures, and more; plus, pedestrian safety and road sign recognition segments
- A non-lecture, participant-intensive educational approach
- A flexible, modular training format

**Important Notes:** This course is available only from the National Safety Council. Call 800-621-6244 for information and pricing. All instructors must be certified by the National Safety Council or FLI Learning Systems.



# Coaching the Motor Coach Operator™

**Audience:** Novice and experienced motor coach operators

**Course length:** 4 hours

**A/V Format:** Videotape

**Produced in cooperation with:** The National Safety Council

## PROGRAM COMPONENTS:

- **Video Presentation**—Includes comprehensive coverage of collision-prevention techniques, including cushion of safety (following distance, stopping distance, blind spots, mirror adjustment, tailgaters, etc.), scanning, vehicle positioning, safe backing and parking procedures, and more — applied to city, interstate and rural areas. The video also covers vehicle inspection procedures and vehicle handling & design characteristics.
- **Leader's Guide**—Easy to use and flexible in format, the guide includes wide margins for inserting company policies and procedures, all answers to the Response Book questions, a reproducible post-course test, and a reproducible "Coaching Checklist" for behind-the-wheel operator observation/evaluation.
- **Operator Response Books** (One per trainee)—32-page participant books include a self-appraisal; video follow-up questions and situation analyses; collision-reporting procedures; customer courtesy issues review pages; and a course completion certificate. Analysis situations are based on driving situations motor coach operators face daily and actual incidents in which motor coach operators were involved.

**PRICING:** **Instructor Kit** (DT125)—Video and Guide): **\$325.00**  
**Operator Response Books** (DT126)— Order in multiples of 25.  
 25 - 75      \$1.20 each  
 100 - 225      \$1.15 each

# Coaching the Professional Truck Driver™

**Audience:** Experienced 18-wheel truck drivers

**Course length:** 6 hours

**A/V Format:** Videotape and Application Slides

This comprehensive classroom program takes truck drivers beyond the basics of CDL facts and principles into real defensive driving. Adhering to the educational philosophy of high trainee involvement, the program capitalizes on drivers' over-the-road experiences by requiring drivers to analyze and discuss defensive driving issues throughout

## PROGRAM COMPONENTS:

- **Video Presentation**—Includes comprehensive coverage of defensive driving techniques—focusing on city, highway and rural driving; cushion of safety (following and stopping distances, blind spots and tailgaters); scanning; backing and vehicle inspection. Also includes the critically acclaimed "Knights of the Road" film regarding driver professionalism.
- **Application Slides**—Twenty slides for group discussion of key points presented in the course.
- **Instructor's Guide**—A fully scripted presentation in an easel binder. Wide margins allow for instructor notes and company customization.
- **32-Page Driver Workbook** (One per trainee)—Includes "You're the Coach" Response Sheet; Self-Appraisal; Cushion of Safety; Highway, Rural and City Situation Analyses; Backing Procedures Review; and Course Completion Certificate.

**PRICING:** **Instructor Kit (DT003)**—Videotape, Application Slides and Instructor's Guide **\$395.00**  
**Driver Workbooks (DT004)**—Order in multiples of 25.  
 25 - 75 **\$1.20** each  
 100 - 225 **\$1.15** each

**Also Available in Spanish**

**Instructor Kit (DT003SP)** **\$395.00** each  
**Driver Workbooks (DT004SP)** **\$1.80** each

## Coaching the Ready-Mixed Concrete Truck Driver™

**Audience:** Experienced and novice truck drivers  
**Course length:** 3 1/2 hours (can be presented in segments)  
**A/V Format:** Videotape

The role of the driver is an important one in the ready-mixed concrete industry. Regardless of how knowledgeable drivers are about topics such as water/cement ratios, slump, mixer operation, etc., their skills are useless if they can't get the product to and from the job site safely, or they fail to follow safe operating procedures at the work site. That's why a driving program has been designed specifically for this industry. Unlike generic driver safety programs, Coaching the Ready-Mixed Concrete Truck Driver™ has been developed with input from professionals within the industry itself, and features ready-mixed concrete trucks throughout the visuals. As part of The Coaching Series®, this program is based on discussion-style learning rather than lecture, and actively involves participants throughout.

### PROGRAM COMPONENTS:

- **Video Presentation**—Includes coverage of the following topics and more:
  - Vehicle Inspection
  - Loading the Truck
  - Over the Road Driving Skills and Techniques
    - Scanning
    - Cushion of safety
    - Following distance
    - Blind spots
    - Total stopping distance
    - Safety at intersections
  - Safety at the Work Site
    - Taking charge
    - Off-road driving considerations, including scanning for hazards, roll-over concerns, selecting and maneuvering into a parking location, backing, etc.
    - Positioning of chutes
    - Lifting techniques
    - Wash-down considerations
- **Leader's Guide**—A fully scripted guide includes all information necessary to present the course. Also included: a reproducible written test, class registration form, inspection checklist, and a performance evaluation form to assess each driver's skill level.
- **Response Books** (One per driver)—Each 32-page response book includes a self-appraisal, video review questions, collision analysis situations, customer relations review, and a course completion certificate.

**PRICING:** **Instructor's Kit (DT131)**—Includes Video Presentation & Guide **\$295.00**  
**Response Books (DT132)**  
 25 - 75 **\$1.20** each  
 100 - 225 **\$1.15** each

## Coaching the Refuse Truck Driver™

**Audience:** Refuse truck drivers and crew  
**Course length:** 5 hours  
**A/V Format:** Videotape

**Produced in cooperation with:** The Environmental Industry Associations—National Solid Wastes Management Association (NSWMA)

This specialized course, designed to address collision-producing situations common to the refuse driver, has become an industry standard. An advanced course (beyond the basics of handling a refuse vehicle), COACHING THE REFUSE TRUCK DRIVER™ teaches practical defensive driving techniques that allow the driver to read and respond safely to traffic conditions. Throughout the course drivers actively participate by analyzing and discussing ways to handle potential collision situations.

Instructors can qualify to teach this course by completing a self-study session approved by NSWMA. Along with the Instructor's Kit, the instructor receives an Overview video which describes the recommended training method and teaching hints for presenting the course, and a Certification Test. After reviewing both videos and the Guide, the instructor completes the test and sends it to FLI for scoring and certification.

### PROGRAM COMPONENTS:

- **Videotape Presentation**—Includes: 1) a segment featuring actual refuse truck drivers and supervisors discussing the importance of safety in their operations which sets up a discussion about professionalism—a positive mental attitude, pride in the job, and attention to safety procedures; and 2) eight segments that address *Vehicle Inspection, Cushion of Safety, City and Commercial Driving, Suburban and Rural Driving, Backing, Limited Access Highway Driving, Special Situations, and Crew Safety.*
- **Instructor's Guide**—A fully scripted presentation of the program with wide margins for notes and customization.
- **Driver Workbook**—This 32-page workbook offers drivers hands-on review of skills and concepts presented throughout the course. Includes:
  - Self-Appraisal
  - Vehicle Inspection Review
  - In-depth analyses of common refuse collision situations
  - Backing Procedures Review
  - Collision Reporting Procedures Review
  - Triangle Placement Review
  - Course Completion Certificate

**PRICING:** **Instructor Kit and Certification Package (DT024)**—Instructor's Guide, Classroom Video, Instructor Overview Video, 1 Certification Test **\$395.00**  
**Additional Certification Tests (DT024T)**—One per instructor being trained. **\$8.00** each  
**Instructor Overview Video Only (DT024IN)**—For those facilities that already own the program, and want new instructors certified. **\$65.00**  
**Driver Workbooks (DT026)**—One per driver; order in multiples of 25.  
 25 - 75 **\$1.20** each  
 100 - 225 **\$1.15** each

# Coaching the Straight-Truck Driver™

**Audience:** Novice and experienced straight truck drivers (except van drivers)

**Course length:** 4 hours

**A/V Format:** Videotape and Application Slides

**Produced in cooperation with:** The National Safety Council

**COACHING THE STRAIGHT-TRUCK DRIVER™**, following the successful format of other Coaching programs, features a structured discussion/trainee participation course, and does not require instructor certification. Instructors and drivers alike will appreciate and be challenged by the group dynamics that take place in the classroom.

## PROGRAM COMPONENTS:

- **Videotape Presentation**—Topics addressed include: Protecting Your Space (Cushion of Safety), Long Distance Scan, Preventing Collisions, Delivery Situations, and Vehicle Inspection.
- **Application Slides**—11 non-narrated slides summarize and reinforce key principles presented in the course.
- **Instructor's Guide**—A fully scripted presentation in an easel binder. Wide margins allow for instructor notes and customization.
- **32-Page Driver Workbook** (One per trainee)— Includes:
  - Self-appraisal
  - Collision Reporting Review
  - Collision Prevention Analyses
  - Driver Summary
  - Delivery Situation Analyses
  - Course Completion Certificate
  - Vehicle Inspection Review

**PRICING:** **Instructor Kit** (DT045)—Videotape, Application Slides and Instructor's Guide **\$395.00**  
**Driver Workbooks** (DT046)—Order in multiples of 25.

25 - 75	<b>\$1.20</b>
100 - 225	<b>\$1.15</b>

# Coaching the Transit Bus Operator™

**Audience:** Transit bus operators

**Course length:** 5 hours

**A/V Format:** Videotape

**Produced in cooperation with:** The National Safety Council

This non-lecture program refreshes basic driving skills, and introduces advanced techniques to help transit bus operators anticipate and avoid collision situations. Following the structured discussion format outlined in the Instructor's Guide, the instructor actively involves trainees throughout the program.

## PROGRAM COMPONENTS

- **Video Presentation**—Includes a 10-minute segment featuring transit bus operators discussing common traffic and customer problems (setting up post-film discussion of the importance of building a professional image through safe driving and a positive mental attitude); and segments covering Trip Preparation, Cushion of Safety, City Driving, Highway and Suburban Driving, and Special Considerations.
- **Instructor's Guide**—A fully scripted presentation of the program, formatted for one or multiple training sessions. Wide margins allow for instructor notes and customization.

- **32-Page Operator Workbook** (One per trainee)—Includes:
  - Self-Appraisal
  - Vehicle Inspection Review
  - "Talking Point Situations"
  - "Preventability Situations"
  - "Breakdown/Collision Procedures" Review
  - Course Completion Certificate

**PRICING:** **Instructor Kit** (DT021)—Videotape and Instructor's Guide **\$395.00**  
**Operator Workbooks** (DT022)—Order in multiples of 25.  
25 - 75 **\$1.20** each  
100 - 225 **\$1.15** each

## Coaching the Utility Truck Driver II™

**Audience:** Gas, electric, telephone and cable drivers  
**Course length:** 4 hours  
**A/V Format:** Videotape

**Produced in cooperation with:** The National Safety Council

Coaching the Utility Truck Driver II™, a completely updated version of the original program first introduced in 1987, still remains one of the few driver training programs designed specifically for the utility industry. The new program continues to offer safety trainers comprehensive, high-quality classroom materials at a reasonable price, in a non-lecture discussion format ideal for adult, experienced drivers.

### PROGRAM COMPONENTS:

- **Video Presentation**—Covers critical collision-prevention techniques, including familiarity with the vehicle, cushion of safety, blind spots, scanning, following distance, vehicle positioning, right and left turn procedures, safe backing and parking techniques, on-site safety measures, and more.
- **Instructor's Guide**—A fully scripted presentation of the program, segmented for use in one or multiple sessions, and formatted with wide margins for instructor notes and customization. Included in the Appendix of the Guide are a reproducible "Class Registration Form" to document attendance and "Driver Test" to measure participants' knowledge of information presented in the course.
- **Driver Response Books** (One per trainee)—The 32-page response book features a "Self-Appraisal" section at the beginning of the workbook which questions trainees about their pre-training understanding of safe driving issues, followed by a series of situation analyses and written questions which are used as a basis for group discussion. The workbook includes a course completion certificate.

**PRICING:** **Instructor Kit** (DT086)—Videotape and Leader's Guide **\$390.00**  
**Driver Response Books** (DT087) Order in multiples of 25.  
25 - 75 **\$1.20** each  
100 - 225 **\$1.15** each

## Coaching the Van Driver II™

**Audience:** Van drivers  
**Course length:** 4 hours  
**A/V Format:** Videotape and Slides

**Produced in cooperation with:** The National Safety Council

Don't make the mistake of assuming your drivers can automatically handle a vehicle that may be larger, heavier and have more blind spots than a personal car. Those driving a van must be trained in defensive driving techniques that relate specifically to vans. COACHING THE VAN DRIVER™ is a comprehensive program that meets that need.

**PROGRAM COMPONENTS:**

• **Videotape Presentation**

Topics addressed include:

- Pre-trip inspection
- Van characteristics
- Backing
- Blind spots
- Safety belts
- Scanning
- Cushion of safety
- City, highway and rural driving

A *Transporting Cargo* segment addresses specific situations such as familiarity with the route, cargo placement, double-parking, making deliveries, and following distance. A *Transporting Passengers* segment addresses critical safety points concerning safe stopping points, pick-up and drop-off procedures, passengers as pedestrians, and safety belt use.

- **Application Slides**—Ten non-narrated slides present key instructional points for group discussion.
- **Instructor's Guide**—Segmented into four teaching sessions, the guide offers step-by-step instructions for presenting the course. Wide margins allow for instructor notes and customization.
- **Driver Response Book** (One per trainee)

This 32-page workbook includes:

- Self-Appraisal
- Safe Driving Situations
- Driving Environment Analyses
- Collision Reporting Review
- Driver Summary
- Course Completion Certificate

**PRICING:** **Instructor Kit** (DT043)—Videotape, Application Slides and Instructor's Guide **\$395.00**

**Driver Response Books** (DT044)—Order in multiples of 25.

25 - 75 **\$1.20** each

100 - 225 **\$1.15** each

## DDC-Coaching The School Bus Driver™

**Audience:** New and experienced school bus drivers

**Course length:** 8 hours

**A/V Format:** Videotape and Application Slides

**Produced in cooperation with:** The National Safety Council

This program encourages school bus drivers to analyze and discuss safe driving issues throughout—capitalizing and building on their driving experience. While specifically focusing on defensive driving techniques, the course also:

- covers vehicle inspection and bus stop procedures.
- emphasizes the importance of good driver/student relations.
- includes actual collision situations to be analyzed by class attendees.
- takes seemingly isolated facts from CDL and integrates them into the instruction so drivers will understand the "why" and "how" behind the facts.
- clarifies important ADA issues.
- includes a K-3 pupil education video.

**PROGRAM COMPONENTS:**

- **Driver Video**—A comprehensive presentation covering cushion of safety, situational driving, backing, railroad crossings, field trips, adverse weather conditions, driver/student relations, bus stop procedures, vehicle inspection and lift procedures (optional).
- **Passenger Video**—A short school bus safety video for kindergarten through third grade students.
- **Application Slides**—Seven non-narrated slides for group discussion of key instructional points.
- **Instructor's Guide**—A fully scripted presentation which allows for local customization. Includes a reproducible test.
- **Driver Workbooks** (One per trainee)—32-page, full-color workbooks which promote individual participation throughout the course. Each includes a self-appraisal, driving analyses, other application exercises and a course completion certificate.
- **Driver Recognition Patches** (Optional)—National Safety Council patches signify the importance of the training and recognize those who have completed the course.

**PRICING:** **Instructor Kit** (DT062)—Videotape, Application Slides and Guide **\$360.00**

**Driver Workbooks** (DT063)

- 1 - 24 **\$2.50** each
- 25 - 49 **\$2.40** each
- 50 - 99 **\$2.30** each

**Driver Recognition Patches** (DT063PA)

- 1 - 4 **\$3.75** each
- 5 - 9 **\$3.25** each
- 10 - 29 **\$2.90** each

# Driver Assessment

Traffic Safety Institute  
 Eastern Kentucky University  
 Richmond, KY 40475  
 (606)-622-2236  
 Fax: (606) 622-6548  
 E-Mail: [lpsochs@acs.eku.edu](mailto:lpsochs@acs.eku.edu)

Offered upon request  
 \$80 per day/per person

For further information contact **Ray Ochs**

Driver assessment is the analytical evaluation of an individual's driving task functions. Although the Traffic Safety Institute (TSI) programs are usually educational in nature (with emphasis on learning and understanding), a program can be adapted toward assessment. The assessment can include any or all of the items listed in the menu below. A program of driver assessment provides documented scoring criteria. This allows for specific driver evaluation, recordkeeping, and a comparative analysis among other drivers in the similar categories. If specific deficiencies are discovered, programming can be targeted to eliminate inadequate skills. Available upon request (for programs of at least two-day length) is a summary of the scores and ranking of an individual in a class, with comparison to participants from similar TSI programs.

Assessment scores and results can be obtained from any or all of the following areas:

- Safety and Driving Knowledge
- Knowledge of Emergency Responses

- Traffic Sign Knowledge
- Traffic Situations Video Quiz
- Beverage Alcohol Knowledge
- Basic Skills Evaluation
- Emergency Skills Evaluation
- On-road Driver Audit
- Commentary Driving
- Psychophysical Evaluation

**Menu of Options** - cost varies by number of options chosen.

**Safety and Driving Knowledge:** a 50-item written, multiple-choice and true/false test; covers information of basic driver knowledge and awareness of driving concepts, principles, and procedures.

**Knowledge of Emergency Responses:** a 25-item written, multiple-choice test; covers procedures to follow in vehicle emergency situations.

**Traffic Sign Knowledge:** a timed-slide test in which a participant names the meaning of several signs.

**Traffic Situations Video Quiz:** a video program that yields a norm-based score for comparison with other drivers; consists of viewing forty driving situations and choosing the most appropriate response; information includes scanning traffic, identifying hazards, predicting consequences, deciding on an action, and executing the proper response.

**Beverage Alcohol Knowledge:** a written quiz covering basic information about the use and misuse of beverage alcohol.

**Basic Skills Evaluation:** a series of in-vehicle exercises performed using traffic cones on a driving range; consists of twelve exercises/maneuvers that stress low-speed limited space skills including backing performance.

**Emergency Skills Evaluation:** a series of in-vehicle exercises performed using traffic cones on a driving range; consists of several collision-avoidance exercises/maneuvers that emphasize steering control, braking capability, cornering skill, off-road recovery skill, and skid control.

**On-road Driver Audit:** an in-vehicle performance evaluation; a driver negotiates a pre-determined driving route in a variety of traffic environments.

**Commentary Driving:** a ten-minute on-road segment in which a driver demonstrates perceptual skill by verbalizing the decision-making process while driving.

**Psychophysical Evaluation:** a series of tests to discover strengths, weaknesses and deficiencies in the areas of visual acuity, field of vision, night vision, glare vision, color vision and reaction time. Participants are made aware of the results so as to correct or compensate if necessary.

## Facilities

The Traffic Safety Institute facilities include comfortable, modern classroom with a large-screen video projection system. A separate area houses a ten-place simulation system. Psychophysical testing devices (vision, reaction time, etc.) are available for screening or assessment. A seven-acre driving range provides the surface area for practicing hands-on collision avoidance techniques and includes off-road recovery and skid pad. The range is lighted and equipped for nighttime use.



# Driver Fatigue Safety Meeting

Smith System Driver Improvement Institute, Inc.

1106 W. Pioneer Parkway

Arlington TX 76013

1-800-777-7648

Fax: (817) 652-6969

<http://www.smithsystemsafety.com>

Point of contact - Leesa Mansen

Drowsy driving is an ever-present risk to any business and its employees. While its impossible to document exactly the quantity of injuries and fatalities that can be attributed to driver fatigue, it is certain the number is enormous. This fast-paced interactive seminar is a right to the point meeting on understanding the causes of fatigue and how to deal with it. The instructor package comes complete with an Instructor Guidebook and overhead transparencies. We recommend our \*Dangers of Drowsy Driving handout be distributed to the audience.

To order this safety meeting: Stock# SS-71      \$45.95 ea.

## Dangers of Drowsy Driving

Stock #SS-17M Many drivers believe that if they must drive with less than adequate sleep, there's little that can be done to increase their alertness, except drink coffee. This pamphlet gives the driver other strategies for coping with drowsiness. It explains who is most at risk for drowsy driving crashes, and applies the Smith System \*5 Keys principles to help a drowsy driver minimize the chances of having a collision.

To order this product:

50-99	\$.45 ea.
100-499	\$.35 ea.
500-999	\$.32 ea.
1,000-4,999	\$.29 ea.
5,000-9,999	\$.27 ea.
10,000+	\$.25 ea.

# Driver Skill Evaluation Course

Smith System Driver Improvement Institute, Inc.

1106 W. Pioneer Parkway

Arlington, TX 76013

1-800-777-7648

Fax: (817) 652-6969

[www.smithsystemsafety.com](http://www.smithsystemsafety.com)

Contact person - Leesa Mansen

Some organizations elect to have our instructors train their drivers directly. Others have us teach their in-house safety personnel to do the job. But almost all of our clients realize that a single exposure to safety training is not sufficient to obtain and maintain truly superior results. Follow-up training is your insurance that the original training investment brings your organization the best possible return.

Once the initial training has taken place, follow-up training can be provided by people with less formal education in the topic. Supervisors can be taught to do refresher training on a ride-along basis. That is the objective of the DRIVER SKILL EVALUATOR COURSE.

This program teaches supervisory personnel to coach drivers on the road utilizing Smith System principles. In addition, each attendee is taught to thoroughly evaluate drivers in written form. Armed with this information, graduates of this program can follow up on previous evaluations, isolate problem areas and take positive, tangible measures to help drivers overcome weaknesses that might otherwise lead to costly mistakes. This program turns every driver ride-along into a powerful platform for driver improvement.

## Driving Safety

Long Island Productions, Inc.  
106 Capitola Drive  
Durham, NC 27713  
1-800-390-8283  
Fax: (919) 544-5800  
www.longislandproductions.com  
mail@longislandproductions.com  
Contact person - Donita Howard

Video #399, 16 min., 1995, MARCOM, \$99.95

CD Rom #R399, \$499.95; #R101, CD Rom Demo

Kit #K399, #SK399, video, leader's guide, quiz, certificates, 30 (16 p.) booklets & 5 posters, **\$199.95**

Motor vehicle crashes are the #1 cause of death on the job! Don't let employees take driving for granted:

- Inspect vehicle, adjust equipment, use seatbelts
- Mental preparation & concentration
- Use a "safety cushion"
- Driving tips: passing, night driving, adverse weather, skidding and hydroplaning
- Accident procedures

## DTA Program for Driver Improvement

Driver Training Associates, Inc. (DTA)  
8323 Southwest Fwy., Suite 900  
Houston, TX 77074  
713-777-8986  
Email: [dta@dtaprograms.com](mailto:dta@dtaprograms.com)  
Contact person - Greg Cupper

The DTA Program for Driver Improvement has been shown to be effective in reducing crashes and citations of those attending. As an alternative to traditional defensive driving courses, the DTA course is fast paced, enjoyable and highly student interactive. DTA courses are classroom based and consists of DTA's own video-series designed to address today's driver need. Emphasis is placed on driver attitude which is the often-over

looked factor contributing to AGGRESSIVE DRIVING and ROAD RAGE. Class lengths for the DTA Program (general population) are either four, six or eight hours in length depending on group needs.

## Emergency Response Driver Training

To request more information, E-mail your name and address to [office@bsr-inc.com](mailto:office@bsr-inc.com) or contact BSR at:

**BSR, Inc.**  
**P.O. Box 190**  
**Summit Point, WV 25446**  
**USA**  
**Tel: (304) 725-6512**  
**Fax: (304) 728-7124**

**Emergency Response Driver Training (ERDT) cost: \$895 per student.**

*\*Please add 6% WV sales tax. We are required by law to collect WV sales tax unless you submit to us a valid WV Tax Exemption Form.*

A two day course designed to reduce accidents and improve driving skills for individuals who must drive safely at above highway speeds. Recommended for law enforcement and emergency response personnel.

### Features:

- High-speed driving exercises over unfamiliar roads
- Practical exercises in imminent collisions
- Emergency response driving exercises with traffic
- Night emergency response exercises

### Course Outline:

**Day One - Advanced Driver Training (ADT)** ADT is the cornerstone of all BSR advanced training courses. This day of training teaches the student how to be a better, more confident driver.

**Day Two - Emergency Response Module (ERM)** A module designed for individuals who must drive above normal highway speeds teaching accident avoidance at high speed and emergency response driving in traffic.

## Evasive Driving Course

To request more information, E-Mail your name and address to [office@bsr-inc.com](mailto:office@bsr-inc.com) or contact BSR at:

**BRS, Inc.**  
**P.O. Box 190**  
**Summit Point, WV 25446**  
**USA**  
**Tel: (304)725-6512**  
**Fax: (304)728-7124**

**Evasive Driving Course cost: \$1,195\* per student**

*\*Please add 6% WV sales tax. We are required by law to collect WV sales tax unless you submit to us a valid WV Tax Exemption Form.*

A two-day course focusing strictly on those skills necessary to operate an automobile to evade a terrorist or criminal attack. Ideal for security professionals who already have surveillance detection training or individuals who want to protect themselves from random criminal attacks (carjackings).

**Features:**

- High speed driving techniques
- Forward and reverse ramming
- Situational exercises simulating vehicular attacks
- Evasive Maneuvers - forward 180 degree turns (bootlegs), and reverse 180 degree turns (J-turns)
- Defensive Line - Actual contact exercises where student prevents his automobile from being run off the road and stopped

**Course Outline:**

**Day One** - Advanced Driver Training (ADT) ADT is the cornerstone of all BSR advanced driving courses. This day of training teaches the student how to be a better, more confident driver.

**Day Two** - Evasive Driving Module (EDM) A module for anyone who might come under attack while operating a motor vehicle.

## Evasive Maneuvers and Controlled Braking

Fleet Training and Consulting, Inc.

4811 Beverly Drive

Lilburn, GA 30047

(770) 985-1672

Fax: (770) 985-1116

E-Mail: [jsloop@attglobal.net](mailto:jsloop@attglobal.net)

For further information contact Jim Sloop.

**Objective**

The objective of this exercise is:

1. To show the evasive capability of an automobile in relation to its stopping capability;
2. To provide training in the handling of a vehicle during an emergency evasion;
3. To decrease the driver's tendency toward panic braking; and
4. To provide training in proper braking procedures.

### Evasive Maneuvers

**Objective**

To show the evasive capability of an automobile in relation to its stopping capability.

**Procedure**

The student travels through the cone marked road at the speed indicated by the instructor. At the double cone the student attempts to evade the obstacle in the roadway without braking. The direction and initiation of the evasion will be at the verbal signal from the instructor. The instructor will emphasize proper hand placement on the steering wheel and control reactions.

The maneuver will be repeated at increased speeds until the instructor is satisfied with the student's progress.

## Controlled Braking

### Objective

To provide the student with experience in performing a maximum controlled brake stop while still retaining steering ability.

### Procedure

The student will approach the barricade at a speed selected by the instructor. At the instructor's command, the student will bring the vehicle to a stop in the shortest possible distance, while steering around the barricade and back into his own lane.

## Serpentine Maneuvers

### Objective

This exercise is designed to develop in the student a sense of feel for the control of a vehicle. Proper timing of steering inputs and corrections will be emphasized.

### Procedure

The student will enter the serpentine course at a speed selected by the instructor and weave through the course increasing speed with every pass. The student increases speed until the vehicle can no longer keep within the course. The instructor will emphasize steering input and rhythm required to maintain control.

# Executive Security Training

To request more information, E-mail your name and address to [office@bsr-inc.com](mailto:office@bsr-inc.com) or contact BSR at:

**BSR, Inc.**

**P.O. Box 190**

**Summit Point, WV 25446**

**USA**

**Tel: (304) 725-6512**

**Fax: (304) 728-7124**

**Executive Security Training (EST) cost = \$1,495 per student.**

A three-and-one-half day course for individuals who might come under a terrorist or criminal attack while operating an automobile. Recommended for security personnel, executives, or their chauffeurs.

### Features:

- High speed driving techniques
- Forward and reverse ramming
- Situational exercises simulating vehicular attacks
- Evasive Maneuvers - forward 180 degree turns (bootlegs), and reverse 180 degree turns (J-turns)
- Defensive Line - Actual contact exercises where student prevents his automobile from being run off the road and stopped
- Analysis of Terrorist/Criminal Attacks
- Car Shoot Demonstration
- Evacuation Drills
- Searching an Automobile for Explosives
- Route Analysis and Surveillance Detection - Practical exercises where students conduct a route analysis, drive their routes and attempt to detect surveillance

**Course Outline:**

**Day One - Surveillance Detection Module** A module designed for those individuals who are under threat of a terrorist or an organized criminal attack and are vulnerable while in transit.

**Day Two - Advanced Driver Training (ADT)** ADT is the cornerstone of all BSR courses. This day of training teaches the student how to be a better, more confident driver.

**Day Three - Evasive Driving Module (EDM)** A module for anyone who might come under attack while operating a motor vehicle.

**Day Four** (one-half day) - Choose one of three modules.

## The "IT'S NO ACCIDENT!" System

Skills and motivation for Crash-free driving

Visucom Systems

P.O. Box 5472

Redwood City, CA 94063

(650) 364-5566

Fax: 650-364-9407

Email: htirrell@aol.com

For further information contact **Hugh Tirrell**

This four one-hour training module system is composed of...

- Four video titles
- 80 page fully-scripted Facilitator Guide
- Comprehension Assessments for each Module

Developed with the participation and counsel of Digital Equipment Corporation, Public Service Electric & Gas (NJ), the California Highway Patrol and N.E.T.S.

### Module Outline

#### Module 1: "Controlling The Vehicle"

The Module explores what the driver can and can not control. It shows how the "Natural Laws" of Friction, Energy of Motion, and Force of Impact affect driving. Subjects covered include:

- Tire Pressure & Condition – how it affects ability to control the vehicle
- Braking techniques
- Stopping Distance – it is a combination of Perception, Reaction and Braking Distances and how each is affected by speed, driver condition and other factors.

#### Module 2: "See and Be Seen"

The Module develops observation skills, and shows how to get and maintain SPACE as well as ways of communicating the driver's presence and intent. Subjects covered include:

- Identify, Predict, Decide, Execute – how to use this four step process
- How to get and maintain Space around the vehicle
- Covering the brake
- Techniques to communicate the driver's presence and intent to other drivers

### **Module 3: "Staying Out of Harm's Way"**

The Module explores four "Danger Zones" and five categories of "Dangerous Drivers" and shows how to deal with each successfully. Subjects covered include:

- Intersections
- Merging
- Backing
- Highway/Rail Grade Crossings
- How to recognize and avoid five categories of "Dangerous Drivers"

### **Module 4: "You're In Control"**

The Module deals with three things drivers do control:

- Distractions – strategies for recognizing and dealing with physical, mental and emotional distractions.
- Alcohol – why it affects driving performance and when to make good decisions about driving and consuming alcohol.
- Safety Belts – how they work to prevent vehicle occupants from being injured or killed in a crash.

### **Pricing for the System, including four videos, a Facilitator Guide, and Comprehension Assessments:**

- One package: \$ 1350 plus nominal Shipping & Handling
- Two-five packages: \$ 1100 per set
- Six-ten packages: \$ 950 per set
- More than ten: Call for pricing

# **Manager/Supervisor/Safety Director Training Program**

**Fleet Training and Consulting, Inc. (F.T.C.)**

**4811 Beverly Drive**

**Lilburn, GA 30047**

**(770) 985-1672**

**Fax: (770) 985-1116**

**E-Mail: [jsloop@attglobal.net](mailto:jsloop@attglobal.net)**

**For further information contact Jim Sloop.**

### **Synopsis**

This training program provides for 16 hours classroom instruction and eight hours field and road instruction for up to four supervisors at a time. The training program is designed to enhance the supervisor's knowledge and skill level to better enable him/her to supervise and train his/her personnel.

The three day seminar will provide an insight in developing safety programs and enhancing current safety programs. F.T.C. will provide information and recommendations to help establish objectives and criteria to reduce insurance and overall operating cost, along with improving employee retention.

# The 'NEED TO KNOW' SEMINAR

PAL, Inc.  
P. O. Box 562  
1931 Old Briar Road  
Highland Park, IL 60035  
1-888-831-0370

Fax:  
www.ur-pal.com  
palsafety@aol.com  
Contact person - Penny Levin

Awareness is the only defensive action that can warn us of potential dangers. How good are your awareness skills? Learn exercises to become more aware of surroundings and how to deal with many different violent experiences.

Fleet drivers need to know the signs to protect themselves from a becoming a carjack victim, a victim of mugging, smash-and-grab and other violent crimes.

Practical demonstration of self-defense actions to protect an individual.

Share course materials with family and friends.

## Next Step Coaching™:

A Driver Safety Refresher Course

FLI LEARNING SYSTEMS, INC.

P.O. Box 2233  
Princeton, NJ 08543-2233  
(800) 319-9099  
Fax: (609) 466-2333

www.flilearning.com  
Contact person - Cathie Ott

**Audience:** Experienced drivers  
**Course Length:** 1-2 hours, depending on level of discussion  
**A/V Format:** Videotape

**Produced in cooperation with:** The National Safety Council

As the title suggests, the Next Step Coaching™ program is designed for experienced drivers who have already had some form of driver training. The program was produced in response to requests by safety professionals currently using FLI's Coaching Series™ who were looking for a shorter, refresher (or remedial) program that would review key driving concepts presented in the full length "Coaching" programs. Next Step Coaching™ fulfills that request by zeroing in on and reinforcing specific safe driving concepts that experienced drivers may be familiar with, but may not practice, in their everyday driving.



Depending on time constraints, Next Step Coaching™ can be presented with or without classroom discussion. In both scenarios, participants will view sixteen driving situations and listen to a follow-up question and possible responses for each. The instructor/ facilitator then pauses the video while participants answer the question on their Driver Response Forms. At this point, the instructor has the option of expanding the course by leading a discussion about each correct and incorrect response. The video is then restarted, and the video narrator reads the correct answer

**Program components:**

- **Video Presentation**—Includes sixteen driving situations and follow-up questions covering the following topics: intersections, covering the brake, scanning, following distance, blind spots, tailgaters, left turns, jaywalkers, backing and highway interchanges.
- **Facilitator's Guide**—Includes all questions and recommended responses, with background information for group discussion. Also includes a reproducible Driver Response Form for participants.

**Pricing: Video and Guide**—(DT117) \$175.00

## The One Day Direct Driver Training Program

Smith System Driver Improvement Institute, Inc.

1106 W. Pioneer Parkway

Arlington, TX 76013

1-800-777-7648

Fax: (817) 652-6969

<http://www.smithsystemsafety.com>

Contact person - Leesa Mansen

This course, taught to your drivers at your location by professional Smith System instructors, is designed to identify personal driving flaws and provide the motivation necessary to bring about change. Part of the reason this program is so effective is that each driver receives approximately one hour of individual attention while they are behind the wheel. Students are involved in every phase of the training as they learn why accidents happen and how Smith System's 5 Keys can be used to avoid them.

## One Day Safety Seminar

Fleet Training and Consulting, Inc.

4811 Beverly Drive

Lilburn, GA 30047

(770) 985-1672

Fax: (770) 985-1116

E-Mail: [jsloop@attglobal.net](mailto:jsloop@attglobal.net)

Contact person - Jim Sloop.

**Synopsis**

This one day seminar provides for nine hours of instruction to enhance the manager, supervisor, safety director, dispatcher, mechanic and vehicle Operators' knowledge in vehicle components, proper operation and defensive driving techniques.

The program will enlighten the participants to the high cost of unnecessary engine idling, improper shifting techniques, improper tire pressure, and the necessity of a thorough pre-trip vehicle inspection.

Additionally, defensive driving techniques will be discussed to eliminate accidents and the severity of accidents, to include right turn and lane change accidents. Three rules will be discussed on how to eliminate backing accidents, along with causes of skids and how to control skids.

Department of Transportation (DOT) rules and regulations will be included in all subjects where applicable.

The objective of this seminar is to reduce fuel, tire, maintenance, and overall operating cost, along with reducing accidents and severity of accidents.

### Schedule

7:00 am	Orientation and Objectives and Schedule Introduction	
7:15 am	Attitude and safety	How Attitude Effects, Film "Motor Mania"
8:15 am	Power Train	Engine, Clutch, Transmission and Differential. Film, "Professional Driving"
9:45 am	Brakes and Braking System	Characteristic and Types Operator Responsibilities Proper Operating Techniques
10:45 am	Skids and Skid Control	Types of Skids, How to Avoid Model Car Demonstration, Film, "Skids Can be Controlled"
11:45 am	Lunch	
12:45 pm	Defensive and Commentary Driving	High View Driving, Seeing Habits
1:45 pm	Backing	How to Prevent Backing Accidents
2:15 pm	Tire Care	Tire Cost, Use and Abuse, Driver Responsibility
2:45 pm	Fuel Economy	How to Save Fuel. The Cost of Engine Idling
3:30 pm	Money Management	How to Save Money on the Road (optional)
4:00 pm	Seat Belts	Death in 7/10 Seconds
4:45 pm	Review	
5:00 pm	Dismiss	

## Police Driving Instructor Course (PI)

*The Police Instructor Course (PI) is designed to teach experienced law enforcement instructors, or instructor candidates, BSR's training methods. The instructor workshops feature hands-on role-playing in the various exercises. Students are provided with a 20+ page instructor manual that is utilized as the course text.*

To request more information, E-mail your name and address to [office@bsr-inc.com](mailto:office@bsr-inc.com) or contact BSR at:

**BSR, Inc.**  
**P.O. Box 190**  
**Summit Point, WV 25446**  
**USA**  
**Tel: (304) 725-6512**  
**Fax: (304) 728-7124**

Police Driving Instructor Course (PI) cost: **\$1,695\*** per student. \*Please add 6% WV sales tax. We are required by law to collect WV sales tax unless you submit to us a valid WV Tax Exemption Form.

## SCHEDULE

- DAY ONE** 0900-0930 / Vehicle Dynamics Lecture I  
0930-1030 / Vehicle Dynamics Practical I  
1030-1100 / Vehicle Dynamics Lecutre II  
1100-1200 / Vehicle Dynamics Practical II  
1200-1300 / Lunch  
1300-1330 / Vehicle Dynamics Lecture III  
1330-1430 / Vehicle Dynamics Practical III  
1430-1500 / Technical Drive and Mental Aspects Lecutre  
1500-1600 / Technical Drive Practical  
1600-1700 / Technical Drive Final
- DAY TWO** 0900-0930 / System Failure Practical  
0930-1030 / Street-Line Practical  
1030-1200 / Unfamiliar Roads  
1200-1300 / Lunch  
1300-1400 / Imminent Collisions Practical  
1400-1500 / Emergency Response Driving Practical  
1500-1600 / Selection and Deployment of Tire Deflation Devices  
1600-1700 / Emergency Response Driving in Traffic Practical  
At Dark / Night Drive Lecture  
30 Minutes / Night Drive Practical  
30 Minutes / Night Emergency Response Driving Practical
- DAY THREE** 0900-0930 / Precision Immobilization Technique Lecture  
0930-1030 / PIT Practical  
1030-1045 / Tactical Vehicle Interception (TVI) Lecture  
1045-1200 / Tactical Vehicle Interception Practical  
1200-1300 / Lunch  
1300-1430 / Cone Courses/Serpentine Instructor Workshop  
1430-1600 / Straight-Line Braking Instructor Workshop
- Optional** 1600-1800 / Stinger Spike Systems Instructor Certification Course
- DAY FOUR**  
**Workshop** 0800-1100 / Turning and Braking/Braking in Turning Instructor Workshop  
1100-1200 / Technical Driving Instructor Workshop  
1200-1300 / Lunch  
1300-1530 / Technical Driving Instructor Workshop  
1530-1700 / PIT Instructor Workshop

## Public Driving Programs

Traffic Safety Institute  
Eastern Kentucky University  
Richmond, KY 40475  
(606) 622-2236  
Fax: (606) 622-6548  
E-Mail: [lpsochs@acs.eku.edu](mailto:lpsochs@acs.eku.edu)  
Contact person - Ray Ochs

Offered upon request  
\$80 per day/per person

The most popular public driving program is a two-day, twelve-hour package consisting of classroom, simulation, driving range exercises and in-vehicle audits. Other programs can be arranged from one-day refresher courses to one-week instructor training programs. Several content and activity options are available from which to choose. This allows the formulation of a tailor-made program designed to meet specific client requirements. Programs can be structured toward a strictly educational/informational experience, or be adapted to provide driver assessment.

The program provides the opportunity for drivers to improve driving skills to avoid traffic crashes. Blended together are defensive driving strategies and maneuvering skills to improve safety in traffic. The course provides refresher training for safe driver performance and renews a driver's inclination and attention toward highway safety.

Because there is rarely a single cause of a traffic crash, the Traffic Safety Institute's (TSI) approach is to identify the combination of factors or events that contribute to a crash and to encourage drivers to minimize risks. The driver controls these driver-vehicle-environmental factors, and it is the responsibility of the driver to control particular situations by reducing the risk factors to a minimum. The five general elements of TSI's programs are: maintenance, manipulation (slow speed maneuvering and backing), perception, collision avoidance techniques, and driver behavior. The approach is sensible, logical and professional.

The training programs consist of 4 phases: 1) The classroom provides opportunities to discover and discuss principles, procedures, strategies, concepts, etc. relating to the driving task and highway safety. Appropriate audio-visual materials are available to facilitate instruction; 2) The simulation phase consists of experiences to strengthen perceptual techniques and improve emergency responses; 3) The driving range provides the in-vehicle practice of vehicle control in accident-related maneuvers such as backing and limited-space operation, emergency steering and braking, off-road recovery and skid control; 4) The driving audit phase allows on-road evaluation of driving principles and performance, and includes commentary driving.

## Road Rage Driver Training

Long Island Productions, Inc.  
106 Capitola Drive  
Durham, NC 27713  
1-800-390-8283  
Fax: (919) 544-5800  
[www.longislandproductions.com](http://www.longislandproductions.com)  
[mail@longislandproductions.com](mailto:mail@longislandproductions.com)

## Contact person - Donita Howard

Kit #K1049, 20 min. video (CC), (1) discussion guide, (10) driver action cards, (2) awareness posters, 1999, JJ Keller, \$129.95; Video only, #1049, \$99.95

The National Highway Traffic Safety Association lists three factors as links to aggressive driving: lack of responsible driving behavior; reduced levels of traffic enforcement; and increased congestion & travel in urban areas. This excellent program addresses these factors using interviews with industry experts, authorities on road rage and drivers themselves.

# Safe and Economical Vehicle Operations (SAEVO) Auto/Light Van/ Pickup Truck

Fleet Training and Consulting, Inc.

4811 Beverly Drive

Lilburn, GA 30047

(770) 985-1672

Fax: (770) 985-1116

E-Mail: [jsloop@attglobal.net](mailto:jsloop@attglobal.net)

Contact person - Jim Sloop.

## Synopsis

### 6 drivers - 1 day

This training program provides for one instructor to train up to 6 vehicle operators in one day. Each operator is absent from his/her normal duties for only eight hours. Each operator will receive four hours classroom instruction and four hours field instruction. The program will be conducted at the site of your choice.

The first day provides for four hours of classroom instruction which will provide background and motivation to secure the driver's interest and desire to improve his/her proficiency.

Each operator will receive supervised hands-on-instruction and specific practice relative to his/her own needs. The field instructions may include evasive maneuvers and controlled braking exercises. The vehicle operator will become more familiar with his/her ability to control the vehicle under emergency situations, along with instructions in defensive driving techniques.

A detailed report will be prepared on each driver. The report will relate to the vehicle operator's present driving proficiency, improvements during the training session, and note areas that need continuing effort and/or supervisory monitoring.

A schedule will be developed for the field operations training that will cause the least disruption to your operation.

In the morning of day one, up to six vehicle operators will receive four hours classroom instructions. Then on day one in the afternoon, the operators will receive four hours field instructions. Each operator will be evaluated on his/her driving abilities, and receive instructions in proper vehicle operations.

## Classroom Instructions

### Day 1, am, Drivers 1 - 6 in Classroom, 4 Hours, Subjects: (To Be Selected to Best Meet Your Needs)

Driver Attitude and Safe Vehicle Operations	How Attitude Affects Performance. Drinking and Driving Film: "Motor Mania"
Power train-engine, clutch, Transmission, differential	Nomenclature, Function, Proper Use
Brakes and Braking System	Proper Use, Care and Maintenance
Tire and Tire Care	Reducing Tire Problems and Cost
Vehicle Inspection	Driver Responsibility Types and Sequence
Adverse Driving Conditions Driving Defensively and Economically	Recognition and Adjustment Seeing Habits, High View Driving Film: "High View Driving"
Backing and Backing Accidents	How to Avoid Backing Into Objects
Skids and Skid Control	Laws of Nature. Model Car Demonstration
Seat Belts	Death in 7/10 Seconds

### Field Operations, Day 1, pm, 4 Hours, Drivers 1 - 6

Field Operations	Pre-Trip Inspection and Backing Demonstration Driving through Skills Course
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### Option 2: 18 Drivers - 5 Days

#### Synopsis

This training program provides for one instructor to train up to 18 vehicle operators in five days. Each operator is absent from his/her normal duties for only eight hours. Each operator will receive four hours classroom instruction and four hours field and road instruction.

The first day provides for four hours of classroom instruction which will provide background and motivation to secure the driver's interest and desire to improve his/her proficiency.

Each operator will receive supervised hands-on instruction and specific practice relative to his/her own needs. The field instructions may include evasive maneuvers and controlled braking exercises. The vehicle operator will become more familiar with his/her ability to control the vehicle under emergency situations, along with instructions in defensive driving techniques.

A detailed report will be prepared on each driver. The report will relate to the vehicle operator's present driving proficiency, improvements during the training session, and note areas that need continuing effort and/or supervisory monitoring.

A schedule will be developed for the field and road operations training that will cause the least disruption to your operation and will be organized so that equipment, loads, road and traffic conditions represent the driver's normal driving conditions.

In the morning of day one, up to eighteen vehicle operators will receive four hours classroom instructions. Then on day one in the afternoon, operators number one and two will receive four hours field and road instructions. Each operator will be evaluated on his/her driving abilities, and receive instructions in proper vehicle operations. Then in the morning of day two, operators number three and four will receive the same instructions

that were provided in the afternoon of day one. Then in the afternoon, operators number five and six will receive instructions in field and road operation.

Days three, four, and five will be the same as day two with each operator receiving four hours of field and road hands- on- instructions.

Option: classroom instruction may be extended to eight hours with four hours road operation to include additional subjects for up to 18 drivers.

Option: instructions in evasive maneuvers and controlled braking exercises can be provided during the hands-on-instructions.

## Classroom Instructions

### Day 1, am, Drivers 1 - 18 in Classroom

#### Subjects: (to be selected to best meet your needs)

Driver Attitude and Safe Vehicle Operations	How Attitude Affects Performance. Drinking and Driving Film: "Motor Mania"
Power Train-Engine, Clutch, Transmission, Differential	Nomenclature, Function, Proper Use
Brakes and Braking System	Proper Use, Care and Maintenance
Tire and Tire Care	Reducing Tire Problems and Cost
Vehicle Inspection Types and Sequence	Driver Responsibility
Adverse Driving Conditions	Recognition and Adjustment
Driving Defensively and Economically	Seeing Habits, High View Driving. Film: "High View Driving"
Backing and Backing Accidents	How to Avoid Backing Into Objects
Skids and Skid Control	Laws of Nature. Model Car Demonstration
Seat Belts	Death in 7/10 Seconds

## Typical 5 Day Training Schedule Field and Road Operations

### Day 1, pm, Drivers 1 and 2

Field Operations	Pre-trip Inspection and Backing Demonstration
Road Operations	Evaluation and Supervised Practice

### Day 2, am, Drivers 3 and 4

Field Operations	Pre-trip Inspection and Backing Demonstration
Road Operations	Evaluation and Supervised Practice

### Day 2, pm, Drivers 5 and 6

Field Operations	Pre-trip Inspection and Backing Demonstration
Road Operations	Evaluation and Supervised Practice

Days 3, 4, and 5 same as day 2, with Drivers 7 - 18

# Safe and Economical Vehicle Operations (SAEVO) Heavy Duty Vehicles

Fleet Training and Consulting, Inc.

4811 Beverly Drive

Lilburn, GA 30047

(770) 985-1672

Fax: (770) 985-1116

E-Mail: [jsloop@attglobal.net](mailto:jsloop@attglobal.net)

Contact person - Jim Sloop.

## Synopsis

This training program provides instructions for operators of tractor trailers and other vehicles equipped with diesel engines and air brake systems. The training program provides instructions for up to sixteen vehicle operators in five days. On day one, up to sixteen vehicle operators will receive eight hours of classroom instructions. Then during the morning of day two, vehicle operators one and two will each receive four hours of instructions in field and road operations. In the afternoon, vehicle operators three and four will each receive four hours of instructions in field and road operations. Days three, four, and five will be the same as day two, training four vehicle operators a day, two operators in the morning and two operators in the afternoon. The program will be conducted at the site of your choice.

**16 drivers** This schedule utilizes 1 instructor to train up to 16 drivers. Each driver is absent from his/her normal duties for only 1 1/2 days. The first day provides 8 hours of classroom instructions.

### 12 hours of instruction - 5 days

This schedule requires a vehicle that will comfortably carry 3 persons (1 driver, 1 observer and 1 instructor) in a cab at a time.

### Typical 5 day schedule

Day 1 - 16 drivers in classroom

Day 2 - first 2 drivers on road operations in morning.  
second 2 drivers on road operations in afternoon.

Days 3, 4, and 5 - same as day 2.

**12 drivers** **11 hours of instruction - 5 days**  
This schedule may be used when cab will only comfortably carry 2 Persons (1 driver and 1 instructor). It is designed for locations where 3 drivers per day are readily available. A change of drivers will be made around 11:00 am and again at 2:30 pm. The instructor will adjust his lunch hour to provide each driver with 3 hours of road operations.

### Typical 5 day schedule

Day 1 - 12 drivers in classroom.

Day 2 - 8:00 am first driver receives three hours of road operation Training.

11:00am second driver receives road operation training. (thirty minute lunch)

2:30 pm third driver receives road operations training.

Days 3, 4, 5 - same as day 2.



**Day 1 Classroom Instructions**

8:00 am	Class Introductions & Orientation	Course Outline, Objectives and Schedule.
8:15 am	Class Attitude	How Attitude Affects Safe Vehicle Operations. Drinking and Driving. Film: "Motor Mania".
9:00 am	Class Professional	Responsibilities and Image, Driver
9:10 am	Class Engines	Gas and Diesel. 2 & 4 Stroke Cycle Peak Torque and Efficient Operation.
10:00 am	Class Clutch	Description and Proper Use.
10:15 am	Class Transmission	Progressive and Skip Shifting Techniques.
10:45 am	Class Differential Dividers.	Description, Function, and Proper Use of Power
11:00 am	Class Brakes and Braking Systems	Function, Proper Use and Driver Responsibilities.
12:00	Noon Lunch	
1:00 pm	Class Defensive Driving	High View Driving Techniques Proper Eye Movement to Recognize Potential Hazards, Commentary Driving. Film: "High View Driving."
2:30 pm	Class Backing	Proper Techniques and Hand Signals.
3:00 pm	Class Skids & Skid Control	Laws of Nature - Model Car Demonstration. Film: "Skid Control".
4:00 pm	Class Fuel Economy	Fuel Cost and Ways to Improve MPG.
4:15 pm	Class Tires & Tire Care	Tire Cost and Ways to Reduce Wear.
4:30 pm	Class Seat Belts	Death in 7/10 Seconds.
4:55 pm	Class Review and Critique	Outline Schedule for Road Operations.
5:00 pm	Dismiss	

**Day 2 Field and Road Operations**

8:00 am	Field Pre-trip Inspection	Students 1 and 2 Student Pre-trip Vehicle, Critique.
Instructor		
8:30 am	Road Operations	Students Practice Proper Vehicle Operations, Critique.
Instructor		
11:30 am	Field Post-trip Inspection	Student Post-trip Vehicle Report Defects. Critique.
Instructor		
11:45 am	Class Review and Critique	Instructor Completes Evaluation Forms. Student Review. Dismiss Students 1 and 2.
12:00 Noon	Lunch	
1:00 pm	Field Continue Road Operations	Students 3 and 4 Students Pre-trip Vehicle, Operations.
Instructor		
4:30 pm	Field Post-trip Inspection	Students Post-trip Vehicle Report Defects, Critique.
Instructor		
4:45 pm	Class Review and Critique	Instructor Completes Evaluation Forms. Student Review.
5:00 pm	Dismiss	

**Days 3, 4, and 5 - same as day 2 with 2 drivers at a time.  
2 drivers in the am and 2 in the pm**

Option

Day 1 4 vehicle operators receive 8 hours classroom instruction.

Day 2 2 operators receive 4 hours field and road instructions in the am, then in the pm 2 operators will receive 4 hours Field and road instructions.

Day 3 4 vehicle operators receive 8 hours classroom instruction.

Day 4 2 operators receive 4 hours field and road instructions in the am, then in the pm, 2 operators will receive 4 hours field and road instruction.

This same schedule can continue on through days 5, 6, 7, 8, 9, 10, etc. Training 4 vehicle operators every 2 days.

The schedule can be modified to the number of operators available to attend the training program.

## **S.A.F.E. FLEET**

**S.A.F.E. = Safety Awareness for Employees**

### **DRIVER SAFETY WORKSHOP**

**Gold Cross Safety Corporation**

**508 Main Street**

**Boonton, NJ 07005**

**(973) 734-0800**

**Fax: (973) 734-0270**

**For further information contact Daniel P. Lanktree, President, or Glenna J. Ferguson, Manager, Administration.**

The **S.A.F.E. FLEET** program is an interactive training program, provided on-site, or if desired, at one of our facilities, for up to 30 students per workshop. The program can be instructor led. Extremely cost effective, **S.A.F.E. FLEET** examines our driving attitudes and the risks we take. It uniquely discusses social values and personal values as they conflict with traffic laws. Subjects including alcohol, prescription drugs, over the counter drugs and other factors that reduce our ability to drive safely are examined.

The cost of "Driving Under the Influence/Driving While Intoxicated" is examined. Speeding is examined from a pragmatic perspective by A.J. Foyt\*. Seat belt and air bag safety devices are presented with statistical evidence.

Anti-lock braking systems are presented by Lynn St. James\* with a complete explanation of how they work, their enhancements and limitations. **S.A.F.E. FLEET** addresses cellular telephones as they apply to drivers and their accident rates. A special section deals with weather, including:

- Snow & Ice Driving
- Hydroplaning
- Ice on Bridges
- Understeer/Oversteer
- Recovering from a Skid
- Thunder Storms/Severe Weather – Tornadoes
- Rising Water

- Submersion in Water
- Earthquakes
- Night Driving
- Deer Strikes
- Special Section – Business Travel & Security
- Hotel Security
- Parking Lot Security
- ATM Machine Security
- Rental Vehicles
- How to Reduce Your Risk of Being a Victim

\*\*\*And much more!\*\*\*

\*Via Video

## CLASSROOM AND ROAD OPERATIONS

### Training Methodologies – Easy Administration

**S.A.F.E. FLEET** may be administered in large groups, small groups, or "self-administered" on a one-on-one basis. The program can be used in a classroom setting with a Training Leader, including an in-depth Training Leader Guide. The workbook has verification codes in it that specifically identify the individual completing the course.

### Certificate of Completion + Driver Training Record

The person is asked to provide a compilation of verification codes as well as an evaluation. This form may be used to issue a certificate and is usually forwarded to the organization's Human Resource or Safety Department for insertion in a personnel file to evidence training.

## S.A.F.E. "LIVE" TRAINING

### S.A.F.E. = SAFETY AWARENESS FOR EMPLOYEES

#### Gold Cross Safety Corporation

508 Main Street

Boonton, NJ 07005

(973) 734-0800

Fax: (973) 734-0270

Contact person - Daniel P. Lanktree, President, or Glenna J. Ferguson, Manager, Administration.

### "LIVE" DRIVER SAFETY WORKSHOP

The **S.A.F.E. "LIVE" Driver Safety Workshop** is an exciting, dynamic workshop conducted by one of Gold Cross Safety's expert trainers. By applying current adult-learning theory with interactive student exercises, personal risk assessment and driver safety issues, the **S.A.F.E. "LIVE"** workshop is successful in addressing driver attitude and the risks we take while driving.

**S.A.F.E. "LIVE"** Driver Safety Workshops can be provided in separate training segments, or combined into a single "LIVE" Driver Safety Workshop:

## 1. Driver Attitudes and Behavior: Social Values and Personal Values

Addresses social values and personal values as they conflict with traffic laws. Subjects covered include:

- Driver Attitudes
- DUI/DWI – alcohol and other drugs, including prescription medications
- Seat Belts
- Cellular Telephones, and other secondary activities
- Environmental Conditions

## 2. Aggressive Driving – Anticipation and Avoidance

NHTSA believes that as much as two-thirds of the collisions on our highways and Streets can be attributed to Aggressive Driving. With a 35% increase in traffic congestion throughout the United States over the past decade, your drivers need to be prepared with specific strategies to avoid the initiation, retaliation and escalation of Aggressive Driving situations. This S.A.F.E. "LIVE" workshop addresses Aggressive Driving problems through the following framework:

- Speeding & Tailgating
- Lane & Space Violations
- Driver Condition
- Driver Inattention
- Disregard for Traffic Control Devices

**COST:** Very low cost per driver trained.

# S.A.F.E. PLUS - 2000

## Safety Awareness for Employees

*Interactive "Video/Workbook" Driver Training*

### Gold Cross Safety Corporation

508 Main Street

Boonton, NJ 07005

(973) 734-0800

Fax: 973-734-0270

**Contact person - Daniel P. Lanktree, President, or Glenna J. Ferguson, Manager, Administration.**

The "Award Winning" S.A.F.E. PLUS 2000 program is considered to be the finest Driver Training program of its kind ever produced. This status has been achieved based on recognition from Insurance, Safety and Training organizations. This award-winning program consists of a videotape with an interactive workbook. S.A.F.E. PLUS 2000 sets the standard in driver training. Hundreds of thousands of drivers have been trained with dramatic reductions in major fleets accidents rates. This program is used by many of the largest car, van and small truck fleets in the United States and Canada.

### Training Methodologies - Easy Administration

S.A.F.E. PLUS 2000 may be administered in large groups, small groups, or "self-administered" on a one-on-one basis. The program (videotape & workbook) can be mailed to the individuals home or used in a classroom set-

ting with or without a Training Leader. The workbook has verification codes in it that specifically identify the individual completing the course.

### **Proven Unique - Loss Control**

This Driver Training program is "Attitudinal and Behavioral" based. It motivates drivers to change their attitude behind the wheel. Some subjects addressed in a unique manner:

#### **Who gets tickets - profile**

- How much it costs
- The world around us
- Environmental factors
- Physical factors
- Circadian (day/night) factors

#### **Survive the drive**

- Use of seatbelts and safety devices
- Plan ahead
- Don't count on others to save you
- Practice the "golden rule"
- Exercise preventative maintenance
- Know emergency actions

#### **Social Value or Personal Value**

- Speeding
- Stresses & Choices
- Asphalt & Alcohol

#### **Certificate of Completion + Driver Training Record**

The person is asked to provide a compilation of verification codes as well as an evaluation. This form may be used to issue a certificate and is usually forwarded to the organization's Human Resources or Safety Department for insertion in a personnel file to evidence training.

#### **Evaluation - "Employees Love the Course"**

This program is used by hundreds of major organizations with fleets ranging from 50 to over 20,000. The reduction in accident rates has been dramatic. The program has been revised in 1998. It is on the leading edge of effective and proven Driver Training.

**Cost** - Very low cost per driver trained.

**Available** - English, Spanish, French and "Open Caption" Versions

**Training Leader Guides** - are provided for classroom Trainer on request.

**Corporate customized programs available economically based on integrated video editing technology**

# Safety Awareness for Drivers Training Kit

Long Island Productions, Inc.

106 Capitola Drive

Durham, NC 27713

1-800-390-8283

Fax: (919) 544-5800

[www.longislandproductions.com](http://www.longislandproductions.com)

[mail@longislandproductions.com](mailto:mail@longislandproductions.com)

Point of Contact - Donita Howard

Kit #K1050, 25 min. video, (1) instructor's guide, (10) driver workbooks, (10) wallet cards, (1) awareness poster, (1) training log, 1999, JJ Keller, \$189.95, Video only, #1050, \$99.95

Capture your drivers' attention by presenting safety as a personal issue, not a corporate objective! Help your drivers see that each of them has a personal responsibility to help ensure safety & a safe working environment:

- Why should I care about safety?
- What's in it for me?

# Smith System Driver Audits

...detailed documented analysis of your drivers' strengths and weaknesses

Smith System Driver Improvement Institute, Inc.

1106 W. Pioneer Parkway

Arlington TX 76013

1-800-777-7648

Fax: (817) 652-6969

<http://www.smithsystemsafety.com>

Contact - Leesa Mansen

We have received several requests over the past few years to ride-along with selected drivers. Due to your requests, we are now offering driver audits.

Many organizations need supervisors to get out with drivers periodically. Unfortunately, this level of management is expensive and rarely has the time or the skill to do this properly.

First, our representative consults with your organization to better understand your unique driving challenges and properly prepare our instructors. Next, a Smith System trainer will meet at your site to do one-on-one driver observations with your employees in their vehicles. Our focus will be to evaluate safe driving skills from a \*5 Keys\_ perspective. Depending upon your needs and logistics permitting, we can ride along with up to four people per day. A detailed discussion with each driver will immediately follow and a detailed observation report will be directed to management. If desired, driver coaching can also be included.

# Tactical Vehicle Interception

To request more information, E-mail your name and address to office@bsr-inc.com or contact BSR at:

**BSR, Inc.**  
**P.O. Box 190**  
**Summit Point, WV 25446**  
**USA**  
**Tel: (304) 725-6512**  
**Fax: (304) 728-7124**

Tactical Vehicle Interception (TVI) cost: \$1,095 \*per student.

*\*Please add 6% WV sales tax. We are required by law to collect WV sales tax unless you submit to us a valid WV Tax Exemption Form.*

A three day course for the law enforcement officer or agent who may have to pursue and safely stop a fleeing automobile. Techniques taught will be the one-car Precision Immobilization Technique and a two car pin.

## Features:

- High-speed driving exercises over unfamiliar roads
- Practical exercises in imminent collisions
- Emergency response driving exercises with traffic
- Night emergency response exercises
- PIT - one-car stop
- TVI - two-car stop
- Demonstration of Stinger Spike System for tire deflation

## Course Outline:

**Day One - Advanced Driver Training (ADT)** ADT is the cornerstone of all BSR advanced driving courses.

This day

of training teaches the student how to be a better, more confident driver.

**Day Two - Emergency Response Module (ERM)** A module designed for those individuals who must drive above normal highway speeds, teaching accident avoidance at high-speed and emergency response driving in traffic.

**Day Three - Vehicle Intercept Module (VIM)** A module designed for those law enforcement or special operations

personnel who are tasked to pursue and stop individuals who are fleeing in a motor vehicle.

# Train - The - Trainer

**Driver Training Associates, Inc. (DTA)**  
**8323 Southwest Fwy., Suite 900**  
**Houston, TX 77074**  
**(713) 777-8986**  
**Fax: (713) 777-8986**  
**Email: dta@dtaprograms.com**  
**Contact person - Greg Cupper**

DTA will train your organization's own instructor to provide the class in-house. The training consists of two or three days of classroom orientation to the course, how to lead groups and similar topics to prepare your candidate to be an effective part of your organization's safety efforts. Fees are based on number of attendees although group rates are available. Contact DTA for further details.

## Train-the-Trainer Course: The "IT'S NO ACCIDENT!" System

Visucom Systems

P.O. Box 5472

Redwood City, CA 94063

(650) 364-5566

Fax: (650) 364-9407

Email: htirrell@aol.com

For further information contact Hugh Tirrell

Course Duration: Two days

Class Size: Minimum 8, maximum 20

Pricing: Ranges from \$900 to \$ 1,400 per participant depending on class size

Participant Materials: Set of four training videos; Fully scripted Facilitator Guide; Comprehension

Assessments: Set of Overheads. (Note: These materials retail for \$ 1,350)

Most organizations choose to maximize their investment in Visucom's "IT'S NO ACCIDENT!" System by having us conduct our two-day train-the-trainer course for designated trainers.

### Course Outline:

#### Introduction

- Participant fears-concerns
- Attitudes Towards Highway Safety - Discussion

#### Presentation and Discussion of Four "IT'S NO ACCIDENT" Modules

- "CONTROLLING THE VEHICLE" (Physics)
- "SEE AND BE SEEN" (Observation Skills)
- "STAYING OUT OF HARM'S WAY" (Successfully handling difficult driving situations)
- "YOU'RE IN CONTROL" (Controlling distractions, drugs and alcohol, and safety belts)

#### Presentation Techniques & Practicing the Modules

- How to Deal With "Difficult" Participants
- Presentation Techniques
- How to Stimulate Discussion In a Non-responsive Group

#### Observation and Root Cause Analysis

- Accident root cause analysis
- Discussion of sample of client crashes
- Participants discuss other crashes they are aware of and determine root cause and prevention strategies



## Train the Trainer Program

Smith System Driver Improvement Institute, Inc,  
1106 W. Pioneer Parkway  
Arlington, TX 76013  
1-800-777-7648  
Fax: (817) 652-6969  
[www.smithsystemsafety.com](http://www.smithsystemsafety.com)  
Contact person - Leesa Mansen

Three, four and five day refresher training courses available. This comprehensive program qualifies instructors from your organization to work on-road with the people who operate your motor vehicles. The instructor trainees will be able to deliver the information to students one-on-one or in groups. They will know how to teach half day or full day classes, be able to address drivers of any vehicle type, and leave the program with a broad knowledge of the Smith System and the confidence to teach it effectively. The course will be conducted at the site of your choice.

## Transporting Passengers with Special Needs: A Coaching Program™

FLI LEARNING SYSTEMS, INC.  
P.O. Box 2233  
Princeton, NJ 08543-2233  
(800) 319-9099  
Fax: (609) 466-2333  
[www.flilearning.com](http://www.flilearning.com)  
Contact person - Cathie Ott

**Audience:** Drivers transporting passengers with special needs  
**Course length:** 6 or 8 hours (depending on experience level)  
**A/V Format:** Videotape

### Produced in cooperation with: The National Safety Council

With the increasing focus on the safe transportation of passengers with impairments, today's drivers must be trained as professionals, and schooled not only in defensive driving techniques, but also in safe passenger assistance procedures. TRANSPORTING PASSENGERS WITH SPECIAL NEEDS: A COACHING PROGRAM™ is specifically designed to address these training needs. Both novice and experienced drivers will respond positively to the non-lecture Coaching format of the course. Through individual and "Driver Learning Team" exercises, group discussion, and hands-on demonstrations, trainees actively participate in the learning process.

**PROGRAM COMPONENTS:**

- **Videotape Presentation**—Topics addressed include:
  - Vehicle inspection procedures
  - Handling a passenger pick-up site
  - Defensive driving skills and techniques
  - Maintaining a cushion of safety
  - Reading traffic patterns to avoid hazards
  - Adapting to changing traffic patterns and adverse weather conditions
  - Backing techniques
  - Passenger assistance procedures
  - Effective communication skills
  - Assisting passengers in and out of the vehicle
  - Safe lift procedures
  - Securing passengers within the vehicle
- **Instructor's Guide**—Segmented into approximately one-hour teaching sessions, the guide offers step-by-step instructions for presenting the course, Coaching suggestions for creating a positive learning environment, and guidelines for conducting a hands-on clinic. Wide margins allow for instructor notes and customization.
- **32-Page Full-Color Driver Response Book**—(One per trainee) Based on topics addressed in the video presentation, trainees answer questions and analyze situations on their own, or in small teams, for subsequent group discussion. Includes a Self-Appraisal, Collision and Passenger Assistance Analyses and Course Completion Certificate.

**PRICING:**    **Instructor Kit (DT050)**—Video Presentation and Guide    **\$325.00**  
                   **Driver Response Books (DT051)**  
                   1 - 24    **\$2.50** each  
                   25 - 49    **\$2.40** each  
                   50 - 99    **\$2.30** each

## The Two Day Direct Driver Training Program

Smith System Driver Improvement Institute, Inc.

1106 W. Pioneer Parkway

Arlington, TX 76013

1-800-777-7648

Fax: (817) 652-6969

[www.smithsystemsafety.com](http://www.smithsystemsafety.com)

Contact person - Leesa Mansen

Driving safely is a learned skill. For a truly excellent fleet record, you need highly educated drivers. This two daycourse is the ultimate advanced driving class for achieving significant results and savings. The class is demanding but fun. It's our most comprehensive direct driver training class. Drivers learn by receiving direct one-on-one attention from our instructors and from watching others as they receive instruction. Graduates will be amazed by what they learn and they will never handle a vehicle in the same way again. The course will be conducted at the site of your choice.

**FLI LEARNING SYSTEMS, INC.**

P.O. Box 2233

Princeton, NJ 08543-2233

(800) 319-9099

Fax: (609) 466-2333

www.flilearning.com

Contact person - Cathie Ott

*Japanese*

## Coaching the Experienced Driver II™

**Audience:** Adult drivers  
**Course length:** 3 to 3 1/2 hours  
**A/V Format:** Videotape

This comprehensive classroom course is a driver training standard for corporate, government, and non-profit organizations nationwide. Its non-lecture, participant-intensive educational approach is ideal for adult experienced drivers, and safety trainers welcome its flexible, easy-to-present training format.

**PROGRAM COMPONENTS:**

- **Video Presentation**—Comprehensive coverage of collision-prevention techniques including cushion of safety, scanning, vehicle positioning, safe backing and parking procedures, handling blind spots, vehicle inspection, safety belt & air bag systems, safety techniques for driving in commercial/retail areas, and more.
- **Leader's Guide**—A fully scripted presentation, in easel format, with wide margins for instructor notes. Divided into approximately one-hour segments for presentation flexibility. Includes a reproducible written test.
- **Driver Response Books** (One per trainee)—Each Response Book includes a Self-Appraisal, Pre-Trip Safety Issues, Situation Analyses, Collision Reporting Procedures and a Course Completion Certificate.

Videotape only in Japanese; Guide in English—1989 version

**Pricing:** **Leader's Kit**—Videotape and Guide  
Japanese (DT001J) **\$195.00**

**Driver Response Books** (Order in multiples of 25)  
English (DT078)  
Spanish (DT002SP)  
25 - 75 **\$1.20** each  
100 - 225 **\$1.15** each

*Spanish*

## Coaching the Experienced Driver II™

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- **Driver Response Books (One per trainee)**—Each Response Book includes a Self-Appraisal, Pre-Trip Safety Issues, Situation Analyses, Collision Reporting Procedures and a Course Completion Certificate.

Complete kit in Spanish—1989 version

<b>Pricing:</b>	<b>Leader's Kit</b> —Videotape and Guide	
	Spanish	(DT001SP) <b>\$195.00</b>
	<b>Driver Response Books</b> (Order in multiples of 25)	
	Spanish	(DT002SP)
	25 - 75	<b>\$1.20 each</b>
	100 - 225	<b>\$1.15 each</b>

## Coaching the Lift Truck Operator™

**Audience:** Novice and experienced lift truck operators

**Course length:** 4 1/2 hours

**A/V Format:** Videotape and Overhead Transparencies

**Produced in cooperation with:** The National Safety Council

Operators familiar with the mechanics of operating a lift truck are ready for the next step in training with COACHING THE LIFT TRUCK OPERATOR™. Utilizing the highly acclaimed "Coaching" method of non-lecture teaching, this information-packed classroom course encourages participants to observe, analyze and discuss recommended safety practices. Based on requests from safety directors, the course also includes a video presentation for in-plant personnel who do not operate lift trucks, but do work in lift truck areas.

The program offers instructors all the tools necessary to meet OSHA's new requirements for formal instruction, practical training and evaluation. Each component of the course relates directly to the others, forming a comprehensive, integrated system of training. The program's format allows for flexibility in presentation and local job site customization to cover specific company policies.

#### PROGRAM COMPONENTS:

- **Operator Video**—A comprehensive video for operators which addresses Pre-Start Safety Inspection, Lift Truck Design Considerations and safety procedures for Picking Up, Moving with and Setting Down a Load.
- **Pedestrian Video**—A short safety video to be shown to non-operators working around lift trucks.
- **Overhead Transparencies**—Eight transparencies, depicting actual lift truck "accident" situations, generate group discussion of preventability measures.
- **Instructor's Guide**—This fully scripted guide offers the instructor a step-by-step presentation with wide margins for notes and customization. The Guide also includes administrative guidelines, testing options, a Class Registration Form, an Inspection Checklist, an Evaluation/Performance Checklist (can also be used to determine which operators need refresher or remedial training), a Certification of Training and/or Evaluation Form, OSHA background information, and guidelines and exercises for setting up a hands-on training session.

- **Operator Response Books** (One per trainee)—Full-color 32-page workbooks keep participants involved throughout the training. Participants recall and apply information presented in the video segments to Response Book situations and exercises, and also review a series of "OSHA Reminder Points." COURSE COMPLETION CERTIFICATES and WALLET CARDS included.

**PRICING:** **Instructor Kit** (DT064)—Video, Instructor's Guide, Transparencies, Binder **\$395.00**  
**Operator Response Books** (DT065)—Order in multiples of 10.  
 10 - 20 **\$4.25** each  
 30 - 90 **\$3.95** each  
 100 - 240 **\$3.70** each

**Spanish Version**

Although lift truck operators whose first language is Spanish may speak and understand English, they may benefit more from a training program produced in Spanish. The new Spanish supplement to the original Coaching the Lift Truck Operator™ course fills that need. The program includes the same operator video presentation as the English version, with Spanish translation. The two-color, 16-page Spanish language workbook can be used in classroom training or self-directed study.

**PROGRAM COMPONENTS AND PRICING:**

- Coaching the Lift Truck Operator™ Video Presentation (Spanish) (DT064SP) **\$295.00**
- Operator Response Books (Spanish) (DT065SP)—Order in multiples of 25.  
 25 - 75 **\$1.20** each  
 100 - 225 **\$1.15** each

# Coaching the Professional Truck Driver™

**Audience:** Experienced 18-wheel truck drivers  
**Course length:** 6 hours  
**A/V Format:** Videotape and Application Slides

This comprehensive classroom program takes truck drivers beyond the basics of CDL facts and principles into real defensive driving. Adhering to the educational philosophy of high trainee involvement, the program capitalizes on drivers' over-the-road experiences by requiring drivers to analyze and discuss defensive driving issues throughout.

**PROGRAM COMPONENTS:**

- **Video Presentation**—Includes comprehensive coverage of defensive driving techniques—focusing on city, highway and rural driving; cushion of safety (following and stopping distances, blind spots and tail-gaters); scanning; backing and vehicle inspection. Also includes the critically acclaimed "Knights of the Road" film regarding driver professionalism.
- **Application Slides**—Twenty slides for group discussion of key points presented in the course.
- **Instructor's Guide**—A fully scripted presentation in an easel binder. Wide margins allow for instructor notes and company customization.
- **32-Page Driver Workbook (One per trainee)**—Includes "You're the Coach" Response Sheet; Self-Appraisal; Cushion of Safety; Highway, Rural and City Situation Analyses; Backing Procedures Review; and Course Completion Certificate.

**PRICING:** **Instructor Kit** (DT003SP)—Videotape, Application Slides and Instructor's Guide **\$395.00**  
**Driver Workbooks** (DT004SP)—Order in multiples of 25. **\$1.80** each

# Laser Disc

**AIMS Multimedia**  
**9710 DeSoto Avenue**  
**Chatsworth, CA 91311**  
**800-367-2467**  
**Fax: 818-341-6700**  
**www.aims-multimedia.com**  
**info@aims-multimedia.com**  
**Contact person - Joe Lantana, Ext.319**

## **8121-EN-LSR : Ask Any Dummy -- Seat Belts Make Sense!**

Subject Area: Driver Education -- Driver & Passenger Safety  
Narrator : Featuring Vince and Larry, the U.S. Department of Transportation's crash dummies  
Grade Level: Junior High-Adult  
Formats: Laser Disc  
Language: English  
Minutes: 18  
Price: \$124.95  
Year: 1989

Vivid and memorable comparisons are made about the effects of auto accidents on belted and unbelted passengers. Special emphasis is given to the risks infants and children face when they are unbelted or sitting on an adult's lap. The necessity for a well-designed, properly selected child safety seat is made clear.

## **9916-EN-LSR : DUII: The Price Is Too High**

Subject Area: Driver Education -- DUI / DWI  
Grade Level: Senior High-Adult  
Formats: Laser Disc  
Language: Bilingual (English & Spanish)  
Minutes: 23  
Price: \$154.95  
Year: 1987

Dramatic vignettes make clear the life-altering legal consequences of DUII -- driving under the influence of intoxicants. The stories of three young first-time offenders are typical. None of them had an accident; they weren't driving recklessly for kicks. But they were intoxicated -- and dangerous behind the wheel.

Responsible suggestions for drinkers to follow round out this program, well-suited to both illegal and legal drivers tempted to drink and drive. --- Booklist, American Library Association

Approaches one of the nation's most serious problems from a unique direction -- the pocketbook. Recommended for use in driver education and violator classes, as well as social studies areas such as current events and government. --- School Library Journal

### **9707-EN-LSR : Drugs, Drinking And Driving (2nd Ed.)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Laser Disc

Language: Bilingual (English & Spanish)

Minutes: 15

Price: \$99.95

Year: 1983

Drugs impair the ability to drive safely long before one feels drunk, or high, or drowsy. This film shows the driving reaction tests of people subjected to measured doses of alcohol and marijuana.

This is a good film appropriate for health and driver education as well as counseling, drug education, and DWI schools. In a factual, unemotional way, it presents the hazards of driving under the influence. --- Library Journal

### **9960-EN-LSR : Defensive Driving Tactics (3rd Ed.)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Professional

Formats: Laser Disc

Language: English

Minutes: 16

Price: \$154.95

Year: 1989

Two professional drivers demonstrate the difference between defensive driving and aggressive driving as they participate in a safe driving test. The program explains that defensive drivers are always aware of traffic conditions, other vehicles, and pedestrians. Aggressive drivers are shown to be hurried, distracted, and overconfident. Their behavior puts them, and others, at risk. The program teaches about other types of drivers to watch out for, such as inattentive drivers, fatigued drivers, and drivers under the influence of alcohol or drugs.

### **9860-EN-LSR : Highway Driving Tactics (3rd Ed.)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Professional

Formats: Laser Disc

Language: English

Minutes: 18

Price: \$154.95

Year: 1986

This film gives practical, easy-to-remember rules that help make highway driving safe. On-the-road demonstrations provide a number of "survival skills." In addition to demonstrating and explaining these important rules, the program shows what to do if it becomes necessary to pull over while driving on a limited-access highway.

...there's no denying the value of the lessons conveyed in this beneficial addition to drivers' education training.-- Booklist, American Library Association. The film is well-paced... Photography and sound are excellent. A good presentation to reinforce basic positive driving attitudes and techniques. --- School Library Journal

## 9789-EN-LSR : Social Drinker And The Antisocial Driver, The (2nd Edition)

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Professional

Formats: Laser Disc

Language: English

Minutes: 21

Price: \$99.95

Year: 1985

Those who think of themselves as moderate drinkers and safe drivers need to see this film. Statistics show it's the social drinkers, not the problem drinkers, who are the ones most often responsible for traffic accidents and fatalities. The consequences of drinking and driving are dramatized in memorable vignettes. Sensible alternatives to drinking and driving are offered, including the one-drink/one-hour guideline and arranging for other transportation home.

## Self Study

FLI Learning Systems, Inc.

P.O. Box 2233

Princeton, NJ 08543-2233

(800) 319-9099

Fax: (609) 466-2333

[www.flilearning.com](http://www.flilearning.com)

Contact person - Cathie Ott

## CDL Prep Course™

### Self-Study

**Audience:** Drivers who must pass the written Commercial Driver's License Exam

**Course length:** 3 to 6 hours (depending on number of endorsements)

**A/V Format:** Videotape

This comprehensive self-study program not only teaches the facts necessary to pass state written examinations, it also teaches safe driving concepts that can easily be applied to daily driving. Based on the national model, this course organizes unrelated but important facts into an easily understood format.

### PROGRAM COMPONENTS:

- **Video Presentation**—Includes "General Knowledge" and "Endorsement" information (Air Brakes, Combination Vehicles, Doubles and Triples, Tanker, Hazardous Materials, Transporting Passengers) on one videotape.
- **Standardized Test With Corrective Feedback** (one per trainee)—This unique testing feature reviews basic test-taking procedures and serves as a review of concepts presented in the course. Each driver receives a diagnostic report with corrective feedback from FLI within days of taking the test to focus additional studying before the state exam.



**PRICING:** **Self-Study Program (DT027SS)**—Videotape, One Official CDL Guide, One Trainee Kit **\$99.00**  
**Additional Trainee kits (DT028)**—1 Complete Test Booklet, Computer Scoring, Individual Diagnostic Report  
 1 - 24 kits **\$8.00** each  
 25 - 49 kits **\$7.68** each

## Coaching the Lift Truck Operator™: Video Self-Instruction

Designed in response to requests from the field, and based on the highly successful Coaching the Lift Truck Operator™ classroom course, this self-instruction program is the ideal option for operators who can't attend a classroom session, or for those who require post-class reinforcement training. Now, all your operators can receive consistent, standardized information regarding OSHA lift truck regulations. Operators complete the program at their own pace — in one sitting or several — at any location with a TV and a VCR.

### PROGRAM COMPONENTS:

- **Video Presentation**—Includes the same footage as the operator video in the classroom course (see page 43), with a narrator guiding the participant through the Response Book exercises. Addresses Pre-Start Safety Inspection, Lift Truck Design Considerations, and Picking Up, Moving with and Setting Down a Load
- **Operator Response Book**—Utilizes the same Response Book as the classroom course to review and reinforce information presented in the video. Also includes OSHA "Reminder Points," a course completion certificate and a wallet card.
- **Reproducible Operator Test**—The binder includes an optional reproducible written test which can be administered to trainees upon completion of the self-instruction course.

**PRICING:** **Video Self-Instruction Kit (DT064S)**—Videotape, binder and one Operator Response Book **\$295.00**  
**Additional Operator Response Books (DT065)**—Order in multiples of 10:  
 10 - 20 **\$4.25** each  
 30 - 90 **\$3.95** each

## Coaching For One-Tow Truck Operator™

**Audience:** New and experienced tow truck operators  
**Course length:** 2 hours  
**A/V Format:** Videotape

This SELF-STUDY program, which allows trainees to work at their own pace, covers critical driving skills as they relate to the towing industry.

### PROGRAM COMPONENTS:

- **Video Presentation**—Topics addressed include Driver Professionalism; Cushion of Safety; City Driving; Suburban and Rural Driving; Highway Driving; and Backing.
- **16-Page Driver Response Books With Computer-Scored Tests**—As key points are covered in the video, the trainee is questioned about the information and asked to apply it to specific driving situations. At the end of the course, the trainee completes a standardized test, which is sent to FLI for computer scoring. Test results and additional fee back are returned to the trainee. A course completion certificate is awarded to drivers scoring 75% or better on the test.

**PRICING:** **Base Program (DT030)**—Videotape, 1 Response Book, 1 test with scoring and driver report **\$175.00**  
**Additional Trainee kits (DT031)**—1 Response Book, 1 test with scoring and driver report **\$7.00** each  
 100 - 240 **\$3.70** each

# Coaching the Van Driver: Video Self-Instruction

**Audience:** Van drivers  
**Course length:** Approx. 2 1/2 hours  
**A/V Format:** Videotape

The self-instruction program is ideal for organizations that may have difficulty assembling drivers in one location or have a high driver turnover rate. It includes the same comprehensive video presentation as the classroom course, with added instruction to guide the viewer through the workbook exercises.

The video binder contains one 20-page full-color, self-instruction Driver Response Book which includes a Self-Appraisal, Driving Environment Analyses, and a 30-question computer-scored test (returned to FLI for scoring). Test results and a certificate of completion are returned to the individual designated by the purchaser.

**PRICING:** **Self-Instruction Kit (DT072)**—Videotape, Binder & one Driver Response Book with test & scoring  
**\$195.00**

**Additional Driver Response Books** w/tests & scoring (DT073)

1 - 24 **\$7.00** each  
 25 - 49 **\$6.72** each  
 50 - 99 **\$6.44** each

# DDC-Professional Truck Driver: Video Self-Instruction

**Audience:** 18-wheel vehicle operators  
**Course length:** Approx. 2-2 1/2 hours  
**A/V Format:** Videotape

The DDC-PROFESSIONAL TRUCK DRIVER program is ideal for operators of commercial articulated trucks who are ready to advance their understanding and application of defensive driving skills. Drivers complete the program at their own pace—in one sitting or several—at any location with a TV and a VCR.

The course concentrates on critical commercial driver's license (CDL) & National Safety Council defensive driving principles, including pre-trip inspection, cushion of safety (following distance, stopping distances, blind spots, tailgaters) and effective scanning procedures, and applies them to city, highway and rural driving situations. It also zeroes in on safe backing procedures, night driving, impaired drivers, adverse weather conditions, triangle placement, and the importance of adequate sleep, exercise and proper nutrition.

## PROGRAM COMPONENTS:

- **Video Presentation**—This comprehensive presentation, segmented into seven sections, covers the topics mentioned above. The narrator prompts the trainee when to stop the video and complete the response book exercises, and reviews the correct answers.
- **Driver Response Books**—These 16-page, full-color workbooks include a self-appraisal, review questions, situation analyses, and a 30-question COMPUTER-SCORED TEST to document participation. At the end of the course, drivers return the test to FLI Learning Systems, Inc. Results are returned to the driver, safety director, or other person designated by the purchaser. A COURSE COMPLETION CERTIFICATE is returned to those scoring 80% or higher on the test.

**PRICING:** **Self-Study Kit (DT084)**—Includes video presentation, video binder, and one Driver Response Book with test and scoring. **\$99.00**

**Additional Driver Response Books (DT085)**—Price includes scoring and certificate

1 - 24	\$8.00 each
25 - 49	\$7.68 each
50 - 99	\$7.36 each

## DDC Video Self-Instruction Program

**Audience:** Licensed drivers  
**Course length:** 3 hours  
**A/V Format:** Videotape

This course is available only through The National Safety Council. Call (800) 621-7619.

The all-new self-instructional Defensive Driving Course (DDC), designed for the National Safety Council by FLI Learning Systems, reaches drivers who cannot attend a formalized DDC classroom training session. Armed with the video, Driver Response Book, VCR, TV monitor, state rule book and pencil, the trainee is ready to "attend" class at home or at the work site—working at his/her own pace.

The course includes an all-new video presentation and all-new Driver Response Book based on the proven-effective DDC principles covered in the newest versions of the National Safety Council's DDC 8/6/4 courses. Throughout the presentation, trainees are referred to the Response Book—to answer questions, analyze driving situations, complete a series of quizzes and take a final exam. When the exam is completed, it is sent to the National Safety Council for grading and a Graduation Card.

## Off-Road Driving: A Coaching Program™

**Audience:** Those who drive off road in passenger cars, vans, trucks and 4-wheel drive vehicles  
**Course length:** Self-instruction: Approx. 2 1/2 hours  
**A/V Format:** Videotape

**Produced in cooperation with:** The National Safety Council

Are your off-road drivers following the right safety procedures for their environment? Do they know:

- that even 20 miles per hour may be too fast in some off-road areas?
- how to select a "safe" off-road parking location?
- how to inspect a vehicle used in off-road locations, and how to secure equipment properly?
- how to make the transition from a paved to an unpaved surface?
- the limits of driving 2-wheel and 4-wheel drive vehicles?
- what precautions to take when backing?

Offer your novice, experienced or seasonal off-road drivers a self-instruction video training program that covers the information they need to know—and allows them to work at their own pace. A computer-scored test provides documentation of each driver's participation.

**PROGRAM COMPONENTS:**

- **Video Presentation** — This comprehensive presentation is divided into five segments: *Vehicle Inspection, Defensive Driving Skills, The Off-Road Environment, Off-Road Driving Techniques and Off-Road Vehicle Characteristics.*
- **Driver Response Books With Computer-Scored Test** — As drivers view the video presentation, they are prompted to complete corresponding Response Book exercises, including a Self-Appraisal, Coaching Point questions, and analyses of specific driving situations. Each Response Book includes a 30-question test, which is returned to FLI Learning Systems for scoring. Test results are returned to the driver, safety trainer

or supervisor as designated by the purchaser.

- **Course Completion Certificate**—Each driver receiving a score of 80% or better on the test receives a course completion certificate.

**PRICING:** **Self-Instruction Kit (DT066)** — Videotape, one Driver Response Book with test, scoring & certificate **\$195.00**

**Additional Driver Response Books (DT067)** — Include test, scoring & certificate

1 - 24	\$7.00 each
25 - 49	\$6.72 each
50 - 99	\$6.44 each

## Traditional Self-Study Program

Smith System Driver Improvement Institute, Inc.

1106 W. Pioneer Parkway

Arlington, TX 76013

1-800-777-7648

Fax: (817) 652-6969

[www.smithsystemsafety.com](http://www.smithsystemsafety.com)

Contact person - Leesa Mansen

The Smith System Self-Study Program is designed to be used by experienced drivers at a time of their choosing, at their own pace. Simple, complete instructions lead drivers through the use of the videos and printed materials included in the kit. In just a few hours, drivers are exposed to advanced driving tips about avoiding forward motion accidents and backing accidents. They are provided useful, timely information about vehicle related substance abuse, driver attitude and seat belt use.

And to assist students in getting the maximum benefits from the course, they are given a test to evaluate their comprehension of the course material.

EACH STUDENT RECEIVES TWO VIDEOS AND FOUR PUBLICATIONS (Students keep the program materials when they are finished.)

### Two Videos

**1. Street Smart**

(w/ small vehicle version)

**2. Out of Harm's Way**

(w/ truck version)

Using a "video writer," we isolate driving activity to designate common and dangerous mistakes. This program describes Smith System's 5 Keys to Space Cushion Driving and leads the viewer through an on-road demonstration of their effectiveness.

**2. It's Your Choice**

This is an educational, thought-provoking video about seat belt use.

### Publications

**Seat Belts are Cheap Insurance** - This pamphlet begins where It's Your Choice leaves off. The seven most common excuses for not wearing seat belts are identified in this article. Persuasive arguments are provided to counter each of them.

**Smith System is No Accident Driver Guide** - This 24 page, illustrated book summarizes the Smith System's forward motion and backing accident prevention techniques.

**Shortcut To Experience** - This pamphlet describes a seldom recognized connection between drivers who operate vehicles under the influence of alcohol and those demonstrating attitude or problems handling their emotions. These two classes of drivers can exhibit similar symptoms and similar accident potential.

**Substance Abuse And Driving, The Deadly Combination** - This 20 page booklet outlines drug classifications, what constitutes substance abuse, and penalties associated with violating related laws. Also included are tips about responsible, legal substance use and how to identify abusers on the road while there is still time to avoid a collision.

**Open Book Test**

Naturally, retention of the material is the goal of Smith System training. This test challenges people to discover facts about driving that may well help them avoid a costly motor vehicle collision. The test will be returned to you by your drivers to help you evaluate and record the employee's driving knowledge and participation in the program.

Stock # SS-25T (Truck Version)  
Stock # SS-25SV (Small Vehicle Version)

Minimum Order is 50

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5,000-9,999	\$17.00 ea.
10,000+	\$15.00 ea.

# 16 MM

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Chatsworth, CA 91311  
(800) 367-2467  
Fax: 818-341-6700  
www.aims-multimedia.com  
info@aims-multimedia.com  
Contact person - Joe Lantana, Ext. 319

**English**

**8141-EN-16MM : Drinking And Driving: A Deadly Combination**

Subject Area: Driver Education -- DUI / DWI  
Grade Level: Senior High-Adult  
Language: English  
Minutes: 22  
Price: \$495.00  
Year: 1990

Jane loses her daughter while driving under the influence. Her son is paralyzed and she is imprisoned. When Jane gets out of jail, her husband and son don't want her back in their lives. Jane begins to lecture about drinking and driving. Her message is strong: 25,000 people are killed every year in alcohol-related auto crashes--one person every 22 minutes. The costs of being caught driving under the influence are immense. They include being arrested, fined, or jailed; attending DUI school; and losing your license, your job, or even someone you love.

Gold Award --- Houston International Film & Video Festival

### **9916-EN-16MM : DUII: The Price Is Too High**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Language: English

Minutes: 23

Price: \$495.00

Year: 1987

Dramatic vignettes make clear the life-altering legal consequences of DUII -- driving under the influence of intoxicants. The stories of three young first-time offenders are typical. None of them had an accident; they weren't driving recklessly for kicks. But they were intoxicated -- and dangerous behind the wheel.

Responsible suggestions for drinkers to follow round out this program, well-suited to both illegal and legal drivers tempted to drink and drive. --- Booklist, American Library Association

Approaches one of the nation's most serious problems from a unique direction -- the pocketbook.

Recommended for use in driver education and violator classes, as well as social studies areas such as current events and government. --- School Library Journal

### **9789-EN-16MM : Social Drinker And The Antisocial Driver, The (2nd Edition)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Professional

Language: English

Minutes: 21

Price: \$495.00

Year: 1985

Those who think of themselves as moderate drinkers and safe drivers need to see this film. Statistics show it's the social drinkers, not the problem drinkers, who are the ones most often responsible for traffic accidents and fatalities. The consequences of drinking and driving are dramatized in memorable vignettes. Sensible alternatives to drinking and driving are offered,

### **9771-EN-16MM : Until I Get Caught**

Subject Area: Driver Education -- DUI / DWI

Narrator : Narrated by Dick Cavett

Grade Level: Senior High-Adult

Language: English

Minutes: 28

Price: \$495.00

Year: 1984

In this classic drinking and driving film, individuals talk about their feelings on driving while under the influence and how alcohol-related incidents have affected their lives.

Gold CINDY --- Association of Visual Communicators

### **9707-EN-16MM : Drugs, Drinking And Driving (2nd Ed.)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Language: English

Minutes: 15

Price: \$495.00

Year: 1983

Drugs impair the ability to drive safely long before one feels drunk, or high, or drowsy. This film shows the driving reaction tests of people subjected to measured doses of alcohol and marijuana.

This is a good film appropriate for health and driver education as well as counseling, drug education, and DWI schools. In a factual, unemotional way, it presents the hazards of driving under the influence. --- Library Journal

### **9666-EN-16MM : BAC's Of Drinking And Driving, The**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Junior High-Adult

Language: English

Minutes: 16

Price: \$495.00

Year: 1980

In the cartoon world -- as in the world of social drinking -- the intention is to have harmless fun so that "no one gets hurt." Ned 'n Ed, a cartoon comedy team, make a film presenting the facts about alcohol's effects on driving. They explain blood alcohol concentration (B.A.C.), how alcohol acts on our bodies and brains, and more.

### **9770-EN-16MM : Under The Influence**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Junior High-Adult

Language: English

Minutes: 25

Price: \$495.00

Year: 1977

A scientific examination of the effects of alcohol on a person's driving ability. Subjects are first tested sober, then again when legally intoxicated.

### **1328-EN-16MM : Safe On Impact**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Unknown  
 Language: English  
 Minutes: 12  
 Price: \$49.95  
 Year: 1966

A UCLA Institute of Transportation and Traffic Engineering report on automobile glass tests -- with resulting human exposure hazards.

### **1330-EN-16MM : Space Driving Tactics (1st Ed.)**

Subject Area: Driver Education -- Driving Tactics  
 Grade Level: Unknown  
 Language: English  
 Minutes: 14  
 Price: \$49.95  
 Year: 1966

You need a "space cushion" surrounding you and your car. It's like free insurance. It is the insurance of space to react, to take action, and to stay out of trouble.

## ***Spanish***

### **9916-SP-16MM : DUII: The Price Is Too High**

Subject Area: Driver Education -- DUI / DWI  
 Grade Level: Senior High-Adult  
 Language: Spanish  
 Minutes: 23  
 Price: \$495.00  
 Year: 1987

Dramatic vignettes make clear the life-altering legal consequences of DUII -- driving under the influence of intoxicants. The stories of three young first-time offenders are typical. None of them had an accident; they weren't driving recklessly for kicks. But they were intoxicated -- and dangerous behind the wheel.

Responsible suggestions for drinkers to follow round out this program, well-suited to both illegal and legal drivers tempted to drink and drive. --- Booklist, American Library Association

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Subject Area: Driver Education -- DUI / DWI  
 Grade Level: Senior High-Adult  
 Language: Spanish  
 Minutes: 15  
 Price: \$495.00  
 Year: 1983

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## Video

### **AIMS Multimedia**

9710 DeSoto Avenue

Chatsworth, CA 91311

(800) 367-2467

Fax: (818) 341-6700

[www.aims-multimedia.com](http://www.aims-multimedia.com)

[info@aims-multimedia.com](mailto:info@aims-multimedia.com)

Contact person - Joe Lantana, Ext. 319

### **Arabic**

### **9707-AR-VID : Drugs, Drinking And Driving (2nd Ed.)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: Arabic

Minutes: 15

Price: \$49.95

Year: 1983

Drugs impair the ability to drive safely long before one feels drunk, or high, or drowsy. This film shows the driving reaction tests of people subjected to measured doses of alcohol and marijuana.

## 9407-AR-VID : Emergency Driving Tactics

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: Arabic

Minutes: 18

Price: \$49.95

Year: 1974

How would you react to a high-speed skid, fire, tire blow-out, submersion in water, or loss of power in brakes or steering? If you can't take a course in driver education on a test track, this film is the next best substitute.

### *English*

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INDONESIAN

R - RUSSIAN

### **T007 - Good Driving is An Attitude - (E,S,CC,O,F,A,I) Humorous**

Driving Safely is a conscious effort and good driving begins with a good attitude.

### **T158 - The Five Minute Inspection - (E) Actuality**

Even the most professional truck driver can be in danger if his or her equipment is not properly inspected and maintained. In just five minutes, you can take the steps you need to inspect your rig before you hit the road...or something on it!

### **T223 - Speeding (Trucks) (E) Drama**

We roll back time in a tragic accident involving people hitching a ride on rolling equipment. The story is based on a true incident that has been repeated too many times. The causes of the accident and how it could have been avoided are discussed.

### **T239 - Backing Up (E) Dramatization**

Safely backing up trucks, trailers, and other vehicles can be a challenging task requiring more than a little skill. Every year there are many accidents resulting in injury and damage due to carelessness when backing vehicles.

### **T245 - City Driving (E) Actuality**

You face many distractions and hazards while driving in the city. Sometimes the distractions become the hazards. Driving in the city requires your full attention.

**T257 - Intersections (E) Actuality**

Nearly half of all urban accidents occur at intersections. When do you first make yourself aware of what is going on at the next intersection? What should you be doing while approaching an intersection? How do you identify potential hazards? Who has the right-of-way? Where should you stop for a red light? Find out the answers to these and other important driving safety issues in Intersections.

**T266 - Passenger Vans & Shuttle Bus Operations - Part 1 (E) Actuality**

When you're transporting passengers, you can't take safety for granted. Besides knowing and obeying general traffic laws, you must follow special procedures and safe driving practices to help ensure the safety of your passengers. Their lives are in your hands, and it's up to you to make sure they arrive safely...and comfortably at their destinations.

**T267 - Utility Vans Part 1 (E) Actuality**

Anytime you're on the road, you have to drive with safety in mind. But when you're driving utility vans, you have to take special precautions. One, there is the risk of a mechanical malfunction, which can be particularly dangerous when driving a large vehicle, and two, there is the risk of injuries or accidents caused by loose tools or cargo.

**T268 - Utility Vans Part 2 (E) Actuality**

Driving utility vans is different from driving cars. Generally, the larger the vehicle, the more room you need to maneuver and the longer it takes you to stop. Also, larger vehicles have larger blind spots. To drive a utility van safely, it's important to know your vehicle and to know its limitations.

**T304 - Hapless Hal and the Temple of Doom - (Drugs & Alcohol) (E) Humorous**

Use of drugs and alcohol can be very dangerous, especially if taken while on the job or before driving. Even moderate amounts of alcohol and drugs can produce impairment in many people. These substances can affect judgment and reduce ability to perform tasks requiring concentration and coordination. Studies show that alcohol and drugs are factors in many accidents on and off the job. Approximately half of all traffic fatalities are alcohol related.

**T312 - Defensive Driving - Principles (E) Drama**

A defensive driver is one who can anticipate road hazards and take evasive action in time to prevent an accident. Learn the basic principles of defensive driving and practice them daily.

**T313 - Defensive Driving - Strategies (E) Drama**

No matter how skilled you are as a driver, you are bound to encounter hazards caused by other driver's errors or adverse weather. Help avoid accidents by anticipating these hazards and knowing strategies for defense.

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**www.aims-multimedia.com**  
**info@aims-multimedia.com**  
**Contact person - Joe Lantana, Ext. 319**

## **2252-EN-VID : Road Rage and Aggressive Driving: A View From the Driver's Seat**

Subject Area: Driver Education -- Driving Tactics  
Narrator : Maury Hannigan, Commisioner Emeritus, California Highway Patrol  
Grade Level: Senior High-Professional  
Formats: Video  
Language: English  
Minutes: 20  
Price: \$295.00  
Year: 1998

"Road rage" is deliberate, violent behavior by a driver in response to a real or imagined traffic grievance. Drivers may use their vehicles as weapons, or even get out of their cars to accost or attack another driver. Road rage occurs when something "snaps" in a driver who might usually drive carefully and obey all traffic laws. Incidents caused by road rage can and do result in physical assault, damage to or destruction of personal and public property, and even murder. Similar to the road rage driver is the "aggressive" driver. An aggressive driver may run red lights, tailgate, weave in and out of traffic and ignore traffic laws as their normal pattern of driving. An aggressive driver may trigger road rage in another driver or may develop road rage themselves. This timely program looks at road rage and aggressive driving from the driver's perspective. Viewers learn what to do if they are the object of an enraged driver and how to avoid becoming enraged themselves. Unintentional actions such as driving too slowly, blocking the passing lane, cutting off another driver, or tailgating can all lead to road rage. Knowing what to do if confronted by a person who is enraged can mean the difference between life and death. Violent behavior committed behind the wheel is not only a traffic violation, it is a criminal offense. Engaging in such behavior can lead to serious consequences such as increased insurance costs, loss of job, arrest and prison time. Road rage tragedies can be prevented by adopting a cooperative driving attitude and giving other drivers the benefit of the doubt.

## **9115-EN-VID : Blurred Lines**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 27

Price: \$195.00

Year: 1997

An extremely powerful presentation, *Blurred Lines* documents the tragic, all too frequent consequences of drunk driving. Two real families share their anguish over the loss of loved ones, allowing video cameras to record their grief in the hope that similar tragedies will be prevented. After having too much to drink one day in May, 1995, Ronnie Dale Haithcock drove his car in the wrong direction down a North Carolina interstate, colliding head-on with a car carrying three young men. All three died, but Haithcock survived and made a full recovery-physically. Viewers hear his tearful expressions of remorse from the prison where he is serving a 14- to 17-year sentence in connection with the crash. The mother of two of Haithcock's victims-Cornelius and Antonio Walker, ages 24 and 22-rejects his apology. Viewers witness the funeral of these young men, and that of another victim, 11-year-old Ashley Kennon. On a hot summer day, Ashley and her friend Jennifer were riding their bicycles when a drunk driver veered off the road and struck them. Jennifer recovered, but Ashley was left brain dead and soon succumbed to her injuries. The program contrasts home video of Ashley as a spunky, happy child, with emotional scenes at her hospital bed as Ashley lies dying. After she is buried, her mother visits her grave site and tries to cope with the loss. Jennifer, who now walks with a limp, also suffers from the loss of her friend, and she doesn't go bike riding anymore. *Blurred Lines* presents a vivid reminder against drinking and driving that will inform, sadden and deeply move viewers young and old.

EMMY-Documentary Category --- National Academy of Television Arts & Sciences

Special Media Award --- Mothers Against Drunk Driving (MADD)

## **8982-EN-VID : What You Need To Know Supervisors 60/60 Training**

Subject Area: Driver Education -- General Driver Education

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 60

Price: \$199.95

Year: 1996

This program consists of two 60-minute videos. The first video, *ALCOHOL SUPPLEMENT*, fulfills the mandated 60 minutes of alcohol awareness training. This video is divided into three parts; an overview of the rules by Donna Smith, Ph.D. (former Assistant Director of the DOT); five action scenarios, based on the various types of testing, to increase supervisor awareness of what the rules require; and a presentation on the effects of low-level alcohol use on job performance. The second video, *SUBSTANCE ABUSE AND CONSTRUCTIVE CONFRONTATION*, fulfills the mandated 60 minutes of drug-awareness training. This video highlights the most important training elements required by the DOT for supervisors; provides information necessary for an effective substance abuse program; explains how not enforcing a substance abuse policy jeopardizes the company as well as public and employee safety; gives in-depth training on how to handle employees who appear to be under the influence of alcohol or any of the five prohibited drugs; and features eight scenarios explaining exactly how, when and why to confront employees, using the four steps of constructive confrontation.

**8991-EN-VID : Choices: Don't Drink And Drive**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 12

Price: \$195.00

Year: 1996

This anti-drinking and driving program is narrated by the lucky survivor of a drunk-driving accident. The program focuses on how head injuries, a frequent result of such accidents, ruin lives. "Have any plans for your future?" asks the narrator. "Drinking and driving, get a head injury, throw those dreams away. A damaged brain never heals. If you wake up, your body won't work anymore." Viewers see patients in a "life adjustment" center struggling to do even very basic activities, like eating or using the bathroom. The narrator reveals that he was in an accident in which he was driving drunk. "I felt terrible seeing my friends bleeding, laying out in the street with broken bones. Before you get in that car with a drunk driver, think about how it's going to change your life. Make the choice that'll give you a future." Having seen the consequences of drunk driving, viewers will support the ending, which shows a girl removing the keys from the ignition of a car full of drunk teenagers and leaving the car, preventing injury to herself and her friends.

Honorable Mention --- Columbus International Film & Video Festival

**20318-EN-VID : DOT--The Need To Know: Supervisor Kit**

Subject Area: Driver Education -- General Driver Education

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 125

Price: \$249.95

Year: 1995

DOT--THE NEED TO KNOW: SUPERVISOR KIT is a program that coaches supervisors on how to recognize and challenge drug use in the workplace in a manner which minimizes potential employee litigation. Part one of the program focuses on information about supervisor responsibilities under the new regulations. Part two dramatizes eleven real-life situations that supervisors are likely to encounter while confronting irregular behavior on the part of drivers, and how they should be handled.

**20319-EN-VID : DOT--The Need To Know: Driver Kit**

Subject Area: Driver Education -- General Driver Education

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 39

Price: \$99.95

Year: 1995

DOT--THE NEED TO KNOW: DRIVER KIT is a self-contained program that complies with all training requirements that the D.O.T. now mandates. This video lets drivers know how D.O.T. regulations affect them and what drug types are expressly prohibited. Detailing the different types of drug tests, signs and symptoms of drug

use, and the rights and responsibilities of both the driver and the company, this video is designed to educate and motivate employees to cooperate in assuring that the road is free from drivers who use drugs.

### **8866-EN-VID : Crossing The Line**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 29

Price: \$195.00

Year: 1995

This powerful yet sensitive documentary examines the long-term effects of fatal accidents caused by drunk or reckless drivers. A string of compelling true stories sends a strong message about the consequences of driving while intoxicated, reckless driving, and being a passenger in a car driven by someone who has been drinking. In-depth interviews with DUI drivers are held in their jail cells where they speak with regret about the ill-fated moment that changed their lives, took away their freedom, and caused the deaths of others. Crash survivors and victims' families and friends express their pain and regret, and attorneys and police officers discuss the legal aspects of alcohol-related accidents. CROSSING THE LINE offers jarring and sobering insight into the "it can't happen to me" attitude of drivers along with its heart-wrenching look at the lives of victims' families.

Gold Apple --- National Educational Media Network

### **8872-EN-VID : Driving Safely**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 18

Price: \$195.00

Year: 1995

Most employees travel the roads every day...in cars, vans, or trucks...many of them on company business. Each year, traffic accidents claim over 30,000 lives and cause more than a million serious injuries. In fact, motor vehicle crashes are the primary cause of death on the job. DRIVING SAFELY provides the information employees need to drive cars, vans and small trucks safely, both on and off the job. Topics covered include inspecting the vehicle, adjusting seats, mirrors and other equipment, wearing seatbelts, the importance of mental preparation and concentration, night driving, adverse weather conditions, and passing other vehicles.

### **8747-EN-VID : DUI: Choices And Consequences**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 34

Price: \$195.00

Year: 1994

This dramatization on the consequences of drunk driving features Jack Hamilton, a young college student who decides to unwind from the pressures of school, work and family life by having "a few beers." Three drinks are enough to slow his reflexes, impair his judgment and raise his blood alcohol level to the point of intoxication. Within moments of getting behind the wheel, Jack causes an accident that results in severe injury to another driver. The consequences of Jack's arrest illustrate the overwhelming financial and legal damage caused by drinking and driving. Even after Jack serves his time, he must cope with two years of probation, suspension of his driver's license, and a conviction record that will mar his chance of finding employment. First time offenders who think that they are immune to the severe consequences of being arrested for DUI will be reminded that today's courts impose heavy punishments on drunk drivers.

### **8792-EN-VID : Ultimate Driving Challenge, The**

Subject Area: Driver Education -- General Driver Education

Narrator : Hosted by Craig T. Nelson and Paula Zahn.

Grade Level: Junior High-Adult

Formats: Video

Language: English

Minutes: 30

Price: \$295.00

Year: 1994

This educational program puts the audience in the driver's seat to test their reactions to 20 specific driving situations. Hosts Craig T. Nelson and Paula Zahn introduce questions designed to test road safety knowledge and provide helpful information for avoiding accidents and minimizing damage and injury. Other celebrities providing support include Tim Allen, Annie Potts, Diedre Hall, and Barbara Mandrell. Accidents can happen because of adverse weather conditions, careless drivers, or our own driving mistakes. The questions challenging the viewer cover a variety of situations and information, including weather, emergency vehicles, railroad crossings, road signs, passing vehicles, motorcycles, school buses, safety equipment and traffic rules. Questions are posed in both true/false and multiple choice formats. After viewers choose their answer, the correct response is explained through dramatic stunts, recreations, and real-life film footage.

### **9292-EN-VID : Smart Brake System, The**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 15

Price: \$195.00

Year: 1994

Forty percent of all automobile accidents happen at intersections. Designed to outline the basics of defensive driving tactics and to help viewers become safer drivers, The Smart Brake System teaches new and experienced drivers, regardless of age, the proper braking technique. This valuable program goes beyond safety tips and warnings to clearly describe a safety technique—covering the brake—that saves lives. The program measures the three components of braking: the perception of distance, reaction distance, and braking distance. A number of braking scenarios are examined using computer graphics. All of the illustrations in this program were taken from actual fatality situations, which could have been prevented had the drivers known to "cover the brake".



## **8570-EN-VID : Safe Driving Tactics**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Professional

Formats: Video

Language: English

Minutes: 26

Price: \$149.95

Year: 1993

With technical consultation provided by the Wyoming Highway Patrol, this comprehensive program advises viewers on how to react to and avoid dangerous situations involving hydroplaning, rollovers, head-on collisions, highway hypnosis and wind waves caused by passing semi-trucks. Basic defensive driving issues such as safe following distances, backing up, intersections, weather and road conditions, headlight use and railroad safety are also covered. Sections on seat belts, air bags and drinking and driving are emphasized to meet national education trends. The program highlights up-to-date safety and survival techniques that are not contained in a driver's manual, from keeping a positive attitude and staying alert while driving, to conducting pre-trip safety checks. Special attention is given to the series of collisions that occur during an automobile crash. Because of its fast pace and comprehensive coverage of current topics, this program is excellent for any driver education program--whether for new drivers or for an adult refresher course.

## **8403-EN-VID : Winter Driving Tactics Update**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 15

Price: \$195.00

Year: 1992

There are many safety precautions, preventive measures, and tactics to learn before driving in wintery conditions. Good driving habits--such as paying attention, keeping two hands on the wheel, and maintaining a generous following distance--are encouraged. Methods for driving safely in snow and ice are demonstrated. The importance of being prepared in the event of a breakdown is emphasized. Viewers are instructed to remain in the vehicle and take steps to keep warm until help arrives.

## **8624-EN-VID : Designated Driver...Be A Friend For Life, The**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 21

Price: \$149.95

Year: 1992

Each year, 24,000 Americans are killed due to alcohol-related traffic accidents, and 600,000 more are seriously injured. Statistics from the National Safety Council show that only one in every 2,000 drinking drivers are stopped by police. The designated driver program is a practical solution to the increasing problem of drinking and driving. Through dramatization, narration and interviews, this informative video highlights one California peace officer's efforts to implement a designated driver program. In a joint effort with local agencies, he persuaded restaurant and bar owners to try the program, which now serves as a model for other communities in

the U.S. and abroad. The concept is simple. One person in a party is appointed the driver of the group and therefore refrains from drinking any alcoholic beverages. To encourage people to participate, many establishments offer free food and non-alcoholic drinks to the designated driver. It's a good business practice for establishments selling alcohol, and it allows consumers to set good examples for others. The factors that contribute to drinking and driving and the designated driver program's solutions are also explained.

### **8867-EN-VID : Icy Road Ahead**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 23

Price: \$195.00

Year: 1992

Former auto racing champion Jean-Paul Luc, Director of the Ice Driving School at Steamboat Springs, Colorado, introduces this informative program on how to drive safely and confidently in difficult winter weather conditions. Cheryl Lemke of The Weather Channel and Dan Chandler explain and demonstrate how to operate and control a vehicle so that drivers can overcome their winter driving fears. Before driving, the vehicle should be properly prepared for winter conditions---windshield and headlights free of ice, winter tires in place, brakes checked, etc. The driver should feel comfortable in his or her seat and be able to reach interior controls easily. Extensive winter driving demonstrations show how to control and correct a skid on ice, and the importance of tire grip and traction, vehicle behavior, driving techniques, and emergency techniques.

### **8269-EN-VID : Drinking And Drugs: Driving Under The Influence**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 18

Price: \$149.95

Year: 1991

True stories from the files of the National Highway Traffic Safety Administration dramatize the real-life tragic consequences of mixing drugs or alcohol with driving. Through controlled-reaction tests and tests in a driving simulator, the program clearly demonstrates that mind-altering substances impair perceptions, slow reactions, and erode judgment. Future legislation aimed at tightening restrictions on driving while under the influence is discussed, and the program examines the effects "happy hour" has had on alcohol-related accidents.

...a well made, good-intentioned program that gets its message across... --- Video Rating Guide for Libraries

### **8312-EN-VID : Truck Driving: Controlling Skids**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 17

Price: \$149.95

Year: 1991

Prompt, effective action is crucial when tractor-trailers start to skid, for jackknifing may easily result. This program explains how most skids can be avoided, even in less-than-ideal conditions. When skidding is unavoidable--as it sometimes is--the program demonstrates in detail how to handle front-wheel, trailer-wheel, and drive-axle skids; all-wheel skids; power skids; spinouts; and hydroplaning. Proven techniques for recovery from both tractor and trailer jackknives are documented.

### **8313-EN-VID : Driver Training: Controlling Auto Skids**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 15

Price: \$149.95

Year: 1991

Skidding is one of the most dangerous of driving hazards -- but it is controllable. This program gives drivers the information they need to make skid-control techniques second nature.

### **8314-EN-VID : School Bus Driving: Controlling Skids**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 15

Price: \$149.95

Year: 1991

Skidding is one of the most dangerous of driving hazards, but it is controllable. This program gives drivers the information they need to make skid-control techniques second nature.

### **8323-EN-VID : National Driving Test I, The**

Subject Area: Driver Education -- Driver & Passenger Safety

Narrator : Hosted by Christopher Reeve

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 32

Price: \$195.00

Year: 1991

Ten major safety organizations contributed to this test of what every responsible driver should know. Twenty-five dramatized questions, introduced by popular television and sports personalities, probe a wide range of driving rules and tactics. Correct answers, and the reasons behind them, follow each question.

### **8504-EN-VID : National Driving Test II, The**

Subject Area: Driver Education -- Driver & Passenger Safety

Narrator : Hosted by Robert Urich

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 31

Price: \$195.00

Year: 1991

Most drivers can operate an automobile and travel to their destination without incident. But, just how much do they really know or even remember about driving safely? This program helps them find out exactly how skilled and knowledgeable they really are when behind the driver's wheel and if they are capable of handling traffic situations and possible hazards. The program presents 25 questions that cover an extensive variety of driving situations including: driving near trucks, motorcyclists, bicyclists and pedestrians; approaching an accident or debris in the roadway; using seat belts; making lane changes; identifying traffic signs; handling skids and engine malfunctions; and driving under the influence. As viewers respond to the questions, they score points if they've answered correctly. At the program's conclusion, the total points acquired will give viewers an excellent indication about their own driving ability.

### **8141-EN-VID : Drinking And Driving: A Deadly Combination**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 22

Price: \$149.95

Year: 1990

Jane loses her daughter while driving under the influence. Her son is paralyzed and she is imprisoned. When Jane gets out of jail, her husband and son don't want her back in their lives. Jane begins to lecture about drinking and driving. Her message is strong: 25,000 people are killed every year in alcohol-related auto crashes---one person every 22 minutes. The costs of being caught driving under the influence are immense. They include being arrested, fined, or jailed; attending DUI school; and losing your license, your job, or even someone you love.

Gold Award --- Houston International Film & Video Festival

### **8189-EN-VID : City Driving Tactics (2nd Edition)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 20  
Price: \$149.95  
Year: 1990

Within one mile on a city street, a driver has to make approximately 58 separate decisions---nearly one decision every second! This program illustrates the important tactics needed for safe city driving. The program encourages being patient and alert behind the wheel, wary of potential hazards, and considerate of other drivers. Various safety techniques are illustrated. Viewers learn that safe driving is often a matter of making the right decision at the right time.

### **8285-EN-VID : Habit Defense: Covering The Brake**

Subject Area: Driver Education -- Driving Tactics  
Grade Level: Senior High-Professional  
Formats: Video  
Language: English  
Minutes: 12  
Price: \$149.95  
Year: 1990

Habit Defense is a technique that reduces the likelihood of collision by reducing a car's total stopping distance. The Habit Defense method is dramatized in this story of a teenage boy showing his father what he's learned in driver's education class. Several situations in which "covering the brake" avoids potential hazards are shown.

### **8667-EN-VID : Animal Awareness Driving**

Subject Area: Driver Education -- Driving Tactics  
Grade Level: Senior High-Professional  
Formats: Video  
Language: English  
Minutes: 15  
Price: \$195.00  
Year: 1990

Vehicle accident records show that between one and five percent of all reported traffic accidents involve hitting an animal on the road. This educational program aims to reduce that statistic by training drivers on proper driving behavior when in an area with a high potential for animals crossing the road. Sudden evasive action to miss an animal, such as swerving or braking hard, frequently results in a serious accident. Drivers will learn proper driving techniques for various road, traffic, and weather conditions and what actions to take when a collision with an animal is imminent.

### **8977-EN-VID : CDL Written Test Refresher**

Subject Area: Driver Education -- General Driver Education  
Grade Level: Adult-Professional  
Formats: Video  
Language: English  
Minutes: 40  
Price: \$149.95  
Year: 1990

Reduce anxiety for drivers at all experience levels by preparing them to pass General Knowledge and necessary Endorsements on the written portion of the CDL test. Based on the Model Driver's Manual, these videos use live action scenes to help drivers learn everything they need to know to successfully pass the test. The program includes: Pre-screening tests and sample tests derived from the Model Driver Program and actual state tests---immediate review of information through sample tests of each subject area---brakes and gear explanation and demonstration---rules of the road review---safe cargo and passenger transport review---hazardous materials transport review and detailed information on all endorsements.

### **8978-EN-VID : CDL Pre-Trip Inspection Test: Straight Trucks**

Subject Area: Driver Education -- General Driver Education

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 25

Price: \$99.95

Year: 1990

Reduce anxiety and give your drivers a mental advantage by showing simulations of the CDL tests in advance. Using this program, you can present easy-to-grasp visual reinforcement of test material in less than an hour. In the video, the test examiner pauses to show where drivers are likely to fail and where an examiner deducts points. A driver's guide reinforces the video and includes a special section that explains examiner criteria for point reduction and automatic failure. This program simulates a live action Pre-Trip Inspection Test with an examiner, driver and vehicle. The guide covers inspection of the vehicle, air brakes, brake system, and combination air brakes and also has checklists, a sample score sheet, and shows diagrams of the testing areas.

### **8979-EN-VID : CDL Skills And Road Test: Straight Trucks**

Subject Area: Driver Education -- General Driver Education

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 32

Price: \$99.95

Year: 1990

Reduce anxiety and give your drivers a mental advantage by showing simulations of the CDL tests in advance. Using this program, you can present easy-to-grasp visual reinforcement of test material in less than an hour. In the video, the test examiner pauses to show where drivers are likely to fail and where an examiner deducts points. A driver's guide reinforces the video and includes a special section that explains examiner criteria for point reduction and automatic failure. This program simulates the test that covers the six basic controls: forward stopping, straight-line backing, alley docking, measured right turn, parallel parking, and serpentine backing. The guide includes sample examination score sheets, diagrams of the testing areas and criteria checklists for the six basic controls, mechanical operation and road test elements.

### **8121-EN-VID : Ask Any Dummy -- Seat Belts Make Sense!**

Subject Area: Driver Education -- Driver & Passenger Safety

Narrator : Featuring Vince and Larry, the U.S. Department of Transportation's crash dummies

Grade Level: Junior High-Adult

Formats: Video

Language: English

Minutes: 18

Price: \$99.95

Year: 1989

Vivid and memorable comparisons are made about the effects of auto accidents on belted and unbelted passengers. Special emphasis is given to the risks infants and children face when they are unbelted or sitting on an adult's lap. The necessity for a well-designed, properly selected child safety seat is made clear.

CINE Golden Eagle --- Council on International Non-theatrical Events

Gold Plaque --- INTERCOM

### **8983-EN-VID : What You Need To Know About The DOT Alcohol Program And Drug Testing Regulations: Driver Alert**

Subject Area: Driver Education -- General Driver Education

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 47

Price: \$99.95

Year: 1989

DOT regulations require that certain employees in the transportation industry must be tested for drug and alcohol use, must be evaluated by a substance abuse professional if the test is positive, and must be advised of resources available for resolving the problem. Employers must educate their employees concerning these regulations and the company policy regarding drug and alcohol use. This informative and motivational program for safety-sensitive employees covers the most commonly asked questions about the alcohol and drug rules and explains how to recognize alcohol and drug abuse. The video has three parts---A brief review of DOT alcohol and drug rules by Donna Smith, Ph.D., former Assistant Director of the DOT---An explanation of the impact of the new alcohol testing rules in the workplace by Tamara Cagney, RN, MFCC, CEAP---A presentation by safety expert Bruce Wilkinson on the five prohibited drugs, signs and symptoms of drug abuse and why the benefits of keeping the workplace drug and alcohol free.

### **8984-EN-VID : CDL Pre-Trip Inspection Test: Tractor-Trucks**

Subject Area: Driver Education -- General Driver Education

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 29

Price: \$99.00

Year: 1989

Reduce anxiety and give your drivers a mental advantage by showing simulations of the CDL tests in advance. Using this program, you can present easy-to-grasp visual reinforcement of test material in less than an hour. In the video, the test examiner pauses to show where drivers are likely to fail and where an examiner deducts points. A driver's guide reinforces the video and includes a special section that explains examiner criteria for point reduction and automatic failure. This program simulates a live action Pre-Trip Inspection Test with an examiner, driver and vehicle. The guide covers inspection of the vehicle, air brakes, brake system, and combination air brakes and also has checklists, a sample score sheet, and shows diagrams of the testing areas.

### **8985-EN-VID : CDL Skills And Road Test: Tractor-Trucks**

Subject Area: Driver Education -- General Driver Education

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 36

Price: \$99.00

Year: 1989

Reduce anxiety and give your drivers a mental advantage by showing simulations of the CDL tests in advance. Using this program, you can present easy-to-grasp visual reinforcement of test material in less than an hour. In the video, the test examiner pauses to show where drivers are likely to fail and where an examiner deducts points. A driver's guide reinforces the video and includes a special section that explains examiner criteria for point reduction and automatic failure. This program simulates the test that covers the six basic controls: forward stopping, straight-line backing, alley docking, measured right turn, parallel parking, and serpentine backing. The guide includes sample examination score sheets, diagrams of the testing areas and criteria checklists for the six basic controls, mechanical operation and road test elements.

### **9960-EN-VID : Defensive Driving Tactics (3rd Ed.)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Professional

Formats: Video

Language: English

Minutes: 16

Price: \$129.95

Year: 1989

Two professional drivers demonstrate the difference between defensive driving and aggressive driving as they participate in a safe driving test. The program explains that defensive drivers are always aware of traffic conditions, other vehicles, and pedestrians. Aggressive drivers are shown to be hurried, distracted, and overconfident. Their behavior puts them, and others, at risk. The program teaches about other types of drivers to watch out for, such as inattentive drivers, fatigued drivers, and drivers under the influence of alcohol or drugs.

### **8981-EN-VID : PRO System For Accident-Free Backing, The**

Subject Area: Driver Education -- General Driver Education

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 24



Price: \$149.95

Year: 1988

This program is designed to help new and experienced big-rig drivers improve their backing skills. The video shows not only basic backing techniques but also the analytical thinking and advance planning that experienced drivers do for safe backing. The program includes the following information: why drivers take risks, adjusting the mirrors, judging the rear blind spot, using the "First Point, Last Point" Technique, getting the best set-up, identifying potential hazards, why a driver should never blind back, controlling backing space, and how backing procedures vary with different kinds of equipment.

### **9916-EN-VID : DUII: The Price Is Too High**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 23

Price: \$129.95

Year: 1987

Dramatic vignettes make clear the life-altering legal consequences of DUII -- driving under the influence of intoxicants. The stories of three young first-time offenders are typical. None of them had an accident; they weren't driving recklessly for kicks. But they were intoxicated -- and dangerous behind the wheel.

Responsible suggestions for drinkers to follow round out this program, well-suited to both illegal and legal drivers tempted to drink and drive. --- Booklist, American Library Association

Approaches one of the nation's most serious problems from a unique direction -- the pocketbook.

Recommended for use in driver education and violator classes, as well as social studies areas such as current events and government. --- School Library Journal

### **8980-EN-VID : Backing And Parking For Cars And Light Trucks**

Subject Area: Driver Education -- General Driver Education

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 13

Price: \$99.95

Year: 1986

Thirty percent of all traffic accidents are caused by backing and parking mistakes. This program features real drivers driving cars and light trucks in the most frequently encountered and most challenging backing and parking situations. The video emphasizes the importance of planning ahead, recognizing potential parking problems and using safe backing and parking procedures. The program includes an 8-page Leader's Guide that includes information on danger zones and rules for accident-free backing.

**9838-EN-VID : Seat Belts: Life Saving Habit**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 20

Price: \$99.95

Year: 1986

This film refutes common excuses for not wearing seat belts. Since driving is the riskiest thing most of us do, the narrator explains that seat belts are the best protection we have against injury---and they double chances for survival.

Startling statistics and collision-test footages back up the reasoning given in vignettes to encourage compliance with the safety belt laws... A convincing approach, especially good for teens. --- Booklist, American Library Association

**9860-EN-VID : Highway Driving Tactics (3rd Ed.)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Professional

Formats: Video

Language: English

Minutes: 18

Price: \$129.95

Year: 1986

This film gives practical, easy-to-remember rules that help make highway driving safe. On-the-road demonstrations provide a number of "survival skills." In addition to demonstrating and explaining these important rules, the program shows what to do if it becomes necessary to pull over while driving on a limited-access highway.

...there's no denying the value of the lessons conveyed in this beneficial addition to drivers' education training. --- Booklist, American Library Association

The film is well-paced... Photography and sound are excellent. A good presentation to reinforce basic positive driving attitudes and techniques. --- School Library Journal

**9789-EN-VID : Social Drinker And The Antisocial Driver, The (2nd Edition)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Professional

Formats: Video

Language: English

Minutes: 21

Price: \$49.95

Year: 1985

Those who think of themselves as moderate drinkers and safe drivers need to see this film. Statistics show it's the social drinkers, not the problem drinkers, who are the ones most often responsible for traffic accidents and fatalities. The consequences of drinking and driving are dramatized in memorable vignettes. Sensible alternatives to drinking and driving are offered, including the one-drink/one-hour guideline and arranging for other transportation home.

### **9828-EN-VID : Winter Driving Tactics (2nd)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 14

Price: \$99.95

Year: 1985

Winter driving experts from the Anchorage, Alaska, Police Department give detailed instruction on how to prevent winter accidents, how to handle typical winter hazards, and how to ensure that cars are safe for winter. Brief testimonials from drivers who have had winter accidents are followed by police officers explaining how these accidents could have been avoided.

### **9731-EN-VID : Night Driving Tactics (2nd Ed.)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 13

Price: \$99.95

Year: 1984

Vivid driving demonstrations show how the physical laws of light, mass, and motion combine with the physiology of vision and reaction time to make fast nighttime driving a life-threatening behavior.

### **9771-EN-VID : Until I Get Caught**

Subject Area: Driver Education -- DUI / DWI

Narrator : Narrated by Dick Cavett

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 28

Price: \$49.95

Year: 1984

In this classic drinking and driving film, individuals talk about their feelings on driving while under the influence and how alcohol-related incidents have affected their lives.

Gold CINDY --- Association of Visual Communicators

### **9707-EN-VID : Drugs, Drinking And Driving (2nd Ed.)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 15

Price: \$49.95

Year: 1983

Drugs impair the ability to drive safely long before one feels drunk, or high, or drowsy. This film shows the driving reaction tests of people subjected to measured doses of alcohol and marijuana.

This is a good film appropriate for health and driver education as well as counseling, drug education, and DWI schools. In a factual, unemotional way, it presents the hazards of driving under the influence. --- Library Journal

### **9657-EN-VID : Space Driving Tactics (2nd Edition)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Professional

Formats: Video

Language: English

Minutes: 14

Price: \$49.95

Year: 1980

Even if you are a safe driver, millions of others aren't as careful. You need to give yourself space to stay out of trouble -- an escape route against sudden stops, tailgaters, and dangerous hills and curves where visibility is impaired.

### **9661-EN-VID : Traffic Trials: Heaven Won't Wait**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Junior High-Adult

Formats: Video

Language: English

Minutes: 18

Price: \$49.95

Year: 1980

A study at Indiana University isolated five driving mistakes that account for more than 95 percent of all auto accidents. These errors, and the failure to wear safety belts, account for almost all traffic deaths. Six drivers in the film answer for their mistakes in the court of heaven while the celestial judge explains how each error caused the fatal accidents.

### **9666-EN-VID : BAC's Of Drinking And Driving, The**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Junior High-Adult

Formats: Video

Language: English

Minutes: 16

Price: \$49.95

Year: 1980

In the cartoon world -- as in the world of social drinking -- the intention is to have harmless fun so that "no one gets hurt." Ned 'n Ed, a cartoon comedy team, make a film presenting the facts about alcohol's effects on driving. They explain blood alcohol concentration (B.A.C.), how alcohol acts on our bodies and brains, and more.

### **9667-EN-VID : Marijuana, Driving, And You**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Junior High-Adult

Formats: Video

Language: English

Minutes: 13

Price: \$49.95

Year: 1980

Sophisticated animation and live action present the effects of marijuana use on driving performance. In addition to THC's effects, significant scientific findings and the problems of combining marijuana with alcohol or other drugs are shown.

### **9605-EN-VID : Broken Glass (2nd Edition)**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 15

Price: \$49.95

Year: 1979

Controlled collisions staged at UCLA demonstrate the danger of ignoring safety belts. Anthropometric dummies are used to show vividly the difference in injuries to those dummies wearing safety belts versus those not wearing them. Viewers examine some common rationalizations for not using safety belts, and see how flimsy those excuses are when compared with the dangers of not wearing them.

### **9575-EN-VID : Pro Driving Tactics**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 15

Price: \$99.95

Year: 1978

The film is based on the concept of "protecting yourself with space and time." Tactics featured include maintaining a clear field of vision, developing perception and proper eye movement, and whenever in doubt, "start stopping sooner."

### **9598-EN-VID : Motocross Racing And Safety**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Unknown

Formats: Video

Language: English

Minutes: 16

Price: \$49.95

Year: 1978

Filmed at Ascot Speedway and Carlsbad Raceway, this film covers every aspect of motocross racing. The film shows the gear a racer must have to be comfortable and safe; how to check, adjust, and clean the bike; how to tone muscles and build stamina; and how to maintain safety during a race. An actual race is shown and, while the racers speed around the track, viewers are instructed in braking and shifting, entering and leaving turns, jumps, and weight distribution.

### **9634-EN-VID : Wild At The Wheel**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 10

Price: \$39.95

Year: 1978

The serious accident of a teenager, a compulsive speeder, leads to an examination of why people speed. Through Tom's story, we see that many factors contributed to his speeding. His innate feelings of insecurity and inferiority magnified them, and speeding was an emotional outlet. Tragically, it was also the ultimate victor.

### **9540-EN-VID : Defensive Driving Tactics (2nd Ed.)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Professional

Formats: Video

Language: English

Minutes: 15

Price: \$39.95

Year: 1977

This film demonstrates how to protect yourself against the offensive driver by using basic rules of defensive driving, such as planning ahead and being willing to give way to another driver. A National Safety Council test drive shows that in the time it takes two cars to complete a run, the offensive driver is ahead by only two minutes, but has committed 78 violations on the way.

### **9548-EN-VID : School Bus Driving: Special Education Transportation**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 14

Price: \$79.95

Year: 1977

The job of transporting children with handicaps requires special knowledge, attitudes, techniques, and equipment. The driver must establish a close relationship with parents; know medical details about each child; understand how to handle emergencies, such as a seizure; and know how to communicate with learning disabled children.

### **9555-EN-VID : Pro Driving Attitudes**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 16

Price: \$99.95

Year: 1977

Demonstrates four attitudes characteristic of professional drivers: being alert, being wary of other drivers and pedestrians, being patient with other drivers and driving conditions, and being considerate of other drivers.

Finalist --- Birmingham International Film Festival

### **9770-EN-VID : Under The Influence**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Junior High-Adult

Formats: Video

Language: English

Minutes: 25

Price: \$49.95

Year: 1977

A scientific examination of the effects of alcohol on a person's driving ability. Subjects are first tested sober, then again when legally intoxicated.

### **9452-EN-VID : Tire Wise**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 15

Price: \$39.95

Year: 1976

What to know when you buy and use a set of auto tires is spelled out in a series of entertaining and useful tips. The film explains how tires are manufactured and the differences in the three main types, and looks in detail at skids, chains, changing a tire, hydroplaning and other aspects of tire use and care.

### **9466-EN-VID : School Bus Driving Tactics**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 22

Price: \$49.95

Year: 1976

This film follows a new school bus driver through her first trip. The detailed checklist used for pre-trip bus

inspection, safety practices used during loading and unloading, and simulated incidents are shown.

### **9479-EN-VID : Bajo La Influencia (English)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 10

Price: \$39.95

Year: 1976

A drunk-driving case is followed from arrest through sentencing to show the legal consequences of driving under the influence and to explain the rights of the defendant. The driver's responsibilities in relation to such laws are also established.

### **9480-EN-VID : School Bus Pre-trip Inspection, The**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 14

Price: \$39.95

Year: 1976

Pre-trip inspection of a school bus is a federal requirement. This film shows how to check dashboard instruments, air brakes, lights, emergency equipment, and under the hood. During a circle-tour of the bus, the driver is taught to check mirrors, wheels, tires, brake lights, flashers, and turn signals. A condensed version of a brake system check is presented as well.

### **9481-EN-VID : School Bus Driving I**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 10

Price: \$39.95

Year: 1976

Because of the size and limited maneuverability of a school bus, defensive driving techniques are stressed. The driver is shown proper multiple-mirror usage, stoplight procedures, and the four-second rule.

### **9482-EN-VID : School Bus Driving II**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 10

Price: \$39.95

Year: 1976



This film illustrates left-turn situations, backing procedures, and stopping and parking on uphill and downhill slopes. Passing, railroad crossings, freeway driving, and anticipation of problems are also covered.

### **9483-EN-VID : School Bus Loading And Unloading**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 11

Price: \$39.95

Year: 1976

Cooperation is required between driver and passengers during loading and unloading. This film shows how to maintain order prior to boarding the correct use of red flashers, and the importance of counting passengers.

### **9484-EN-VID : School Bus Emergencies And Evacuation Procedures**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Adult-Professional

Formats: Video

Language: English

Minutes: 13

Price: \$39.95

Year: 1976

Building on the theme "It's not how fast, it's how safe," this film begins with skids and skid control. The use of flares and reflectors is covered, followed by evacuation procedures and choosing student assistants.

### **9488-EN-VID : Tailgating: How Close Is Too Close?**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 11

Price: \$49.95

Year: 1976

This animated film demonstrates the "two-second rule," a method for avoiding tailgating: When a lead car's rear passes a fixed object ahead, count two seconds -- if you pass the object before the end of the count, you're tailgating.

Award Of Merit --- National Committee on Films for Safety

### **9505-EN-VID : Bajo La Influencia (Spanish)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 10  
Price: \$39.95  
Year: 1976

A drunk-driving case is followed from arrest through sentencing to show the legal consequences of driving under the influence and to explain the rights of the defendant. The driver's responsibilities in relation to such laws are also established.

### **4052-EN-VID : Family Album**

Subject Area: Driver Education -- Driver & Passenger Safety  
Grade Level: Junior High-Adult  
Formats: Video  
Language: English  
Minutes: 18  
Price: \$39.95  
Year: 1975

The pages of a family album make vivid the loss suffered when someone is killed or maimed for life in an automobile accident. This film shows what combination of factors can bring tragedy to any family.

### **4413-EN-VID : Safety And Your Car**

Subject Area: Driver Education -- Driver & Passenger Safety  
Grade Level: Senior High-Adult  
Formats: Video  
Language: English  
Minutes: 20  
Price: \$49.95  
Year: 1975

Race driver Mark Donohue and other famous personalities discuss differences among street automobiles and demonstrate how those differences should affect safe driving practices.

### **9418-EN-VID : Winter Driving Tactics (1st)**

Subject Area: Driver Education -- Driving Tactics  
Grade Level: Unknown  
Formats: Video  
Language: English  
Minutes: 16  
Price: \$49.95  
Year: 1975

From common-sense rules like keeping windows clear to the skillful art of skid recovery, this film demonstrates the precautions necessary when driving on icy and snowy surfaces -- plus the techniques for handling slick-surface emergencies. In addition, the film shows how to properly "winterize" your car and illustrates the emergency equipment that can be useful to any winter driver.

### **9428-EN-VID : Snort History, A**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 7

Price: \$39.95

Year: 1975

This award-winning film is a parable that depicts, with humorous animation, the distortion of judgment that occurs when driving under the influence. The animated characters' faulty judgment results in humorous catastrophes.

### **1320-EN-VID : Freeway Driving Tactics (2nd Edition)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Unknown

Formats: Video

Language: English

Minutes: 16

Price: \$49.95

Year: 1974

Demonstrates pointers advocated by experts on what to do in emergencies, making lane changes, and entering the freeway. Major emphasis is on reaction time and the danger of following too closely.

Award Of Merit --- National Committee on Films for Safety

Blue Ribbon Award --- Blue Ribbon National Film Festival

### **9404-EN-VID : Safety Belts: A Smashing Success!**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 14

Price: \$49.95

Year: 1974

Despite the overwhelming evidence in support of automotive safety restraints, only one American in three consistently uses them. Recent rates and statistical data coupled with UCLA auto-collision experiments solidify the arguments for safety belts and harnesses.

### **9407-EN-VID : Emergency Driving Tactics**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 18

Price: \$49.95

Year: 1974

How would you react to a high-speed skid, fire, tire blow-out, submersion in water, or loss of power in brakes or steering? If you can't take a course in driver education on a test track, this film is the next best substitute.

### **9414-EN-VID : So Long Pal**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 22

Price: \$39.95

Year: 1974

Produced for and to be used in conjunction with Alcohol Safety Action Project programs. Fantasy and humor succeed in breaking down the resistance to treatment by people arrested for driving under the influence.

### **9419-EN-VID : Getting Busted**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 27

Price: \$39.95

Year: 1974

A true-to-life reenactment of what it's really like to get busted for driving under the influence. The program tells it like it is: how a person is apprehended, arrested, booked, and finally brought to trial.

### **1408-EN-VID : What''s Under Your Hood? (2nd Edition)**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 11

Price: \$49.95

Year: 1973

A working model of an engine and animation are employed to provide a quick course in the workings of the automobile engine.

### **1254-EN-VID : Traffic Court**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 15

Price: \$49.95

Year: 1972

Dramatized case histories provide an overview of traffic court procedures to familiarize viewers with the process, and its variables and ramifications. This video is produced in consultation with the American Bar Association.

### **9610-EN-VID : Bottle And The Throttle, The**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 10

Price: \$39.95

Year: 1972

A teenage motorist has just struck a woman and her child. Although he'd had a couple of beers a little earlier, the police determine that he was not legally drunk at the time of the accident. But, as the film details, those two beers might have dulled his judgment and slowed his reaction time enough to cause the accident.

### **1238-EN-VID : Social Drinker And The Antisocial Driver, The (1st Edition)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Unknown

Formats: Video

Language: English

Minutes: 16

Price: \$49.95

Year: 1971

Statistical analysis of many automobile accidents involving drinking drivers indicates, surprisingly, that the social drinker is responsible for more accidents than the problem drinker.

### **1339-EN-VID : Motorcycle Driving Tactics**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 15

Price: \$49.95

Year: 1971

Pertinent pointers are given for motorcyclists involving excesses of speed, limitations of the motorcycle, and conspicuousness to other motorists. A major sequence features UCLA-staged collisions of motorcycles and cars.

### **1340-EN-VID : Drugs Drinking Driving**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Unknown

Formats: Video  
 Language: English  
 Minutes: 18  
 Price: \$49.95  
 Year: 1971

Physiological and psychological experiments at UCLA demonstrate the effects that alcohol and drugs can have on driving. Animation shows the effects on the human nervous system.

Award Of Merit --- National Committee on Films for Safety

### **9607-EN-VID : Alcohol + Auto = Arraignment**

Subject Area: Driver Education -- DUI / DWI  
 Grade Level: Senior High-Adult  
 Formats: Video  
 Language: English  
 Minutes: 13  
 Price: \$49.95  
 Year: 1971

Three motorists are arrested for DWI (driving while intoxicated) and allowed to take an alcohol education class in return for a suspended sentence. Through flashbacks, we learn the motivations for their abuse of alcohol and how that abuse led to their arrests.

### **9609-EN-VID : Alcohol And Red Flares**

Subject Area: Driver Education -- DUI / DWI  
 Grade Level: Senior High-Adult  
 Formats: Video  
 Language: English  
 Minutes: 20  
 Price: \$39.95  
 Year: 1971

Mike Edwards is arrested for drunken driving. Viewers follow him through the humiliating process of being booked and placed in a "drunktank" to sober up. With Mike, we attend a traffic safety class. Here, we discover with Mike the facts of the grim relationship between drinking and driving.

### **1325-EN-VID : Parking Tactics**

Subject Area: Driver Education -- Driver & Passenger Safety  
 Grade Level: Senior High-Adult  
 Formats: Video  
 Language: English  
 Minutes: 16  
 Price: \$49.95  
 Year: 1968

Emphasizing the importance of safe parking techniques and the hazards of careless parking habits, this film uses a light, humorous approach to detail parallel, diagonal, and hill parking.

### **1332-EN-VID : Whiplash**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 16

Price: \$49.95

Year: 1968

There are an estimated four million rear-end auto accidents a year in the U.S. alone! This film details studies at UCLA of rear-end collisions at speeds up to 55 mph. Safety measures are stressed to avoid these tragic accidents and their consequences.

Award Of Merit --- National Committee on Films for Safety

### **1315-EN-VID : Broken Bus**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Unknown

Formats: Video

Language: English

Minutes: 16

Price: \$49.95

Year: 1967

Thousands of children are killed and injured in school bus accidents each year. Automobiles are safer than ever before -- but what about school buses? This film is based on an engineering report of the first scientifically conducted programs to determine crash performance standards for bus bodies, interior safety design, and equipment.

### **1322-EN-VID : Love That Car**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 9

Price: \$49.95

Year: 1967

In a humorous approach to the importance of automobile maintenance, the viewer is treated to a funny look at the consequences of carelessness and failure to follow a few steps of preventive maintenance.

### **1323-EN-VID : Night Driving Tactics (1st Ed.)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Unknown

Formats: Video

Language: English

Minutes: 17

Price: \$49.95

Year: 1966

Although there is less traffic at night, there are two and one-half times more accidents than in daylight hours -- mainly due to poor visibility.

Award Of Merit --- National Committee on Films for Safety

### **1327-EN-VID : Red Light Return**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 14

Price: \$49.95

Year: 1966

UCLA tests using anthropometric dummies in auto collisions at 40 mph, with and without seat belts and harnesses, offer a detailed study of ejected bodies and impacts with windshields.

### **1317-EN-VID : City Driving Tactics**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 17

Price: \$49.95

Year: 1965

Six guidelines for effective city driving tactics are set forth involving sight, space, speed, turns, signals, and signs.

### **1326-EN-VID : Reaction, Brakes, Time, And Space**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 9

Price: \$49.95

Year: 1964



Graphic proof that tailgating is dangerous. A viewer's self-test illustrates reaction-time lag. Time is translated into reaction distance in a 50 mph test staged with stunt drivers.

### **1329-EN-VID : Safety Belt For Susie**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 11

Price: \$49.95

Year: 1964

UCLA-staged collisions forcibly demonstrate that children one year and older should wear safety belts. An emotional approach combining tragedy and heart-warming tenderness.

CINE Golden Eagle --- Council on International Non-theatrical Events

### **1321-EN-VID : Highball Highway**

Subject Area: Driver Education -- DUI / DWI

Narrator : Narrated by Robert Young

Grade Level: Senior High-Adult

Formats: Video

Language: English

Minutes: 12

Price: \$49.95

Year: 1963

An "average driver," on an occasional night out, takes the road that can lead to trouble--or even disaster. The film's message is clear: "If you drive, don't drink; if you drink, don't drive."

### **1319-EN-VID : Fatal Meeting**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Unknown

Formats: Video

Language: English

Minutes: 14

Price: \$49.95

Year: 1962

A dramatized study of head-on collisions. High-speed photography details what happens when two cars meet head-on at 52 miles per hour. (UCLA Engineering Experiments.)

**Aurora Pictures Inc.**  
**2525 E. Franklin Ave. 3rd Fl.**  
**Minneapolis MN 55406-1084**  
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### **"It Only Takes A Second"**

New Meeting Opener "Powerful!" "Attention Getting!"

Viewers won't forget the powerful accident re-enactments and dramatic consequences illustrated in this video. This program makes you THINK SAFETY. It Only Takes A Second! is a great meeting opener for any safety topic!

3 minutes

Special Price **\$99**

In English and Spanish

Driving Safety Award Winner

### **"When You Least Expect It"**

Featuring McLean Stevenson and The Joie Chitwood Thrill Show

A wide variety of safe driving skills and procedures are demonstrated in a way that allows every viewer to absorb the motivational message - PAY ATTENTION. Stresses defensive driving ATTITUDE as well as practicing defensive driving TECHNIQUES. Dramatic accidents are executed by professional stunt drivers from the Joie Chitwood Thrill Show. This program provides positive reinforcement in a dramatic way.

19 minutes, includes Guidebook and three full color wall posters. # 17

**Purchase \$249      Rental \$99**

### **"The Blindfold Effect"**

Over half of all collisions occur at intersections, while backing or when following too closely. This interactive video features three unforgettable crashes involving intersections, Backing, and following too closely. At Pause points, viewers will identify the factors they feel contributed to each crash. Then, practical techniques to help in the prevention of these collisions are explained. Includes a presentation Guidebook and a Participant Manual.

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# Award-winning Highway Safety Videos

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## ***The Victim's Cry (23 minutes) – Alcohol & Driving***

Several local MADD chapters helped create this program in which four victim families share the tragedy and heartbreak caused by someone's decision to drive after drinking. After sharing their pain, viewers will be motivated to never get behind the wheel after drinking.

## ***"If You Could See What I've Seen" (21 minutes) – Alcohol & Driving***

Set in a courtroom, a veteran Highway Patrol Officer shares stories of senseless tragedies caused by drinking and driving. Motivational and thought-provoking.

## ***The DWI Decision (19 minutes) – Alcohol & Driving***

Using highly memorable imagery this program shows how alcohol affects the body and the decision-making process. It points out that alcohol is absorbed immediately into the blood stream and presents alternatives to driving after drinking.

## ***"It'll Never Happen to Me" (21 minutes) – Seat Belts***

A television broadcaster shares his research on the effectiveness of seat belts after he and his wife were involved in a crash. He shows what happens to the human body in a crash and how belts work to reduce the risk of injury. One of the two most widely-used seat belt videos ever produced.

## ***"If Only..." (23 minutes) – Seat Belts***

The founder of the National Head Injury Foundation narrates this program. Viewers learn how easily the brain can be injured in any crash and the struggle head-injured people go through – long rehabilitation, coping with diminished abilities and changed family relationships. It discusses the three collisions that occur in a crash and dispels myths about seat belts.

## ***Helmets! (25 minutes) – Motorcycle Helmets***

The underlying message – "protect your head whenever you are on a two-wheeled vehicle" – makes this video applicable for motorcycle, bicycle, ATV and snowmobile safety programs. It explains how helmets are designed and tested and why they are so effective. Excuses for not wearing helmets are discussed and refuted.

## ***Child Passenger Protection – (two titles: one for infants, one for children)***

Both videos demonstrate what happens to protected and unprotected children in a crash. They describe how seats work, proper installation and motivates parents to allow protect their children!

**Special Price reduction for governmental agencies**

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## The Lift Truck Operator Training Program

Every day, more than a million lift trucks are at work across America. They move immense quantities of goods and equipment easily and efficiently. Yet the features that enable lift trucks to carry heavy loads and maneuver in tight spaces can put their operators -- and others -- in real danger.

Lift trucks are not conventional vehicles. For their safe and effective use, operators need to know how to properly handle a vehicle with rear-wheel steering, three-point suspension, and a massive counterweight. The Occupational Safety and Health Administration (OSHA) has made lift truck operator training a compliance requirement in its Powered Industrial Trucks Standard (29 CFR 1910.178).

Interactive Media Communications presents The Lift Truck Operator Training Program, a comprehensive program developed to meet the training requirement of the OSHA Standard. The program is designed to reduce lift truck accidents and promote safe work practices. The information in this course can help the professional lift truck operator prevent damage to products and prolong the life of his or her lift truck.

### Course Outline:

The Lift Truck Operator Training Program is available in two individually-sold VHS videotapes:

#### **Tape 1: Lift Truck Training -- Operations and Safety (19 min.): \$325**

- Lesson 1: How a Lift Truck Works  
This lesson introduces basic lift truck components, including the forks, carriage, mast, attachments and overhead guard, rear-wheel steering, front-wheel drive and tires. Three-point suspension and the stability triangle are also covered.
- Lesson 2: Safe Operating Rules  
This lesson covers general safety rules, safe parking procedures and specific information on forks and brakes. It also provides instruction on how to handle special operating conditions and road surfaces such as ramps, elevators and railroad tracks.
- Lesson 3: Inspection and Emergency Procedures  
This lesson emphasizes the importance of daily inspection and provides a checklist to ensure safe operation and equipment maintenance. Proper procedures for cleaning, refueling, and recharging are also featured.

#### **Tape 2: Lift Truck Training -- Load Handling (19 min.): \$325**

- Lesson 4: Load Handling  
This lesson deals with the essential principles necessary for safe load handling - determining load capacity, load weight, and load placement. The stability triangle and stability pyramid are explained in relation to load placement, stacking, stopping, and turning. Safe procedures for stacking and unstacking, as well as loading and unloading of both trailers and freight cars are also covered in this module.

### **Set of Tapes 1 and 2: \$550**

*Like the CD-ROM and interactive videodisc versions, IMC's VHS videotape version of the Hazard Communication Training Program contains the same engaging dramatizations of real-life scenarios with live action video and audio, high quality graphics and animation.*

*The accompanying Student Workbook contains practice questions and exercises to test the learner's understanding of the material presented throughout the course, as well as additional reference material: \$2.50 each.*

*Also available in CD-ROM.*

*This VHS videotape product is normally sold in NTSC format. Contact IMC for PAL format.*

## **The Defensive Driver Training Series**

### **"Smart Moves: Strategies for Safe Driving"**

A comprehensive training program from Interactive Media Communications designed to help employees become better prepared to deal with the challenges of safe driving and learn to avert accident and injury on the road.

- Designed to teach and enhance safe driving skills, attitudes, and concepts.
- Covers defensive driving techniques, vehicle inspections, hazardous areas and conditions, and special maneuvers.
- Developed with the participation of BellSouth Corporation and endorsed by SADD, Students Against Driving Drunk.
- Also available in CD-ROM and interactive videodisc formats.

#### **Course Outline:**

The Defensive Driver Training Series includes four individually-sold VHS videotapes that cover the following material:

#### **Tape 1: Before You Drive (20 min.): \$260**

- Before You Drive
- Safe Driver Survey
- Vehicle Inspection

#### **Tape 2: Defensive Driving Techniques (29 min.): \$260**

- Search & Identify
- Maintain (A Space Cushion)
- Execute (Intersections, Expressways, and Interstates)

#### **Tape 3: Hazards on the Road (16 min.): \$260**

- Hazardous Areas
- Hazardous Conditions

#### **Tape 4: Special Maneuvers (15 min.): \$260**

- Backing
- Parking
- Passing
- Towing

**Get all 4 tapes for \$885**

Student Workbook: \$6.95 each

Like the CD-ROM and interactive videodisc versions, IMC's VHS videotape version of the Laser Safety Training Program contains the same engaging dramatizations of real-life scenarios with live action video and audio, high quality graphics and animation. The accompanying Student Workbook contains practice questions and exercises to test the learner's understanding of the material presented throughout the course, as well as additional reference material.

This VHS videotape product is normally sold in NTSC format. Contact IMC for PAL format.

All programs are available for a no-charge loan. A Visa or MC credit card is needed to secure product during evaluation.

**FLI Learning Systems, Inc.**  
**P.O. Box 2233**  
**Princeton, NJ 08543-2233**  
**(800) 354-9099**  
**Fax: (609) 466-2333**  
**www.flilearning.com**  
**Contact person - Cathie Ott**

### **Road Rage: How to Protect Yourself!**

This 15-minute video is packed with information drivers should know about keeping cool, calm, and SAFE in today's stressful and potentially dangerous driving environment. It highlights common situations that trigger conflicts between drivers, such as: tailgating; cutting in and out of traffic; driving too slowly; running red lights; forcing a merge at the last minute; getting stuck behind double-parked cars; making hand gestures; attempting to "get even" with another driver; etc., and offers practical tips for building a 'ROAD RAGE' DEFENSE...including how to keep one's own anger in check and how to avoid becoming a victim of other drivers' "road rage."

**PRICING:** (DT119) \$75.00

### **Reduce Your Risk™**

Whether on business or after hours—in or out of town—your employees should follow basic safety procedures to prevent car-jacking, car theft, muggings, and other vehicle-related crimes. The 15-minute REDUCE YOUR RISK™ video features personal safety techniques to guard against crime while driving, parking, or walking to and from your vehicle.

**PRICING:** (DT057) \$59.95

### **Parking Safely**

A 15-minute video designed to upgrade even experienced drivers' parking skills, including...

- Following basic rules of the road
- Scanning for hazards
- Covering the brake
- Sharing the roadway with pedestrians
- Compensating for blind spots•
- Staying within designated parking lanes
- Positioning the vehicle within a space
- Backing
- Personal safety considerations
- Choosing a "smart" parking location

**PRICING:** (DT080) \$85.00

## Backing Safely

A 13-minute video that offers practical safety information to reduce backing collisions, including...

- Tips to avoid backing
- Specific steps for a safe back
- Procedures for backing with a helper
- Procedures for backing with a trailer

**PRICING:** (DT079) **\$85.00**

## Modern Technology & Driving

A 20-minute video that offers safety information regarding the use of air bags, automatic restraint systems, anti-lock brakes, 4-wheel drive, cruise control and car phones.

**PRICING:** (DT058) **\$85.00**

## Low Visibility & Driving™

A 15-minute video that can help improve a driver's ability to see and be seen—in adverse weather, at night, in bright sun, driving through tunnels, when dealing with "blinding" spray from passing vehicles, when near oversized vehicles, when driving through shadows, etc.

**PRICING:** (DT059) **\$85.00**

## Snowplow Safety (DT081)

**Audience:** Novice and experienced snowplow operators

**Length:** 23 minutes

**A/V Format:** Videotape (For classroom or self-study)

**Produced in cooperation with:** The National Safety Council

Many snowplow training videos focus on the mechanics of operating different kinds of plows—use of an auger, spreader rates, when to plow, etc.—or on how to drive a truck, but this 23-minute video deals with collision issues. Topics addressed include: equipment inspection, positioning of the truck, scanning, mirror use and defensive driving techniques. Also included in the video presentation are on-screen diagrams that allow for self-study or group discussion of collision prevention techniques.

**PRICING:** 1 - 4 **\$85.00** each  
5 - 9 **\$80.75** each

## Snowplow Safety: Parking Lots (DT102)

This 19-minute video focuses on safety issues involved in plowing parking lots. Topics addressed include: pre-season site preparation, equipment inspection, scanning for hazards (lighting fixtures, curbed areas, raised utility covers, changes in pavement, etc.), clearing entrances and exits, working with other snow removal equipment, where to locate plowed snow, special considerations for plowing 24-hour operations such as convenience stores and hospitals, etc.

**PRICING:** 1 - 4 **\$85.00** each  
5 - 9 **\$80.75** each

**Insurance Institute For Highway Safety  
Film Department  
1005 North Glebe Road, Suite 800  
Arlington, VA 22201  
(703) 247-1500  
Fax: (703) 247-1588**

## **REDUCING YOUR RISKS IN THE CRASH**

(1996, color, sound, 9 minutes)

Making sure everyone in the vehicle is effectively restrained is the best way to reduce risk. This video uses crash test footage of what happens during crashes to show how to get the most from occupant restraints. For example, it shows how to buckle up properly and why you should sit back from the steering wheel and airbag.

VHS, \$35

## **MAKING SAFER ROADS**

(1995, color, sound, 12 minutes)

More than one in four deaths on U.S. roads involves hitting a hazard along the roadside, not another vehicle. In this film, experts explain which roadside hazards are the worst and tell how to alleviate them.

VHS, \$35

## **SOBER THOUGHTS ON DRINKING AND DRIVING**

(1992, color, sound, 14 minutes)

People are becoming more responsible about how they use alcohol in relation to driving. Still, there's plenty of alcohol-impaired driving left. Too many people are dying. This film focuses on a range of effective measures to reduce the problem.

VHS, \$35

## **Long Island Productions, Inc.**

**106 Capitola Drive**

**Durham, NC 27713**

**1-800-390-8283**

**Fax: (919) 544-5800**

**www.longislandproductions.com**

**mail@longislandproductions.com**

**Contact person - Donita Howard**

### **School Bus Driving**

Video #730, Part One 16 min., 1992, Aims, **\$149.95**

Video #731, Part Two 11 min., 1992, Aims, **\$149.95**

Purchase the set for **\$229.95**



Provide excellent instruction for new drivers or reinforcement for experienced drivers:

- Making safe turns; safe backing up
- Use of multiple mirrors; hazard awareness
- Driving on hills & winding roads, handling curves
- Spotting potential hazards on and near roadway

### **Drive Safely**

Video #1048, 9 min., leader's guide & quiz, 1995, BBP, **\$145.95, NOW ONLY \$99.95** Most accidents occur because your employees don't take driving seriously enough. This video takes a unique approach to safe driving, by pointing out the importance of being a serious and safe driver:

- Keep vehicles in proper working condition
- Careful driving techniques
- Obey the rules of the road

### **Backing & Parking for Cars & Light Trucks**

Video #638, 23 min., 1994, Buckley, **\$99.95** Backing accounts for 30% of all accidents.

Backing and parking accidents are preventable! Reviews:

- Recognizing moving and fixed hazards
- Controlling your rear blind spot
- Safest type of parking space
- Backing vs. pulling into a space

### **Driving Safety**

Video #399, 16 min., 1995, MARCOM, **\$99.95** CD Rom #R399, \$499.95; #R101, CD Rom Demo Kit #K399, #SK399, video, leader's guide, quiz, certificates, 30 (16 p.) booklets & 5 posters, \$199.95

Motor vehicle crashes are the #1 cause of death on the job! Don't let employees take driving for granted:

- Inspect vehicle, adjust equipment, use seatbelts
- Mental preparation & concentration
- Use a "safety cushion"
- Driving tips: passing, night driving, adverse weather, skidding and hydroplaning
- Accident procedures

### **Driver Attitude**

Video #1088, 5 min., 1990, Valley Videos, **ONLY \$89.00**

This excellent motivational video is packed with material covering safe driving procedures, seat belt use and even the effects of drugs & alcohol on driving.

### **Vehicle Safety—Driving on the Road**

Video #193, 17 min., 1992, LIP, **\$99.95** (Spanish #S193)

Perfect for everyone who drives any type of vehicle. Covers road rules, drinking and driving, and:

- Defensive driving: freeway driving, stopping distances, pedestrians
- Vehicle inspection, parking rules & safety concerns
- Accident procedures & emergencies

### **Habit Defense—Covering the Brake**

Video #734, 12 min., 1990, Aims, **\$195.95**

Help drivers reduce their odds of being involved in an accident. Contains useful techniques for both seasoned & novice drivers:

- Pre-driving precautions
- Three basic principles of defensive driving

- Covering the brake—what it means, when to do it
- Habit defense & overcoming bad driving habits
- Techniques for intersections, hills, arm signals

### **Think & Drive—New Defensive Driving Techniques**

Video #1233, 15 min., 2000, LIP, **\$99.95**

This video has been called "defensive driving at its best." This program complements any road rage training program and is designed to replace old and outdated defensive driving techniques. Today's highways and fast-paced traffic demand driving and accident prevention techniques such as don't follow too closely, proper signaling and more.

### **Defensive Driving Reproducible System**

#1216, 102 fully reproducible looseleaf pages with binder, 1999, Parlay, **\$149.00**; CD Rom #R1216, \$149.00

Teach employees safe driving skills with these copy-ready pages on defensive driving basics, covering such topics as scanning ahead, driving on bad roads, passing, proper following distances and auto emergencies. Encourage greater employee participation with case study worksheets. Run a responsible fleet with materials that give you driver applications, interview checklists, daily reports, tests and more.

### **Defensive Driving & Road Rage**

Video #1184, 15 min. video, 2000, LIP, **\$99.95**

Your employees are on the road every day—and everyday there is the potential for dangerous situations. Make sure they know how to diffuse anger and aggression behind the wheel:

- Road rage is learned behavior—change it!
- Adjusting attitudes
- Decrease your own frustration levels and health
- Avoid gestures of any kind

### **Modern Driving Hazards**

Video #1215, 19 min. video, 2000, ERI, **\$425.00**

This excellent new video opens with a driving scenario common on today's roads and highways—a driver talking on a cellular phone loses concentration and nearly hits another vehicle. As we examine the causes of this near miss, viewers learn about the following topics:

- Causes of road rage, how to prevent it
- The hazards of driving with cell phones, laptop computers and other high-tech devices
- Safety tips for using cell phones while driving
- Showing respect for other drivers

### **Road Rage Driver Training**

Kit #K1049, 20 min. video (CC), (1) discussion guide, (10) driver action cards, (2) awareness posters, 1999, JJ Keller, \$129.95; Video only, #1049, **\$99.95**

The National Highway Traffic Safety Association lists three factors as links to aggressive driving: lack of responsible driving behavior; reduced levels of traffic enforcement; and increased congestion & travel in urban areas. This excellent program addresses these factors using interviews with industry experts, authorities on road rage and drivers themselves.

### **Safety Awareness for Drivers Training Kit**

Kit #K1050, 25 min. video, (1) instructor's guide, (10) driver workbooks, (10) wallet cards, (1) awareness poster, (1) training log, 1999, JJ Keller, \$189.95, Video only, #1050, **\$99.95**

Capture your drivers' attention by presenting safety as a personal issue, not a corporate objective! Help your drivers see that each of them has a personal responsibility to help ensure safety & a safe working environment:

- Why should I care about safety?
- What's in it for me?

### **Seatbelt Safety**

Video #1185, 5 min., 1998, ValleyVideos, **\$89.00**

Dramatic footage of auto accidents motivates workers to wear seat belts. This video covers federal regulations for seat belt safety and disproves arguments against wearing seat belts.

### **Drinking & Driving: Deadly Decisions**

Video #967, 16 min., 1998, Aims, **\$195.95**

Documentary-style video profiles the tragic experiences of two people on opposite sides of fatal drunk-driving crashes. Focuses on emotional, social, financial & legal consequences:

- Explains procedures of DUI: traffic stop, field sobriety test and arrest
- Consequences of a DUI arrest
- Alternatives to drinking & driving

### **Steer Clear—Avoiding a D.W.I.**

Video #455, 17 min., 1996, GWC, **\$99.95**

Emphasizes that the loss of judgement, rather than impaired reflexes or motor skills, is responsible for most D.W.I. accidents. Includes dramatic footage & profiles of actual accidents, discussion of brain function & varying tolerances to alcohol.

### **Winter Driving Safety**

Video #924, 26 min., 1998, LIP, **\$99.95** (Spanish #S924)

Excellent, new video makes sure employees know how to drive safely in winter weather—certain rules need to be followed:

- Procedures for being stuck in snow/ice
- Stopping distances in winter weather
- Proper use of conventional vs. ABS brakes
- Correcting/eliminating skids

### **Winter Driving Techniques**

Video #1186, 8 min., 1998, ValleyVideos, **\$89.00**

Most winter driving accidents could have been prevented by following some simple safety precautions. This "how to" video discusses techniques for negotiating hills, handling skids, getting vehicles out of snow and avoiding collisions.

### **CDL Pre-Trip Inspection**

Video #641A, **Straight Truck**, 25 min., 1992, Buckley, **\$99.95**

Video #641B, **Tractor-trailer**, 28 min., 1992, Buckley, **\$99.95**

Reduce driver anxiety about the CDL testing process by showing a simulation in advance.

Includes:

- Examiner discussing problem areas
- Vehicle inspection covers air brakes, systems
- Review of all federal minimum requirements

### **CDL Written Test Refresher**

Video #636 A & B, 2 videos, 42 min., each, 1992, Buckley, **\$74.50** each

Based on Model Driver's Manual, these two videos use live action scenes to help drivers quickly learn how to pass the CDL test. Covers:

- Brakes & gear explanation/demonstration
- Safe cargo & passenger transport
- Hazardous materials transport
- Detailed information of all endorsements
- Pre-screening, sample and actual state tests

### CDL Skills & Road Test

Video #642A, **Tractor-trailer**, 37 min., 1992, Buckley, **\$99.95**

Video #642B, **Straight Truck**, 34 min., 1992, Buckley, **\$99.95**

Help drivers overcome test fear with this video, which simulates six basic controls. Includes forward topping, straight-line backing, alley docking, measured right turns, parallel parking and serpentine backing.

### AAA Foundation for Traffic Safety

1440 New York Avenue Suite 201

Washington, DC 20005

(202) 638-5944

Fax: (202) 638-5943

[www.aafts.org](http://www.aafts.org)

## Preventing Road Rage: Anger Management for Drivers

September 1998; 20 minutes; Adults

Violent aggressive driving, or "road rage," is a growing public concern. This educational video teaches viewers how to: avoid offending other drivers; manage their own anger; and disengage from an angry encounter.

"Preventing Road Rage" is illustrated with exciting footage of on-the-road encounters between angry drivers and personal anecdotes from real people who have reformed themselves by practicing anger management techniques demonstrated in the program.

ORDER

#963C Commercial Organizations **\$60.00**

#963G Special Non-Profit/Govt. Rate **\$40.00**

## The Older and Wiser Driver

(1996; 22 minutes; Mature Adults; Skills)

This video casts an active older couple who provide tips on how to drive safely, how to recognize and avoid difficult driving situations, and how to tell when it's time to stop. The video is divided into four sections on vision, cognition, physical fitness, and medications. Using the words and experiences of drivers themselves, this video is an excellent tool for classrooms, homes, community centers and retirement communities.

ORDER

#820 One low price: \$19.95

Order Fulfillment Center:

1000 Napor Boulevard

Pittsburgh, PA 15205

Tel: 1-800-305-SAFE

Fax: 1-800-377-8999

Materials are shipped via UPS or RPS. Please provide a complete address when ordering materials. There is a flat rate of \$7.50 per order for shipping and handling in the United States.

## **PRIMEDIA Workplace Learning**

**P.O. Box 2751**

**801 E. Third Avenue**

**Gastonia, NC 28054**

**1-800-334-4148**

**(704) 861-8727**

**[www.workplacetraining.com](http://www.workplacetraining.com)**

**Contact person - Deborah Dixon**

### **Overhead Cranes: SAFE Operation CFR 1910.179**

This comprehensive program focuses on the basic procedures for the safe operation of overhead cranes. It covers operator qualifications, daily pre-operational check, calculating load weight, attaching the load to the hoist hook, moving the load, procedures to follow before leaving a crane, inspection requirements and criteria for taking the crane or equipment out of service. 18 minutes TAT-0006KT

### **Aerial Work Platforms ANSI A92.6-1990**

Gives your employees the safety information required when using self-propelled aerial work platforms. It covers walk around inspection and functional test; work site check, tools, material and PPE. Your trainees will also learn about moving or transporting the platform, working and shutdown procedures. A Pre-job checklist is included in the leader's guide. 15:30 minutes ITS801-45KT

### **Forklift Safety: Operating Safely**

Excellent for the initial training of new operators or for retraining your experienced personnel. This program addresses safe forklift operation as a way of avoiding product and equipment damage and personal injury. Potential hazards are also shown and the rules of safe operation are demonstrated. 20 minutes TAT-0651KT

### **Forklift Safety: Inspecting for Safety**

Operators will learn proper inspection procedures that will prevent untimely breakdowns and assure safe operation. This program teaches the importance of daily checks on all safety -related components and long-term maintenance schedules. Correct refueling procedures for gas, electric and LPG propane forklift are covered. 18 minutes TAT-0051KT

### **Forklift Safety: Operation CFR 1910-178**

Operating an industrial forklift is a lot different than operating a car or truck. This program highlights five areas that qualified forklift operators need to understand: the principles of how a forklift works, the capabilities of the truck, how to carry a load properly, safe operation and driving skills, and know the operating area. 17 minutes ITS-801-40KT

### **Forklift Safety: Inspection CFR1910.178**

This program divides the inspection routine into two parts: a walk-around inspection of the truck's major components and an operational test. The major components covered include the wheels, rims and tires; the fuel

system; seat belts and restraints; the forks, upright and attachments; the engine components, transmission, hydraulics and cooling systems; and the operator controls. A forklift inspection checklist is included 18 minutes ITS-801-41KT

### **Safe Rigging**

This program explains the procedures involved in rigging for a safe lift. It emphasizes the importance of capacity ratings of lifting equipment and explains variables that can make the difference between a successful lift and disaster. The program covers four types of hitches, calculating the load weight for simple and complex shapes, center of gravity and lift capacity. 20 minutes TAT0026kt

### **Rigging Equipment: Inspecting for safety**

Rigging equipment should be inspected regularly to ensure safety. This program stresses the importance of both the daily inspection and periodic inspections. It covers the signs of damage to look for when inspecting synthetic web slings, metal mesh slings, chain slings, wire ropes and rigging hardware. 15 minutes TAT-0025KT

### **Selection and Care of Rigging Equipment**

This program introduces slings and hardware commonly used for overhead lifting in industrial situations. The program covers characteristics of the equipment, special use considerations, proper care and handling to protect the equipment from damage. The program covers slings (synthetic web, metal mesh, chain and wire rope) and rigging hardware (hoist locks, shackles, eye bolts, turn buckles etc) 16 minutes TAT-0027KT

### **DRIVE TO BE THE BEST**

An action-packed video designed to train all employees who must drive any licensed vehicle as part of their job. It instructs the driver on techniques to identify, predict, tolerate and separate from dangerous driving situations. Driving techniques and strategies are demonstrated in the areas of space management, minimizing distractions, vehicle condition, loading policies and procedures, the impaired driver and seat belt use. 20 minutes ITS-805-20KT

### **Get It Together: Seat Belt Safety**

110 people die every day in automobile accidents. Don't let your employees become traffic statistics. The program shows the grim statistics of automobile accidents, purpose of seat belts and airbags and the effectiveness of seat belt and airbag use. 13:50 minutes ITS-801-44KT

### **Commercial Driver's License**

Familiarizes viewers with the various vehicle classes and special endorsements for which a commercial driver's license is required as well as those vehicles exempt from special licensing (e.g. farm equipment, military vehicles). Also defines and presents examples of Class A, B and C vehicles. The program reviews the required knowledge and road skills drivers must possess in order to pass the commercial driver's license tests including specialized tests for specific endorsements and the actual road test. Concludes with an overview of violations that could result in a revoked or suspended license. 14 minutes ITS-800-23KT

### **Expecting the Unexpected: The key to Accident-free Driving**

Each year, over 40,000 people in the United States lose their lives in motor vehicle accidents. That's one every thirteen minutes. They're called accidents because they are unplanned-unexpected. But don't think for a second that these accidents, or any others, have to happen. This program for employees who drive as part of their normal work activities examines four interrelated elements of accident-free driving: defensive driving, space management, the condition of the driver and the condition of the vehicle. It also describes three important safety features found in most automobiles (safety belts, air bags and antilock braking systems) and explains how they can minimize injury or help you avoid accidents altogether. 20 minutes ISG-801-71KT

# S.A.F.E. FLEET

## DRIVER SAFETY WORKSHOP

*Safety Awareness for Employees*  
**Gold Cross Safety Corporation**

508 Main Street  
Boonton, NJ 07005

(973) 734-0800

Fax: (973) 734-0270

**Contact person - Daniel P. Lanktree, President, or Glenna J. Ferguson, Manager, Administration.**

The **S.A.F.E. FLEET** program is a new interactive videotape/workbook training program. This program can compliment S.A.F.E. PLUS 2000 as a follow-up course or be used as a "stand-alone" training program for all drivers including new hires, spouses and children.

**S.A.F.E. FLEET** examines our driving attitudes and the risks we take. It uniquely discusses social values and personal values as they conflict with traffic laws. Subjects including alcohol, prescription drugs, over the counter drugs and other factors that reduce our ability to drive safely are examined.

The cost of "Driving Under the Influence/Driving While Intoxicated" is examined. Speeding is examined from a pragmatic perspective by **A.J. Foyt**. Seatbelt and airbag safety devices are presented with statistical evidence.

Anti-lock braking systems are presented by **Lynn St. James** with a complete explanation of how they work, their enhancements and limitations. **S.A.F.E. FLEET** addresses cellular telephones as they apply to drivers and their accident rates. A special section deals with weather, including :

- Snow & Ice Driving
- Hydroplaning
- Ice on Bridges
- Understeer/Oversteer
- Recovering from a Skid
- Thunder Storms/Severe Weather

**Business Travel and Security** is addressed from a unique risk perspective, including Hotel Security, Parking Lot Security, ATM Machine Security, Rental Vehicles and How to Reduce Your Risk of Being a Victim.

### **Training Methodologies - Easy Administration**

**S.A.F.E. FLEET** may be administered in large groups, small groups, or "self-administered" on a one-on-one basis. The program (videotape & workbook) can be mailed to the individuals home or used in a classroom setting with or without a Training Leader. The workbook has verification codes in it that specifically identify the individual completing the course.

### **Certificate of Completion + Driver Training Record**

The person is asked to provide a compilation of verification codes as well as an evaluation. This form may be used to issue a certificate and is usually forwarded to the organization's Human Resources or Safety Department for insertion in a personnel file to evidence training.

# S.A.F.E. PLUS - 2000

## Interactive "Video/Workbook" Driver Training

*Safety Awareness for Employees*  
**Gold Cross Safety Corporation**  
 508 Main Street  
 Boonton, NJ 07005  
 (973) 734-0800  
 Fax: 973-734-0270

For further information contact Daniel P. Lanktree, President, or Glenna J. Ferguson, Manager, Administration.

The "**Award Winning**" **S.A.F.E. PLUS 2000** program is considered to be the finest Driver Training program of its kind ever produced. This status has been achieved based on recognition from Insurance, Safety and Training organizations. This award-winning program consists of a videotape with an interactive workbook. **S.A.F.E. PLUS 2000** sets the standard in driver training. Hundreds of thousands of drivers have been trained with **dramatic reductions in major fleets accidents rates**. This program is used by many of the largest car, van and small truck fleets in the United States and Canada.

### **Training Methodologies - Easy Administration**

**S.A.F.E. PLUS 2000** may be administered in large groups, small groups, or "self-administered" on a one-on-one basis. The program (videotape & workbook) can be mailed to the individuals home or used in a classroom setting with or without a Training Leader. The workbook has verification codes in it that specifically identify the individual completing the course.

### **Proven Unique - Loss Control**

This Driver Training program is "**Attitudinal and Behavioral**" based. It motivates drivers to change their attitude behind the wheel. Some subjects addressed in a unique manner:

#### **Who gets tickets - profile**

- How much it costs
- The world around us
- Environmental factors
- Physical factors
- Circadian (day/night) factors

#### **Survive the drive**

- Use of seatbelts and safety devices
- Plan ahead
- Don't count on others to save you
- Practice the "golden rule"
- Exercise preventative maintenance
- Know emergency actions

#### **Social Value or Personal Value**

- Speeding
- Stresses & Choices
- Asphalt & Alcohol



### **Certificate of Completion + Driver Training Record**

The person is asked to provide a compilation of verification codes as well as an evaluation. This form may be used to issue a certificate and is usually forwarded to the organization's Human Resources or Safety Department for insertion in a personnel file to evidence training.

### **Evaluation - "Employees Love the Course"**

This program is used by hundreds of major organizations with fleets ranging from 50 to over 20,000. The reduction in accident rates has been dramatic. The program has been revised in 1998. It is on the leading edge of effective and proven Driver Training.

**Cost** - Very low cost per driver trained.

**Available** - English, Spanish, French and "Open Caption" Versions

**Training Leader Guides** - are provided for classroom Trainer on request.

**Corporate customized programs available economically based on integrated video editing technology**

## **Smith System Driver Improvement Institute, Inc.**

**1106 W. Pioneer Parkway**

**Arlington, TX 76013**

**1-800-777-7648**

**Fax: (817**

**www.smithsystemsafety.com**

**Contact person - Leesa Mansen**

### **The Most Common Collision**

(20 minute color video, 1994)

The Most Common Collision interviews drivers after their accidents. We hear and see the drivers' perspectives, and we dig into the root cause of each situation. Animated recreation of these incidents help the viewer understand what actions could have prevented the accidents. No matter what they drive, if vehicle operators know and use these simple educational tools, they can avoid backing and parking mistakes. This interactive production gets drivers involved in the process of reducing these backing collisions.

Stock # SS-9

1 \$150.00

2-3 \$135.00 ea.

4-7 \$120.00 ea.

8-12 \$105.00 ea.

For 13 or more copies, ask for our extended video price list.

Available in French and Spanish.

### **Back To Basics**

(14 minute color video, 1986)

Backing accidents are a serious problem. Driver education can be addressed from a lighter perspective. Back To Basics delivers a great deal of information from a slightly comical perspective. In a single day, "Charlie,"

the driver has three backing collisions in a variety of vehicles. His supervisor takes Charlie back to each scene to help him understand how the accidents could have been prevented. Every driver can benefit from the information revealed by Charlie's mishaps, regardless of vehicle type.

**Stock # SS-4**

1	\$75.00
2-3	\$60.00 ea.
4-7	\$45.00 ea.
8-12	\$30.00 ea.

For 13 or more copies, ask for our extended video price list.

## A Better Way

(18 minute color video, 1990)

Available in Truck and Small Vehicle Versions.

The Smith System is A Better Way to drive. This video, hosted by George Kennedy, explores how effective the Five Keys and the Space, Visibility and Time concepts can be in removing a driver from much of the danger that often accompanies driving a motor vehicle.

Watch as one of our instructors demonstrates the principles of The System and describes these advanced driving concepts in a variety of city and highway environments. The "commentary drive" originated by Smith System, reveals secrets of accident avoidance that many drivers will never fully understand but should strive to learn.

From five separate camera angles, the viewer sees why the Smith System has been so successful at reducing fleet collisions since the early 1950's. This simple formula for safer driving should be seen by all experienced drivers.

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**Stock # SS-1SV (Small Vehicle Version)**

1	\$180.00
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4-7	\$130.00 ea.
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\*Truck version available in Spanish.

\*Small vehicle version available in French.

## Shortcut To Experience

(15 minute color video, 1989)

Shortcut to Experience explores an important connection between the accident potential of drivers under the influence of alcohol and people operating motor vehicles while influenced by a variety of emotions and attitudes.

This video highlights the problems and solutions to danger that affect millions of drivers. You will find this unique perspective interesting and insightful.

**Stock # SS-2**

1	\$90.00
2-3	\$80.00 ea.
4-7	\$70.00 ea.
8-12	\$60.00 ea.

For 13 or more copies, ask for our extended video price list.

## Five Keys To Safe Driving (refuse truck video)

(13 minute color video, 1995)

This video, developed with the assistance of three sanitation companies, features a variety of trash hauling vehicles. Viewers are taken through a step-by-step explanation of the Smith System's Five Keys as they are demonstrated in situations common to the industry. Safe tips on backing are also included.

**Stock # SS-44**

**Each copy \$70.00**

## The 5 Keys To Safety (Bus Driver Education)

(Slides in a video format, 1989)

Transporting large groups of people creates unique responsibilities and problems for bus drivers. The Five Keys To Safety outlines how the Smith System can greatly reduce bus accident potential and increase passenger safety. To help hold viewer interest, this program uses four different transit buses, one school bus and one motor coach. Bus drivers will relate to and learn from this program.

**Stock # SS-5B Bus Version**

**1 \$75.00**

**2-3 \$65.00 ea.**

**4-7 \$55.00 ea.**

**8-12 \$45.00 ea.**

For 13 or more copies, ask for our extended video price list.

## Out Of Harm's Way

(24 minute Color Video, 1996)

Years of experience have taught us that student participation and driver "buy in" are the keys to successful driver safety training programs. Out of Harm's Way was designed to deliver both. After a brief outline of Smith System's Five Keys, three drivers are interviewed about complex, but common traffic collisions. As the drivers describe their circumstances, we recreate the collisions using advanced 3D animation. This technology allows each accident to be observed as if the viewer was actually there when it happened.

After each incident, we pause the video and encourage audience participation by discussing what went wrong and how the drivers could have used the Five Keys to avoid the collisions. Then, students rank the Five Keys by their perceived order of importance as they relate to each accident. The ensuing discussions prompt creative thinking, positive debate and deep understanding of how the powerful Five Keys can help them safely deal with the countless variables faced every day behind the wheel.

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**Stock # SS-50SV (Small Vehicle Version)**

**1 \$250.00**

**2-3 \$225.00 ea.**

**4-7 \$200.00 ea.**

**8-12 \$175.00 ea.**

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\* Truck version available in French and Spanish.

## Street Smart

(20 minute Color Video, 1994)

At ground level, it's often difficult to see error patterns that exist in traffic environments; from the air, those patterns become very apparent. Street Smart uses a bird's eye view to highlight the problem areas and propose solutions.

The Five Keys are summarized, and a Smith System instructor shows how problems discovered from the air can be handled from behind the wheel. By using stop action and "video writer" (on-screen writing tool), we can isolate individuals and groups of drivers who are making common and dangerous mistakes. This unique video moves quickly and is packed with safe driving tips. Drivers of all vehicle types will be drawn to the messages contained in this dramatic presentation.

**Stock # SS-8**

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For 13 or more copies, ask for our extended video price list.  
 Available in French.

## Reversing THE TREND

...our new release about an age old problem

(21-minute color video, 1999)

Backing collisions are the most frequently reported vehicle mishap for a variety of easily defined reasons. When drivers learn why these preventable incidents occur, they will have made an important first stride toward solving this nagging problem. Unfortunately, simply understanding why parking and backing collisions happen isn't enough. To bring the problem under control, drivers must be given a practical set of preventative tools that can be used in any vehicle and in any parking environment. All of this can be accomplished with Smith System's latest backing video: \*Reversing The Trend.

Our \*5 Keys are the conduit for delivering a skill set that when learned and used, really can turn backing collisions into rare events. This high quality video will provide dozens of easily remembered, instantly useful tips. And because the presentation is interactive (at the option of the group facilitator) viewers are called upon to quickly use what they have learned in a discussion format. Quality information, student participation and listener acceptance are the benchmarks of a successful driver education program. You will find an abundance of all three elements in this presentation.

Available in both truck and small vehicle versions, this video will become a frequently used component in your fleet safety library.

Reversing The Trend  
 (21-minute color video) 1999

To order this product:

Stock# SS-53T (Truck Version)

Stock# SS-53SV (Small Vehicle)

(Soon to be released)

For 13 or more copies, ask for our extended video price list or reproduction rights fee.

## THE CRITICAL POINT

...our newest show on proper use of the \*5 Keys\_

(Available in Truck, Bus and Small Vehicle Versions)

Part One - 15 minutes

Part Two - 15 minutes

1998-1999

THE CRITICAL POINT is a place and a time after which a driver can no longer prevent a collision. Smith

System's latest video can help people recognize and evaluate Critical Point situations before they become involved in preventable incidents.

\*The Critical Point\* is presented in two 15-minute segments that can be viewed independently or in a single meeting. Part One is an eye-opening introduction to our \*5 Keys and to our Critical Point concept. Part Two is a thought provoking, interactive approach to driver education. From an aerial viewpoint, we examine what appears to be three very common driving situations. Throughout this section, students are encouraged to put their Smith System knowledge to use. During brief pauses in the video, viewers are asked for their opinions about how the drivers we identify could have used the Keys to recognize and deal with the subtle traffic dangers that surround them.

Without the knowledge contained in Part One, most people would find little to remark as they watch Part Two. However, to educated viewers, a wealth of information is revealed. First time Smith System students will begin to see their traffic surroundings from an entirely new perspective. Veteran \*5 Key\_ users will have their valuable knowledge refreshed and enhanced. This video should be included in every driver safety training library.

## **The Critical Point - Parts One & Two**

(30 Minutes)

To order this product:

Stock # SS-51B (Bus Version)

Stock # SS-51SV (Small Vehicle)

Stock # SS-51T (Truck Version)

For 13 or more copies, ask for our extended video price list or reproduction rights fee.

Recognizing that safety training time is in short supply for some organizations and that others merely need an introductory presentation, we have isolated the important information contained in Part One as a stand-alone presentation.

## **The Critical Point - Part One Only**

(15 Minutes)

To order this product:

Stock # SS-52B (Bus Version)

Stock # SS-52SV (Small Vehicle)

Stock # SS-52T (Truck Version)

For 13 or more copies, ask for our extended video price list or reproduction rights fee.

# **There Are Choices**

**Charthouse Learning Corporation**

**221 River Ridge Circle**

**Burnsville, MN 55337**

**1-800-328-3789**

**Contact person PJ**

This film is narrated by Pat Summerall, and is a series of stories about drivers who for one reason or another make the wrong decision and are involved in an accident. Over 90% of all accidents are caused by human error. The film helps viewers focus their resources on understanding and improving human behavior. The film's slogan is "Why do good people have bad accidents?"

*French***S.A.F.E. PLUS - 2000****Interactive "Video/Workbook" Driver Training***Safety Awareness for Employees***Gold Cross Safety Corporation****508 Main Street****Boonton, NJ 07005****(973) 734-0800****Fax: 973-734-0270****Contact person - Daniel P. Lanktree, President, or Glenna J. Ferguson, Manager, Administration.**

The "Award Winning" **S.A.F.E. PLUS 2000** program is considered to be the finest Driver Training program of its kind ever produced. This status has been achieved based on recognition from Insurance, Safety and Training organizations. This award-winning program consists of a videotape with an interactive workbook.

**S.A.F.E. PLUS 2000** sets the standard in driver training. Hundreds of thousands of drivers have been trained with **dramatic reductions in major fleets accidents rates**. This program is used by many of the largest car, van and small truck fleets in the United States and Canada.

**Training Methodologies - Easy Administration**

**S.A.F.E. PLUS 2000** may be administered in large groups, small groups, or "self-administered" on a one-on-one basis. The program (videotape & workbook) can be mailed to the individuals home or used in a classroom setting with or without a Training Leader. The workbook has verification codes in it that specifically identify the individual completing the course.

**Proven Unique - Loss Control**

This Driver Training program is "Attitudinal and Behavioral" based. It motivates drivers to change their attitude behind the wheel. Some subjects addressed in a unique manner:

**Who gets tickets - profile**

- How much it costs
- The world around us
- Environmental factors
- Physical factors
- Circadian (day/night) factors

**Survive the drive**

- Use of seatbelts and safety devices
- Plan ahead
- Don't count on others to save you
- Practice the "golden rule"
- Exercise preventative maintenance
- Know emergency actions

**Social Value or Personal Value**

- Speeding
- Stresses & Choices
- Asphalt & Alcohol

### **Certificate of Completion + Driver Training Record**

The person is asked to provide a compilation of verification codes as well as an evaluation. This form may be used to issue a certificate and is usually forwarded to the organization's Human Resources or Safety Department for insertion in a personnel file to evidence training.

### **Evaluation - "Employees Love the Course"**

This program is used by hundreds of major organizations with fleets ranging from 50 to over 20,000. The reduction in accident rates has been dramatic. The program has been revised in 1998. It is on the leading edge of effective and proven Driver Training.

**Cost** - Very low cost per driver trained.

**Available** - English, Spanish, French and "Open Caption" Versions

**Training Leader Guides** - are provided for classroom Trainer on request.

**Corporate customized programs available economically based on integrated video editing technology**

## **Smith System Driver Improvement Institute, Inc.**

**1106 W. Pioneer Parkway**

**Arlington, TX 76013**

**1-800-777-7648**

**Fax: (817) 652-6969**

**www.smithsystemsafety.com**

**Contact person - Leesa Mansen**

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***Spanish***

**AIMS Multimedia**  
**9710 DeSoto Avenue**  
**Chatsworth, CA 91311**  
**800-367-2467**  
**Fax: 818-341-6700**  
**www.aims-multimedia.com**  
**info@aims-multimedia.com**  
**Contact: Joe Lantana, Ext. 319**

**2252-SP-VID: Road Rage and Aggressive Driving: A View From the Driver's Seat**

Subject Area : Driver Education -- Driving Tactics  
Narrator : Maury Hannigan, Commissioner Emeritus, California Highway Patrol  
Grade Level: Senior High-Professional  
Formats: Video  
Language: Spanish  
Minutes: 20  
Price: 295.00  
Year: 1998

La "ira en la calle" es un comportamiento violento y deliberado de un conductor en respuesta a un agravio real o imaginario en el tránsito. Los conductores pueden usar sus vehículos como armas, o incluso bajarse de sus automóviles para acosar o atacar a otro conductor. La ira en la calle ocurre cuando algo "trueno" en un conductor quien en general manejaría y obedecería todas las leyes de tránsito. Los incidentes causados por la ira en la calle pueden, y dan como resultado ataques físicos, daños a la propiedad personal y pública o destrucción de la misma, e incluso asesinato. El conductor "agresivo" es similar al que sufre de ira en la calle. Un conductor agresivo puede pasarse los semáforos en rojo, manejar muy pegado al de adelante, zigzaguear en el tránsito e ignorar las leyes de tránsito como su norma acostumbrada de manejo. Un conductor agresivo puede provocar la ira en otro conductor o puede sentirla él mismo. Este programa oportuno observa la ira en la calle y el manejo agresivo desde la perspectiva del conductor. El público puede ver qué hacer si son el objeto de un conductor furioso y como evitar terminar furiosos ellos mismos. Las acciones no intencionales tales como manejar muy despacio, bloquear los carriles para adelantarse, cruzarse a otro conductor, o manejar demasi-

ado pegado al de adelante, pueden todas llevar a la ira en la calle. Saber qué hacer en el momento de enfrentarse con un conductor furioso puede ser la diferencia entre la vida y la muerte. Un comportamiento violento cometido detrás del volante no sólo es una violación de tránsito, es un delito. Un comportamiento semejante puede llevar a consecuencias serias tales como el aumento del costo del seguro, la pérdida del trabajo, el arresto y la prisión. Las tragedias por la ira en la calle pueden prevenirse adoptando una actitud cooperadora en el manejo y dando a los otros conductores el beneficio de la duda.

### **8872-SP-VID: Driving Safely**

Subject Area : Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 18

Price: 195.00

Year: 1995

Most employees travel the roads every day...in cars, vans, or trucks...many of them on company business. Each year, traffic accidents claim over 30,000 lives and cause more than a million serious injuries. In fact, motor vehicle crashes are the primary cause of death on the job. DRIVING SAFELY provides the information employees need to drive cars, vans and small trucks safely, both on and off the job. Topics covered include inspecting the vehicle, adjusting seats, mirrors and other equipment, wearing seatbelts, the importance of mental preparation and concentration, night driving, adverse weather conditions, and passing other vehicles.

### **8792-SP-VID: Ultimate Driving Challenge, The**

Subject Area: Driver Education -- General Driver Education

Narrator : Hosted by Craig T. Nelson and Paula Zahn.

Grade Level: Junior High-Adult

Formats: Video

Language: Spanish

Minutes: 30

Price: \$295.00

Year: 1994

This educational program puts the audience in the driver's seat to test their reactions to 20 specific driving situations. Hosts Craig T. Nelson and Paula Zahn introduce questions designed to test road safety knowledge and provide helpful information for avoiding accidents and minimizing damage and injury. Other celebrities providing support include Tim Allen, Annie Potts, Diedre Hall, and Barbara Mandrell. Accidents can happen because of adverse weather conditions, careless drivers, or our own driving mistakes. The questions challenging the viewer cover a variety of situations and information, including weather, emergency vehicles, railroad crossings, road signs, passing vehicles, motorcycles, school buses, safety equipment and traffic rules. Questions are posed in both true/false and multiple choice formats. After viewers choose their answer, the correct response is explained through dramatic stunts, recreations, and real-life film footage.

### **9916-SP-VID: DUII: The Price Is Too High**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 23

Price: \$129.95

Year: 1987

Dramatic vignettes make clear the life-altering legal consequences of DUII -- driving under the influence of intoxicants. The stories of three young first-time offenders are typical. None of them had an accident; they weren't driving recklessly for kicks. But they were intoxicated -- and dangerous behind the wheel.

Responsible suggestions for drinkers to follow round out this program, well-suited to both illegal and legal drivers tempted to drink and drive. --- Booklist, American Library Association

Approaches one of the nation's most serious problems from a unique direction -- the pocketbook.

Recommended for use in driver education and violator classes, as well as social studies areas such as current events and government. --- School Library Journal

### **9789-SP-VID: Social Drinker And The Antisocial Driver, The (2nd Edition)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Professional

Formats: Video

Language: Spanish

Minutes: 21

Price: \$49.95

Year: 1985

Those who think of themselves as moderate drinkers and safe drivers need to see this film. Statistics show it's the social drinkers, not the problem drinkers, who are the ones most often responsible for traffic accidents and fatalities. The consequences of drinking and driving are dramatized in memorable vignettes. Sensible alternatives to drinking and driving are offered, including the one-drink/one-hour guideline and arranging for other transportation home.

### **9707-SP-VID: Drugs, Drinking And Driving (2nd Ed.)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 15

Price: \$49.95

Year: 1983

Drugs impair the ability to drive safely long before one feels drunk, or high, or drowsy. This film shows the driving reaction tests of people subjected to measured doses of alcohol and marijuana.

This is a good film appropriate for health and driver education as well as counseling, drug education, and DWI schools. In a factual, unemotional way, it presents the hazards of driving under the influence. --- Library Journal

**9661-SP-VID: Traffic Trials: Heaven Won't Wait**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Junior High-Adult

Formats: Video

Language: Spanish

Minutes: 18

Price: \$49.95

Year: 1980

A study at Indiana University isolated five driving mistakes that account for more than 95 percent of all auto accidents. These errors, and the failure to wear safety belts, account for almost all traffic deaths. Six drivers in the film answer for their mistakes in the court of heaven while the celestial judge explains how each error caused the fatal accidents.

**9666-SP-VID: BAC's Of Drinking And Driving, The**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Junior High-Adult

Formats: Video

Language: Spanish

Minutes: 16

Price: \$49.95

Year: 1980

In the cartoon world -- as in the world of social drinking -- the intention is to have harmless fun so that "no one gets hurt." Ned 'n Ed, a cartoon comedy team, make a film presenting the facts about alcohol's effects on driving. They explain blood alcohol concentration (B.A.C.), how alcohol acts on our bodies and brains, and more.

**9605-SP-VID: Broken Glass (2nd Edition)**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 15

Price: \$49.95

Year: 1979

Controlled collisions staged at UCLA demonstrate the danger of ignoring safety belts. Anthropometric dummies are used to show vividly the difference in injuries to those dummies wearing safety belts versus those not wearing them. Viewers examine some common rationalizations for not using safety belts, and see how flimsy those excuses are when compared with the dangers of not wearing them.

### **9575-SP-VID: Pro Driving Tactics**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 15

Price: \$99.95

Year: 1978

The film is based on the concept of "protecting yourself with space and time." Tactics featured include maintaining a clear field of vision, developing perception and proper eye movement, and whenever in doubt, "start stopping sooner."

### **9540-SP-VID: Defensive Driving Tactics (2nd Ed.)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Professional

Formats: Video

Language: Spanish

Minutes: 15

Price: \$39.95

Year: 1977

This film demonstrates how to protect yourself against the offensive driver by using basic rules of defensive driving, such as planning ahead and being willing to give way to another driver. A National Safety Council test drive shows that in the time it takes two cars to complete a run, the offensive driver is ahead by only two minutes, but has committed 78 violations on the way.

### **9555-SP-VID: Pro Driving Attitudes**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 16

Price: \$99.95

Year: 1977

Demonstrates four attitudes characteristic of professional drivers: being alert, being wary of other drivers and pedestrians, being patient with other drivers and driving conditions, and being considerate of other drivers.

Finalist --- Birmingham International Film Festival

### **9770-SP-VID: Under The Influence**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Junior High-Adult

Formats: Video

Language: Spanish

Minutes: 25

Price: \$49.95

Year: 1977

A scientific examination of the effects of alcohol on a person's driving ability. Subjects are first tested sober, then again when legally intoxicated.

### **9466-SP-VID: School Bus Driving Tactics**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Adult-Professional

Formats: Video

Language: Spanish

Minutes: 22

Price: \$49.95

Year: 1976

This film follows a new school bus driver through her first trip. The detailed checklist used for pre-trip bus inspection, safety practices used during loading and unloading, and simulated incidents are shown.

### **9482-SP-VID: School Bus Driving II**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Adult-Professional

Formats: Video

Language: Spanish

Minutes: 10

Price: \$39.95

Year: 1976

This film illustrates left-turn situations, backing procedures, and stopping and parking on uphill and downhill slopes. Passing, railroad crossings, freeway driving, and anticipation of problems are also covered.

### **9484-SP-VID: School Bus Emergencies And Evacuation Procedures**

Subject Area: Driver Education -- School Bus Driver Training

Grade Level: Adult-Professional

Formats: Video

Language: Spanish

Minutes: 13

Price: \$39.95

Year: 1976

Building on the theme "It's not how fast, it's how safe," this film begins with skids and skid control. The use of flares and reflectors is covered, followed by evacuation procedures and choosing student assistants.

### **9488-SP-VID: Tailgating: How Close Is Too Close?**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 11

Price: \$49.95

Year: 1976

This animated film demonstrates the "two-second rule," a method for avoiding tailgating: When a lead car's rear passes a fixed object ahead, count two seconds -- if you pass the object before the end of the count, you're tailgating.

Award Of Merit --- National Committee on Films for Safety

### **9505-SP-VID: Bajo La Influencia (Spanish)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 10

Price: \$39.95

Year: 1976

A drunk-driving case is followed from arrest through sentencing to show the legal consequences of driving under the influence and to explain the rights of the defendant. The driver's responsibilities in relation to such laws are also established.

### **1320-SP-VID: Freeway Driving Tactics (2nd Edition)**

Subject Area : Driver Education -- Driving Tactics

Grade Level: Unknown

Formats: Video

Language: Spanish

Minutes: 16

Price: \$49.95

Year: 1974

Demonstrates pointers advocated by experts on what to do in emergencies, making lane changes, and entering the freeway. Major emphasis is on reaction time and the danger of following too closely.

### **9404-SP-VID: Safety Belts: A Smashing Success!**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 14

Price: \$49.95

Year: 1974

Despite the overwhelming evidence in support of automotive safety restraints, only one American in three consistently uses them. Recent rates and statistical data coupled with UCLA auto-collision experiments solidify the arguments for safety belts and harnesses.

**9407-SP-VID: Emergency Driving Tactics**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 18

Price: \$49.95

Year: 1974

How would you react to a high-speed skid, fire, tire blow-out, submersion in water, or loss of power in brakes or steering? If you can't take a course in driver education on a test track, this film is the next best substitute.

**9414-SP-VID: So Long Pal**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 22

Price: \$39.95

Year: 1974

Produced for and to be used in conjunction with Alcohol Safety Action Project programs. Fantasy and humor succeed in breaking down the resistance to treatment by people arrested for driving under the influence.

**9419-SP-VID: Getting Busted**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 27

Price: \$39.95

Year: 1974

A true-to-life reenactment of what it's really like to get busted for driving under the influence. The program tells it like it is: how a person is apprehended, arrested, booked, and finally brought to trial.

**1408-SP-VID: What's Under Your Hood? (2nd Edition)**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 11

Price: \$49.95

Year: 1973

A working model of an engine and animation are employed to provide a quick course in the workings of the automobile engine.



### **1238-SP-VID: Social Drinker And The Antisocial Driver, The (1st Edition)**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Unknown

Formats: Video

Language: Spanish

Minutes: 16

Price: \$49.95

Year: 1971

Statistical analysis of many automobile accidents involving drinking drivers indicates, surprisingly, that the social drinker is responsible for more accidents than the problem drinker.

### **1339-SP-VID: Motorcycle Driving Tactics**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 15

Price: \$49.95

Year: 1971

Pertinent pointers are given for motorcyclists involving excesses of speed, limitations of the motorcycle, and conspicuousness to other motorists. A major sequence features UCLA-staged collisions of motorcycles and cars.

### **9609-SP-VID: Alcohol And Red Flares**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 20

Price: \$39.95

Year: 1971

Mike Edwards is arrested for drunken driving. Viewers follow him through the humiliating process of being booked and placed in a "drunktank" to sober up. With Mike, we attend a traffic safety class. Here, we discover with Mike the facts of the grim relationship between drinking and driving.

### **1325-SP-VID: Parking Tactics**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 16

Price: \$49.95

Year: 1968

Emphasizing the importance of safe parking techniques and the hazards of careless parking habits, this film

uses a light, humorous approach to detail parallel, diagonal, and hill parking.

### **1322-SP-VID: Love That Car**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Unknown

Formats: Video

Language: Spanish

Minutes: 9

Price: \$50.00

Year: 1967

### **1323-SP-VID: Night Driving Tactics (1st Ed.)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Professional

Formats: Video

Language: Spanish

Minutes: 17

Price: \$49.95

Year: 1966

### **1327-SP-VID: Red Light Return**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 14

Price: \$49.95

Year: 1966

UCLA tests using anthropometric dummies in auto collisions at 40 mph, with and without seat belts and harnesses, offer a detailed study of ejected bodies and impacts with windshields.

### **1317-SP-VID : City Driving Tactics**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 17

Price: \$49.95

Year: 1965

Six guidelines for effective city driving tactics are set forth involving sight, space, speed, turns, signals, and signs.

### **1329-SP-VID : Safety Belt For Susie**

Subject Area: Driver Education -- Driver & Passenger Safety

Grade Level: Senior High-Adult |

Formats: Video

Language: Spanish

Minutes: 11

Price: \$49.95

Year: 1964

UCLA-staged collisions forcibly demonstrate that children one year and older should wear safety belts. An emotional approach combining tragedy and heart-warming tenderness.

CINE Golden Eagle --- Council on International Non-theatrical Events

### **1321-SP-VID : Highball Highway**

Subject Area: Driver Education -- DUI / DWI

Narrator : Narrated by Robert Young

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 12

Price: \$49.95

Year: 1963

An "average driver," on an occasional night out, takes the road that can lead to trouble--or even disaster. The film's message is clear: "If you drive, don't drink; if you drink, don't drive."

### **1324-SP-VID : None For The Road**

Subject Area: Driver Education -- DUI / DWI

Grade Level: Senior High-Adult

Formats: Video

Language: Spanish

Minutes: 12

Price: \$49.95

Year: 1962

An emotional, thought-provoking approach to the social drinking/driver problem.

### **1401-SP-VID : Emergency Vehicle Operations Course (Evoc)**

Subject Area: Driver Education -- Driving Tactics

Grade Level: Unknown

Formats: Video

Language: Spanish

Minutes: 17

Price: \$49.95

Year: 1974

A California Highway Patrol training film. Pursuit driving techniques as practiced by the Academy's high-speed test track and skid pan. Pointers that can improve a driver's skill at any speed.

# S.A.F.E. PLUS - 2000

## Interactive "Video/Workbook" Driver Training

### *Safety Awareness for Employees*

Gold Cross Safety Corporation

508 Main Street

Boonton, NJ 07005

(973) 734-0800

Fax: 973-734-0270

Contact person - Daniel P. Lanktree, President, or Glenna J. Ferguson, Manager, Administration.

The "Award Winning" S.A.F.E. PLUS 2000 program is considered to be the finest Driver Training program of its kind ever produced. This status has been achieved based on recognition from Insurance, Safety and Training organizations. This award-winning program consists of a videotape with an interactive workbook.

S.A.F.E. PLUS 2000 sets the standard in driver training. Hundreds of thousands of drivers have been trained with **dramatic reductions in major fleets accidents rates**. This program is used by many of the largest car, van and small truck fleets in the United States and Canada.

### **Training Methodologies - Easy Administration**

S.A.F.E. PLUS 2000 may be administered in large groups, small groups, or "self-administered" on a one-on-one basis. The program (videotape & workbook) can be mailed to the individuals home or used in a classroom setting with or without a Training Leader. The workbook has verification codes in it that specifically identify the individual completing the course.

### **Proven Unique - Loss Control**

This Driver Training program is "Attitudinal and Behavioral" based. It motivates drivers to change their attitude behind the wheel. Some subjects addressed in a unique manner:

#### **Who gets tickets - profile**

- How much it costs
- The world around us
- Environmental factors
- Physical factors
- Circadian (day/night) factors

#### **Survive the drive**

- Use of seatbelts and safety devices
- Plan ahead
- Don't count on others to save you
- Practice the "golden rule"
- Exercise preventative maintenance
- Know emergency actions

#### **Social Value or Personal Value**

- Speeding
- Stresses & Choices
- Asphalt & Alcohol

### **Certificate of Completion + Driver Training Record**

The person is asked to provide a compilation of verification codes as well as an evaluation. This form may be

used to issue a certificate and is usually forwarded to the organization's Human Resources or Safety Department for insertion in a personnel file to evidence training.

#### **Evaluation - "Employees Love the Course"**

This program is used by hundreds of major organizations with fleets ranging from 50 to over 20,000. The reduction in accident rates has been dramatic. The program has been revised in 1998. It is on the leading edge of effective and proven Driver Training.

**Cost** - Very low cost per driver trained.

**Available** - English, Spanish, French and "Open Caption" Versions

**Training Leader Guides** - are provided for classroom Trainer on request.

**Corporate customized programs available economically based on integrated video editing technology**

### **Smith System Driver Improvement Institute, Inc.**

**1106 W. Pioneer Parkway**

**Arlington, TX 76013**

**1-800-777-7648**

**Fax: (817) 652-6969**

**www.smithsystemsafety.com**

**Contact Person - Leesa Mansen**

### **The Most Common Collision**

(20 minute color video, 1994)

The Most Common Collision interviews drivers after their accidents. We hear and see the drivers' perspectives, and we dig into the root cause of each situation. Animated recreation of these incidents helps the viewer understand what actions could have prevented the accidents. No matter what they drive, if vehicle operators know and use these simple educational tools, they can avoid backing and parking mistakes. This interactive production gets drivers involved in the process of reducing these backing collisions.

#### **Stock # SS-9**

**1 \$150.00**

**2-3 \$135.00 ea.**

**4-7 \$120.00 ea.**

**8-12 \$105.00 ea.**

For 13 or more copies, ask for our extended video price list.

Available in French and Spanish.

### **A Better Way**

(18 minute color video, 1990)

Available in Truck and Small Vehicle Versions.

The Smith System is A Better Way to drive. This video, hosted by George Kennedy, explores how effective the Five Keys and the Space, Visibility and Time concepts can be in removing a driver from much of the danger that often accompanies driving a motor vehicle.

Watch as one of our instructors demonstrates the principles of The System and describes these advanced driving concepts in a variety of city and highway environments. The "commentary drive" originated by Smith System, reveals secrets of accident avoidance that many drivers will never fully understand but should strive to learn.

From five separate camera angles, the viewer sees why the Smith System has been so successful at reducing fleet collisions since the early 1950s. This simple formula for safer driving should be seen by all experienced drivers.

**Stock # SS-1T (Truck Version)**

**Stock # SS-1SV (Small Vehicle Version)**

1	\$180.00
2-3	\$155.00 ea.
4-7	\$130.00 ea.
8-12	\$105.00 ea.

For 13 or more copies, ask for our extended video price list.

\*Truck version available in Spanish.

## Out Of Harm's Way

(24 minute Color Video, 1996)

Years of experience have taught us that student participation and driver "buy in" are the keys to successful driver safety training programs. Out of Harm's Way was designed to deliver both. After a brief outline of Smith System's Five Keys, three drivers are interviewed about complex, but common traffic collisions. As the drivers describe their circumstances, we recreate the collisions using advanced 3D animation. This technology allows each accident to be observed as if the viewer was actually there when it happened.

After each incident, we pause the video and encourage audience participation by discussing what went wrong and how the drivers could have used the Five Keys to avoid the collisions. Then, students rank the Five Keys by their perceived order of importance as they relate to each accident. The ensuing discussions prompt creative thinking, positive debate and deep understanding of how the powerful Five Keys can help them safely deal with the countless variables faced every day behind the wheel.

**Stock # SS-50T (Truck Version)\***

**Stock # SS-50SV (Small Vehicle Version)**

1	\$250.00
2-3	\$225.00 ea.
4-7	\$200.00 ea.
8-12	\$175.00 ea.

For 13 or more copies, ask for our extended video price list.

\*Truck version available in French and Spanish.

# Winter Driving Safety

Long Island Productions, Inc.

106 Capitola Drive

Durham, NC 27713

1-800-390-8283

Fax: (919) 544-5800

[www.longislandproductions.com](http://www.longislandproductions.com)

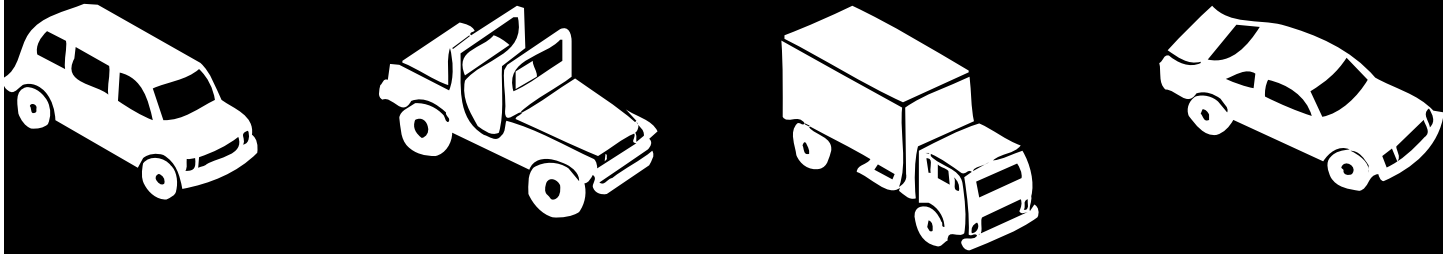
[mail@longislandproductions.com](mailto:mail@longislandproductions.com)

**Point of Contact - Donita Howard**

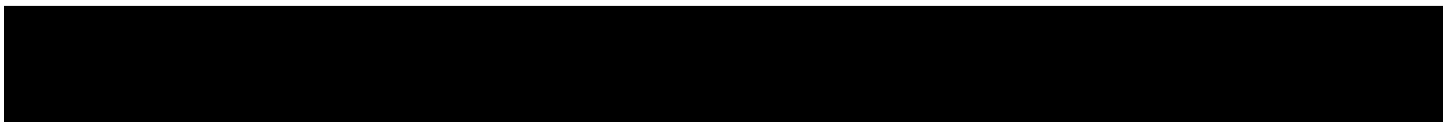
Video #924, 26 min., 1998, LIP, \$99.95 (Spanish #S924)

Excellent, new video makes sure employees know how to drive safely in winter weather—certain rules need to be followed:

- Procedures for being stuck in snow/ice
- Stopping distances in winter weather
- Proper use of conventional vs. ABS brakes
- Correcting/eliminating skids



# General Fleet Management





# Classroom

## Fleet Management: Auditing for Maximum Performance Course 2170

George Washington University  
Washington, DC  
CEUs: 0.72 1 Day

**Course available by contract only.** For more information, contact Caroline James at (202) 496-6236 or via email at [caroline@admin.dup.gwu.edu](mailto:caroline@admin.dup.gwu.edu).

Learn how to increase fleet efficiency.

Effective fleet management requires ongoing assessment of key indicators. New technology, changes in personnel as well as fleet size, density and age affect overall performance.

The collection of data and information in a format for benchmarking, cost delineation, and outsourcing decisions allows the manager to fine tune activity. Information generated by an audit can result in a 5% annual savings with year after year improvements to operations.

In this practical course, you will learn to organize, sequence and outline a logical approach to the measurement of key indicators on a corporate and shop level. You will learn how to prepare an action item list along with a sequence of events to initiate annual follow-up. Viable short and long-term strategies will be described as well as information on how to select the best strategy for your situation, including information on outsourcing as an alternative and how to prepare for comparative matrixing.

Presentations by the instructor are supplemented by real world case studies which allow you to practice what you have learned. A hand calculator is suggested for classroom use.

### How You Will Benefit

- Increase your fleet's efficiencies with targeted, continuous improvements to operations
- Learn how to annually evaluate key financial indicators
- Improve performance with a detailed action plan
- Obtain invaluable perspective on your fleet's operations

### Who Should Attend

Fleet supervisors, managers, directors, superintendents, owners of public, private, above and below ground, car, construction, crew and passenger fleets. Five years of general business or fleet experience is recommended. Please bring a calculator to class for the exercises.

### What You Will Learn

Your operation will benefit from an audit if one or more of the following conditions exists:

Need to consider maintenance alternatives, outsource or acquire competencies.

Need for work standards and productivity measures.

Due to additions or downsizing fleet size is too large.

Management practices are reactive not proactive.

Utilization and availability measures are needed.

Supervisory staff needs training on participatory methods.

There is a need to upgrade communication on each level.

Quality must improve.

Vehicle purchase procedures need upgrading.

Transportation organizations, whether centralized or decentralized, need to be defined and direction clarified.

Work scheduling needs to be quantified on time, miles, and fuel use.

Mechanics and non-mechanics and working foremen need training (technical) on new technology and methods.

There is a need for management by goals and objectives with rewards and discipline enforced.

Written policies are needed for conformity.

Better balance is needed for in-house and vendor maintenance activity.

Due to aging, scheduled maintenance programs need upgrading.

Cost control systems manual and/or automated varieties need to be implemented and applied to vehicle maintenance management concepts.

Text: Fleet Management, 3rd Edition, by John E. Dolce (McGraw Hill, 1998)

## **Fleet Management Seminar**

**National Association of Fleet Administrators, Inc.**

**100 Wood Avenue South - Suite 310**

**Iselin, NJ 08830**

**(732) 494-8100**

**Fax: (732) 494-6789**

**email: [info@nafa.org](mailto:info@nafa.org)**

**[www.nafa.org](http://www.nafa.org)**

**contact person - Education Assistant**

**email: [kwest@nafa.org](mailto:kwest@nafa.org)**

**Cost:**

**\$545-595 NAFA Member, \$620-670 non-Member**

(includes all materials, some meals)

An intensive, two-day introduction to the major aspects of vehicle fleet management. Includes administrative policies, vehicle selection, finances, vehicle remarketing, safety and accident management, maintenance and technology, law. In-person, classroom instruction with substantial materials included.

### **Description of course:**

You have the enormous task of researching, designing, implementing and reviewing policies and procedures that play a vital role in your career successes. Why risk decisions and actions without first absorbing the most current fleet information available. National Association of Fleet Administrators' Professional Fleet Management Seminar provides the means to meet your goals. This seminar is the most comprehensive course of its kind, covering six key areas of fleet management accurately and in depth. Please review the following detailed seminar outline and consider how you will benefit from learning more on these key areas, as well as how they impact and affect other areas of your life.

### **Course Outline**

#### **Fleet Department Structure**

- Identifies and explains key elements of comprehensive fleet policy including fleet contracts and invoice approval.
- How to develop and implement a complete vehicle policy using fleet vehicles as a tool/perk.
- Ensure you are selecting the correct vehicles to fit your company's operational needs and maximize efficiency.
- Special Public Service Breakout Session

### **Policy and Procedures**

- Develop your understanding of expense management and its corresponding budget and forecasting processes by specific discussion of fixed and operating expenses.
- Learn the true value of vehicles by understanding effects of vehicle depreciation and its relationship to life cycle costs.
- Understand chargeback systems, leasing versus owning, versus employee reimbursement.
- Develop practical solutions to curtail expenses.
- Get the most out of vehicles by considering such factors as initial cost, depreciation, resale value, fuel economy, maintenance, equipment, incentive programs and more.
- Special Public Service Breakout Session

### **Acquisition and Disposal**

- Special discussion on disposal techniques highlighting do's and don'ts.
- Impact of federal regulations and other external influences.
- Analyze the present and future used vehicle market.
- Special Public Service Breakout Session

### **Accident and Safety Management**

- Learn how to get maximum benefit from Anti-Lock Brake Systems (ABS) and air bags.
- Determine if your fleet vehicles should include ABS and/or air bags at what cost and what savings.
- Detailed elements of company-wide fleet safety program.
- Benefits of driver training.
- Formula on how to win senior management's support of a loss prevention program.
- Important aspects of insurance and claim issues.
- How to evaluate damage estimates.
- Decide if a vehicle should be repaired or "totaled".

### **Maintenance, Technology and Facilities**

- Learn important elements of maintaining your fleet.
- Proven procedures to lower maintenance costs.
- How to establish a maintenance program.
- Development of maintenance schedules.

### **Law**

- Protect yourself and your employer on negligent entrustment and other liability issues.
- Become informed about contractual relationships when purchasing, leasing, delivering, having repairs done to vehicles, or purchasing management.

### **Special Public Service Breakout Session**

- A special public service breakout session for light duty trucks and vans will cover the following:
- Optimization of maintenance facilities and personnel for in-house maintenance programs.
- Resource utilization (human, physical and financial measurement and monitoring).
- Varying financial environments.
- Open discussion.

### **Location/Dates:**

October 16-17, 2000 in Chicago, IL

# Maximizing Your Fleet's Efficiency

## Course 2089

George Washington University  
Washington, DC  
CEUs: 0.72 1 Day

**Course available by contract only.** For more information, contact Caroline James at (202) 496-6236 or via email at [lsz\\_caroline@admin.dup.gwu.edu](mailto:lsz_caroline@admin.dup.gwu.edu).

Tap into years of research and experience and apply it to your specific strategic situation and requirements.

This is an exclusive, personalized, intensive one-day session, limited to 40 executives. The program represents the culmination of years of research and implementation among scores of major U.S. and international corporations. This unique session has been designed to capture this wealth of experience and expertise, present it in the format most desired by fleet management, and enable you to relate it specifically to your organization. The scope of the program is far-ranging and pragmatic. The approach is intense and specific, focusing on problems and issues explicitly raised by participants. Participants are invited to send specific problems to the instructor and he will address it and formulate an effective work plan, to be presented either in private or in class.

### How You Will Benefit

- Meet your strategic plans for 2000
- Establish a workable life-cycle cost vehicle replacement program
- Audit your present operation and immediately increase profitability by 5 percent
- Establish points to measure, watch, and pay attention to
- Case study to read and manage key indicators

### Who Should Attend

Vice presidents, financial and operations executives, managers, and directors in public, private, or government organizations concerned with transportation or executives with transportation responsibilities in other industries.

The basis for communication in this course is the profit dollar, so non-transportation executives with transportation responsibilities are encouraged to attend.

### What You Will Learn

Industry overview-capital vs. expense	Vision, mission, policy, and procedures
Life-cycle cost programs	Alternative fuel activit
Vehicle replacement strategies	Trend analysis
Replacement support systems	Shop indicators
Effective benchmarking	In-house vs. outside maintenance management
Cost-control policies	Management information systems
Inside vs. outside maintenance	Purchasing parts and supply efficiencies

### Round table and wrap-up

Text: Fleet Management, 3rd ed., by John Dolce (McGraw-Hill, 1996)

# Vehicle Replacement Strategies and Matching Support Systems

## Course 1929

George Washington University  
Washington, DC  
CEUs: 0.72 1 Day

**Course available by contract only.** For more information, contact Caroline James at (202) 496-6236 or via email at [caroline@admin.dup.gwu.edu](mailto:caroline@admin.dup.gwu.edu).

Review your fleet system's capabilities and develop methods for expanding fleet applications.

This course is an interactive workshop where fleet directors and key fleet personnel can brainstorm together and develop efficient solutions to today's fleet challenges. Working in groups to solve problems from actual case studies, participants learn to apply an analytical approach to increasing fleet management effectiveness. Topics covered include vehicle utilization and replacement cycles, life-cycle costing, specification writing, effective benchmarking, and cost control alternatives. The course concludes with a round-table discussion.

### How You Will Benefit

- Analyze your fleet's financial needs and construct an efficient life-cycle cost and replacement program
- Understand the financial aspects of vehicle replacement strategies, policies, and processes and matching support systems
- Understand the application of effective benchmarking to vehicle replacement

### Who Should Attend

- Fleet management personnel, including directors and administrators of public works; public utilities; and municipal, county, state, and federal agencies.
- Officers, directors, and managers of common carriers, private fleet distribution companies, and transit companies.
- Car, light and heavy truck, and construction equipment specification specialists. Personnel responsible for contracts and purchasing.
- There is no prerequisite for this course; however, you should have a minimum of five years fleet management or general management experience for this program.

### What You Will Learn

- **Vehicle replacement strategies, policies, and processes**
  - Utilization
  - Replacement cycles
  - Life-cycle costing
  - Specification writing
  - Management of customer input
- **Financial and cost control issues and case studies**
  - Effective benchmarking
  - Cost control alternatives
  - New versus old fleet strategies

### Instructor:

**John E. Dolce**

Text: Fleet Management, 3rd Edition, by John Dolce (McGraw-Hill, 1996)

## Personal Computer

### ontheGO™ Daily Computer Driver Safety Series

PAL, Inc.

P. O. Box 562

1931 Old Briar Road

Highland Park, IL 60035

1-888-831-0370

Fax: (847) 831-5201

[www.ur-pal.com](http://www.ur-pal.com)

[palsafety@aol](mailto:palsafety@aol)

**Contact person - Penny Levin for further details at 1-888-831-0370**

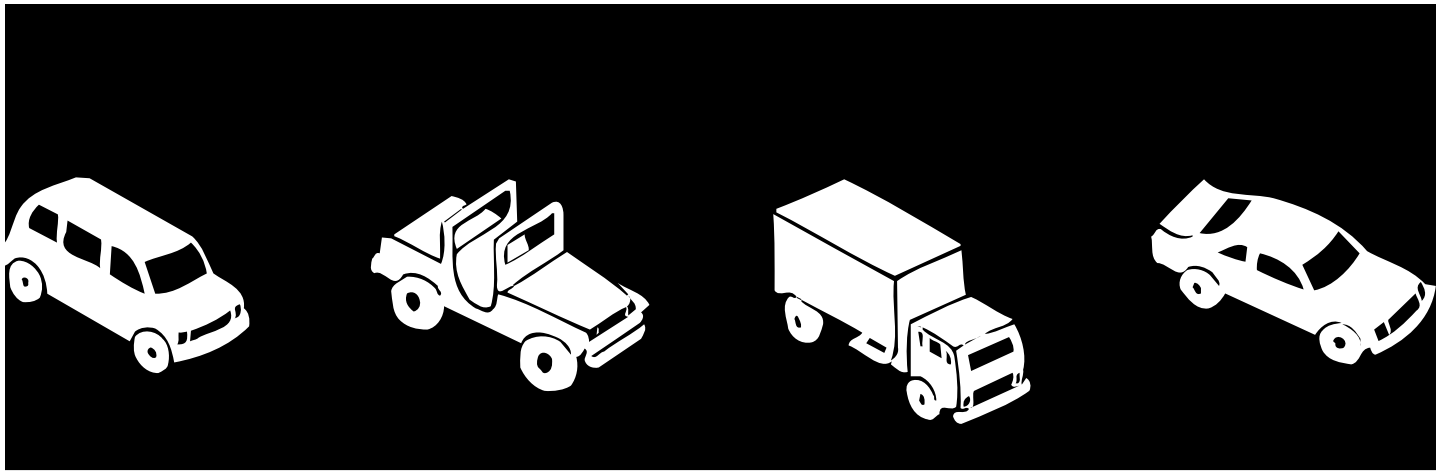
Technology today gives us a variety of ways to enhance the quality of our lives and careers. ontheGO® computer series was created to reduce highway crashes, promote safety and health awareness as it affects driving ability, and provide a communication link from central management to those who drive as part of their career.

Frequency is the key to teaching and/or changing behaviors. ontheGO® supplies important information in a challenging and entertaining format through the use of graphics and cartoons.

User friendly, ontheGO® is attached to start-up of the computer and responds to ESC after the user reviews the message. ontheGO® reminds users daily of issues that affects their lives. Can be used and is compatible with any software using a Windows application.

Additional features include a monthly defensive driving computer animated lesson and testing, ability for each client to include customized messages, and locator service if drivers are lost or in need of medical assistance.





# General Safety





# Classroom

**Long Island Productions, Inc.**  
**106 Capitola Drive**  
**Durham, NC 27713**  
**1-800-390-8283**  
**Fax: (919) 544-5800**  
**www.longislandproductions.com**  
**mail@longislandproductions.com**  
**Point of Contact - Donita Howard**

## **Back Safety for Mechanics**

Kit #K1021, 40 min. video, leader's guide, 8 employee booklets, 10 wallet cards, training log, poster, 1998, JJ Keller, **\$169.95**

Thorough coverage by noted back safety specialist Dr. Stephen Grennan in site-specific environments:

- Moving batteries; changing tires
- Lifting hoods; team lifting
- Changing starters, and more!

**Long Island Productions, Inc.**  
**106 Capitola Drive**  
**Durham, NC 27713**  
**1-800-390-8283**  
**Fax: (919) 544-5800**  
**www.longislandproductions.com**  
**mail@longislandproductions.com**  
**Point of Contact - Donita Howard**

## **Back Safety for Truck Drivers**

Kit #K1020, 40 min. video, leader's guide, 8 employee booklets, 10 wallet cards, training log, poster, 1998, JJ Keller, **\$169.95**

Thorough coverage by noted back safety specialist Dr. Stephen Grennan in site-specific environments:

- Getting in/out of cab; sitting; driving
- Handling hoods & lift gates; lifting rear doors
- Pulling or loading hand trucks

# Videos

## **PRIMEDIA Workplace Learning**

P.O. Box 2751

801 E. Third Avenue

Gastonia, NC 28054

1-800-334-4148

(704) 861-8727

[www.workplacetraining.com](http://www.workplacetraining.com)

Point of Contact - Deborah Dixon

## **CONFINED SPACE ENTRY**

Comply with CFR 1910.146 Prepare your workers to comply with the OSHA mandate with this up-to-date program. Types of confined spaces and the importance of control measures are discussed in detail. Protective equipment and rescue techniques are demonstrated. 25 minutes TAT0040KT

### **Testing Confined Spaces**

This program addresses a variety of methods for testing confined spaces. Gas detector tubes and electronic gas detectors are fully explained and demonstrated. The dangers of flammable gases and the proper ways to detect them are discussed. 25 minutes TAT-0041KT

### **Working Inside Confined Spaces**

This program concentrates on safe work practices when working in confined spaces. It demonstrates ways of avoiding common hazards such as falls, noise and temperature extremes. Purging and ventilation are covered, and protective equipment is discussed. 22 minutes TAT-0042KT

## **ME AND MY BACK**

With the help of the lead character's alter ego, the program explains how to reduce back strain on and off the job. The program leads the viewer through a detailed explanation of the function of the spinal column; the effects of lifting, stress and force; and demonstrates proper techniques for back care and maintenance through exercise, good posture and safe work practices. 22 minutes ITS-827KT

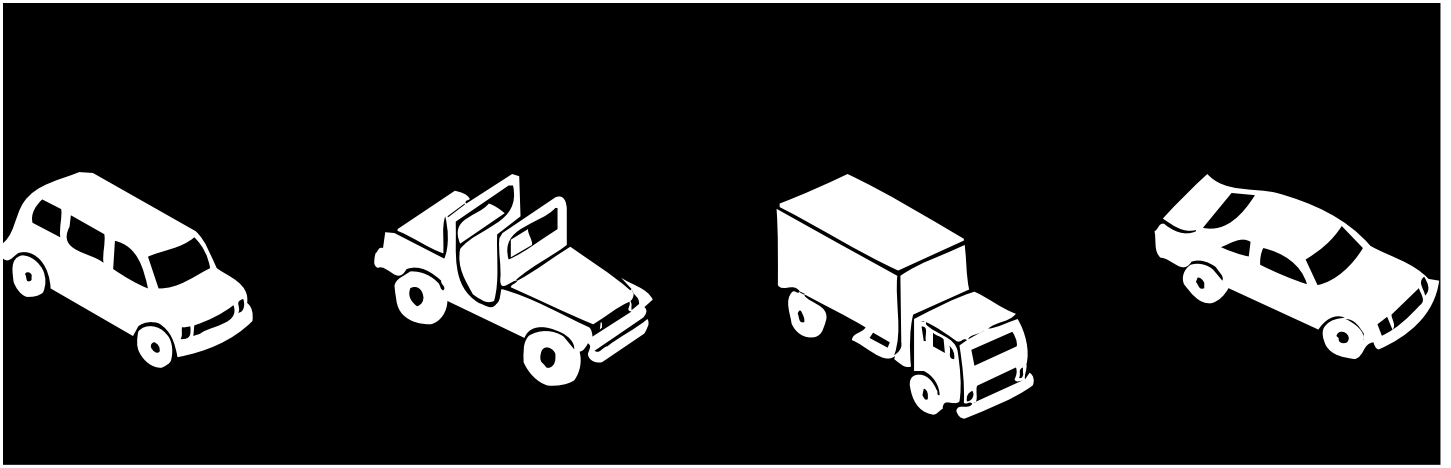
### **Minimizing Back Strains**

This in depth program looks at back care from the health, safety and ergonomic perspective. It emphasizes both the day-to-day strain of lifting, sitting and bending, as well as the dangers of improper back injuries can occur are given, as well as techniques for reducing back injuries. 24 minutes TAT-0032KT

### **Eye Safety**

Motivation through education is the idea behind this program. Three kinds of eye hazards are illustrated and the specific type of protection for each is discussed. Proper first aid procedures are also demonstrated in this program. 20 minutes TAT-0036KT





# Hazardous Materials



## CD-ROM

### *English and Spanish*

Long Island Productions, Inc.

106 Capitola Drive

Durham, NC 27713

1-800-390-8283

Fax: (919) 544-5800

[www.longislandproductions.com](http://www.longislandproductions.com)

[mail@longislandproductions.com](mailto:mail@longislandproductions.com)

Point of Contact - Donita Howard

#### **DOT HazMat General Awareness Training**

Video #218A, 17 min., 1992, MARCOM, \$99.95 (Spanish #S218A)

#### **CD Rom #R218A, \$499.95; #R101, CD Rom Demo**

DOTs HM-181 (HM-126F) regulation applies to all warehouses & shipping/receiving departments which handle hazardous materials:

- Definitions and classes; where encountered
- Hazard communication; hazard indicators (labels, shipping papers)

#### **DOT HazMat Safety Training**

Video #218B, 18 min., 1993, MARCOM, \$99.95 (Spanish #S218B)

#### **CD Rom #R218B, \$499.95; #R101, CD Rom Demo**

Comply with DOTs HM-181 (HM-126F) regulations with:

- Hazardous materials that may be encountered, hazard indicators; use of PPE
- Proper handling procedures
- Accidents, emergencies, spills, clean-up

## Training Tool for Truckers Carrying Hazardous Materials

Federal Motor Carrier Safety Administration

400 7th Street, SW

Washington, DC 20590

202-366-4111

Contact Bill Byrd at 202-366-4111 or by e-mail at [bill.byrd@igate.fhwa.dot.gov](mailto:bill.byrd@igate.fhwa.dot.gov).

This is a CD/ROM based English-Spanish training program about the legal requirements for commercial vehicle drivers and others involved in carrying hazardous materials. The CD/ROM program contains files for the training manual, slide presentations, tests, answer keys and certificates. The targeted users of the program are primarily employees of companies engaged in the shipping and transporting of hazardous materials into and out of Mexico. You may download the training tool at [www@fmcsa.dot.gov](http://www@fmcsa.dot.gov).

# Classroom

Long Island Productions Inc.  
106 Capitola Drive  
Durham, NC 27713  
1-800-390-8283  
Fax: (919) 544-5800  
www.longislandproductions.com  
mail@longislandproductions.com  
Point of Contact - Donita Howard

## DOT HM-126F HazMat Training Kit

Kit #K1187, 30 min. video, binder containing training requirements, training prep guide, background information, general awareness topics, function-specific topics, safety topics, employee training workbook and more 1999, JJ Keller, **\$279.00**

Comply with 49 CFR Section 172.704. Anyone who is involved with the transport or storage of hazardous materials must be trained. Contains:

- Package selection and preparation using marking, labeling and placarding
- Preparing shipping papers; modal-specific variations

## Hazardous Material Training Programs

Fleet Training and Consulting, Inc.  
4811 Beverly Drive  
Lilburn, GA 30047  
(770) 985-1672  
Fax: (770) 985-1116  
E-Mail: jsloop@attglobal.net

For further information contact Jim Sloop.

These training programs are provided for industries that require handling and disposing hazardous materials. It will be conducted at the site of your choice.

### A. Executive Problems Regarding Hazardous Material

#### Synopsis

This training program is designed for executives of the company to increase their awareness in selected areas regarding hazardous material.

The one day seminar can be provided for up to twelve executives at a time. The information will enhance their knowledge in the following categories:

1. Introduction to Hazardous Material
2. Hazardous Material Document Requirements
3. Liabilities and Penalties
4. Public and Media Relations
5. Emergency Planning Response

## **B. 8 Hour Basic Program for Hazardous Material**

### **Synopsis**

This training program is designed to provide the basic knowledge of hazardous material for all company employees. This one day seminar can be provided for up to twelve employees at a time and will cover the following areas:

1. Introduction to hazardous materials
2. Toxicology
3. Emergency medical treatment
4. Personal protective clothing
5. Hazardous material containment - patching and Stabilization/sorbents

## **C. 16 hour Program for Hazardous Material**

### **Synopsis**

This training program provides for 16 hours classroom instruction for up to twelve employees at a time. Fields of study included are:

1. Basics provided under 8 hour program
2. Aid and assistance
3. Identification/characteristics of hazardous materials
4. Air sampling and monitoring
5. Decontamination

## **D. 24 hour Program for Hazardous Material.**

### **Synopsis**

This training program provides for 24 hours classroom instruction for up to twelve employees at a time. Fields of study included are:

1. Basics provided under 8 hour program
2. Material covered in 16 hour program
3. Compressed gases
4. Respiratory protection
5. Incident command structure
6. Safe handling of biological agents
7. Spill problems

## **E. 40 hour Program for Hazardous Material**

### **Synopsis**

This training program provides for 40 hours classroom instruction including hands-on-training and field exercises for up to twelve employees at a time.

Fields of study included are:

1. Basics provided under 8 hour program
2. Material covered under 16 hour program
3. Material covered under 24 hour program
4. Material covered under executive management Program
5. Foam use and applications hands-on training and field

Exercises.

- A. Self-contained breathing apparatus (scba)/encapsulated suits
- B. Patching, stabilization, spill containment, Sorbents, and recovery
- C. Chemical dangers and explosives

# Videos

*English*

## Affordable Driving Safety Videos

Length: 5 to 8 minutes

GSA # GSA-02F-0398D

**Safety Short Production, Inc.**

**950 Gemini**

**Suite 1281-470-9999F**

**Houston, TX 77058**

**1-800-458-2236**

**WWW.SAFETYSHORTS.COM**

**SHORTY@SAFETYSHORTS.COM**

**E - English**

**T292 - Hazardous Material Regulations: Overview (E) Actuality**

The U.S. Department of Transportation (D.O.T.) has established laws regulating the transportation and shipping of hazardous materials. These laws, called the Hazardous Materials Regulations (HMR), specify requirements for safety transportation of hazardous materials, commerce by rail car, aircraft, vessel, and motor carriers. To help reduce incidents involving hazardous materials, hazmat employers and employees are required to know and follow HMR requirements.

**Off the shelf products (No GSA modifications) Prices reflect GSA DISCOUNT**

Standard GSA prices - GSA-02F-30398D

1-6	videos	<b>\$56.76 ea**</b>
7-12	videos	<b>\$49.66 ea**</b>
13-24	videos	<b>\$42.56 ea**</b>
25-47	videos	<b>\$35.46 ea**</b>
48-199	videos	<b>\$28.36 ea**</b>
200-1499	videos	<b>\$24.37 ea**</b>

Extended quantity discount prices

1500-2488	videos	<b>\$20.00 ea**</b>
2500-3499	videos	<b>\$15.00 ea**</b>
3500-4499	videos	<b>\$10.00 ea**</b>
4500 +	videos	<b>\$ 5.00 ea**</b>

\*\* Additional 2% Discount if Paid

To order please call Safety Short Productions, Inc. at 1-800-458-2236 or 1-281-470-9999

VISA MASTERCARD AMERICAN EXPRESS ACCEPTED (test provided at no charge w/each video purchased)

**Frequency of training produces results! "WE'LL GUARANTEE IT!"**



*English and Spanish*

**Long Island Productions, Inc.**

**106 Capitola Drive**

**Durham, NC 27713**

**1-800-390-8283**

**Fax: (919) 544-5800**

**www.longislandproductions.com**

**mail@longislandproductions.com**

**Point of Contact - Donita Howard**

**DOT HazMat General Awareness Training**

**Video #218A, 17 min., 1992, MARCOM, \$99.95 (Spanish #S218A)**

CD Rom #R218A, \$499.95; #R101, CD Rom Demo

DOTs HM-181 (HM-126F) regulation applies to all warehouses & shipping/receiving departments which handle hazardous materials:

- Definitions and classes; where encountered
- Hazard communication; hazard indicators (labels, shipping papers)

**DOT HazMat Safety Training**

**Video #218B, 18 min., 1993, MARCOM, \$99.95 (Spanish #S218B)**

CD Rom #R218B, \$499.95; #R101, CD Rom Demo

Comply with DOTs HM-181 (HM-126F) regulations with:

- Hazardous materials that may be encountered, hazard indicators; use of PPE
- Proper handling procedures
- Accidents, emergencies, spills, clean-up

**DOT HazMat General Awareness Update**

**Video #920, 19 min., 1998, MARCOM, \$199.95 (Spanish #S920)**

Incorporates the latest updates in the regs (HM-126 & more), focusing on employees who handle as well as transport hazardous materials:

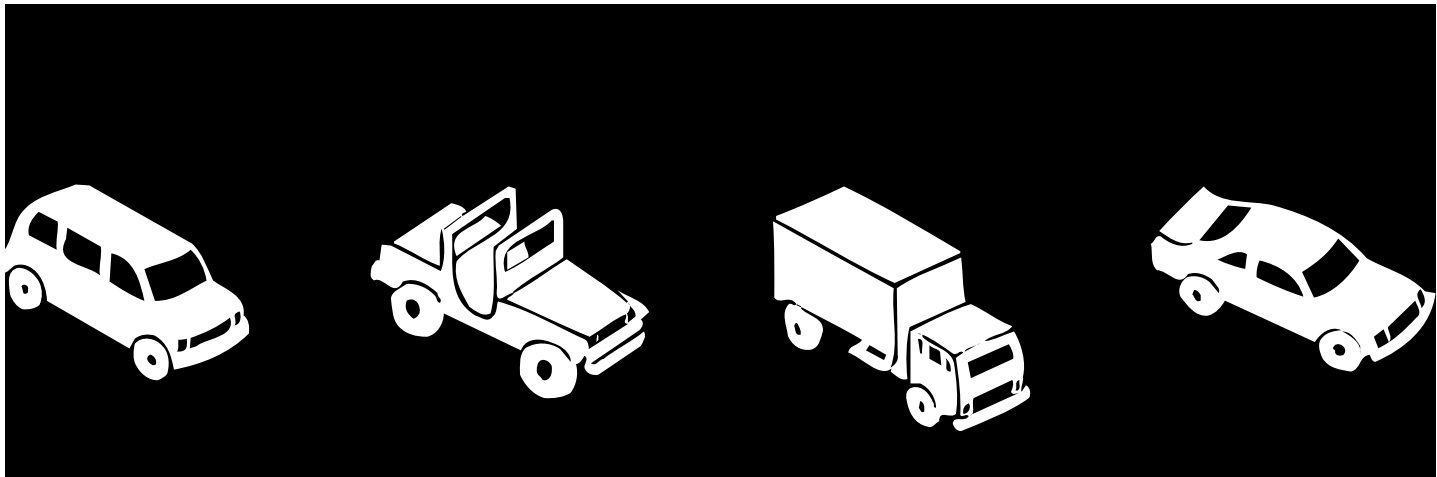
- Definitions & classes; hazard indicators
- Packaging, shipping, storage

**DOT HazMat Safety Training Update**

**Video #921, 21 min., 1998, MARCOM, \$199.95 (Spanish #S921)**

Comply with safety training set forth in the regulation itself. Make employees aware of the hazards associated with the materials they handle & show them how to work safely. Includes:

- Methods and procedures for avoiding accidents
- Hazardous materials they may encounter
- Labels, shipping papers, placards



# Maintenance



## CD - ROM

### *English and Spanish*

Long Island Productions, Inc.  
106 Capitola Drive  
Durham, NC 27713  
1-800-390-8283  
Fax: (919) 544-5800  
www.longislandproductions.com  
mail@longislandproductions.com  
Point of Contact - Donita Howard

### **Right-to-Know Auto Service**

Video #880, 21 min., 1998, MARCOM, \$199.95 (Spanish #S880)

**CD Rom #R880, \$499.95; #R101, CD Rom Demo**

Comply with OSHA 1910.1200:

- MSDS, container labels and company hazardous communications programs
- Groups/classes of hazardous materials
- Technical terms & definitions
- Proper storage & handling conditions

## Classroom

### **Advanced Vehicle Dynamics Lab Short Courses**

**The Fundamentals of Heavy Truck Dynamics**

**Dr. Mehdi Ahmadian**

**Mechanical Engineering Department**

**Virginia Tech**

**Blacksburg, VA 24060-0238**

**(540) 231-4920**

**Fax: (540) 231-9100**

**ahmadian@vt.edu**

#### **Course Topics:**

- 1. Heavy Truck Dynamics Terminology**
  - Definitions and Terms
  - Vectors
  - Forces and Moments

## 2. Mechanics of Pneumatic Tires

- Basic Properties
- Tire Models
- Wheel Dynamics
- Tire Slip and Traction

## 3. Mechanics and Kinematics of Steering Systems

- Kinematics and Dynamics of Steering
- Understeering and Oversteering
- Steering Vibrations

## 4. Mechanics and Kinematics of Suspension Systems

- Suspension Configurations
- Primary and Secondary Suspensions
- Effect of Secondary Suspensions
- Primary Suspension Kinematics
- Primary Suspension Dynamic Loading
- Primary Damper Tuning Effects
- Primary Spring Design

## 5. Heavy Truck Ride Dynamics

- Roll Stiffness of Tractor
- Braking and Acceleration Analysis
- Lane Change and Maneuvering Analysis
- Vehicle Handling and Stability
- Ride Comfort
- Measurement Technique

## 6. Ride Dynamics Design Simulation Tools

- Definitions
- Mathematical Basics
- Multi-body Dynamics Concepts
- Derivation of Dynamic Equations
- Commercially Available Software
- Typical Use of Simulation Tools for Design and Production-Mod Analysis

# Analytical Vehicle Maintenance Management

Society of Automotive Engineers (SAE)

I.D.#93018

Fee \$545; SAE Mbrs. \$495

Call for Schedule and Location

To register contact the Society of Automotive Engineers at 724-772-7148.

This intense one-day workshop is designed for you and your staff to brainstorm on timely concepts in fleet management. You will develop efficient solutions to today's vehicle replacement challenges. After an interactive trend analysis exercise, a life cycle program concept will be reviewed and included in a vehicle

replacement program. You will participate in a workshop environment to develop a vehicle replacement strategy and matching shop/vendor repair support system. Whether a young fleet with a preventative maintenance staff/vendor support effort or an older aged fleet with an efficient shop/vendor support system is more cost effective for your company, today's economic environment requires that we focus on meeting our customer's needs. We must be flexible to adjust our resources to meet this challenge. For this to happen, our budget, purchasing, and staff resources need to be modified to attain these challenges. This one-day consolidated seminar will provide you and your staff with the format, perspective and direction to meet this timely demand. A workshop format will provide a give and take atmosphere for the exchange of information allowing participants to rethink their vehicle replacement programs and the direction one should take for profitability while meeting internal and external customer requirements.

Upon completion of this seminar, participants will be able to analyze the financial aspects of fleet needs and construct an efficient life cycle program for their fleet.

The text, Analytical Fleet Maintenance Management, plus a laboratory workbook published by SAE, is included in this workshop.

### **Benefits of Attending**

By attending this seminar, you will learn about . . .

- A vehicle life cycle cost concept and an efficient vehicle replacement process.
- Matching the shop resources of the vehicle replacement program concept with in house an/or vendor support.
- Benchmarking data to a hands-on workout of an efficient fleet life cycle-vehicle replacement - shop resource program.
- Analyzing financial fleet needs and the construction of an efficient life cycle cost and replacement program.

### **Who Should Attend**

If you are a director of public works - administrator of a municipality, county, state, or federal fleet; a private fleet distribution director; common carrier director; transit director; director of transportation, purchasing, contracts and material management areas or an officer of a company with transportation responsibilities, your time will be well spent with us at this comprehensive intensive one-day course.

### **Prerequisite**

Participants should have a minimum of three years general business experience or three years experience in the fleet management arena.

### **Seminar Content**

#### **Morning**

- Life Cycle Costing
- Vehicle Replacement Strategy and Processes
- Matching shop support systems, space, staff, budget
- Trend Analysis Programs

#### **Afternoon**

Case Study (Turning a Fleet into a Profit Center)

Effective Benchmarking

- Roundtable Discussion
- Cost Control Alternatives

### **Instructor: John E. Dolce**

John E. Dolce is an active fleet manager, consultant, author, and industrial instructor, working with public and private fleets in pursuit of excellence. John has 30+ years experience in various levels of fleet management, with the last 20+ years in General Management. He is a trustee and board member of several organizations and companies.

He has worked with on, off and under the road fleets up to 18,000 units. John is especially skilled at penetrating complex issues and successfully formulating, implementing and communicating corrective action activity to achieve a timely cost effective change in a competitive environment. John has helped hundreds of companies achieve strategic goals and objectives through cooperative and tactical changes in short time periods with substantial, sustained long term improvements.

John has written two texts, Fleet Management published by McGraw Hill and Analytical Vehicle Maintenance Management published by the Society of Automotive Engineers. He teaches seminars for George Washington University in Washington, DC, the University of Washington in Seattle, Washington, the National Private Truck Council and the Society of Automotive Engineers both nationally and internationally.

John has an A.A.S. in Automotive and Diesel Technology from the State University of New York, B.S. and M.A. from New York University in Industrial Management, and teaches Fleet Management in the undergraduate and graduate programs at both the City University and State University of New York.

A sought-after keynote speaker and expert witness, John is a well-respected and recognized contributor in the Transportation Industry.

## **Diesel and Truck Mechanics**

### **Diesel and Truck Mechanics**

**College of Alameda**

**555 Atlantic Avenue**

**Alameda CA 94501**

**(510) 748-2357 Business and Transportation Division**

**Fax: (510) 748-2364**

**<http://www.peralta.cc.ca.us/coa/dmech.htm>**

**Contact person - Mike Robertson**

COLLEGE OF ALAMEDA is a fully accredited community college with an investment in vocational education. College of Alameda's Diesel and Truck Mechanics Programs are designed to satisfy the high demands of industry. College of Alameda is the campus of choice for heavy-duty mechanic training. The College works with the Automotive Trades Joint Apprenticeship Committee and factory schools to produce very desirable candidates for employment in the industry. The Diesel and Truck Mechanics programs have been reviewed and are approved by the California Council on Diesel Education and Technology, California Air Resources Board, and Cummins West Training Center. We offer several areas of training that include an Associate of Science Degree in Diesel Mechanics, apprenticeship training, alternative fuel training. Our instructors are factory certified, credentialed by the University of California, degree from the California State University, ASE Certified, NAPA Certified, and Union approved.

Our programs have two main focus points: (1) to prepare students to enter the job market as mechanics or apprentices, and (2) to meet the needs of mechanics, technicians, and students who want to continue their education or who have unique needs or specific desires for example, inspectors, engineers, instructors, or trainers in these specialized fields. Instruction includes the use of hand and power tools, principles of diesel engine theory, operation, maintenance and repair of highway diesel engines and their auxiliary equipment. The programs include instruction with special test equipment used in industry.

Students are required to provide hand tools and materials necessary for each course. Upon graduation from the program, students will have to acquire an entry level set of tools.

Because of changing technology and the training requirements, well-qualified journey-level mechanics with diesel experience are desirable but have been scarce for many years. This is due to the need for continual upgrading in the trade to stay current. New emission standards and the technology advancement of the industry indicate a continuing requirement for education. The truck, bus, transportation industries, California Air Resources Board, and the California Highway Patrol express concern over the inadequate supply of good mechanics to maintain the vehicles used on our highway. New laws have been passed that require only trained personnel to legally service specific equipment, e.g., air brakes. College of Alameda is approved by industry and government to provide this training.

### **Schedule Fall 2000 - Spring 2001**

The first day of classes for Fall 2000 is Thursday, August 24, 2000

The first day of classes for Spring 2001 is Tuesday, January 16, 2001

We have full-time day and night programs to accommodate students who are working full-time. Therefore, a night student can remain on the same time schedule to complete the DMECH courses. Apprentices need to remain on the day or night program they initially sign-in on for the two-years.

The APPR course and the corresponding DMECH course are the same course. However, students have to be on the Alameda-Contra Costa County Joint Apprenticeship Committee list to register into the APPR classes. Otherwise, register into the regular DMECH course. The instruction and materials covered is the same.

Night Instruction (Mon-Thurs 5:30 p.m. to 10:00 p.m.)

#### **FALL 2000**

DMECH 011 or APPR 451

Tues & Thurs 5:30 p.m. - 8:30 p.m.

TRUCK MECHANICS CHASSIS SYSTEM I

6 units: 6 hours lecture

DMECH 011 (APPR 451) and DMECH 020A are recommended taken together. DMECH 020A supports the critical skill performance objectives of DMECH 011 (APPR451).

Operation, service, maintenance and problem solving of heavy-duty truck chassis systems covering clutches, transmission, rear axles, front-end alignment, using Internet and factory based computerized research materials. Course uses factory supported resource materials to attain on the job skill performance objectives.

DMECH 020A

Mon & Wed 5:30 p.m. - 10:00 p.m.

Tues & Thurs 8:30 p.m. - 10:00 p.m.

TRUCK MECHANICS I

4 units: 12 hours lab

Corequisite: DMECH 11 (APPR 451)

DMECH 20A must be taken concurrently with the lecture course DMECH 011 (APPR 451). DMECH 20A is recommended by the Joint Apprenticeship Committee and the Air Resources Board.

Hands-on performance objective education in diagnosing, servicing, and maintaining heavy-duty truck chassis systems (clutches, transmission, rear axles, front-end alignment, Internet and factory-based computerized support programs). Factory resource materials are used in the course to attain course objectives of job skill performances.

#### **Spring 2001**

DMECH 012 or APPR 452

Tues & Thurs 5:30 p.m. - 8:30 p.m.

### TRUCK MECHANICS CHASSIS SYSTEM II

6 units: 6 hours lecture

DMECH 012 (APPR 452) and DMECH 020B are recommended taken together. DMECH 020B supports the critical skill performance objectives of DMECH 012 (APPR 452).

Operation, service, and maintenance of heavy-duty truck brake systems with emphases on critical thinking and problem solving of the air brakes systems. The second part of the course will deal with the heavy-duty electrical systems, including computer diagnostics and computer on-board networking programs. Factory resource materials are used to attain course objectives of job skill performances.

### DMECH 020B

Mon & Wed 5:30 p.m. - 10:00 p.m.

Tues & Thurs 8:30 p.m. - 10:00 p.m.

### TRUCK MECHANICS II

4 units: 12 hours lab

Corequisite: DMECH 12 (APPR 452)

DMECH 20B must be taken concurrently with the lecture course DMECH 012 (APPR 452). Course DMECH 20B fills the legal requirement to work on heavy-duty air brake systems when taken with DMECH 012 (APPR 452).

The course is a recommended course by the Joint Apprenticeship Committee and the California Department of Apprenticeship Standards.

Hands-on performance objective education to build skills in diagnosing, servicing, and maintaining heavy-duty truck brake and electrical systems. The emphasis of the course is problem solving and troubleshooting the heavy-duty brake and electrical systems. Course objectives include modifying systems to attain legal upgrades.

Day Instruction (Mon-Thurs 8:00 a.m. to 12:30 p.m.)

### FALL 2000

DMECH 014 or APPR 453

Tues & Thurs 8:00 a.m. - 10:00 a.m.

Diesel Engines I

4 units: 4 hours lecture

Study of theory and operation of truck diesel engines and related sub-systems. Also will include the newest available technology on the commercial market.

### DMECH 021A

Lec/lab Mon & Wed 8:00 a.m. - 12:30 p.m.

Lec/lab Tues & Thurs 10:00 a.m. - 12:30 p.m.

Diesel Engines Lecture/Laboratory

6 units: 2 hours lecture, 12 hours lab

Corequisite: DMECH 014 (APPR 453)

Based on theory, operation and practical application of truck diesel engines and related sub-systems. This includes: engine oil and filters, fuel system, air induction system, cooling system, fan belts, engine tune-up, water pump, fuel injectors, fuel pump and other related components.



**SPRING 2001**

DMECH 015 or APPR 454

Tues & Thurs 8:00 a.m. - 10:00 a.m.

Diesel Engines II

4 units: 4 hours lecture

Study of advanced theory and operation of truck diesel engines and related sub-systems. Also will include the newest available technology on the commercial market.

DMECH 021B

Lec/lab Mon & Wed 8:00 a.m. - 12:30 p.m.

Lec/lab Tues & Thurs 10:00 a.m. - 12:30 p.m.

Diesel Engines Lecture/Laboratory

6 units: 2 hours lecture, 12 hours lab

Corequisite: DMECH 015 (APPR 454)

Based on theory, operation and practical application of truck diesel engines and related sub-systems. This includes: cylinder head, pistons and liners, main bearings, turbo/blower, Cummins accessory drive, cam timing, and engine troubleshooting.

# **Vehicle Maintenance Management Course 1803**

**George Washington University**

**Washington, DC**

**CEUs: 0.72 1 Day**

**(202) 496-6236**

**email: [caroline@admin.dup.gwu.edu](mailto:caroline@admin.dup.gwu.edu)**

**Contact person - Caroline James**

**Course available by contract only.**

Learn practical and logical methods for shop management and corporate vehicle maintenance operations.

This course focuses on practical and logical solutions to the problems of fleet maintenance management, emphasizing improved productivity, quality, and profitability. It examines the entire range of vehicle maintenance responsibilities, including budgeting, staffing, productivity, work scheduling, work standards, and managing scheduled and unscheduled maintenance. Additionally, many participants have realized 5% savings in their yearly budgets by applying the concepts learned in this course.

**How You Will Benefit**

- Tighten your control over budgets
- Improve service and productivity
- Reduce costs two to five percent annually

**Who Should Attend**

- Fleet managers, public works directors, equipment superintendents, shift foremen, lead mechanics, vehicle maintenance supervisors, purchasing and contract agents.
- Corporate officers and others responsible for general fleet management.
- There is no prerequisite for this course; however, you should have a minimum of five years fleet management or general management experience for this program.

**What You Will Learn**

- **Shop management**
  - Work scheduling
  - Work space
  - Work standards
  - Staffing
  - Productivity control
  - Scheduled maintenance
  - Preventive maintenance programs
  - Driver write-ups
  - Planned component replacement
  - Parts and supplies
- **Corporate fleet management**
  - Budget preparation
  - Automated versus manual information systems
  - Unscheduled maintenance
  - Breakdowns
  - Road calls
  - Repeat repair
  - Premature failures
- **Case study and problem solving**

Instructor: John E. Dolce

Text: Fleet Management, 3rd Edition, by John Dolce (McGraw-Hill, 1998)

## Videos

### *English*

## Department of Transportation

Federal Motor Carrier Safety Administration

Vehicle and Operations Division (HCS-10)

400 Seventh Street, SW

Washington, DC 20590

202-366-4001

[www.fmcsa.dot.gov/safetyprogs/brakesaft.htm](http://www.fmcsa.dot.gov/safetyprogs/brakesaft.htm)

**Antilock Braking Systems: Technician Guidelines for ABS**

Videotape: Approximately 23 minutes running time.      **FREE**

**Antilock Braking Systems: What Every Truck Driver Should Know**

Videotape: Approximately 11 minutes running time.      **FREE**

**Long Island Productions, Inc.**  
**106 Capitola Drive**  
**Durham, NC 27713**  
**1-800-390-8283**  
**Fax: (919) 544-5800**  
**www.longislandproductions.com**  
**mail@longislandproductions.com**  
**Point of Contact - Donita Howard**

**Acid Battery & Jump Starting**

Video #343, 13 min., 1994, LIP, **\$99.95**

Lead acid batteries can be dangerous if not handled with caution:

- Battery construction and function
- Associated hazards and PPE
- Hydrometer & load tests
- Conventional vs. no maintenance batteries
- Safety rules for battery charging
- Safe jump-starting procedures

**Auto Shop Safety**

Video #517, 22 min., 1996, Meridian, **\$99.95**

Educate your employees about the importance of following safety rules:

- Safe auto lifting procedures
- Storage & care of tools
- Fire hazards: combustibles, electrical, explosives
- Asphyxiation; chemical burn; electrical shock
- Industry-specific safety tips

**Hand & Power Tool Safety for Auto Mechanics**

Video #344, 18 min., 1994, LIP, **\$99.95**

Encourage personal responsibility for safety and professional tool use. Includes PPE and:

- Electrical safety: double insulation, grounding, damaged cords, water safety
- Drills, bench grinders, cheater bar prohibition
- Torquing: calibration, torquing lug nuts

**Hand & Power Tool Safety for the Fleet Shop**

Video #833, 16 min., 1997, LIP, **ONLY \$49.95**

This thorough video covers:

- Common injuries due to the use of the wrong tool
- Four basic rules for hand tool safety
- Portable power tools, and demonstrations of hazards when modified or misused
- Basic safety rules & special hazards for power tools
- Inspection & repair procedures

**Fleet Maintenance Safety**

Video #335, 16 min., 1994, LIP, **\$99.95**

Review basic & industry specific safety tips such as:

- Proper attire and PPE
- Avoid back injuries and falls

- Tools: inspection, replacement, care & use
- Electric hazards and protection

### **Right-to-Know Auto Service**

Video #880, 21 min., 1998, MARCOM, **\$199.95** (Spanish #S880)

CD Rom #R880, \$499.95; #R101, CD Rom Demo

Comply with OSHA 1910.1200:

- MSDS, container labels and company hazardous communications programs
- Groups/classes of hazardous materials
- Technical terms & definitions
- Proper storage & handling conditions

### **Servicing/Installing Multi-Piece Wheel Assemblies**

Video #363, 17 min., 1995, LIP, **\$99.95**

This thorough video complies with 1910.177. Demonstrates proper servicing and safety rules for deflation, removal, inspection, remount & reinflation.

### **Shop Safety**

Video #831, 17 min., 1997, Buckley, **\$99.95**

Comply with OSHA requirements & develop a facility safety inspection checklist, including: good housekeeping procedures; fire control & prevention; electrical hazard inspections; health & sanitation procedures; safe work practices.

### **Shop Safety—Welding**

Video #834, 20 min., 1997, Buckley, **\$99.95**

Motivate employees to control hazards:

- Toxic fumes & forced ventilation
- Control of fire hazards
- Proper use of welding equipment
- Storage & use of cylinders; required PPE & clothing

### **Working Around Trucks**

Video #832, 17 min., 1997, Buckley, **\$99.95**

Prevent severe injury & substantial property damage. Covers: proper PPE & dress; hoists, cranes & jacks; working safely with tires; selection & use of ladders; lock-out/tag-out procedures; grounding, bonding, spill prevention of flammables.

*Spanish*

**Long Island Productions, Inc.**  
**106 Capitola Drive**  
**Durham, NC 27713**  
**1-800-390-8283**  
**Fax: (919) 544-5800**  
**www.longislandproductions.com**  
**mail@longislandproductions.com**  
**Point of Contact - Donita Howard**

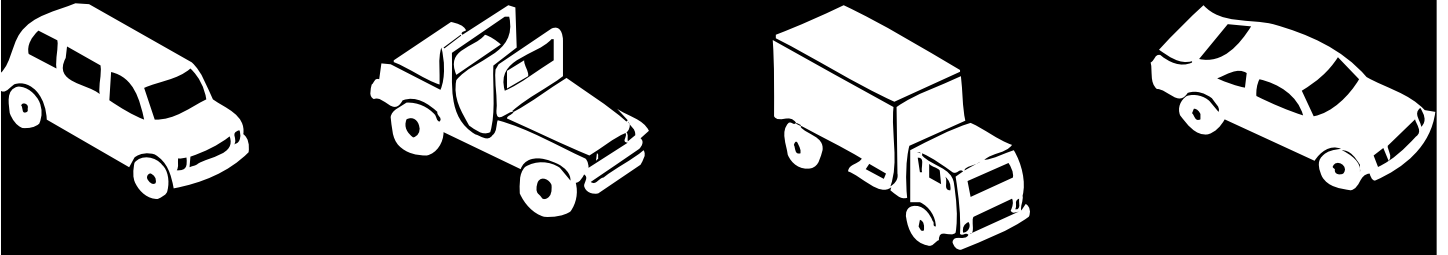
**Right-to-Know Auto Service**

Video #880, 21 min., 1998, MARCOM, \$199.95 (Spanish #S880)

CD Rom #R880, \$499.95; #R101, CD Rom Demo

Comply with OSHA 1910.1200:

- MSDS, container labels and company hazardous communications programs
- Groups/classes of hazardous materials
- Technical terms & definitions
- Proper storage & handling conditions



# Certification and Degree Programs

# Certification Programs

## Auto Body and Fender Technology

### Two-Year Certificate of Completion Program

Lane Community College  
4000 East 30th Avenue  
Eugene, OR 97405  
(541) 747-4501  
www.lanecc.edu

#### Offered by the Mechanical Technologies Department

The Auto Body and Fender Technology program is an occupational preparatory two-year associate of applied science degree and/or two-year certificate of completion program.

Students learn to use the latest procedures in paint technology and body repairs using state-of-the-art equipment and materials including HVLP spraying equipment, chart laser measuring systems, and I-Car training. Over 9,000 square feet of floor area are included in the lecture/lab area for automotive collision and refinishing.

Employment opportunities - are available in new car dealerships, independent body and paint shops, heavy-duty truck shops, or jobbers selling auto collision or paint materials. Employment of auto collision and paint repairers is expected to increase faster than the average for all occupations through the year 2000. Beginning pay averages from \$7 to \$10 per hour.

A high school diploma or equivalent is recommended for all applicants to this program.

Costs - In addition to tuition, required estimated costs include:

Auto Collision - books \$95; tools \$450; lab fee \$5 (per credit).

Auto Paint - books \$45; tools \$625; lab fee \$5 (per credit).

For costs in other classes (i.e. course fees, books, etc.), refer to the appropriate department and/or current class schedule.

Restricted facilities limit the number of students admitted to this program. Students are selected on a first-come, first-served basis by date of application to this program.

**Cooperative Education (co-op)** - Under the supervision of the coordinator and with instructor consent, a maximum of 18 co-op credits may be earned in lieu of required Auto Body & Fender course credits. Cooperative education offers students college credit and a grade for on-the-job work experience related to their educational and career goals. Through co-op a student can integrate theory and practice, develop skills, expand career integrate knowledge, and make contacts for the future. For every 36 hours of work at a co-op work site a student may earn one credit. Work schedules and work sites vary.

Note: Recommended courses prior to entering major core courses-Effective Learning, Basic Mathematics Applications, Industrial Safety, and Communication Skills

## Two-Year Certificate of Completion

### *First Year*

Fall

6 credits -- Beginning Auto Paint AB 132 (formerly 3.232) D,G

6 credits -- Paint and Collision AB 134 (formerly 3.234) D,G

3 credits -- Effective Learning EL 115 A

3 credits -- Industrial Safety HE 125 P or

First Aid HE 252 P or equivalent

Total Credits...18

Winter

6 credits -- Beginning Auto Paint AB 132 (formerly 3.232) D,G

6 credits -- Paint and Collision AB 134 (formerly 3.234) D,G

2 credits -- Color Theory for Auto Refinishing 3.986 G,D

4 credits -- Applied Geometry for Technicians Mth 076 \*,D,G,M or equivalent R

Total Credits...18

Spring

6 credits -- Beginning Auto Collision AB 133 (formerly 3.233) D,G

6 credits -- Paint and Collision AB 134 (formerly 3.234) D,G

Total Credits...12

### *Second Year*

Fall

6 credits -- Beginning Auto Collision AB 133 (formerly 3.233) D,G

6 credits -- Intermediate Auto Collision AB 261 (formerly 3.261) \*,D,G

3 credits -- Communication Skills 1.100 W or equivalent

Total Credits...15

Winter

3 credits -- Intermediate Auto Paint AB 260 (formerly 3.260) \*,D,G

9 credits -- Intermediate Auto Collision AB 261 (formerly 3.261) \*,D,G

Total Credits...12

Spring

12 credits -- Intermediate Auto Paint AB 260 (formerly 3.260) \*,D,G 3 credits -- Social Science/Human Relations requirement R

Total Credits...15

Note: Recommended courses prior to entering major core courses-Effective Learning, Basic Mathematics Applications, Industrial Safety, and Communication Skills



**Standard footnotes:**

\*Prerequisite required

A Meets Arts/Letters requirement

B Must be passed with grade of B or better to use as a prerequisite

D Certificate requirement; must be passed with grade of C or better

G Must be taken for a grade, not P/NP; major requirement

H Meets Human Relations/Social Science requirement

M Meets Mathematics requirement

P Meets PE/Health requirement

S Meets Science/Math/Computer Science requirement

W Meets Written Communications or English Composition requirement

# Automotive Service Technology

Emissions Technician Certification

Weber State University

Ogden, Utah 84408

(801) 626-6000

[www.weber.edu](http://www.weber.edu)

**Advisor: Richard K. DeMoss 801-626-6318**

A certification for technicians who wish to do repairs on failed EI/M vehicles.

## Course Requirements for Certification

### Automotive Service Courses Required (18 credit hours)

- AutoSv 1321 Specialized Electricity (2)
- AutoSv 1322 Specialized Electronics (2)
- AutoSv 2021 Fuel Injection Systems (2)
- AutoSv 2022 Emission Control Systems (2)
- AutoSv 2122 Electrical Systems II (2)
- AutoSv 2220 Diagnosis & Tune-Up (4)
- AutoSv 2811 Experimental Course OBD II Diagnosis (2)
- AutoSv 2812 Experimental Course Underload Testing (2)

Course descriptions are on page 248

# Certified Automotive Fleet Manager Program

National Association of Fleet Administrators, Inc.

100 Wood Avenue South - Suite 310

Iselin, NJ 08830

(732) 494-8100

Fax: (732) 494-6789

email: [info@nafa.org](mailto:info@nafa.org)

[www.nafa.org](http://www.nafa.org)

Point of Contact: Education Assistant

email: [kwest@nafa.org](mailto:kwest@nafa.org)

## Cost:

Registration: **\$145** Member, **\$300** non-Member

Reference Readings: **\$100** Member, **\$180** non-Member

Study Guide: **\$100** Member, **\$180** non-member

Textbooks: total list price around **\$360**.

Exam Fee: **\$150** Member, **\$275** Non-Member

Note: reference readings, study guide, and text books may be shared by students to reduce costs. Only registration and exam fees are mandatory.

## Location/Dates:

Self-study at student's own location or in local study groups.

Examinations are held in April and October, near student's location.

## Program Guidelines

### The CAFM Certification Program

The Certified Automotive Fleet Manager (CAFM) Program consists of an eight-subject curriculum sponsored by the National Association of Fleet Administrators, Inc. The program offers the opportunity to earn the professional designation CAFM.

The Program has two purposes:

1. To foster professional education through a curriculum that features the important elements of effective automotive fleet management; and
2. To identify people with exceptional knowledge of the practices and principles necessary for effective management of an automotive fleet.

This certification program is designed to benefit individuals having responsibilities in the field of automotive fleet management. It was developed in accordance with views expressed by NAFA Members in surveys and in communications with the Association's officers and trustees. This program emphasizes education to expand an individual's professional management skills as well as formal recognition for successful completion of the program. The need for such professional education and certification is clear from the growing importance of effective and efficient fleet management to the operation of corporate, utility, and government operations. Individuals who successfully complete the CAFM program will increase their knowledge of the underlying concepts of fleet management and, at the same time, earn the use of the professional designation Certified Automotive Fleet Manager (CAFM).

The National Association of Fleet Administrators is responsible for the content, standards, and administration of the Program. NAFA is a not-for-profit professional association founded in 1957 to meet the professional needs of managers of automotive fleets. The Association includes more than 2,700 fleet-manager Members and 1,000 Affiliates. Members manage approximately 2.7 million vehicles in the United States and Canada. This certification program is one of many activities sponsored by the National Association of Fleet Administrators, Inc. to assist fleet managers in their professional development. The Association also sponsors educational seminars, an annual Fleet Management Institute, publication of a professional magazine and a newsletter, and conducts frequent state-of-the-profession surveys, among other services.

### **Program Content**

Intensive and directed toward the serious student of fleet management, the Certified Automotive Fleet Manager Program focuses specifically on principles and practices related to supervision of a vehicle fleet. Although some general management information is covered, the program features the fleet-related aspects of eight subjects.

The CAFM Program concentrates on eight study areas of fleet management:

1. Vehicle Acquisition and Marketing
2. Management Principles
3. Computerization
4. Law
5. Insurance
6. Safety
7. Finance and Accounting
8. Vehicle Technology and Maintenance

Individuals with considerable experience in fleet management may already possess substantial knowledge of some subjects in the CAFM Program curriculum; those with less experience will probably require substantial study and review of all subject areas. This certification program is intended to identify individuals with exceptional knowledge of fleet management principles and practice; it is anticipated, therefore, that nearly all participants will need self-directed study before applying for the examination.

### **Eligibility**

To be eligible for participation in the Certified Automotive Fleet Manager Program, an individual must have been employed for at least two years as the hired or contracted manager/administrator, assistant to a manager, or assistant manager/administrator of an automotive fleet for a private company, government entity or utility. In addition, the individual must subscribe to the following aims and purposes of the Certified Automotive Fleet Manager Program:

- To encourage and promote efficient motor vehicle fleet operation
- To promote education for establishing the importance to industry, government, licensing and taxing authorities, and the general public of efficiently and safely operated fleets
- To promote the interests of owners and operators of fleets and of the motoring public
- To encourage continuing expertise and knowledge of automotive fleet management.

### **Registration Procedures**

An eligible individual may participate in the Certified Automotive Fleet Manager Program by submitting the application with the appropriate fee.

Application and payment of the application fee will entitle the individual to be listed as a participant in the CAFM program records. For a period of three years from the date of application, NAFA will consider the individual to be an "active participant." If, at the end of the three-year period, an individual has not completed the examination, his or her name will be dropped from the program.

## STUDY ASSISTANCE

### Course Materials

The following materials are available to assist the participant in studying for the CAFM examination.

#### Please Note:

There are separate versions of course materials for U.S. and Canadian participants due to the significant differences in some aspects of law and regulation between the two countries. Therefore, participants should specify either the U.S. or Canadian version when enrolling in the program.

The only required fees or purchases for certification are the Program Application Fee and the Examination Fees. It is not required to purchase any other materials from the Program, if the participant has other access to appropriate study materials.

**Study Guide.** A convenient, three-ring binder for easy use and quick access to information, this valuable workbook provides a recommended program of study for each subject. With a separate section for each of the eight subjects, the guide raises questions for which the student should seek an answer. Adjacent to each question is a reference to a source where the answer can be found—including the page number. The participant is encouraged to review the source reference, then outline the answer to the question in the space provided. The Study Guide also provides some sample questions and answers. The Study Guide may be purchased from NAFA. Highly recommended.

**Reference Readings.** For the convenience of CAFM participants, NAFA has compiled a wide selection of professional reference readings that might otherwise be difficult for a student to locate. These readings are part of the material on which the Study Guide is based and which will be covered in the examination. The compilation contains reprints of articles from professional publications, selected chapters from textbooks which are out of print or expensive to obtain, and some unpublished manuscripts. This book is also presented in a convenient, three-ring binder, with a separate section for each of the eight subjects covered by the certification program. The Reference Readings may be purchased from NAFA. Highly recommended.

**Textbook Readings.** This compilation provides excerpts from the textbooks for the following subjects: management principles; law; insurance; safety; finance and accounting, and; vehicle technology and maintenance. The Textbook Readings does not include information for the Computerization module (see information under textbook heading below). Also, the Textbook Readings does not include any material for the Vehicle Acquisition module since none is required. All information for this module can be found in the Reference Readings. This collection may be purchased from NAFA. Highly recommended.

**Computerization Textbook.** It is recommended that participants obtain the professionally published textbook, "Computers: Tools for An Information Age, Fifth Edition" by H. L. Capron (ISBN 0-201-35202-8; published by Addison-Wesley, 1997). An interactive student CD ROM is included with the purchase of this textbook, which may be ordered through the publisher or through NAFA. Highly recommended.

Please note that to provide the most current information to the CAFM participants, NAFA must update the CAFM materials periodically; however, you are **only responsible for the material available at the time you enrolled in the CAFM program**. When you are prepared to take the CAFM examination you will be tested on that material, even if revisions have been made since you became a CAFM participant. Also, you are not responsible for all of the material covered in the recommended textbooks, **only those areas that are specified in the program curriculum**. **Seminars.** NAFA offers the Fleet Management Seminar to help CAFM participants begin their in-depth study for the CAFM Examination. Held several times a years in various locations across the United States, the seminar covers basics of fleet management. Contact NAFA for scheduled dates, locations, and fees.

**Video Tutors.** Video tutors are available for rent or purchase from NAFA. Tapes cover two subject areas in the CAFM Program in a clear and easy to follow manner. Video Tutors available are **Introduction to Accounting and**

**Fleet Management Law.** Contact NAFA for details on how to rent or purchase these tapes.

**Study Groups.** NAFA Chapters across the United States and Canada organize study groups to prepare for the CAFM examination. Contact NAFA for information about a study group in your area.

## Examination Content

The CAFM examination consists of eight objective examinations and a "take-home" case study. A participant must first pass the objective examination for each of the eight subjects with a passing grade. Then, he or she is eligible to take the case study.

The objective portion of each of the eight subject examinations consists of 24 - 30 multiple-choice questions pertaining to that subject (the format of the questions is similar to the sample tests found in the Study Guide). Subjects in the objective section of the examination series include: Computerization; Finance and Accounting; Insurance; Law; Management Principles; Safety; Vehicle Acquisition and Marketing; and Vehicle Technology and Maintenance. Also, a CAFM participant may take between one and eight subjects on any given examination date. ***Candidates should expect to spend approximately twelve weeks preparing for the entire objective portion of the examination.***

Upon successful completion of the full objective examination, the CAFM participant is then eligible to take the case study related to fleet management problems. The essay-like case study is completed at home or office and returned to NAFA, usually within six weeks, for grading. ***Candidates should expect to spend about 40 hours to complete the case study.***

## Examination Procedures

Notification of each examination date and location will be mailed to all individuals who are currently enrolled in the CAFM program. Presently, the CAFM examination series is offered twice a year: in the spring and again in the fall. In the spring, the examination series may be arranged on an individual basis in a local area or an individual may take it preceding NAFA's Fleet Management Institute. In the fall (usually in October), the examination series is arranged only on an individual basis in local areas. Individuals who wish to sit for the examination must complete the examination application and send it with the specified fee by the deadline stated. When the application has been processed, the individual will be sent a "Letter of Admission" which must be presented at the examination site. The examination fee is based on each day scheduled, regardless of the number of subjects taken.

Because the examination series is given nationally, there can be no deviation from the scheduled day and hour established. If a candidate is unable to sit for an examination and NAFA is notified in writing at least seven days in advance, a \$25 administrative fee will be deducted from the prepaid fee and the balance will be refunded. ***A candidate who does not appear for the examination and has not notified NAFA in writing at least seven days in advance will forfeit the examination application fee.***

NAFA will make every reasonable effort to assure that the examinations are conducted as scheduled and in accordance with examination procedures. If it is impractical to conduct an examination at the scheduled time or if a problem should arise in connection with the examination through no fault of the student, NAFA liability shall be limited to a refund of examination fee paid for that examination date.

There is a confidential relationship between the participant and the Certified Automotive Fleet Manager Program. Because of the professional nature of the program, grades are reported to the participant on a pass/no pass basis. Examination scores will be maintained in a secure manner with access limited to program administrators.

## **Retesting**

Candidates who do not pass the examination will be told which subjects were not passed. Upon payment of additional test fees, retests may be scheduled on future CAFM examination dates during the three-year participation period. If the participant has not passed the CAFM examination during the three-year participation period, he or she must pay the appropriate fee to enroll in the program again.

## **Recertification**

Certification is valid for five years from the date of initial certification. CAFM professionals then must recertify to demonstrate continued education in an effort to remain aware of the changes and practices in the profession of fleet management. Recertification is based on information supplied by the Certified Automotive Fleet Manager attesting to accumulation of 20 professional points over the five year period after an individual is first certified. Upon graduation from the Program, the new CAFM is sent Recertification Guidelines to assist record keeping of activities that earn points toward recertification.

NAFA will mail all program information to active participants, using the address supplied by the individual. Each participant acknowledges an obligation to advise NAFA and the CAFM program of any changes of address.

## **What are the benefits for my employer?**

Many employers are eager to support a professional education program and encourage participation. And for good reasons. If you participate in the CAFM program, you will gain valuable professional education on vital subjects such as:

- Evaluating options for purchasing or leasing vehicles
- Developing the most appropriate selector list for your employer
- Legal issues of special concern to fleet operations
- Options for insurance, self-insurance, and claims handling
- Starting and continuing an effective, safe driving program
- Understanding essential finance and accounting principles
- Evaluating repair costs and patterns
- Trends in used-vehicle sales
- Calculating your optimal vehicle replacement

**Your employer will reap the benefits from your new knowledge—and all at a very modest expense.**

### **Take the CAFM Challenge and discover your strengths**

- How are open-end lease costs determined?
- How is end-user computing managed?
- What are some common mass storage devices?
- What are the characteristics of manual and computer record systems?
- What constitutes illegality?
- What constitutes acceptance of an offer?
- What are the elements of product liability law?
- What are the special characteristics of insurance contracts?
- What are the duties of the insured after a loss?
- How is a safety program established? Administered?
- What are plant assets and how are they recorded?
- What is depreciation and what are its tax implications?

- What are the fundamentals of gasoline injection?
- Why are superchargers and turbochargers used?

From vehicle technology and maintenance to legal issues and management situations, the CAFM program covers all aspects of fleet management. Enroll in the CAFM program and discover how you can strengthen your skills, increase your knowledge, and get the recognition you deserve.

**Please Note:** Liability of NAFA for the program and all matters pertaining or relating to it is limited to a refund of fees paid to NAFA by the applicant. Enclosed in this information bulletin are the current CAFM program fees.

## Natural Gas Fueling Infrastructure Education & Certification Course

NGV Institute  
3802 Ruskin Street  
Las Vegas, NV 89117  
(702) 254-4180  
Fax: (702) 254-4630

October 30-November 2, 2000 in Las Vegas, NV

For further information contact Leo Thomason, Executive Director or visit their website at [www.ngvi.com](http://www.ngvi.com)

This intensive, four-day program is for public and private sector professionals who need to learn the most up-to-date engineering methods and practices for designing, permitting, constructing, operating and maintaining natural gas fueling stations that are safe, cost-effective and meet code requirements and customer needs. The curriculum is designed specifically to meet the needs of design, specifying, operating and maintenance engineers, construction specialists, equipment vendors, permitting firms, code officials, fire marshals and NGV fleet operators.

Participants who successfully complete this course (and pass a certification exam) receive a certificate. Curriculum modules include:

- Fueling Family Options
- Natural Gas Fundamentals
- Gas Conditioning Issues
- Gas Compressors
- Natural Gas Vs. Electric Drives
- CNG Dispensing System Operation
- CNG Storage Options
- Station Control Systems
- Station Sizing
- Station Design Case Studies
- Reference Materials
- The Design, Permit, and Construction Process
- How to design CNG Stations That Meet National Standards
- Summary Economic Evaluation
- What Permits are Necessary and How to Acquire Them

- Equipment, Material Specification and Purchase
- How to Develop Construction Specifications, Solicit Bids and Award Construction Contracts
- What to Include in the Operation & Maintenance Plan
- How to Conduct a Safety Inspection & Schedule Corrective Work
- Business Plan Modification
- Waste Handling and Disposal
- Elements of a HAZOP Plan
- CNG Safety Statistics and Accident Data

## **North American Transportation Management Institute (NATMI)**

**NATMI**

**2200 Mill Road**

**Alexandria, VA 22314**

**(703) 838-7952**

**Fax: (703) 683-9752**

**[www.truckline.com/cc/natmi](http://www.truckline.com/cc/natmi)**

The North American Transportation Management Institute, under the management of the American Trucking Associations, provides the only nationally-recognized, university-accredited certification program for fleet safety, maintenance and driver training professionals. NATMI works in conjunction with Indiana University of Pennsylvania to provide courses and professional certification. NATMI offers the following certification credentials:

- Certified Driver Trainer (CDT)
- Certified Director of Maintenance/Equipment (CDM/E)
- Certified Director of Safety (CDS)
- Certified Safety Supervisor (CSS)
- Supervisor of Maintenance/Equipment (CSM/E)

### **Certification Courses**

As part of its requirements for certification, NATMI offers several courses in safety and maintenance management in various locations throughout the year. The following courses are offered:

- Motor Fleet Safety Basics: Training for the safety supervisor
- Managing Motor Fleet Safety Programs: Training for the safety director
- Maintenance Management
- Advanced Maintenance Management
- Motor Fleet Trainer
- Accident Investigation
- Advanced Accident Investigation

### **Why Become Certified?**

Certification is a means of attaining career advancement and achieving personal growth and development in your career. In addition, managers:

- Improve their overall performance,
- Gain recognition in the motor fleet industry,
- Gain access to the latest cost-cutting information,
- Establish a professional reputation for themselves.



### Regulatory Compliance Training

In addition to the training designed for its certification programs, NATMI offers the following courses:

- Safety and Compliance series (3 days):
- DOT Compliance and Safety Management (1.5 days)
- Hours of Service, Driver Logs and Driver Fatigue (1 day)
- Alcohol and Controlled Substances Training (.5 days)
- Hazardous Materials Training (3 days)
- Safety by Cooperative Partnership Education (SCOPE) ATA/DOT partnership program (1-day)

For the Fall 2000 course schedule, contact NATMI at (703) 838-7952 or visit the website at [www.truckline.com/cc/natmi](http://www.truckline.com/cc/natmi).

### Course Registration

NATMI will NOT guarantee any reservation without receipt of payment prior to the start of the course. You may guarantee your reservation by providing a completed registration form with a credit card number and expiration date or a check. Only NATMI members may be billed for a course.

### Seminar Hours and Format

Most seminars begin promptly at 8:00 a.m. and conclude at approximately 4:30 p.m. Please check individual confirmation letters for any changes in times or locations.

<b>3-Day Courses</b>	<b>Member</b>	<b>Non-Member</b>
Accident Investigation	\$480	\$580
Motor Fleet Trainer	\$450	\$550
Maintenance Management	\$450	\$550
Advanced Maintenance Management	\$450	\$550
Hazardous Materials Training (all 3 days)	\$410	\$495
Safety & DOT Compliance Series (all 3 days)	\$410	\$495
<b>2-Day Courses</b>		
Motor Fleet Safety Basics	\$450	\$550
Testing option*	\$350	\$450
Managing Motor Fleet Safety Programs	\$450	\$550
Advanced Accident Investigation	\$450	\$550
Hazardous Materials Training (Days 1 & 2)	\$275	\$335
Safety & DOT Compliance (1.5 Days)	\$195	\$235
*Certification applicants have the option to test out of this course		
<b>1-Day Courses</b>		
SCOPE DOT/ATA partnership program	\$150	\$170
Hours of Service, Driver Logs and Fatigue	\$150	\$170
Drug & Alcohol Mandatory Training (.5 days)	\$ 75	\$ 95

**Registration Form**

NATMI  
2200 Mill Road  
Alexandria, VA 22314  
Phone: (703) 838-7952  
Fax: (703) 683-9752  
Or register on-line at [www.truckline.com/cc/natmi](http://www.truckline.com/cc/natmi)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Course(s)/Location/Date: \_\_\_\_\_  
\_\_\_\_\_

Course Discounts (if applicable):

- Early Bird Registration: Take off \$30 per course day if you register 60+ days in advance and \$15 per course day if you register 30-59 days in advance.
- Additional Attendees: Each additional person from the same company can take off \$15 per course day plus any applicable early bird discounts. The first person from a company must pay the full or Early-Bird price.

Early Bird (choose the appropriate discount based on registration date):

60+ Day Early Bird: Number of course days \_\_\_ X \$30 = \$\_\_\_\_\_

30-59 Day Early Bird: Number of course days \_\_\_ X \$15 = \$\_\_\_\_\_

Additional Attendee (First person from company pays full or Early Bird price):

Number of Course days \_\_\_ X \$15 = \$\_\_\_\_\_ Total Discount = \$\_\_\_\_\_

Payment:

Check      Visa      MasterCard      Amex.

\_\_\_\_\_

Card Number      Exp. Date

Signature \_\_\_\_\_

Rate:      Member      Non-member

Total: \$\_\_\_\_\_

# Motor Fleet Safety Basics: Training for the Safety Supervisor

## Course Benefits

After this course, participants will be able to:

1. Recognize the role of the safety supervisor in implementing quality fleet safety programs.
2. Implement record keeping systems to meet DOT and OSHA regulatory requirements.
3. Conduct basic on-site accident investigations and compile accident reports.
4. Implement procedures to prevent employee injury and control workers' compensation claims.
5. Apply strategies to hire successfully.
6. Recognize driver retention problems and identify and implement strategies to improve retention.
7. Identify safety-related training needs and assess available resources to deliver effective safety training programs.
8. Describe the benefits and requirements for becoming a NATMI certified safety professional.

## Course Description:

This "Fleet Safety 101" program is designed to provide training on effective implementation of safety-related policies and procedures. A training requirement for NATMI's safety certification program, this course is designed for line-level safety supervisors, with the basic emphasis on what they need to do and when and how to do it. Managers of small fleets and experienced safety professionals seeking a refresher on technical issues will find this course helpful as well.

You'll gain technical knowledge taught within the context of the importance of safety and applying a quality management approach to safety program implementation. Some pre-reading is also required. The following topics will be covered:

- Objectives of a fleet safety program
- Overview of NATMI certification for safety professionals
- DOT/OSHA Recordkeeping issues and requirements
- Reporting and documenting vehicle accidents
- Employee injury control and prevention
- Hiring the right people
- Driver retention
- Safety training
- Implementing safety in your company

Testing Option: Individuals seeking certification as a Certified Safety Supervisor (CSS) or Certified Director of Safety (CDS) can opt to test out of this basic course. NATMI will provide further details if you wish to take this option.

# Managing Motor Fleet Safety Programs: Training for the Safety Director

## Course Benefits of Managing Motor Fleet Safety Programs:

After this course, participants will be able to:

1. Establish safety policy and procedures.
2. Apply quality management principles and tools to safety management.

3. Develop measurement standards and control systems for fleet safety.
4. Analyze company records to quantify the Return on Investment of safety programs.
5. Evaluate critical data in each technical program area covered in this course.
6. Make recommendations to establish and continuously improve safety programs.
7. Act as an advocate for safety in their company.
8. Create a company safety culture and "sell" upper management on the safety philosophy.

### **Course Description:**

This course is designed to provide transportation safety directors and prospective safety directors with the vision and skills that they need to manage an effective safety program. Participants will be playing the role of a newly-hired safety director at a company in need of a safety overhaul. Through case-based scenarios, learn how to "sell" safety to top management, foster a safety "culture" in the organization, demonstrate safety's Return on Investment, and consistently improve the safety of company operations using quality management approaches. The following topics will be covered:

- How to become a Certified Director of Safety (CDS)
- Safety is good business – demonstrating the effect of safe operation on profitability.
- The quality management approach to safety programs: how to identify the root cause of company safety problems and establish systems for continuous improvement.
- Employee injury/illness management programs: focusing on critical safe behaviors to prevent or reduce injuries; managing injury costs through early return to work programs.
- Driver performance management: using quality tools to identify the root causes of Hours of Service violations and to analyze driver turnover.
- Accident analysis and litigation: root cause analysis of accident trends; a case study in accident litigation.
- Implementing safety: how to implement the concepts introduced in this course in your own company.

## **Accident Investigation**

### **Course Benefits:**

1. Interpret information from a thorough investigation;
2. Establish policies and procedures protecting the company from liability, personnel and public relations issues;
3. Improve communications skills used for interviewing;
4. Recognize the causes of accidents and develop effective training to address those issues;
5. Learn to recognize important information and record it;
6. Evaluate damage to vehicles and objects involved in crashes;
7. Accurately review reports from law enforcement and insurance agencies for liability issues;
8. Learn how to take usable photographs of accident sites;
9. Learn to determine speed from on- and off-road tire marks;
10. Gain the technical ability and confidence to investigate accidents through education and experience.

### **Course Description**

This course enables supervisors to control costs through a complete and thorough vehicle accident investigation. Students develop skills in loss prevention, data collection and analysis. Students will discuss and review practical examples and then participate in a field exercise that brings it all together. The following topics are covered:

- Accident Management - Why investigate accidents; setting policy and procedures to be followed within the

organization; driver conduct and actions at the scene; and the supervisor's role.

- Cause and Chain of Events of Accidents - When and where did the accident begin; the multiple causes of accidents and driving tactics.
- The Role of Photography in Documentation - The types of cameras, procedures for gathering useful photographs through camera angles, discussion of perspective problems and nighttime photography.
- Roadway Evidence - Skidmarks, metal scars, and damage to objects along the path of the vehicles and how they assist in determination of speeds and directions.
- Vehicle Damage - Contact, induced and other damage which are present and how to determine what may have caused each.
- Determining Speeds - How to determine the speed of vehicle from tire marks, critical speeds of curves, combined speeds, skip and gap skids, drag factors of roadways and other surfaces, and test skid procedures. Also covered is how all of these are related to commercial vehicles.
- Recording Information - The gathering of measurements and field sketches which will be used as part of the investigative process.

## Advanced Accident Investigation

### Course Benefits:

1. Understand reconstructive principles involved in accident investigations;
2. Recognize and evaluate damage to vehicle lamps and make preliminary determinations on whether they were on or off at impact;
3. Develop an understanding of vehicle and occupant dynamics during crashes;
4. Recognize the principles of kinetic energy and momentum in accident investigation issues;
5. Understand the relationship of time, distance and reaction times;
6. Address issues which affect heavy vehicles in acceleration and deceleration and their rates and factors;
7. Use a perspective grid photograph to make measurements;
8. Understand the litigation process leading to testifying in legal cases;
9. Evaluate tire damage to determine if they are a cause of the accident; and make preliminary determinations of whether the tire became deflated before, during or after the crash; and
10. Develop and ability to complete a series of mathematical formulas to make advanced speed determinations.

### Course Description:

This course is a continuation of the basic Accident Investigation course, which stresses problem solving with field exercises and case studies. The topics discussed in Advanced Accident Investigation include advanced reconstruction techniques, further procedures for analyzing evidence through tire and lamp investigation, grid photography and litigation. In addition, students are provided the data necessary to perform calculations followed by analysis and reconstruction of actual case studies.

- Reconstruction/Part 1 - The discussion includes how and why accident reconstructions are made, principles involved and procedures used, and principles of energy and momentum.
- Accident Evidence Procedures - A review of the procedures for analyzing tires and lamps from vehicles involved in accidents.
- Perspective Grid Photography - The procedure for using photo-graphs for analyzing accidents is outlined, with practical exercises by students.
- Reconstruction/Part 2 - Covers reconstruction of speeds from skid slides, vaults, etc. The student is provided with sufficient data to perform practical calculations, followed by analysis, and projects in time/distance/acceleration relationships.
- Reconstruction of Case Studies - Project work on sample accidents under the guidance of the instructor.
- Litigation - Gathering information, selecting experts, preserving evidence, and determining court admissibility in preparation for legal action.

# Maintenance Management

## Course Benefits:

1. Learn why computers save money but don't always reduce labor costs;
2. Learn to schedule work effectively;
3. Discover the common pitfalls of computer software;
4. Develop supervision skills to motivate mechanics;
5. Find out what "ground work" needs to be done before a shop goes "on-line";
6. Learn essential preventive maintenance skills;
7. Learn how to deal with upper management effectively;
8. Find out how to train mechanics on nearly anything without spending a fortune;
9. Learn how to present effective meetings and programs; and
10. Understand the maze of state and federal rules that cover maintenance operations.

## Course Description:

The program covers topics essential to effective management and administration of motor fleet maintenance operations. Students learn how to cut costs through efficient use of personnel, equipment, and technology, while complying with the maze of State and Federal regulations governing maintenance operations.

- Shop Equipment: equipping for shop safety and compliance and the environment; special tools and equipment.
- Maintenance Shopwork Planning and Scheduling: shop administration; improving maintenance cost control.
- Preventive Maintenance: administering a preventive maintenance (PM) program; how program is monitored, enforced, revised; related factors in setting up a PM program.
- The Functions of Management: the maintenance/equipment manager; the framework of management; running successful shop meetings; quality management systems.
- Maintenance Budgeting: tracking costs; calculating Cost Per Mile and Revenue Per Mile; developing a budget.
- Computers in Maintenance: why, how and what to computerize; steps in choosing the ideal system; organizing your information management system.
- Federal Regulations Applicable to Maintenance Shops: OSHA, EPA, HazMat, Motor Carrier Safety Assistance Program, compliance and training programs.
- Labor and Industrial Relations: overview; collective bargaining sessions; management procedures that can reduce grievance rates; strategic involvement.
- Training: The supervisor's role in training; principles of adult learning; effective on-the-job training.

# Advanced Maintenance Management

## Course Benefits:

1. Discover the tools available to spec' equipment in the computer age;
2. Develop a systematic method to evaluate new products;
3. Find out how to maximize warranty recovery;
4. Learn how to cost out new equipment, and develop ROI numbers;
5. Learn to speak the CFO's language;
6. Learn the technical characteristics of alternative fuels;
7. Discover the common pitfalls in laying out a new shop;
8. Learn how to replace components just before they break;
9. Ascertain what it takes to move from one generation of computerization to the next; and
10. Learn how to audit to find out where you are in relation to your department's goals.

## Course Description:

You'll learn how to effectively spec' vehicles, purchase wisely, negotiate warranty and best select suppliers and manufacturers. You'll gain an in-depth knowledge of today's computerized management systems. You'll learn how to reduce costs through predictive maintenance, and how to properly analyze failures when they occur - and more.

- Vehicle Specifications: Developing vehicle specifications; evaluating component choices; using mission simulations to predict performance.
- Purchasing: selecting vendors, negotiating terms; evaluating parts quality and warranty.
- Warranty: vehicle warranties, extended coverages; federally required coverage; policy adjustments; negotiation.
- Computerized Management Systems: Identifying needs and wants; evaluating software and hardware choices.
- Advanced Budgeting and Financial Statements: Writing budgets; cost justification; communicating with the finance department.
- Failure Analysis and Predictive Maintenance: Develop your own predictive maintenance program and prevent recurrent repairs through failure analysis.
- Shop Layout and Design: Planning new facilities and expansions; designing your shop for safety and the environment.
- Diesel and Alternative Fuels: A look at the pros and cons of currently developing alternatives to diesel power.
- Shop Audits: Evaluating all aspects of the maintenance program.

# Motor Fleet Trainer

## Course Benefits:

1. Understand the four-step teaching/learning process;
2. Understand how adults learn so that you can provide the most effective training delivery;
3. Learn how to develop effective lesson plans;
4. Learn the characteristics of a good instructor and how to incorporate those characteristics into your own teaching;
5. Learn how to effectively prepare for a presentation;
6. Identify and develop the skills necessary to become a dynamic speaker and effective educator;
7. Teach your own lesson and receive a supportive and constructive evaluation of your presentation;
8. Learn to develop and conduct in-house training programs, as well as effective on-the-job training;
9. Give winning presentations at professional meetings and conferences; and
10. Integrate the training and communications skills developed in this course with your daily supervision skills.

## Course Description:

This course is geared to managers responsible for the development and implementation of training programs. Students learn teaching skills and their practical application. In addition, students will have the opportunity to present their own lesson plans with critique following. The following topics are covered:

- The Instructional Process - Phases of the teaching-learning process.
- Principles of Learning - Effective training based upon motivation, participation, knowledge of results and reinforcement.
- How to Prepare Performance Objectives - Determining desired results for specific learning experiences.
- Teaching Assignments & Instructor Demonstration - Teaching topics for class presentation; instructor

- demonstration of a teaching topic.
- Evaluation of Training Effectiveness - How to analyze performance.
  - Lesson Plans - Components; development; importance.
  - Instructional Techniques - Selecting and using instructional techniques and aids.
  - The Role of the Trainer - Tools for efficient administration.
  - Practice Teaching - Presenting your own lesson & critique.
  - Organization of an Effective Training Program - Developing the company training program; how to evaluate results.

## Safety & DOT Compliance Series

### Course Benefits:

You'll learn to:

1. Identify preventable and non-preventable accidents;
2. Develop safety policies and procedures;
3. Identify the key requirements in the Federal Motor Carrier Safety Regulations;
4. Survive a DOT safety audit;
5. Identify falsified logs;
6. Recognize exemptions;
7. Understand the requirements for supporting documents;
8. Uncover the real answers to the questions and myths about fatigue;
9. Conduct random, pre-employment, post-accident, reasonable suspicion, return-to-duty and follow-up tests; and
10. Identify the signs of employee alcohol misuse and controlled substances use.

### Course Description: *Three courses in one!*

The Safety & Compliance Series is 3 compliance seminars held back-to-back. Attend one, two or all three to meet your specific needs.

#### **Safety & DOT Compliance (first 1.5 days) focuses on:**

- Driver qualifications
- Safety fitness and safety ratings
- Roadside inspection
- CDL requirements
- Driver physicals
- Accident countermeasures

#### **Controlled Substances and Alcohol Mandatory Training**

- (1 - 4 p.m. day 2) focuses on:
- DOT's mandatory supervisor training requirements for Alcohol and Controlled Substances
- Critical parts of the DOT regulations on Alcohol and Drug Testing (Part 382 and Part 40)

#### **Hours of Service, Driver Logs and Fatigue (day 3) focuses on:**

- Hours of service
- Driver logs
- Driver fatigue



# Hazardous Materials Training

## Course Benefits:

Through this course, you'll learn to use the hazmat table and identify hazmat classes mark bulk and non-bulk packaging and packages label and placard and prepare shipping papers properly load and unload vehicles prepare your drivers for a roadside inspection

## Course Description:

Hazardous Materials Training is a 2-day seminar and a 1-day seminar held back-to-back. Attend one or both to meet your specific needs.

### Days 1 and 2: Meet Recurrent Training Requirements

The first two days center on regulatory training. You'll gain a general understanding of how to use the hazardous materials table, hazardous materials classes, marking bulk and non-bulk packaging, labeling, preparing shipping papers, placarding, and loading and unloading of vehicles.

The unique, function-specific format provides greater understanding and better retention. The seminar also helps fulfill the 49 CFR Part 172 Subpart H recurrent training requirements.

### Day 3: Mock Inspection

The last day of this workshop is a mock inspection--apply what you've learned and prepare yourself to work with inspectors.

After a short review and presentation in the morning, the instructor will guide you through an inspection. You will check the shipping papers and placards and interact with a "driver" just as an inspector would.

# SCOPE (Safety by Cooperative Partnership Education)

## An ATA/DOT training partnership for small motor carriers

### Course Benefits

Each year, DOT conducts over 12,000 safety inspections, levying more than 2,000 citations and \$10 million in fines. Over 88% of those inspected are small and medium sized companies.

To combat this problem, the SCOPE program - or Safety by Cooperative Partnership Education - a partnership between the DOT Office of Motor Carriers and the American Trucking Associations, was established to teach small companies what they had to know to get in compliance and stay there! By attending the SCOPE seminar, participants will learn the correct methods to save the company money and valuable time.

### Course Description

Participants will learn to identify the major parts of the Federal Motor Carrier Safety Regulations (FMCSRs), to recognize those defined as "acute" and "critical," and how to ensure a satisfactory DOT safety fitness rating for their company. The following parts of the FMCSRs will be covered:

- Controlled Substance & Alcohol (Part 382) exemptions, implementation date, types, tests, recrudescing, and training.
- Commercial Drivers License (Part 383) notification, disqualification, penalties, suspensions, implied consent, and endorsements.
- Safety Fitness (Part 385)-ratings, compliance reviews, and enforcement.

- Financial Responsibility (Part 387)-minimum insurance requirements and proof of insurance.
- Applicability & Definitions (Part 390)-definitions, exceptions, accident reports and register information requirements and identification.
- Driver Qualifications & Disqualifications (Part 391) - driver requirements, medical exams, and qualification file check list.
- Driving Motor Vehicles (Part 392)-illness or fatigue, drugs, safe loading, railroad stops, seat belts, emergency signals, warning devices, and radar.
- Hours of Service (Part 395)-hours of service rules, driver's duty status, logs, and recording devices.
- Inspection & Maintenance (Part 396)-record keeping, roadside inspection reports, inspector qualifications, training, experience, and brake inspections.

#### **Course Materials**

- Getting Started with Drug & Alcohol Testing
- Regulatory Guidance for the Motor Carrier Safety Regulations
- Federal Motor Carrier Safety Regulations
- SCOPE Student Notebook

# **Recreational Vehicle Service Technician**

## **One-Year Certificate of Completion Program**

**Lane Community College**

**Mechanical Technologies Department**

**4000 East 30th Avenue**

**Eugene, OR 97405**

**(541) 747-4501**

**[www.lanecc.edu](http://www.lanecc.edu)**

**Point of Contact - Alan B. Clark**

The Recreational Vehicle Service Technician program is a vocationally oriented one-year Certificate of Completion program.

This occupational preparatory program is nationally accredited by the Recreational Vehicle Industry Association (RVIA).

The Recreational Vehicle Service Technician program uses a lecture/lab format. The material covered in the classroom environment is then reinforced in a hands-on approach in the lab. The lab is equipped state-of-the-art equipment which includes LP gas system analyzers; complete working water systems; complete chassis and suspension mock-ups; electrical diagnosis meters; and various support pieces to perform work on interiors, exteriors, and accessory systems.

Opportunities for employment involving service and repair, maintenance, troubleshooting, and restoration are excellent in local, out-of-district, and national recreational vehicle manufacturer outlets, dealerships, and servicing agencies. Starting salaries range from \$15,500 to \$25,000 and up.

In addition to tuition, required estimated costs for recreational vehicle service classes include:

**Books - \$200**

**Tools - \$1,000**

**Lab Fee - \$5 (per credit)**

For costs in other classes (i.e. welding fees, books, etc.), refer to the appropriate department and/or the current class schedule.

The training and experience could lead to the following careers: pre-delivery inspector, service technician, service writer, service coordinator, parts counter person, service manager, service director, sales person, and general manager.

A high school diploma or equivalent is recommended for all applicants to this program.

Restricted facilities limit the number of students admitted to this program. Students are selected on a first-come, first-served basis by date of application to this program.

Cooperative Education (co-op) offers a student college credit and a grade for on-the-job work experience related to his or her educational and career goals. Through co-op a student can integrate theory and practice, develop skills, expand career knowledge, and make contacts for future employment. For every 36 hours of work at a co-op work site a student may earn one credit. Work schedules and work sites vary.

### **Fall**

12 credits -- Recreational Vehicle Service RVS 221 D,G (formerly 3.321)

4 credits -- Applied Geometry for Technicians Mth 076 \*,D,G,M or equivalent

3 credits -- Industrial Safety HE 125 P or First Aid HE 252 P or equivalent

Total Credits...19

### **Winter**

12 credits -- Recreational Vehicle Service RVS 221 D,G (formerly 3.321)

2 credits -- Gas Processes 1 3.931

2 credits -- Shielded Metal Arc Welding 1 3.921

3 credits -- Preparatory English Composition Wr 115 W or equivalent

Total Credits...19

### **Spring**

12 credits -- Recreational Vehicle Service RVS 221 D,G (formerly 3.321)

3 credits -- Social Science/Human Relations requirement

Total Credits...15

Standard footnotes:

\* Prerequisite required

A Meets Arts/Letters requirement

B Must be passed with grade of B or better to use as a prerequisite

D Degree or certificate requirement; must be passed with grade of C or better

G Must be taken for a grade, not P/NP; major requirement

H Meets Human Relations/Social Science requirement

M Meets Mathematics requirement

P Meets PE/Health requirement

S Meets Science/Math/Computer Science requirement

W Meets Written Communications or English Composition requirement

For information about student programs and services, contact the Students First! Center.

URL <http://lanec.edu/instadv/catalog/mechtech/programs/recrtech.htm>

# Transportation Studies: Program in Transportation and Logistics Studies (TLS)

University of Michigan  
203 Engineering Programs Building  
2609 Draper Drive  
Ann Arbor, MI 48109-2140

(734) 764-7517

Fax: 734-764-7515

Contact person - Patty Freundl

Electronic Mail: [pfreundl@umich.edu](mailto:pfreundl@umich.edu)

The Certificate in Transportation Studies: TLS is an interdisciplinary graduate-level program in the Rackham School of Graduate Studies at the University of Michigan. The aim of the program is to provide students exposure to passenger and freight transportation and logistics, with emphasis on the trucking industry and the role of information in transportation.

A student in a relevant graduate degree program (Engineering, Urban Regional Planning, Public Policy, Economics, Business, Law, or Urban, Technological, & Environmental Planning) may earn the Certificate by completing 15 credit hours. To gain the certificate, all the three required courses as well as two of the core courses and one of the electives are needed.

## Required Courses

CEE 470 Transportation Engineering

EECS 515 ITS Technologies Laboratory

EECS 510 ITS Research Topics

## Core Courses (choose 2)

IOE 517/EECS 509 Traffic Modeling

IOE 536 Human Factors in ITS

MEAM 568 Vehicle Control Systems

UP 571 Urban Transportation Systems Planning (Subtitle: Socioeconomic Aspects of ITS)

UP 572 Transportation and Land Use Planning

CEE 560 Digital Mapping and Geographical Information Systems

## Elective Courses (choose 1)

EECS 501 Probability and Random Processes

EECS 661 Discrete Event Systems

IOE 436 Human Factors in Computer Systems

IOE 474 Simulation

IOE 510 Linear Programming

IOE 512 Dynamic Programming

IOE 515 Stochastic Processes

MEAM 458 Automotive Engineering

MEAM 558 Vehicle Dynamics

UP 507 Geographic Information Systems

UP 662 Course Seminar: Gaming Certificate Program

UP 670 Transportation and Society: Interdisciplinary Seminar

UP 671 Public Policy and Transportation  
UP 667 Conflict Resolution and Negotiation Skills  
Econ 573 Benefit/Cost Analysis (cross-listed as IPPS 573)  
Law 880 Product Liability and Insurance Seminar: ITS  
PHPA 612 Public Policy and Injury Control  
CEE 470 Transportation Engineering  
Other ### Any Core Course not counted as a Core Course  
Other ### Any Program Chair approved course  
Special ITS Speaker Series (Not-for-Credit Offering)

All courses are for 3 credit hours except the ITS Technologies Laboratory which is 1 credit hour. See your advisor and/or the appropriate course time schedule for detailed information. EECS: Electrical Engineering and Computer Science, College of Engineering (COE); IOE: Industrial and Operations Engineering, COE; MEAM: Mechanical Engineering and Applied Mechanics, COE; UP: Urban Planning, College of Architecture and Urban Planning; Econ: Economics, College of Literature, Science, and the Arts; Law: Law, Law School; PHPA: Public Health Policy and Administration, School of Public Health.

### **Admissions and Financial Aid**

While the Certificate Program is designed primarily for graduate students pursuing a master's or Ph.D. degree concurrently, those who have earned a master's or Ph.D. degree in one of these fields in the past five years may also apply.

### **Application Deadlines:**

Fall Term - May 1st

Winter Term - November 1st

Spring/Summer Term - March 1st

The following information is required to complete the application process:

1. Completed application form including a statement of purpose. If you are already enrolled in a Master's program at the University of Michigan you will need to complete a dual degree application form along with a statement of purpose.
2. Copies of all transcripts (bachelor's master's, etc.). If you are already enrolled in a University of Michigan Master's program please notify our office of the program and your contact in the program. We will request this information from your home department directly.
3. Copies of 3 letters of recommendation. Again, if you are currently enrolled in a Master's program we will request this information directly from home department. If you would like to have updated letters sent please feel encouraged to do so.
4. Copy of GRE. Again, if you are currently enrolled in a Master's program we will request this information directly from your home department.
5. Please indicate if you are requesting financial aid. The funding available through the Certificate program is limited to U.S. Citizens and Current Residents. If you are requesting financial aid please submit a request in writing along with a proposed research intent.

### **Financial Aid - Graduate Student Research Assistantship (GSRA)**

GSRA's are awarded each term to individuals seeking financial aid and willing to work 20 hours per week on related subject research projects. The assistantship is a 50% appointment per term which includes a monthly stipend, eligibility to participate in the University's group health and life insurance programs, and full tuition payment during the term of support. It is also a policy that during the term of the GSRA appointment the student is required to take at least one course toward the ITS Graduate Certificate. The GSRA ends his/her term of support with a written report and an oral presentation related to the research work accomplished.

# Degree Programs

## Automotive Body (Associate in Applied Science Degree)

Ferris State University

For more information about the program, or to make arrangements to visit the program area, write:

Transportation and Electronics Department

901 S. State Street

Big Rapids, MI 49307

or call 231-591-2000

Highly skilled, automotive body technicians restore cars damaged by accident and corrosion. They straighten bent frames and uni-bodies, align body panels, weld torn metal, remove dents and fill them, repair fiberglass panels, replace badly damaged parts and refinish restored surfaces. As the number of cars on the road increases, so does the need for auto body technicians. Graduates find jobs in car dealerships, independent body shops and fleet operations.

Designed to prepare students for general repair and refinishing, the program includes instruction on how to write repair cost estimates; replace and align body panels, repair dents, repair rattles, air and water leaks, straighten bent frames; replace parts; adjust suspension alignment; balance wheels; and refinishing. Students learn to do all tasks safely and with respect for the environment.

In up-to-date shops similar to those found in industry, students use grinders, sanders, polishers, solvents, masking materials, spray guns, paint booths, paint mixing systems, balancers and alignment systems.

Many graduates continue for a B.S. degree in automotive and heavy equipment management which prepares students for advanced jobs in service, management and sales.

Students are required to buy hand tools and protective eye devices and to have work uniforms.

A high school diploma or its equivalent is needed to enroll.

Graduates must complete all of Ferris' general education requirements.

Major		Credit hours
ABOD 111	Auto Body & Paint Theory	4
ABOD 112	Applied Auto Body & Paint	6
ABOD 113	Refinishing & Panel Repair Theory	4
ABOD 114	Applied Refinishing & Panel Repair	6
ABOD 211	Frame & Unibody Repair Theory	4
ABOD 212	Applied Frame & Unibody Repair	6
ABOD 213	Repair Processes Theory	4
ABOD 214	Applied Repair Processes	6
ABOD 215	Body Electrical and Air Conditioning	4
WELD 116	Auto Body Welding	3

General Education

ENGL 150	English 1	3
PHYS 130	Concepts in Physics	4
MATH 110	Fundamentals of Algebra	4
Electives:	Cultural Enrichment	3
	Social Awareness	3

*Choose one:*

ENGL 250	English 2	3
ENGL 211	Industrial and Career Writing	3

Minimum semester credit hours required for the automotive body A.A.S. degree: 63

## Automotive Service Technology (Associate in Applied Science)

Ferris State University

For more information about the program, or to make arrangements to visit the program area, write:

Transportation and Electronics Department

901 S. State Street

Big Rapids, MI 49307

Or call 231-591-2000

Automotive service technicians are responsible for keeping the nation's automobiles safe, economical, non-polluting and in peak operating condition. Auto service technicians provide any repair service required such as electrical and driveability service, brake repairs, wheel alignment and balancing, engine service or transmission and other driveline repairs. Some technicians specialize in such areas as driveability, automatic transmission service or wheel alignment.

In modern, completely-equipped facilities, students are trained to diagnose, measure, inspect, repair or replace worn parts, repair automotive engines; service disc and drum brakes, power steering and suspension parts, and align and balance wheels. Service of automatic transmissions, rear axles, clutches and universal joints is included.

Students also test, diagnose, service or replace electronic and computerized controls, fuel injection components and such accessories as air conditioning units, power windows and seats, lighting circuits and safety and warning devices. All service is done in conjunction with current environmental and safety standards. Students experience over 550 hours repairing and adjusting customer vehicles under the supervision of the automotive service faculty in a well-equipped service shop. Automotive electricity and basic computer skills are also covered.

The automotive service technology program also has three corporate options which allow students to specialize in servicing vehicles of a specific manufacturer. The General Motors program is the Automotive Service Educational Program (ASEP). Ford has the Automotive Student Service Educational Training (ASSET) program and the Chrysler program is Chrysler Apprentice Program (CAP). With these options, students receive product specific training on GM or Ford products and are employed in sponsoring dealerships every other semester. They graduate at the end of two years as qualified GM, Ford, or Chrysler service technicians.

Automotive service technicians work for car dealerships, independent garages, mass merchandisers and fleet

service shops. Experienced technicians may become service advisors, shop foremen or service managers, service facility owners or lab technicians for auto makers.

An entering student needs a high school diploma or equivalent and a math background for placement in MATH 110 or higher. Each student must also buy hand tools and protective eye devices and have work uniforms.

Associate degree graduates may spend two additional years in college to earn a B.S. degree in automotive and heavy equipment management.

Graduates must complete all of Ferris' general education requirements.

Major		Credit hours
AUTO 111	Manual Transmission and Drivelines	4
AUTO 112	Automotive Brake Systems	4
AUTO 113	Automotive Electricity and Electronics	4
AUTO 114	Automotive Engines	4
AUTO 115	Alignment, Suspension and Steering	4
AUTO 116	Engine Electrical	4
AUTO 117	Electronic Fuel Management Systems	4
AUTO 200	Service Floor	6
AUTO 211	Automotive Automatic Transmissions	4
AUTO 213	Chassis Electrical/Electronics	4
AUTO 214	Automotive HVAC	4
AUTO 250	Service Floor	6
General Education		
ENGL 150	English 1	3
ENGL 250	English 2	3
PHYS 130	Concepts in Physics	4
Electives:	Cultural Enrichment	3
	Social Awareness	3

**Minimum semester credit hours required for automotive service technology A.A.S. degree: 68**

## **Heavy Equipment Technology (Associate in Applied Science)**

**Ferris State University  
College of Technology**

**For more information about the heavy equipment technology program at Ferris, write:**

**College of Technology  
Transportation and Electronics Department  
901 S. State Street  
Big Rapids, MI 49307  
Or call 231-591-2000**

**Why Choose Heavy Equipment Technology?**



Heavy equipment technicians keep diesel and gasoline powered equipment moving freight, earth and people; pumping water for irrigation, drilling for oil; powering farm tractors and generating electrical power. They not only diagnose malfunctions and repair engines, they repair and service fuel injection systems, electrical and electronic systems, hydraulic systems, brakes, steering systems and power transmission systems.

Increased use of heavy equipment in the agriculture, trucking, construction and auxiliary power industries has created a widespread need for qualified heavy equipment technicians. Fleet maintenance, farm equipment, truck rental and construction equipment repair industries as well as independent repair shops are only some of the employers. They also are employed at stationary power plants, marine engine companies and with manufacturers of heavy equipment.

With the tremendous growth in the heavy equipment industry, the job outlook for graduates of this program is strong. Students in the heavy equipment technology program learn to use shop manuals, reference charts, diagnostic instruments and special tools to diagnose equipment malfunctions. They identify problems through measurement and observation interpret data collected and decide on a course of action. In hands-on labs, students repair, replace or adjust components and perform preventive maintenance tasks. Knowledge and skill development concentrations include inspection, diagnostics, repair/rebuild of all types of heavy duty equipment and components mechanical and electronic.

Equipment such as micrometers, calibrating gauges, ridge reamers, knurlizers, brake lathes, wheel cylinder hones, ignition analyzers, volt-amp testers, hydraulic presses and on-board computerized diagnostic equipment is also taught. Students spend approximately 300 hours testing, repairing and adjusting customer equipment in an ultramodern shop.

#### Courses in major

		Credit Hours
HEQT 100	Trouble-Shooting Strategies	2
HEQT 101	Heavy Equipment Maintenance Fundamentals	2
HEQT 110	Heavy Equipment Electronics Fundamentals	4
HEQT 120	Heavy Equipment Engine Technology	4
HEQT 210	Heavy Equipment Electrical Systems	4
HEQT 160	Fluid Power Fundamentals	4
HEQT 201	Transport Refrigeration Systems	4
HEQT 230	Diesel Fuel Systems Technology	4
HEQT 240	Heavy Equipment Brakes and Suspension Systems	4
HEQT 270	Heavy Equipment Power Transfer Technology	4
HEQT 200	Planned Maintenance Systems	2
HEQT 275	Heavy Equipment Lab Practice	8
WELD 146	Welding for Heavy Equipment	2

#### General education

ENGL 150	English 1	3
ENGL 211	Industrial and Career Writing	3
MATH 115, 116 or 117		
	Intermediate Algebra	3
PHYS 130	Concepts of Physics	4
PSYC 150	Introduction to Psychology	3
Elective:	Cultural Enrichment	3

Minimum semester credit hours required for heavy equipment technology A.A.S. degree: 67

## Automotive and Heavy Equipment

# Management (Bachelor of Science)

Ferris State University

For more information about the heavy equipment technology program at Ferris, write:

College of Technology

Transportation and Electronics Department

901 S. State Street

Big Rapids, MI 49307

or call 1-231-591-2000

The AHM program concentrates on managerial skills required in the automotive and heavy equipment industry including sales, marketing, distribution, customer relations, warranty administration, franchising, accounting, finance, dealership operation and related computer skills.

Graduates are qualified for a variety of positions as managers or representatives throughout the automotive and heavy equipment industry. Positions exist in dealerships and repair centers and include service management, parts management, sales, leasing and general management. Others are employed as fleet managers, technical writers, tool and equipment representatives, lease/rental managers, trainers in industry and in a number of positions in the automotive after-market. Manufacturers also need these managers as service, parts and sales representatives. Ferris is a leader in the nation in providing qualified graduates to fill these positions.

To enter AHM, a student must have an associate degree in an automotive or heavy equipment related technical area or equivalent.

Graduates must complete all of Ferris' general education requirements.

<b>Major</b>		<b>Credit hours</b>
AHEM 301	Automotive Marketing and Distribution 1	3
AHEM 302	Automotive Marketing and Distribution 2	3
AHEM 303	Dealership Accounting	4
AHEM 350	Dealership Computer Systems	3
AHEM 401	Management of Fixed Operations	3
AHEM 402	Management of Variable Operations	3
AHEM 404	Warranty Procedures and Customer Relations	3
AHEM 450	Automotive Materials	4
AHEM 493	Internship	4
AHEM 499	Internship	4
<b>Additional</b>		
BLAW 301	Legal Environment of Business	3
MGMT 301	Applied Management	3
MKTG 231	Professional Selling	3
MKTG 321	Principles of Marketing	3
Electives:	Directed	3
<b>General Education</b>		
COMM 121	Fundamentals of Public Speaking	3
ECON 221	Principles of Economics 1	3
ENGL 311	Advanced Technical Writing	3

MATH 115	Intermediate Algebra	3
Electives:	Social Awareness	3
	Cultural Enrichment	6
	Scientific Understanding	3

Minimum semester credit hours required after completion of A.A.S. degree for automotive and heavy equipment management B.S. degree: 67

## Heavy Equipment Service Engineering Technology (Bachelor of Science)

Ferris State University

For more information about the program, or to make arrangements to visit the program area, write:

Ferris State University

College of Technology

Johnson Hall 200

1009 Campus Drive

Big Rapids, MI 49307-2280

or call (616) 592-2890. or call 1-800-4FERRIS

from Michigan, Illinois, Indiana, Ohio, or Wisconsin

This degree provides two career options for students: heavy equipment maintenance and repair, and manufacturing. To enroll in either option, the student must have successfully completed an A.A.S. degree in heavy equipment technology, or the equivalent.

Heavy equipment service engineering technology (HSET) provides the skills and knowledge required to test, diagnose, service and repair multiple, interfacing and technically sophisticated systems used on equipment in the agricultural, construction, forestry, stationary power and trucking industries. Mechanical, electrical, electronic and hydraulic technology are addressed, along with failure analysis, trouble-shooting procedures and techniques, metrology, product design for manufacturing and machining processes.

Employment opportunities exist throughout the various heavy equipment industries. Job titles include diagnostic technician, technician, service engineer, field engineer, service manager, shop foreman, trainer, engineering technician and maintenance team leader.

Graduates must complete all of Ferris' general education requirements.

### *Maintenance and Repair Option*

Major		Credit hours
ACCT 201	Principles of Accounting 1	3
BLAW 301	Legal Environment of Business	3
HSET 370	Heavy Equipment Automatic Transmissions	4
HSET 393	Industry Internship	4
HSET 400	Failure Analysis	4
Major		Credit hours
HSET 401	Interfacing Systems Analysis	4

HSET 402	Fleet Management	4
HSET 460	Heavy Equipment Advanced Hydraulic Systems	4
IEHM 330	OSHA Laws & Regulations	2
ISYS 105	Micro Programming and Applications	3
MATL 240	Introduction to Material Science	4
MGMT 301	Applied Management	3

**General Education**

COMM 221	Small Group Decision Making	3
ECON 221	Principles of Economics 1	3
ENGL 311	Advanced Technical Writing	3
MATH 120	Trigonometry	3

*Choose one:*

HUMN 216	Introduction to Ethics	3
SURE 331	Ethics & Prof in EGER/Tech	3
Electives:	Cultural Enrichment	3

*Choose one:*

CHEM 103	Preparatory Chemistry	3
PHYS 211	Introduction Physics I	4

***Manufacturing Option***

EGRG 140	Engineering Graphics	2
HSET 370	Heavy Equipment Automatic Transmissions	4
HSET 393	Industry Internship	4
HSET 400	Failure Analysis	4
HSET 403	Testing Systems & Analysis	4
HSET 460	Heavy Equipment Advanced Hydraulic Systems	4
ISYS 105	Micro Programming and Applications	3
MATL 240	Introduction to Material Applications	4
ISYS 305	Software Systems	3
MFGE 352	Design for Manufacturing	2
MGMT 301	Applied Management	3
PDET 312	Advanced Tolerancing	2
PDET 412	Statistics/Ergonomics	2

**General Education**

COMM 221	Small Group Decision Making	3
ECON 221	Principles of Economics 1	3
ENGL 311	Advanced Technical Writing	3
MATH 120	Trigonometry	3
PLSC 311	American State and Local Government	3

<i>Choose one:</i>		Credit hours
HUMN 216	Introduction to Ethics	3
SURE 331	Ethics & Prof in EGER/Tech	3
Electives:	Cultural Enrichment	3

<i>Choose one:</i>		Credit hours
CHEM 103	Preparatory Chemistry	3
PHYS 211	Introductory Physics 1	4

**Minimum semester credit hours required (after A.A.S. degree) for heavy equipment service engineering technology: 66-68**

# Auto Body and Fender Technology

## Two-Year Associate of Applied Science Degree Program

Lane Community College

4000 East 30th Avenue

Eugene, OR97405

(541) 747-4501

[www.lanecc.edu](http://www.lanecc.edu)

Contact person - Alan B. Clark

Offered by the **Mechanical Technologies Department**

The Auto Body and Fender Technology program is an occupational preparatory two-year associate of applied science degree and/or two-year certificate of completion program. Students learn to use the latest procedures in paint technology and body repairs using state-of-the-art equipment and materials including HVLP spraying equipment, chart laser measuring systems, and I-Car training. Over 9,000 square feet of floor area are included in the lecture/lab area for automotive collision and refinishing.

**Employment opportunities** - are available in new car dealerships, independent body and paint shops, heavy-duty truck shops, or jobbers selling auto collision or paint materials. Employment of auto collision and paint repairers is expected to increase faster than the average for all occupations through the year 2000. Beginning pay averages from \$7 to \$10 per hour.

A high school diploma or equivalent is recommended for all applicants to this program.

**Costs** - In addition to tuition, required estimated costs include:

**Auto Collision** - books \$95; tools \$450; lab fee \$5 (per credit).

**Auto Paint** - books \$45; tools \$625; lab fee \$5 (per credit).

For costs in other classes (i.e. course fees, books, etc.), refer to the appropriate department and/or current class schedule.

Restricted facilities limit the number of students admitted to this program. Students are selected on a first-come, first-served basis by date of application to this program.

**Cooperative Education** (co-op) - Under the supervision of the coordinator and with instructor consent, a maximum of 18 co-op credits may be earned in lieu of required Auto Body & Fender course credits. Cooperative education offers students college credit and a grade for on-the-job work experience related to their educational and career goals. Through co-op a student can

integrate theory and practice, develop skills, expand career integrate knowledge, and make contacts for the future. For every 36 hours of work at a co-op work site a student may earn one credit. Work schedules and work sites vary.

## **Two-Year Associate of Applied Science Degree**

### **First Year**

#### **Fall**

6 credits -- Beginning Auto Paint AB 132 (formerly 3.232) D,G

6 credits -- Paint and Collision AB 134 (formerly 3.234) D,G

3 credits -- Effective Learning EL 115 A

3 credits -- Industrial Safety HE 125 P or

First Aid HE 252 P or equivalent R

Total Credits...18

#### **Winter**

6 credits -- Beginning Auto Paint AB 132 (formerly 3.232) D,G

6 credits -- Paint and Collision AB 134 (formerly 3.234) D,G

2 credits -- Color Theory for Auto Refinishing 3.986 G

4 credits -- Applied Geometry for Technicians Mth 076 \*,D,G,M or equivalent R

Total Credits...18

#### **Spring**

6 credits -- Beginning Auto Collision AB 133 (formerly 3.233) D,G

6 credits -- Paint and Collision AB 134 (formerly 3.234) D,G

4 credits -- Concepts of Computing: Info Processing CS 120 S

Total Credits...16

### **Second Year**

#### **Fall**

6 credits -- Beginning Auto Collision AB 133 (formerly 3.233) D,G

6 credits -- Intermediate Auto Collision AB 261 (formerly 3.261) \*,D,G

3 credits -- Communication Skills 1.100 or equivalent R,W

3 credits -- Small Business Management BA 250 or other Business elective

Total Credits...18

#### **Winter**

3 credits -- Intermediate Auto Paint AB 260 (formerly 3.260) \*,D,G

9 credits -- Intermediate Auto Collision AB 261 (formerly 3.261) \*,D,G

4 credits -- Applied Algebra for Technicians Mth 086 \*,S or equivalent R

3 credits -- Airbrush Painting Art 287 A or equivalent R

Total Credits...19

## Spring

12 credits -- Intermediate Auto Paint AB 260 (formerly 3.260) \*,D,G 3 credits -- Social Science/Human Relations requirement

Total Credits...15

**Note:** Recommended courses prior to entering major core courses-Effective Learning, Basic Mathematics Applications, Industrial Safety, and Communication Skills

Standard footnotes:

\*Prerequisite required

A Meets Arts/Letters requirement

B Must be passed with grade of B or better to use as a prerequisite

D Certificate requirement; must be passed with grade of C or better

G Must be taken for a grade, not P/NP; major requirement

H Meets Human Relations/Social Science requirement

M Meets Mathematics requirement

P Meets PE/Health requirement

R Requirements for AAS degree

S Meets Science/Math/Computer Science requirement

W Meets Written Communications or English Composition requirement

# Automotive/Auto Body Technology Associate in Science Degree

New England Institute of Technology

2500 Post Road

Warwick, RI 02886

(401) 739-5000

(800) 736-7744

[www.neit.edu](http://www.neit.edu)

*Become a New England Tech graduate or compete with one!<sup>TM</sup>*

This has been the motto of New England Institute of Technology (NEIT) for many years. Founded in 1940, NEIT is unique in combining hands-on technical training with general education courses which result in the associate and bachelor degree. NEIT is first and foremost an institution committed to teaching. At NEIT, we believe that every student can learn; we recognize that different students may learn in different ways with differing levels of ability; and we recognize the importance of creating a learning environment in each classroom and laboratory that both challenges and supports the students. NEIT is accredited by the New England Association of Schools and Colleges, Inc.

Since 1986 NEIT has been training Automotive Technicians for New England area employers. In 1992, due to a shortage of skilled technicians in the area, NEIT began offering dual Associate Degrees in Automotive/Auto Body Technology and Automotive/Marine Technology. NEIT is the leader in technical training in the Rhode Island area: it has been selected best Post-Secondary Automotive Program in the State the last eight years in a row; it is National Automotive Technicians Education Foundation (NATEF) Master Certified by ASE in all areas of Automotive and Auto Body; it is one of the first six schools in the country to obtain Continuing Automotive Service Education (CASE) certification from ASE for our in-service training programs; and it is a charter member of the National Alternative Fuels Training Program Consortium. NEIT is a training center for Snap-On Tools, Volvo Penta of America, American Boat and Yacht Council, American Boat Builders and Repairers Association, Sikkens and PPG Paints.

All NEIT instructors are ASE certified with many holding ASE Master Certification as well as certification at the L-1 and F-1 levels. Instruction is presented in state of the art classrooms with fully-equipped audio/visual capabilities. Hands-on lab experiences and skill building exercises are provided in our repair facility which is equipped with seven prep stations, two down-draft paint booths and an frame alignment machine. Students spend an average of fifty percent of their time in a classroom environment and the other fifty percent in the lab practicing their skills on live vehicles.

The Auto Body program is designed to build upon the skills acquired in the Automotive Technology Associate Degree program. The student is able to improve their skills in Automotive repair while learning the basics of collision repair and refinishing. Students are provided theory and practice with sheet metal, plastic, and fiberglass repair, repair of body damage, frame straightening, and unibody construction. Students will also practice glass replacement and painting and refinishing using the latest materials applied to today's automobiles.

**Requirements for Associate in Science Degree in Automotive/Auto Body Technology**

Automotive Courses	84 Credits
Auto Body Courses	62 Credits
Mathematics/Science	8 Credits
Business	4 Credits
English 101 and 102	8 Credits
Humanities and Social Science Electives	4 Credits
Department required General Education	4 Credits
Community Service – CE-101	1 Credit

**Technical Course Offerings:**

AUT-115	Automotive Engines
AUT-116	Automotive Engines La
AUT-125	Automotive Electricity and Electronics
AUT-126	Automotive Electricity and Electronics Lab
AUT-135	Automotive Brakes, Suspension and Steering
AUT-136	Automotive Brakes, Suspension and Steering Lab
AUT-215	Automotive Drive Trains
AUT-216	Automotive Drive Trains Lab
AUT-225	Automotive Engine Performance I
AUT-226	Automotive Engine Performance I Lab
AUT-235	Automotive Engine Performance II
AUT-236	Automotive Engine Performance II Lab
AUB-111	Technical Fundamentals of Auto Body
AUB-112	Technical Fundamentals of Auto Body Lab
AUB-113	Auto Body Collision Technology I
AUB-114	Auto Body Collision Technology I Lab
AUB-115	Painting and Refinishing Techniques I
AUB-116	Painting and Refinishing Techniques I Lab



**Technical Electives:**

NGV-101 Natural Gas Vehicle Conversion and Maintenance  
NGV-102 Natural Gas Vehicle Diagnosis and Repair  
LPG-101 Propane Vehicle Fundamentals

**In-Service Training Courses (8 hours):**

Basic Electricity and Electronics for the Technician  
Ignition Systems  
Computerized Engine Controls and Scanner Operation  
Exhaust Analysis and Emission Diagnosis  
Lab Scopes  
Automotive Air Condition for Section 609 Certification  
Introduction to Natural Gas Vehicles

**Specialized In-Service Courses:**

Specialized in-service courses can be designed and delivered to meet your specific need. Contact the Center for Technology and Industry at ext. 3433 for more information.

**Certificate of Completion in Automotive/Auto Body Technology or Auto Body Technology**

Students who wish to receive a certificate of completion only in Automotive/Auto Body may do so by completing the following courses: AUT-115, AUT-116, AUT-125, AUT-126, AUT-135, AUT-136, AUT-215, AUT-216, AUT-225, AUT-226, AUT-235, AUT-236, AUB-111, AUB-112, AUB-113, AUB-114, AUB-115, AUB-116, and MA-110.

Students who wish to receive a certificate of completion only in Auto Body Technology may do so by completing the following courses: AUB-111, AUB-112, AUB-113, AUB-114, AUB-115, AUB-116, and MA-110.

**Admission to the Associate Degree Program**

A candidate for admission to the associate degree program must have a high school diploma, have earned a recognized equivalency diploma or, if beyond the age of compulsory school attendance, must pass a standardized test at NEIT which has been approved by the federal government for determining a student's ability to benefit from a program. Individual in-service courses have additional requirements and prerequisites. Contact the Admissions Office at ext. 3357 for more information.

**Financial Aid Programs**

Financial Aid at NEIT is available from a variety of sources: non-repayable grants, scholarships, work study programs, student loans, and NEIT's own tuition payment plan. Applicants may receive aid through any or all of these programs depending on their financial need. For a list of eligibility requirements please contact the NEIT Financial Aid Office at ext. 3354.

# Automotive Technology Associate in Science Degree

New England Institute of Technology

2500 Post Road

Warwick, RI 02886

(401) 739-5000

(800) 736-7744

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*Become a New England Tech graduate or compete with one!™*

This has been the motto of New England Institute of Technology (NEIT) for many years. Founded in 1940, NEIT is unique in combining hands-on technical training with general education courses which result in the associate and bachelor degree. NEIT is first and foremost an institution committed to teaching. At NEIT, we believe that every student can learn; we recognize that different students may learn in different ways with differing levels of ability; and we recognize the importance of creating a learning environment in each classroom and laboratory that both challenges and supports the students. NEIT is accredited by the New England Association of Schools and Colleges, Inc.

Since 1986 NEIT has been training Automotive Technicians for New England area employers. Associate Degree courses are offered in Automotive Technology, Automotive/Auto Body Technology and Automotive/Marine Technology. NEIT is the leader in technical training in the Rhode Island area: it has been selected best Post-Secondary Automotive Program in the State the last eight years in a row; it is National Automotive Technicians Education Foundation (NATEF) Master Certified by ASE in all areas of Automotive and Auto Body; it is one of the first six schools in the country to obtain Continuing Automotive Service Education (CASE) certification from ASE for our in-service training programs; and it is a charter member of the National Alternative Fuels Training Program Consortium. NEIT is a training center for Snap-On Tools, Volvo Penta of America, American Boat and Yacht Council, American Boat Builders and Repairers Association, Sikkens and PPG Paints. New England Tech's Automotive Technology program is the only program approved by the Rhode Island Automotive Dealers Association.

All NEIT instructors are ASE certified with many holding ASE Master Certification as well as certification at the L-1 and F-1 levels. Instruction is presented in state of the art classrooms with fully-equipped audio/visual capabilities. Hands-on lab experiences and skill building exercises are provided in our 10,000 square foot repair facility. Students spend an average of fifty percent of their time in a classroom environment and the other 50% in the lab practicing their skills using chassis dynamometers, a transmission dynamometer, and the latest in engine and exhaust analyzers.

### **Requirements for Associate in Science Degree in Automotive Technology**

Automotive Courses	84 Credits
Mathematics/Science	8 Credits
Business	4 Credits
English 101 and 102	8 Credits
Humanities and Social Science Electives	4 Credits
Department required General Education	4 Credits
Community Service – CE-101	1 Credit

<b>Technical Course Offerings:</b>	AUT-115 Automotive Engines
	AUT-116 Automotive Engines Lab
	AUT-125 Automotive Electricity and Electronics
	AUT-126 Automotive Electricity and Electronics Lab
	AUT-135 Automotive Brakes, Suspension and Steering
	AUT-136 Automotive Brakes, Suspension and Steering Lab
	AUT-215 Automotive Drive Trains
	AUT-216 Automotive Drive Trains Lab
	AUT-225 Automotive Engine Performance I
	AUT-226 Automotive Engine Performance I Lab
	AUT-235 Automotive Engine Performance II
	AUT-236 Automotive Engine Performance II Lab

**Technical Electives:**

NGV-101 Natural Gas Vehicle Conversion and Maintenance  
NGV-102 Natural Gas Vehicle Diagnosis and Repair  
LPG-101 Propane Vehicle Fundamentals

**In-Service Training Courses (8 hours):**

Basic Electricity and Electronics for the Technician  
Ignition Systems  
Computerized Engine Controls and Scanner Operation  
Exhaust Analysis and Emission Diagnosis  
Lab Scopes  
Automotive Air Condition for Section 609 Certification  
Introduction to Natural Gas Vehicles

**Specialized In-Service Courses:**

Specialized in-service courses can be designed and delivered to meet your specific need. Contact the Center for Technology and Industry at ext. 3433 for more information.

**Admission to the Associate Degree Program**

A candidate for admission to the associate degree program must have a high school diploma, have earned a recognized equivalency diploma or, if beyond the age of compulsory school attendance, must pass a standardized test at NEIT which has been approved by the federal government for determining a student's ability to benefit from a program. Individual in-service courses have additional requirements and prerequisites. Contact the Admissions Office at ext. 3357 for more information.

**Financial Aid Programs**

Financial Aid at NEIT is available from a variety of sources: non-repayable grants, scholarships, work study programs, student loans, and NEIT's own tuition payment plan. Applicants may receive aid through any or all of these programs depending on their financial need. For a list of eligibility requirements please contact the NEIT Financial Aid Office at ext. 3354.

# Transportation Management Master of Science

Mineta Transportation Institute  
College of Business  
BT 550

San Jose State University  
San Jose, CA 95192-0219  
408-924-5582

[www.transweb.sjsu.edu/acad.htm](http://www.transweb.sjsu.edu/acad.htm)

Contact: Robert Vitale, Education Director

## Transportation Management Program

Descriptions - MS/TM Program  
Required Courses: 6 courses, 18 Units  
Catalog #,  
Units Title and Abbreviated Description

MTM201,  
3 units

**Fundamentals of Transportation Management**

Provides a common core of surface transportation knowledge for further MS/TM courses. Includes a discussion of the historic development of transportation economics, policy, and culture. Reviews stakeholders whose commitment is necessary to create and sustain a successful transportation entity.

MTM202,  
3 units

**Accounting, Finance and Business Systems**

Introduces financial and managerial uses of accounting information systems and concepts. Includes standard costs, cost-volume-profit relationships, contribution analysis, budgeting performance measurement, variance analysis, working capital, valuing capital costs, and financing investment decisions. Explores use of complex information decision systems.

MTM203,  
3 units

**Transportation Markets and Business Development**

Emphasizes positioning services to meet the needs of particular groups and market segments, and marketing the system to new users and user groups (including developing the public/private sector relationship). Examines strategies for developing the community relationship with marketing and public relations efforts (and using the media to advantage).

MTM214,  
3 units

**Transportation Policy and Regulation**

Surveys political frameworks of government as both customer and provider; development of transportation policy with public involvement; and performance measurement with public oversight. Reviews policy impact on intermodal development in seeking to manage public and private objectives and diverse agendas of federal, state, and local agencies.

MTM215,  
3 unit  
*Requires prior  
completion of  
MTM214*

**Transportation Systems Planning and Development**

Examines transportation system development interrelationships with land use, environmental management, and urban planning. Includes realities of politics, public administration, regulations, and financing alternatives. Extends to construction administration including governmental approvals, specification development, contracting law and regulations, and fiscal control.

MTM217,  
3 units

**Leadership and Management of Transportation Organizations**

A study of the human resource aspects of managing transportation systems, including labor/management collaboration/negotiation and consultative employee relations programs. Builds skills in leadership and team building within the context of bringing about organizational change in a complex transportation system.

**Electives: Select 3 courses, 9 Units**

MTM221,  
3 units

**Introduction to Transportation Technologies**

Provides students without technical backgrounds with an overview of various modes, systems and technology, with an intermodal focus. Discusses technology and environmental policy and issues. [NOTE: This course previously offered as TPM201/BUS297D.]

MTM222,  
3 units

**Transportation Data Collection and Analysis**

A survey of analytical and quantitative techniques used in transportation systems to determine

information needs in a decision situation and assess results. Develops awareness of tools, techniques, and methods to enable selection of an appropriate research supplier on a basis beyond reputation alone. [NOTE: This course previously offered as TPM202/BUS297D.]

**MTM283,**  
3 units

### **Research Internship**

With approval of the program administrator and the IISTPS Research Director, students may apply for an internship with IISTPS. A research team, consisting of a student cohort group and/or IISTPS Research Associates, will conduct research related to a specific aspect of surface transportation management. (An opportunity exists to incorporate this internship with research related to the student's employment.)

**MTM295,**  
3 units

### **Worldwide Approaches to Transportation**

An optional summer international study tour, providing cross-cultural experiences with various surface transportation systems in other countries.

**Bus206,**  
3 units

### **Quantitative Models for Decision Making**

Introduces important models from operations research and management science. Incorporates theory and application of decision analysis, linear programming (simplex algorithm), the transportation model, network modeling (PERT, CPM), simulation, multiple regression analysis (ANOVA), and exponential smoothing. Prerequisite: BUS201, or equivalent

**Bus210,**  
3 units

### **Managing Organizational Behavior**

Develops integrated frameworks for organization effectiveness that include system structural/process design, organizational change and development, leadership of innovation, and implementation of managerial decisions. Applies group exercises and team field projects designed to transfer theory into risk-taking experiential action. Prerequisite: All business Foundation courses or equivalents.

**Bus258,**  
3 units

### **Leading-Edge Managers**

Experiential seminar to develop specific managing and leading capabilities. Focus on skills typically missing from MBA education: managing a multi-and cross-cultural workforce; developing effective teams and collaborative work; building a high-performing work system.

**Bus286,**  
3 units

### **Project Management**

Covers both strategic and operational points of view for managing projects. Quantitative methods include project planning, budgeting, selection, scheduling, evaluation, and control. Qualitative methods include project organization, staffing and team building. **Prerequisite: Bus206 and 207 or equivalent.**

**UrbP251A,**  
3 units

### **Urban Planning Economics**

An analysis of assessment districts, revenue bonds and other public finance mechanisms used in planning programs. Evaluation of the public purpose in government financed programs.

**UrbP255,**  
3 units

### **Urban Growth Management**

The rationale, techniques, and economic, political, and organizational implications of urban

growth management. Focus on the use of urban growth management in communities within the Bay Area.

**UrbP256,**  
3 units

#### **Transportation Planning Topics**

In-depth examination of selected topics introduced in UrbP226. Not to substitute for transportation engineering. *Prerequisite: UrbP226 or consent of instructor*

**PAdm213,**  
3 units

#### **Policy Analysis and Evaluation**

The application of analytical and administrative tools to the solution of public problems. There are two **foci**: a study of the processes by which policy is formulated and the research and political tools necessary to assess program effectiveness. *Prerequisite: Statistics, consent of instructor*

**PAdm214,**  
3 units

#### **Program Planning and Implementation**

A study of the program planning, management and implementation skills necessary to effective operations of government agencies. The course will place an emphasis on program planning and operational skills. *Prerequisites: PolS114 or PAdm210, statistics; consent of instructor*

**Integration: (Required) May be taken anytime after first 21 units.**

**MTM290,**  
3 Units

#### **Strategic Transportation Management**

*Requires prior completion of 21 MSTM units*

Provides a culminating experience through an individual comprehensive project. A variety of external learning experiences (internships, field assignments, and mentorships) and in-class case discussions and exercises provide a capstone seminar with practice in strategic planning to positively impact market environments in surface transportation.

Courses in **Transportation Law and Business Logistics** are under development.

Upon approval of a graduate advisor, students may take electives from Urban Planning, Public Administration, Engineering, and Business.

## **Automotive Service Technology - ATEP**

**ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)**

**Weber State University**

**Ogden, Utah 84408**

**801-626-6000**

**www.weber.edu**

**Advisor: Steven Stuart – 801-626-6903**

- **Program Prerequisite:** Not required.
- **Grade Requirements:** An overall GPA of 2.00 or "C."
- **Credit Hour Requirements:** A total of 67 credit hours is required.

### **Advisement**

Automotive Service students should meet each semester with the faculty advisor for program advisement.

Call 801-626-6579 for more information or to schedule an appointment. (Also refer to the [Department Advisor Referral List](#).)

## Admission Requirements

Declare your program of study. There are no special admission or application requirements for this program.

## General Education

Refer to General Requirements for Associate of Applied Science requirements. The following general education courses are required for this degree: Chem PS1010 (3) or Chem PS1110 (5), Comm HU1050 (3), and a Social Science course (3).

## Course Requirements for A.A.S. Degree

### Automotive Service Courses Required (46 credit hours)

- AutoSv 1021 Brakes (2)
- AutoSv 1022 Suspension & Steering (3)
- AutoSv 1100 Principles of Technology I (2)
- AutoSv 1120 Engines (4)
- AutoSv 1200 Principles of Technology II (2)
- AutoSv 1220 Drive Mechanisms (3)
- AutoSv 1321 Specialized Electricity (2)
- AutoSv 1322 Specialized Electronics (2)
- AutoSv 1520 Automatic Transmissions (5)
- AutoSv 2020 Fuel & Emission Control Systems (4)
- AutoSv 2120 Electrical Systems (5)
- AutoSv 2220 Diagnosis & Tune-up (4)
- AutoSv 2320 Air Conditioning & Heating (2)
- AutoSv 2860 Automotive Shop Practice (6)

### Support Courses Required (12 credit hours)

- Engl EN1010 Intro to Writing (3)
- AutoSv 1300 Technical Mathematics (3)  
or Math QL1030 Contemporary Mathematics (3)
- TBE 1700 Intro to Microcomputer Apps (3)  
or CS 1010 Intro to Operating Systems (1)  
& CS 1011 Intro to Office Products (1)  
& CS 1012 Intro to Database (1)
- SST 3203 Customer Service Techniques (3)

## Suggested Course Sequence

*The following suggested course sequence is provided to assist students in planning their schedules. Use this only as a guideline and be sure to consult with an advisor.*

### Freshman Fall

AutoSv 1321	2
AutoSv 1220	3
AutoSv 1520	5
AutoSv 1300	3
Engl EN1010	3

**Total Hours 16**

### Freshman Spring

AutoSv 1322	2
AutoSv 1021	2
AutoSv 1022	3
AutoSv 1120	4
AutoSv 2860	3
Gen Ed (Comm)	3
<b>Total Hours</b>	<b>17</b>

### Sophomore Fall

AutoSv 1100	2
-------------	---

### Sophomore Spring

AutoSv 1200	2
-------------	---

AutoSv 2020	4	AutoSv 2220	4
AutoSv 2120	5	AutoSv 2320	2
TBE 1700	3	AutoSv 2860	3
Gen Ed (Chem)	3	SST 3203	3
		Gen Ed (SS)	3
<b>Total Hours</b>	<b>17</b>	<b>Total Hours</b>	<b>17</b>

Course descriptions are on page 248

# Automotive Service Technology - BTEP

## ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

Weber State University

Ogden, Utah 84408

801-626-6000

[www.weber.edu](http://www.weber.edu)

Advisor: ***Richard K. DeMoss 801-626-6318***

- **Program Prerequisite:** Not required.
- **Grade Requirements:** An overall GPA of 2.00 or "C."
- **Credit Hour Requirements:** A total of 64 credit hours is required.

### Advisement

Automotive Service students should meet each semester with the faculty advisor for program advisement. Call 801-626-6579 for more information or to schedule an appointment. (Also refer to the [Department Advisor Referral List](#).)

### Admission Requirements

Declare your program of study. There are no special admission or application requirements for this program.

### General Education

Refer to [General Requirements](#) for Associate of Applied Science requirements. The following general education courses are required for this degree: Chem PS1010 (3) or Chem PS1110 (5), and Comm HU1050 (3), and a Social Science course (3).

### Course Requirements for A.A.S. Degree

#### Automotive Service Courses Required (41 credit hours)

- AutoSv 1021 Brakes (2)
- AutoSv 1022 Suspension & Steering (3)
- AutoSv 1080 Non-Structural Analysis & Repair (4)
- AutoSv 1100 Principles of Technology I (2)
- AutoSv 1180 Structural Analysis & Repair (4)
- AutoSv 1200 Principles of Technology II (2)
- AutoSv 1321 Specialized Electricity (2)
- AutoSv 1322 Specialized Electronics (2)
- AutoSv 2080 Painting & Refinishing (4)
- AutoSv 2320 Air Conditioning & Heating (2)



- AutoSv 2480 Auto Body Business Practices (2)
- AutoSv 2880 Cooperative Practicum (12)

#### Automotive Technology Course Required

- AutoTc 3020 Intro to Hazardous Materials (2)
- Support Courses Required (12 credit hours)
- Engl EN1010 Intro to Writing (3)
- AutoSv 1300 Technical Mathematics (3)  
or Math QL1030 Contemporary Mathematics (3)
- TBE 1700 Intro to Microcomputer Apps (3)  
or CS 1010 Intro to Operating Systems (1)  
& CS 1011 Intro to Office Products (1)  
& CS 1012 Intro to Database (1)
- SST 3203 Customer Service Techniques (3)

#### Suggested Course Sequence

The following suggested course sequence is provided to assist students in planning their schedules. Use this only as a guideline and be sure to consult with an advisor.

##### Freshman Fall

AutoSv 1321	2
AutoSv 1080	4
AutoSv 1300	3
Engl EN1010	3
TBE 1700	3
<b>Total Hours</b>	<b>15</b>

##### Sophomore Fall

AutoSv 1100	2
AutoSv 2080	4
Chem PS1010	3
Comm HU1050	3
Gen Ed (SS)	3
<b>Total Hours</b>	<b>15</b>

##### Freshman Spring

AutoSv 1322	2
AutoSv 1021	2
AutoSv 1022	3
AutoSv 1180	4
AutoSv 2880	6
<b>Total Hours</b>	<b>17</b>

##### Sophomore Spring

AutoSv 1200	2
AutoSv 2320	2
AutoSv 2480	2
AutoTc 3020	2
AutoSv 2880	6
SST 3203	3
<b>Total Hours</b>	<b>17</b>

Course descriptions are on page 248

# Automotive Service Technology - General Motors ASEP

ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

Weber State University

Ogden, Utah 84408

801-626-6000

www.weber.edu

Advisor: ***John Cline*** - 801-626-7830

- **Program Prerequisite:** An interview with the program advisor is necessary prior to acceptance into the program.
- **Grade Requirements:** An overall GPA of 2.00 or "C."
- **Credit Hour Requirements:** A total of 74 credit hours is required.

## Advisement

Automotive Service students should meet each semester with the faculty advisor for program advisement. Call 801-626-6579 for more information or to schedule an appointment. (Also refer to the [Department Advisor Referral List](#).)

## Admission Requirements

Declare your program of study and meet with the faculty advisor.

## General Education

Refer to [General Requirements](#) for Associate of Applied Science requirements. The following general education courses are required for this degree: Chem PS1010 (3) or Chem PS1110 (5), Comm HU1050 (3), and a Social Science course (3).

## Course Requirements for A.A.S. Degree

### Automotive Service Courses Required (53 credit hours)

- AutoSv 1041 GM Brakes (2)
- AutoSv 1042 GM Steering & Suspension (2)
- AutoSv 1100 Principles of Technology I (2)
- AutoSv 1140 GM Engines (3)
- AutoSv 1200 Principles of Technology II (2)
- AutoSv 1240 GM Drive Mechanisms (2)
- AutoSv 1341 GM Specialized Electricity (2)
- AutoSv 1342 GM Specialized Electronics (2)
- AutoSv 1540 GM Auto Transmission (4)
- AutoSv 2040 GM Fuel & Emission Control Sys (3)
- AutoSv 2140 GM Electrical Systems (3)
- AutoSv 2240 GM Diagnostics & Tune-up (4)
- AutoSv 2340 GM Air Conditioning & Heating (2)
- AutoSv 2880 Cooperative Practicum (20)

### Support Courses Required (12 credit hours)

- Engl EN1010 Intro to Writing (3)
- AutoSv 1300 Technical Mathematics (3)  
or Math QL1030 Contemporary Mathematics (3)
- TBE 1700 Intro to Microcomputer Apps (3)  
or CS 1010 Intro to Operating Systems (1)  
& CS 1011 Intro to Office Products (1)  
& CS 1012 Intro to Database (1)
- SST 3203 Customer Service Techniques (3)

## Suggested Course Sequence

*The following suggested course sequence is provided to assist students in planning their schedules. Use this only as a guideline and be sure to consult with an advisor.*

Freshman Fall

Freshman Spring

Freshman Summer

AutoSv 1041	2	AutoSv 2040	3	AutoSv 2880	8
AutoSv 1042	2	AutoSv 2140	3		
AutoSv 1140	3	AutoSv 1342	2		
AutoSv 2880	6	Engl EN1010	3		
AutoSv 1341	2	TBE 1700	3		
AutoSv 1300	3	Chem PS1010	3		
<b>Total Hours</b>	<b>18</b>	<b>Total Hours</b>	<b>17</b>		
<b>Sophomore Fall</b>		<b>Sophomore Spring</b>			
AutoSv 2240	4	AutoSv 1240	2		
AutoSv 2340	2	AutoSv 1540	4		
AutoSv 2880	6	AutoSv 1200	2		
AutoSv 1100	2	SST 3203	3		
Comm HU1050	3	Gen Ed (SS)	3		
<b>Total Hours</b>	<b>17</b>	<b>Total Hours</b>	<b>14</b>		

Course descriptions are on page 248

# Automotive Service Technology - Chrysler CAP

ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

Weber State University

Ogden, Utah 84408

801-626-6000

www.weber.edu

Advisor: ***Roger Crockett*** - 801-626-7511.

- **Program Prerequisite:** An interview with the program advisor is necessary prior to acceptance into the program.
- **Grade Requirements:** An overall GPA of 2.00 or "C."
- **Credit Hour Requirements:** A total of 74 credit hours is required.

## Advisement

Automotive Service students should meet each semester with the faculty advisor for program advisement. Call 801-626-6579 for more information or to schedule an appointment. (Also refer to the [Department Advisor Referral List](#).)

## Admission Requirements

Declare your program of study and meet with the faculty advisor.

## General Education

Refer to [General Requirements](#) for Associate of Applied Science requirements. The following general education courses are required for this degree: Chem PS1010 (3) or Chem PS1110 (5), Comm HU1050 (3), and a Social Science course (3).

## Course Requirements for A.A.S. Degree

**Automotive Service Courses Required (53 credit hours)**

- AutoSv 1051 Chrysler Brakes (2)

- AutoSv 1052 Chrysler Steering & Suspension (2)
- AutoSv 1100 Principles of Technology I (2)
- AutoSv 1150 Chrysler Engines (3)
- AutoSv 1200 Principles of Technology II (2)
- AutoSv 1250 Chrysler Drive Mechanisms (2)
- AutoSv 1351 Chrysler Specialized Electricity (2)
- AutoSv 1352 Chrysler Specialized Electronics (2)
- AutoSv 1550 Chrysler Auto Transmiss (4)
- AutoSv 2050 Chrysler Fuel & Emission Cntrl Sys (3)
- AutoSv 2150 Chrysler Electrical Systems (3)
- AutoSv 2250 Chrysler Diagnosis & Tune-up (4)
- AutoSv 2350 Chrysler Air Condition & Heating (2)
- AutoSv 2880 Cooperative Practicum (20)

**Support Courses Required (12 credit hours)**

- Engl EN1010 Intro to Writing (3)
- AutoSv 1300 Technical Mathematics (3)  
or Math QL1030 Contemporary Mathematics (3)
- TBE 1700 Intro to Microcomputer Apps (3)  
or CS 1010 Intro to Operating Systems (1)  
& CS 1011 Intro to Office Products (1)  
& CS 1012 Intro to Database (1)
- SST 3203 Customer Service Techniques (3)

**Suggested Course Sequence**

*The following suggested course sequence is provided to assist students in planning their schedules. Use this only as a guideline and be sure to consult with an advisor.*

<b>Freshman Fall</b>		<b>Freshman Spring</b>		<b>Freshman Summer</b>	
AutoSv 1351	2	AutoSv 1352	2	AutoSv 2880	8
AutoSv 1250	2	AutoSv 1051	2		
AutoSv 1550	4	AutoSv 1052	2		
AutoSv 2880	6	AutoSv 1150	3		
AutoSv 1300	3	Engl EN1010	3		
		TBE 1700	3		
		Chem PS1010	3		
<b>Total Hours</b>	<b>17</b>	<b>Total Hours</b>	<b>18</b>		
<b>Sophomore Fall</b>		<b>Sophomore Spring</b>			
AutoSv 2050	3	AutoSv 2250	4		
AutoSv 2150	3	AutoSv 2350	2		
AutoSv 1100	2	AutoSv 1200	2		
AutoSv 2880	6	SST 3203	3		
Comm HU1050	3	Gen Ed (SS)	3		
<b>Total Hours</b>	<b>17</b>	<b>Total Hours</b>	<b>14</b>		

# Automotive Service Tech Courses - Autosv

## **AutoSv 1020. Brakes, Suspension and Steering (5)**

Operation, diagnosis and maintenance of brake, suspension and steering systems.

## **AutoSv 1021. Brakes (2)**

Principles, repair and adjustment of the brake system. (AutoSv 1021 & AutoSv 1022 constitute AutoSv 1020.)

## **AutoSv 1022. Suspension and Steering (3)**

Principles, repair and adjustment of the suspension and steering systems. (AutoSv 1021 & AutoSv 1022 constitute AutoSv 1020.)

## **AutoSv 1041. G.M. Brakes (2)**

Principles of operation, diagnosis and repair of General Motors brake systems.

## **AutoSv 1042. G.M. Steering and Suspension (2)**

Principles of operation, diagnosis and repair of General Motors steering and suspension systems.

## **AutoSv 1051. Chrysler Brakes (2)**

Principles of operation, diagnosis and repair of Chrysler brake systems.

## **AutoSv 1052. Chrysler Steering and Suspension (2)**

Principles of operation, diagnosis and repair of Chrysler steering and suspension systems.

## **AutoSv 1061. Toyota Brakes (2)**

Principles of operation, diagnosis & repair of Toyota brake systems. .

## **AutoSv 1062. Toyota Steering and Suspension (2)**

Principles of operation, diagnosis and repair of Toyota steering and suspension systems.

## **AutoSv 1071. H D Truck Brakes (2)**

Operation, diagnosis, inspection, and repair of air brake systems. Equivalent to DATC proficiency #48530, 48601.

## **AutoSv 1072. H D Truck Steering & Suspension (3)**

Operation, diagnosis, and repair of heavy duty steering and suspension systems. Equivalent to DATC proficiency #48540, 48550.

## **AutoSv 1080. Non-Structural Analysis and Repair (4)**

Safety, welding processes, panel repair and replacement, trim application, water and wind leakage.

## **AutoSv 1100. Principles of Technology I (2)**

Scientific concepts of force, work, rate, resistance and energy are applied to mechanical and fluid systems found in modern industry. Laboratory activities featuring measurement and instrumentation are emphasized.

## **AutoSv 1120. Engines (4)**

Operational principles of basic gasoline and diesel engine systems and major overhaul of the complete automotive engine.

## **AutoSv 1140. G.M. Engines (3)**

Operational principles and major overhaul procedures of General Motors engines.

## **AutoSv 1150. Chrysler Engines (3)**

Operational principles and major overhaul procedures of Chrysler engines.

## **AutoSv 1160. Toyota Engines (3)**

Operational principles and major overhaul procedures of Toyota engines.

**AutoSv 1170. H D Truck Engines (5)**

Operational principles, diagnosis and complete overhaul of diesel engines. Equivalent to DATC proficiency #48140, 48141, 48142, 48143, 48160, 48162, 48163.

**AutoSv 1180. Structural Analysis & Repair (4)**

Frame and unibody repair. Replacement of major panels, measuring and corrective pulling, and occupant safety systems.

**AutoSv 1200. Principles of Technology II (2)**

Scientific concepts pertaining to electricity, heat, sound and light are applied to systems found in modern industry. Laboratory activities featuring measurement and instrumentation are emphasized.

**AutoSv 1220. Drive Mechanisms (3)**

Theory, operation, diagnosis, maintenance, and overhaul of the clutch, standard transmission, automatic transmission, drive lines, differentials and front wheel drive units.

**AutoSv 1240. Drive Mechanisms (2)**

Principles of operation, diagnosis and repair of General Motors clutches, standard transmissions, drive lines, differentials and front wheel drive units.

**AutoSv 1250. Chrysler Drive Mechanisms (2)**

Principles of operation, diagnosis and repair of Chrysler clutches, standard transmissions, drive lines, differentials and front wheel drive units.

**AutoSv 1260. Toyota Drive Mechanisms (2)**

Principles of operation, diagnosis and repair of Toyota clutches, standard transmissions, drive lines, differentials and front wheel drive units.

**AutoSv 1270. H D Truck Drive Mechanisms (8)**

Theory, operation, diagnosis, and overhaul of the clutch, transmission, drive lines, differentials, and wheel bearings. Equivalent to DATC proficiency #48401, 48403, 48603.

**AutoSv 1300. Technical Mathematics (3)**

Measurements, common and decimal fractions, square roots, surfaces, columns, capacities. Principles of algebra and geometry.

**AutoSv 1320. Specialized Electricity and Electronics (4)**

Fundamentals, use of meters, wiring diagrams, wiring repair, semiconductors, microprocessors and selected devices.

**AutoSv 1321. Specialized Electricity (2)**

Fundamentals, use of meters, wiring diagrams, wiring repair and selected electrical devices. (AutoSv 1321 and AutoSv 1322 constitute AutoSv 1320.)

**AutoSv 1322. Specialized Electronics (2)**

Semiconductor fundamentals, transistors, microprocessors and selected electronic devices. Prerequisite: AutoSv 1321. (AutoSv 1321 and AutoSv 1322 constitute AutoSv 1320.)

**AutoSv 1340. G.M. Specialized Electricity and Electronics (4)**

Fundamentals, use of meters, wiring diagrams, wiring repair, semiconductors, microprocessors and selected General Motors devices.

**AutoSv 1341. G.M. Specialized Electricity (2)**

Fundamentals, use of meters and General Motors wiring diagrams, wiring repair and selected electrical devices. (AutoSv 1341 and AutoSv 1342 constitute AutoSv 1340.)

**AutoSv 1342. G.M. Specialized Electronics (2)**

Semiconductor fundamentals, transistors, microprocessors and selected General Motors electronic devices. Prerequisite: AutoSv1341. (AutoSv 1341 and AutoSv 1342 constitute AutoSv 1340.)

**AutoSv 1350. Chrysler Specialized Electricity and Electronics (4)**

Fundamentals, use of meters, wiring diagrams, wiring repair, semiconductors, microprocessors and selected Chrysler devices.

**AutoSv 1351. Chrysler Specialized Electricity (2)**

Fundamentals, use of meters and Chrysler wiring diagrams, wiring repair and selected electrical devices. (AutoSv 1351 and AutoSv 1352 constitute AutoSv 1350.)

**AutoSv 1352. Chrysler Specialized Electronics (2)**

Semiconductor fundamentals, transistors, microprocessors and selected Chrysler electronic devices. Prerequisite: AutoSv 1351. (AutoSv 1351 and AutoSv 1352 constitute AutoSv 1350.)

**AutoSv 1360. Toyota Specialized Electricity & Electronics (4)**

Fundamentals, use of meters, wiring diagrams, wiring repair, semiconductors, microprocessors and selected Toyota components.

**AutoSv 1361. Toyota Specialized Electricity (2)**

Fundamentals, use of meters and Toyota wiring diagrams, wiring repair and selected electrical devices. (AutoSv 1361 and AutoSv 1362 constitute AutoSv 1360.)

**AutoSv 1362. Toyota Specialized Electronics (2)**

Semiconductor fundamentals, transistors, microprocessors and selected Toyota electronic components. Prerequisite: AutoSv 1361. (AutoSv 1361 and AutoSv 1362 constitute AutoSv 1360.)

**AutoSv 1400. Automotive Fundamentals (2)**

Operation, diagnosis and repair of selected automotive systems, as well as general auto shop orientation for beginners and non-automotive majors.

**AutoSv 1520. Automatic Transmission (5)**

Theory, operation, diagnosis and overhaul procedures of automatic transmissions.

**AutoSv 1540. G.M. Automatic Transmission (4)**

Theory, operation, diagnosis and overhaul procedures of General Motors automatic transmissions.

**AutoSv 1550. Chrysler Automatic Transmission (4)**

Theory, operation, diagnosis and overhaul procedures of Chrysler automatic transmissions.

**AutoSv 1560. Toyota Automatic TransmissionI (4)**

Theory, operation, diagnosis and overhaul procedures of Toyota automatic transmission

**AutoSv 1890. Cooperative Work Experience (1-6)**

Open to all first year students in Automotive Service. Provides academic credit for on-the-job experience. Grade and amount of credit will be determined by the department.

**AutoSv 2020. Fuel and Emission Control Systems (4)**

Theory, operation, diagnosis and repair of fuel and emission control systems. Three one-hour lectures and three labs per week.

**AutoSv 2021. Fuel Injection Systems (2)**

Induction and exhaust systems, fuel injection, and super and turbo charging. (AutoSv 2021 and AutoSv 2022 constitute AutoSv 2020.)

**AutoSv 2022. Emission Control Systems (2)**

Theory, operation, diagnosis and repair of emission control systems. (AutoSv 2021, and AutoSv 2022 constitute

AutoSv 2020.)

**AutoSv 2040. G.M. Fuel and Emission Control Systems (3)**

Theory, operation, diagnosis and repair of General Motors fuel and emission control systems.

**AutoSv 2050. Chrysler Fuel and Emission Control Systems (3)**

Theory, operation, diagnosis and repair of Chrysler fuel and emission control systems.

**AutoSv 2060. Toyota Fuel & Emission Control Systems (3)**

Theory, operation, diagnosis and repair of Toyota fuel and emission control systems.

**AutoSv 2080. Painting and Refinishing (4)**

Surface preparation and application of contemporary paints. Matching, blending and complete vehicle refinishing.

**AutoSv 2120. Electrical Systems (5)**

Theory, operation, diagnosis and repair of batteries, starting, charging, ignition, computer control systems, and electrical accessories. Recommended prerequisite: AutoSv 1320.

**AutoSv 2121. Electrical Systems I (2)**

Theory, operation, diagnosis and repair of batteries, starting and charging systems. Recommended prerequisite: AutoSv 1320. (AutoSv 2121, AutoSv 2122 and AutoSv 2123 constitute AutoSv 2120.)

**AutoSv 2122. Electrical Systems II (2)**

Theory, operation, diagnosis and repair of electronic and distributorless ignition systems, and computer control systems. Recommended prerequisite: AutoSv 1320. (AutoSv 2121, AutoSv 2122 and AutoSv 2123 constitute AutoSv 2120.)

**AutoSv 2123. Electrical Systems III (1)**

Theory, operation, diagnosis and repair of electrical accessories. Recommended prerequisite: AutoSv 1320. (AutoSv 2121, AutoSv 2122 and AutoSv 2123 constitute AutoSv 2120.)

**AutoSv 2140. G.M. Electrical Systems (3)**

Theory, operation, diagnosis and repair of General Motors batteries, starting, charging, ignition, computer control and electrical accessory systems. Prerequisite: AutoSv 1340.

**AutoSv 2150. Chrysler Electrical Systems (3)**

Theory, operation, diagnosis and repair of Chrysler batteries, starting, charging, ignition, computer control and electrical accessory systems. Prerequisite: AutoSv 1350.

**AutoSv 2160. Toyota Electrical Systems (3)**

Theory, operation diagnosis and repair of Toyota batteries, starting, charging, ignition, computer control and electrical accessory systems. Prerequisite: AutoSv 1360.

**AutoSv 2170. H D Truck Electrical Systems (3)**

Theory, operation, diagnosis and repair of batteries, starting, charging and electrical accessories. Equivalent to DATC proficiency #48304, 48305.

**AutoSv 2220. Diagnosis and Tune-Up (4)**

Diagnosis, adjustment, and repair of the systems which affect engine performance. Use of diagnostic equipment is emphasized. Recommended prerequisites: AutoSv 1120, AutoSv 2020 and AutoSv 2120.

**AutoSv 2221. Diagnosis and Tune-Up I (2)**

Diagnosis, adjustment, and repair of systems which affect engine performance. Use of engine analyzers and exhaust analyzers is emphasized. Recommended prerequisites: AutoSv 1120, AutoSv 2020 and AutoSv 2122. (AutoSv 2221, AutoSv 2222 and AutoSv 2223 constitute AutoSv 2220.)

**AutoSv 2222. Diagnosis and Tune-Up II (1)**



Diagnosis, adjustment, and repair of computerized control systems. Use of computer scan tools and meters is emphasized. Recommended prerequisites: AutoSv 1120, AutoSv 2020 and AutoSv 2122. (AutoSv 2221, AutoSv 2222 and AutoSv 2223 constitute AutoSv 2220.)

**AutoSv 2223. Diagnosis and Tune-up III (1)**

Diagnosis, adjustment and repair of computerized control systems. Use of laboratory style oscilloscopes is emphasized. Recommended prerequisites: AutoSv 1120, AutoSv 2020 and AutoSv 2122. (AutoSv2221, AutoSv 2222 and AutoSv 2223 constitute AutoSv 2220.)

**AutoSv 2240. G.M. Diagnosis and Tune-up (4)**

Diagnosis, adjustment and repair of systems which affect General Motors engine performance. Use of diagnostic equipment is emphasized. Recommended prerequisites: AutoSv 1140, AutoSv2040 and AutoSv 2140.

**AutoSv 2250. Chrysler Diagnosis and Tune-up (4)**

Diagnosis, adjustment and repair of systems which affect Chrysler engine performance. Use of diagnostic equipment is emphasized. Prerequisites: AutoSv 1150, AutoSv 2050 and AutoSv 2150.

**AutoSv 2260. Toyota Diagnosis & Tune-up (4)**

Diagnosis, adjustment and repair of systems which affect Toyota engine performance. Use of diagnostic equipment is emphasized. Prerequisites: AutoSv 1160, AutoSv 2060 and AutoSv 2160.

**AutoSv 2270. H D Truck Engine Diagnosis (3)**

Engine starting, diagnosis, fuel pump timing, compression and cylinder leakage testing, and tuneup. Equivalent to DATC proficiency #48144, 48164, 48302.

**AutoSv 2320. Air Conditioning and Heating (2)**

Operation and servicing of automotive air conditioning and heating systems and components.

**AutoSv 2340. G.M. Air Conditioning and Heating (2)**

Theory, operation, diagnosis and repair of General Motors air conditioning and heating systems. Prerequisite: AutoSv 1340.

**AutoSv 2350. Chrysler Air Conditioning and Heating (2)**

Theory, operation, diagnosis and repair of Chrysler air conditioning and heating systems. Prerequisite: AutoSv 1350.

**AutoSv 2360. Toyota Air Conditioning & Heating (2)**

Theory, operation, diagnosis and repair of Toyota air conditioning and heating systems. Prerequisite: AutoSv 1360.

**AutoSv 2370. H D Truck Air Conditioning (2)**

Operation, environmental concerns, diagnosis and repair of air conditioning and heating systems and components. Equivalent to DATC proficiency #48800, 48801.

**AutoSv 2400. Theory of Internal Combustion Engines (2)**

New developments, construction, operation, science and theory of gas, diesel, and airplane engines. For students with previous mechanical training.

**AutoSv 2480. Auto Body Business Practices (2)**

Estimating, scheduling work, purchasing, inventory, insurance practices and applied customer relations.

**AutoSv 2500. Small Internal Combustion Engines (2)**

Theory, construction, maintenance and reconditioning of small two and four-cycle internal combustion engines. Emphasis on motorcycle and high performance recreational vehicle engines.

**AutoSv 2860. Automotive Shop Practice (2,3)**

Provides an opportunity to practice skills needed by Automotive Service technicians derived from classroom

and shop experience. Simulates line mechanic work. Instructor approval required.

**AutoSv 2880. Cooperative Practicum (4,6,8)**

Supervised work experience, at the sponsoring dealership, which applies directly to previous academic courses. Full-time employment and approval of faculty supervisor required.

**AutoSv 2890. Cooperative Work Experience (1-6)**

Open to second year Automotive Service students. A continuation of AutoSv 1890. NOTE: AutoSv 2890 may be taken in lieu of AutoSv 2860, when appropriate work experience is available and the student obtains departmental approval.

**AutoSv 2920. Short Courses, Workshops, Institutes and Special Programs (1-4)**

Consult the semester class schedule for the current offering under this number. The specific title and credit authorized will appear on the student transcript.

**AutoSv 2990. Seminar in Automotive Service Technology (1-3)**

Directed studies, group discussions and analysis of selected topics pertinent to automotive service.

# Automotive Technology

## BACHELOR OF SCIENCE DEGREE (B.S.)

Weber State University

Ogden, Utah 84408

801-626-6000

[www.weber.edu](http://www.weber.edu)

- **Program Prerequisite:** An interview with the program advisor is necessary prior to acceptance into the program.
- **Minor:** Not required.
- **Grade Requirements:** Minimum grade of "C " in courses required for this major in addition to an overall GPA of 2.00 or higher.
- **Credit Hour Requirements:** A total of 129 credit hours is required -- a minimum of 63 of these is required within the major. A total of 40 upper division credit hours is required (courses numbered 300 and above) -- 20 are required within the major.

### Advisement

Automotive Technology students should meet annually with the faculty advisor for course and program advisement. Call 801-626-6579 for more information or to schedule an appointment. (Also refer to the Department Advisor Referral List.)

### Admission Requirements

Declare your program of study and meet with the faculty advisor.

### General Education

Refer to General Requirements for Bachelor of Science requirements. The following courses required for the Automotive Technology major will also fulfill general education requirements: Chem PS1010 or Chem PS1110, Comm HU1050, Soclgy SS1020, Botany LS1403, and Geogr PS1010.

### Course Requirements for B.S. Degree

**Automotive Service Courses Required (43 credit hours)**

- AutoSv 1021 Brakes (2)
- AutoSv 1022 Suspension and Steering (3)
- AutoSv 1100 Principles of Technology I (2)
- AutoSv 1120 Engines (4)
- AutoSv 1200 Principles of Technology II (2)
- AutoSv 1220 Drive Mechanisms (3)
- AutoSv 1321 Specialized Electricity (2)
- AutoSv 1322 Specialized Electronics (2)
- AutoSv 1520 Automatic Transmission (5)
- AutoSv 2020 Fuel & Emission Control Systems (4)
- AutoSv 2120 Electrical Systems (5)
- AutoSv 2220 Diagnosis & Tune-up (4)
- AutoSv 2320 Air Conditioning & Heating (2)
- AutoSv 2860 Automotive Shop Practice (3)

**Automotive Technology Courses Required (20 credit hours)**

- AutoTc 3020 Intro to Hazardous Materials (2)
- AutoTc 3520 Fleet Management (2)
- AutoTc 3620 Automotive Business Practices (2)
- AutoTc 4020 Environmental Issues (2)
- AutoTc 4220 Advanced Diagnosis (2)
- AutoTc 4880 Cooperative Practicum (8)
- AutoTc 4990 Seminar in Automotive Tech (2)

**Sales and Service Technology Courses Required (15 credit hours)**

- ST 1143 Fundamental Selling Techniques (3)
- SST 3103 Sales Personalities & Profiles (3)
- SST 3153 Sales Engineering Techniques (3)
- SST 3203 Customer Service Techniques (3)
- SST 3363 Contract & Sales Negotiation (3)

**Support Courses Required (29-34 credit hours)**

- Botany LS1403 Environment Appreciation (3)
- Chem PS1010 Introduction to Chemistry (3)  
or Chem PS1110 General Chemistry (5)
- TBE 1700 Intro to Microcomputer Apps (3)  
or CS 1010 Intro to Operating Systems (1)  
& CS 1011 Intro to Office Products (1)  
& CS 1012 Intro to Database (1)
- Comm HU1050 Intro to Interpersonal Comm (3)
- Geogr PS1010 Natural Environments of the Earth (3)
- Mgmt 3010 Organiz Behavior & Management (3)  
or SST 3563 Principles of Supervision (3)
- Math QL1030 Contemporary Mathematics (3)
- Soclgy SS1020 Social Problems (3)
- TBE 3070 Spreadsheet Applications (1)
- TBE 3080 Database Applications (1)
- TBE 3250 Business Communications (3)

**Electives (4-11 credit hours)**

Select one course from Group 1 and one course from Group 2

**Group 1**

- AutoSv 1080 Non-Structural Analysis & Repair (4)
- AutoSv 1180 Structural Analysis & Repair (4)
- AutoSv 2080 Painting & Refinishing (4)
- AutoSv 2480 Auto Body Business Practices (2)
- Math QL1050 College Algebra (3)
- Math QL1080 Pre-Calculus (3)

**Group 2**

- BusAdm 3200 Legal Environment of Business (3)
- Comm 3080 Intercultural Communication (3)
- Comm 3550 Organizational Communication (3)
- ChFam 4400 The Family in Stress 3 ForLng 3850 Study Abroad (1-6)
- ForLng 4850 Study Abroad (1-6)
- Geogr 3360 Economic Geography (3)
- Mgmt 4400 Adv Organizational Behavior (3)
- Psych 4510 Industrial & Org. Behavior (3)
- SST 4102 DevelTeam Leadership Skills (2)
- SST 4203 Ethical Sales & Service (3)

**Suggested Course Sequence**

The following suggested course sequence is provided to assist students in planning their schedules. Use this only as a guideline and be sure to consult with an advisor.

Any of the automotive service associate of applied science degree programs or equivalent are appropriate for the first two years of study.

<b>Junior Fall</b>		<b>Junior Spring</b>		<b>Jr/Sr Summer</b>
AutoTc 3620	2	AutoTc 4020	2	AutoTc 4880 8
AutoTc 4990	1	SST 3103	3	
SST 1143	3	TBE 3080	1	
Engl 2010	3	Gen Ed (Humanities)	3	
TBE 3070	1	Gen Ed (Amer Inst)	3	
SoclgY SS1020	3	Geogr PS1010	3	
Botany LS1403	3			
<b>Total Hours</b>	<b>16</b>	<b>Total Hours</b>	<b>15</b>	
<b>Senior Fall</b>		<b>Senior Spring</b>		
AutoTc 3520	2	AutoTc 4220	2	
AutoTc 4990	1	AutoTc 3020	2	
SST 3153	3	SST 3363	3	
GenEd (Humanities)	3	TBE 3250	3	
Group II	2	Group I	2	
SST 3563 or Mgmt 3010	3			
<b>Total Hours</b>	<b>14</b>	<b>Total Hours</b>	<b>12</b>	

# Automotive Technology Courses - Autotc

## **AutoTc 3020. Introduction to Hazardous Materials (2)**

Environmental regulations, safe practices, disposal of hazardous substances, such as paints and solvents. Suggested prerequisite: Chem 1010 or 1110.

## **AutoTc 3520. Fleet Management (2)**

Overview of fleet operations and common management practices.

## **AutoTc 3620. Automotive Business Practices (2)**

Study of fleet and dealership fixed operations financial policies and procedures. Includes financial statement analysis.

## **AutoTc 4020. Environmental Issues (2)**

An overview of the environmental issues related to the use and service of vehicles, with emphasis on air quality topics.

## **AutoTc 4220. Advanced Diagnosis (2)**

The use of sophisticated diagnostic tools and equipment. Emphasis is on computer-aided diagnosis and the development of analytical thinking as it applies to technical problems. Prerequisite: AutoSv 2220 or equivalent.

## **AutoTc 4830. Directed Readings (1-3)**

Individual readings supervised by a faculty member. Prerequisite: Approval of instructor.

## **AutoTc 4880. Cooperative Practicum (8)**

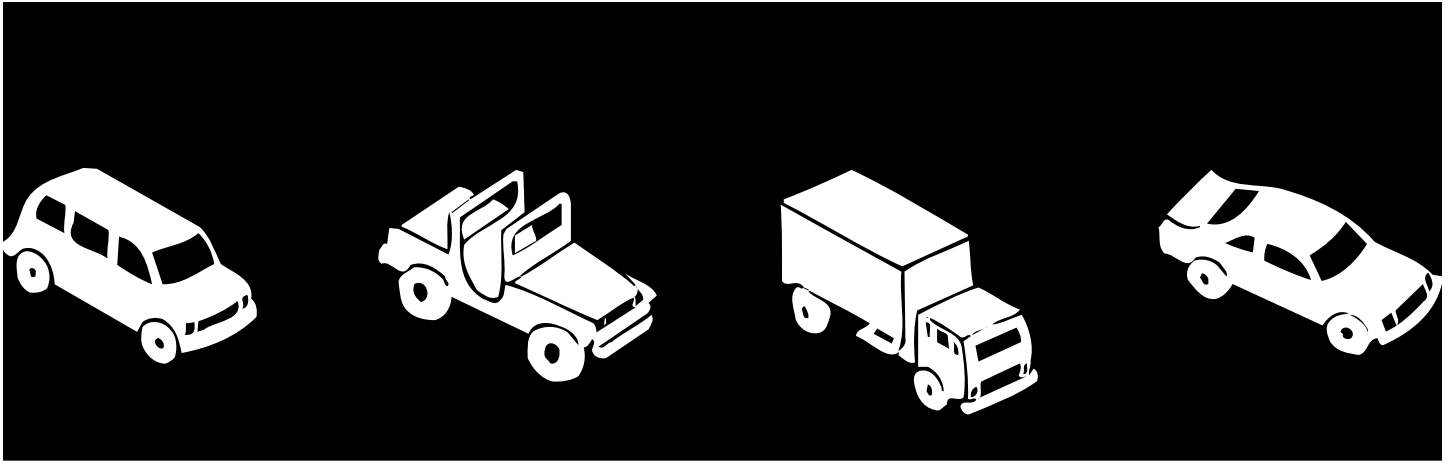
Supervised work experience with a sponsoring employer, designed to synthesize theory and practice. Full-time, upper division related employment and approval of faculty supervisor required.

## **AutoTc 4990. Seminar in Automotive Technology (1-3)**

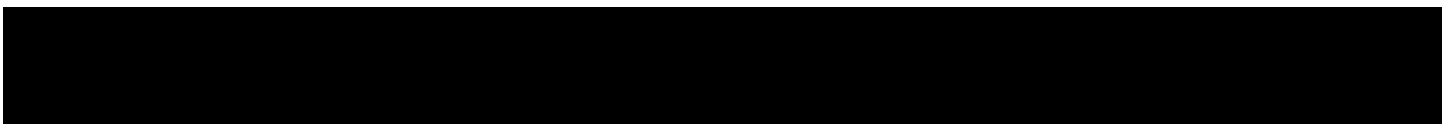
Directed studies, group discussions and analysis of selected topics. Emphasis on environmental, regulatory, legal, safety, new product and other contemporary issues.

## **AutoTc 5920. Short Courses and Workshops (1-4)**

Consult the semester class schedule for the current offerings under this number.



# Training Kit



# Smith System Traffic Safety Seminar

Smith System Driver Improvement Institute, Inc.

1106 W. Pioneer Parkway

Arlington, TX 76013

1-800-777-7648

Fax: (817) 652-6969

[www.smithsystemsafety.com](http://www.smithsystemsafety.com)

Contact person - Leesa Mansen

Only four to six hours to present. It's all here . . . Discussion, important safety information, video reinforcement, visual aids, and a time tested, results oriented program. With the materials included in this seminar kit and a little preparation by your instructor, your organization will be able to conduct an effective and interesting driver safety training course.

## A Five Module Program:

PART 1 Avoiding The Forward Motion Accident

PART 2 Avoiding The Backing - Parking Accident

PART 3 Driver Attitude Education

PART 4 Substance Abuse Awareness

PART 5 Seat Belt Education

## Instructor Guideline

The heart of the seminar package is the Instructor Guideline. With this book, the instructor learns to conduct an informative, interesting and thought-provoking presentation that should have lasting impact on the performance of your drivers. The Instructor Guideline helps the instructor understand and present reliable solutions to the accident-causing problems that drivers may experience when they get behind the wheel. The step-by-step approach of the Instructor Guideline leads the instructor through each training module. The program is not designed to force the instructor to deliver dull lectures. Instead, we have created a format that encourages a great deal of interaction. By using the guideline, videos, visual aids, booklets and handouts, the instructor creates an interesting environment and customized program. The customization allows the program to be built around your specific needs, problems, policies, drivers and vehicles. And because the seminar is in module form, it is easy to break into smaller segments to allow for time constraints, focused safety meetings or refresher training.

## Video Package

To supplement and reinforce the information taught by the instructor, four videos are included in the seminar.

1. Out of Harm's Way
2. The Most Common Collision
3. Shortcut to Experience
4. It's Your Choice

## Safety Transparencies

To add impact to the information, a series of full-color transparencies are included in the kit. These visual aids will help the instructor generate group participation while enhancing the message. Smith System Seminar

Stock # SS-20T (Truck Version)

Stock # SS-20SV (Small Vehicle Version)

1-3 \$680.00 ea.

4-10	\$610.00 ea.
11-25	\$530.00 ea.
26-99	\$510.00 ea.
100+	\$420.00 ea.

## Student Seminar Materials

These materials supplement and reinforce the concepts taught in our Traffic Safety Seminar. By providing a set to each student, you will ensure a more comprehensive understanding of the ideas offered in the seminar. And to drive home the information, an open book examination has been developed.

Each Student Receives:

### Smith System is No Accident

#### Driver Guideline Book; 24 pages

This well illustrated book helps drivers understand Smith System's time tested methods of avoiding both forward motion and backing accidents.

### Substance Abuse and Driving

#### Booklet

Alcohol and other drugs are major factors in motor vehicle collisions. The issues are often complex. Education is the primary weapon in the ongoing war against driver misuse of dangerous drugs. The essential substance abuse related details provided in the seminar are summarized in this booklet.

### Seat Belts are Cheap Insurance

#### Pamphlet

The seven most common reasons people cite for not using seat belts are discussed in this eight panel pamphlet. Such excuses cost thousands of lives each year. This pamphlet discredits each argument in a common sense, debate format.

### A Course Comprehension Exam

This 40 question open book test evaluates a student's understanding of the most important elements of the program. When students successfully complete this exam, you can be assured they understand the fundamentals of the seminar. In addition, you will receive written documentation of student participation in the program.

### Certificate of Completion

This two color, 8 1/2 x 11 certificate signifies successful course completion.

#### NOTE:

If some of the topics are already covered by existing programs within your organization, we can customize the student materials to your needs.

### Student Seminar Materials

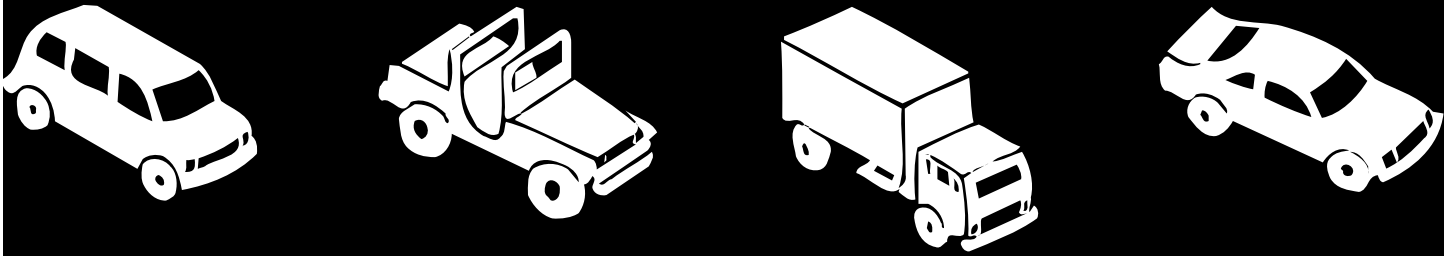
Stock # SS-21T (Truck Version)

Stock # SS-21SV (Small Vehicle Version)

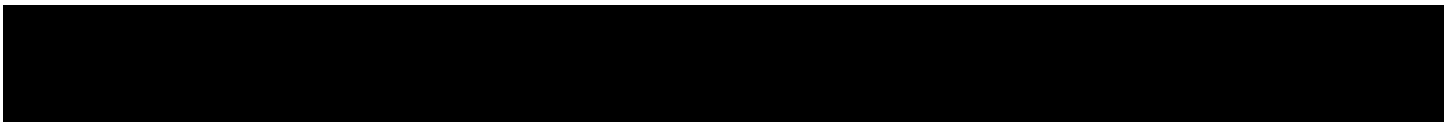
50-99	\$4.20 per student
100-499	\$3.95 per student
500-999	\$3.65 per student
1,000-4,999	\$3.35 per student
5,000-9,999	\$3.10 per student
10,000+	\$3.00 per student







# Training Providers



# Alternative Fuel Vehicle Technician Training Providers

In response to the anticipated increased demand for skilled automotive technicians to service alternative fuel vehicles (AFVs), the U.S. Department of Energy (DOE) and the National Automotive Technicians Education Foundation (NATEF) have joined efforts under the DOE sponsored Certification of Higher-learning in an Alternative Motorfuels Program (CHAMP).

Under this program, NATEF is working with the education and the automotive industry to establish voluntary national standards for AFV technician training programs. Training programs meeting the standards, as evaluated by NATEF, are then certified by the National Institute for Automotive Service Excellence (ASE).

Please see the list of the current AFV training providers. Please be sure to ask about CHAMP scholarship funds that are available through some ASE certified training providers. **For further information contact Bob Rodriguez, at NATEF, on 703-713-0100.**

## List compiled by NATEF for the DOE CHAMP Program

***(bold names are ASE certified)***

<b>Training Provider</b>	<b>Location</b>	<b>Phone</b>
American River College	Sacramento, CA 95841	916 484-8354
Bakersfield College	Bakersfield, CA 93305	805 395-4574
Bay Area College of Alameda	Alameda CA 94501	510 748-2393
Cerritos College	Norwalk, CA 90605	310 860-2451
City Coll. of San Francisco-Evans Campus	San Francisco, CA 94124	415 550-4311
College of the Desert	Palm Desert, CA 92260	760 776-7390
Cuyamaca College	El Cajon, CA 92019	619 670-1980
Cypress College	Cypress, CA 90630	714 484-7246
Long Beach City College	Long Beach, CA 90806	562 938-3067
Miramar College	San Diego, CA 92126	619 536-7830
<b>Rio Hondo College</b>	<b>Whittier, CA 90601</b>	<b>562 692-0921</b>
Sacramento City College	Sacramento, CA 95822	916 558-2491
Skyline Community College	San Bruno, CA 94066	650 738-4100
USAF Det. 1, 345th Training Squad (AECT)	Port Hueneme, CA 93043	805 982-3675
Boulder Technical Education Center	Boulder, CO 80303	303 447-5237
<b>Gateway Community Technical College</b>	<b>North Haven, CT 06473</b>	<b>203 234-3318</b>
Naugatuck Valley Comm. Technical College	Waterbury, CT 06708	203 596-8797
Sarasota Technical Institute	Sarasots, FL 34231	941 924-1365
Traviss Vocational Technical Center	Lakeland, FL 33803	941 499-2717
University of Southern Florida	Tampa, FL 33620	813 974-3120
College of Southern Idaho	Twin Falls, ID 83303	208 733-9554
Morton College	Chicago, IL60618	708 656-8000
Ivy Technical College	Gary, ID 46409	219 981-4428
Louisiana Technical College-Baton Rouge	Baton Rouge, LA 70805	225 359-9240
Wentworth Institute of Technology	Boston, MA02115	617 989-4302
<b>Community College of Baltimore County</b>	<b>Baltimore, MD 21228</b>	<b>410 455-4747</b>

Calhoun Area Technology Center	Battle Creek, MI 49017	616 968-2271
Delta College Corporate Services	Milford, MI 48380	248 887-1912
Lansing Community College	Lansing, MI 48901	517 483-1384
Rankin Technical College	St Louis, MO 63113	314 286-4880
<b>Central Community College</b>	<b>Columbus, NE 68601</b>	<b>402 562-1280</b>
Brookdale Community College	Lincroft, NJ 07738	732 224-2778
Mechanics Education Association	Maplewood, NJ 07040	973 761-7050
Albuquerque Technical Vocational Institute	Albuquerque, NM 87108	505 224-3756
Santa Fe Community College	Santa Fe, NM 87502	505 428-1620
Community College of Southern Nevada	N. Las Vegas, NV 89030	702 651-4187
Alfred State College	Wellsville, NY 14895	607 587-3118
City University of New York	Bronx, NY 10453	718 289-5336
New York State-Dept. of Motor vehicles	Albany, NY 12228	518 474-4049
Onandaga Community College	East Syracuse, NY 13057	315 463-9265
Columbus State Community College	Columbus, OH 43215	614 227-5303
<b>Northwestern College</b>	<b>Lima OH 45805</b>	<b>419 227-3141</b>
Autrey Technology Center	Enid, OK 73703	580 242-2750
Francis Tuttle Vo Tech	Oklahoma City, OK 73142	405 717-4264
Gordon Cooper AVTS	Shawnee, OK 74801	405 273-7493
Great Plains AVTC	Lawton, OK 73505	580 355-6371
Great Plains AVTC	Fredrick, OK 73542	580 335-5525
Mid-Del Lewis Eubanks AVTC	Midwest City, OK 73110	405 739-1707
Northeast Vo-Tech Center	Pryor, OK 74362	918 825-5555
Wes Watkins AVTC	Watunka, OK 74883	405 452-5500
Portland Comm. College-Sylvania Campus	Portland, OR 97219	503 977-8033
<b>New England Institute of Technology</b>	<b>Warwick, RI 02886</b>	<b>401 739-5000</b>
Spartanburg Technical College	Spartanburg, SC 29305	864 591-3727
York Technical College	Rock Hill, SC 29730	803 325-2865
El Paso Community College	El Paso, TX 79998	915 594-2519
Houston Community College	Houston, TX 77022	713 718-8110
Railroad Comm of Texas-Alt Fuels Research	Austin, TX 78721	512 463-8501
Tarrant County Junior College	Fort Worth, TX 76102	817 515-5260
Texas State Technical College-Waco	Waco, TX 76705	817 867-4855
Dixie College	St. George, UT 84770	435 652-7860
Weber State College	Ogden, UT 84408	801 626-7830
American Ecofuel, Inc.	Chantilly, VA 22021	703 802-6302
Hampton Roads GM Dealers Training Center	Portsmouth, VA 23704	757 398-9296
Richmond Technical Center	Richmond, VA 23230-4198	804 780-6237
Tidewater Community College	Chesapeake, VA 23320	757 424-6752
Clark County Skills Center	Vancouver, WA 98682	360 604-1050
Gateway Technical College	Racine, WI 53403	414 631-7340
West Virginia University	Morgantown, WV 26506	304 293-7882

***Alternative fuel vehicle training providers not listed should contact NATEF to be included.***

## Brake Training Resources

### **A&A Diesel**

Andy Johnson  
R.D #2, Box 65A  
Friendship, NY 14739  
Phone (716) 973-2533  
Fax (716) 268-5357

A&A Diesel offers short courses, averaging about three hours, in heavy-duty technology. Details and fees available upon request. Instruction is customized to meet client needs relating to Federal CDL requirements.

### **Abex Friction products**

Heavy Duty Director  
2410 Papermill Road  
Winchester VA, 22601  
Phone (703) 662-3871  
800 4ABEXHD  
Fax (703) 665-0616

On-site evaluation of brake systems and balance. Free training by engineers in proper repair and replacement of friction materials.

### **Air Brake Consultants**

Larry Fenicle  
6209 W. Potter Drive  
Glendale, AZ 85308  
Phone 1-800-454-8118

Four-hour local seminars offered throughout the United States and Canada covering all aspects of truck, bus, tractor and trailer air brake systems. In depth training on ABS also provided.

### **Alfred SUNY College of Technology**

Marvin Wood  
South Brooklyn Avenue  
Wellsville, NY 14895  
Phone (716) 593-6270

Offers training in heavy duty brake maintenance and repair. Contact address above for details.

### **Allied Signal Automotive de Mexico**

Raul Santillana Sales and Marketing  
Avenue de Las Granias 473-A  
Mexico D.F., Mexico 02530  
Phone (525) 561-3594  
Fax (525) 561-3235

Allied signal in Mexico offers an introduction to air brake systems course in Spanish. It covers compressors,

valves, air dryers, slack adjustment, foundation brakes, ABS, and more. Contact address above for details.

**AlliedSignal Truck  
Brake Systems**

Technical Support  
901 Cleveland Street  
Elyria, OH 44036  
Phone 1-800-247-2725

Nationwide courses are available that cover the fundamentals of air brake systems, component description, general operation, and troubleshooting. Also, advanced air brake training is offered for the experienced student, covering identification, operation, maintenance, and troubleshooting of air brake systems. Training materials and lunch are provided. Call or write for fee and schedule.

**Anchorlok Corporation**

Neway Anchorlok Inc.  
David Bernd  
PO Box 425  
Muskegon, MI 49443  
Phone 1-800-876-3929  
Fax (616) 655-3893

Customized training available at customer's facility. Installation manual available upon request. Contact local Anchorlok sales representative.

**BRAKEPRO, Inc.**

Tom Golden and John Shepard  
3350 W. Town Point Parkway  
Kennesaw, GA 30144  
Phone (770) 426-0877  
Fax (770) 514-5121

Brakepro (formerly Tenneco Heavy-Duty Brake) manufacturer non-asbestos brake block, brake lining, disc brake pads, and new lined shoes. Training concerned air brake problem and diagnosis includes many current brake concerns and difficulties. Timing, balance and air delivery. Also offering "Technician" Brake certification training. Call for current schedule. Fee available on request.

**Branch area Careers Center**

Larry Brueshuber  
360 Morse Street  
Coldwater, MI 49036  
Phone (517) 279-5710  
Fax (517) 279-5777  
E-mail [dhines@remc12.k12.mi.us](mailto:dhines@remc12.k12.mi.us)

Hands on diesel, two-year, technical training including brake training. Contact center for details.

**Carlisle Corporation  
Motion Control Industries**

Bill Wood, Manager  
1647 Edlich Drive  
Charlottesville, VA 22911  
Phone (804) 975-7931  
Fax (804) 975-6127

Classroom training on air systems, foundation brakes, troubleshooting brake systems. Call for schedule. 2-1/2 day classes offered in Fredericksburg, VA, Charlottesville, VA and Bloomington, IN. Onsite training available upon request for customers of Carlisle linings and Black Max air chambers-two hours or more depending on customer need. No fee at this time. Printed brake-training materials available on Carlisle linings and Black Max air chambers.

**Century Community & Technical College**

T. Johnstone  
3300 Century Avenue North  
White Bear Lake, MN 55110  
Phone (612) 773-1744

This five-credit course covers the design, operation, and repair of heavy-duty air brakes. Areas of study include air system design and operation, air dryer servicing, air system troubleshooting, valve replacement, S-cam and wedge repair, and manual and automatic adjustment. Vehicle safety inspection and out of service criteria are also included. The course lasts approximately three weeks. Fees available on request. Call write for current schedule which is going on.

**College of Alameda**

Mike Robertson or Linda Stanley  
555 Atlantic Avenue  
Alameda, CA 94501  
Phone (510) 522-7221  
Fax (510) 748-2364  
E-mail 135.2646@compuserve.com

An on-going brake training program for the apprenticeship and journeymen in the bay area. Available as one semester or full, two-year complete training program. Contact school for tuition, schedules, and details. Home study training includes video and slides, along with computer-based information. Fee and details available upon request.

**Commercial Carrier Journal**

Chilton Company  
201 King of Prussia road  
Radnor, PA 19089  
Phone (610) 964-4516  
Fax (610) 964-4512

The Air Brake Book  
Comprehensive reference on all aspects of heavy vehicle air brake systems 5th edition.  
Cossatot Technical College

**Sam Cress and Kenneth White**

P.O. Box 960  
DeQueen, AR 71832  
Phone (501) 584-4471  
E-mail [screes@cossatot.ctc.tec.ar.us](mailto:screes@cossatot.ctc.tec.ar.us)

This technical college offers training for both drivers and technicians in heavy-duty trucks. Brake training includes all aspects of truck brakes with a major focus on ABS. One semester course. Contact admissions department for schedule and tuition.

**Crewson Brunner Inc.**

**Brad Hilborn**

1800 Broadway Avenue  
Buffalo, NY 14212  
Phone (716) 894-1044  
Fax (716) 894-1046

For its customers, Crewson Brunner will provide one-day training relating to brake adjustment. There is no charge but training must be scheduled through customer service.

**Cumberland Perry Area Vo-Tech School**

Larry Demay Diesel Instructor  
110 Old Willow Mill Road  
Mechanicsburg, PA 17055  
Phone (717) 697-0354  
Fax (717) 697-0592

Using custom built, hands on training equipment, this vocational technical school provides ongoing brake instruction for diesel mechanics. Course is one week.

**Dakota County Technical College**

Greg Osland/ Rich Otteson  
1300 145th Street E.  
Rosemont, MN 55068  
Phone (612) 423-8000  
(612) 423-8223

This technical college offers two courses-" Foundation Brakes", and "The complete Air Brake System". Training is available either at the college or at the customer facility. Call or write for details and tuition costs. Additional training is available for self-study and training. Contact college for costs.



**Detroit Art Services Inc.**

John Goerlich, VP & General Manager  
2801 John R. Road  
Troy, MI 48033  
Phone (810) 740-3800  
Fax (810) 740-3810

Detroit Art service will customize a training course to meet your needs. Contact General Manager for details and cost. Detroit Art Services produces a wide range of training materials, customized by product line, vehicle application, content depth, level of interactivity, user certification requirements, media preferences, and other user needs. Each program is unique, one of a kind offering. Contact General Manager for details.

**Dow Chemical**

Joe Millar  
11625 Knox  
Overland Park, KS 66210  
Phone 1-800-874-7813

Dow chemicals offers training material on DOT 3 and DOT 4 brake fluids. Contact local representative for detailed ordering information.

**Eaton Corporation**

P.O. Box 1368  
Benton Harbor, MI 49002  
Phone (616) 342-3018  
1-800-826-4357  
Fax (616) 342-3019

Onsite mobile training clinics and regional seminars. Eaton provides updated service literature offering detailed procedures for brake maintenance and brake adjustment. Titles include, "Antilock Brake System" (BRSM-0100); and "Slack Adjuster Service Manual" (BRSM-0022). Videos include: "Extended Brake Service" (BRMV-0932); "Brake Maintenance and Overhaul" (AXSV-007); and "Antilock Brake System" (BRSV-0100) Prices on request.

**Ehove Career Center**

Joe Joiner, Instructor  
316 West Mason road  
Milan, OH 44846  
Phone (419) 499-4663  
Fax (419) 499-4076

This is a pre-certification program for ASE. This course covers fundamental medium and heavy truck braking systems with classroom and lab instruction. School provides ASE pre-certification testing and training. Contact school for details.

**Elkhart Area Career Center  
(Division of Elkhart Community Schools)**

Jaime Stitch or Steve Snyder  
2424 California Road  
Elkhart, IN 46514  
Phone (219) 262-5828  
Fax (219) 262-5801

Secondary and Post secondary automotive service and heavy-duty truck repair program-training program. ASE/NATEF certified. Curriculum competency-based instructional format. Fee and schedule available upon request.

**Euclid Industries Inc.**

Doug J. King  
6600 Beta Drive  
Cleveland, OH 44143-2321  
Phone (216) 460-4913  
Fax 1-800-776-4307

Euclid distributors hold free on-going nationwide technical service clinics for their customers. Contact technical service manager, Doug King, for details.

**Ferodo America Inc.**

Vickie Diemer  
1375 Heil Quaker Boulevard  
LaVergne, TN 37086  
Phone (615) 793-5177  
1-800 251-3390 Ext. 348  
Fax (615) 793-5141

This school offers three-day classes on a regularly scheduled basis. Course covers brake system design of both air and hydraulic systems, brake balance, brake maintenance practices, and friction material design and application. Contact course coordinator Vickie Diemer for further information and registration costs. A video and handbook is available covering torque, pneumatic, and mechanical brake balance. Handbook includes system diagrams and torque calculations to achieve proper brake balance. Call or write for price and ordering information.

**Fleet Pro**

John A White  
124 South Shelburne Road  
Greenfield, MA 01301  
Phone (403) 773-9803  
Fax (403) 773-9803

One day on-site training by area representatives. Contact representative to schedule seminar training, which includes component identification and function, diagnostics, troubleshooting, repair, and installation techniques relating to air brake systems. Fee available on request.

**Fraser Gauge**

Marshall Stalker  
P.O. Box 26071  
Fraser, MI 48026  
Phone (313) 882-9192  
Fax (313) 881-1031

Fraser employs a variety of training aids to instruct in the use of gauges for all types of heavy-duty brakes. Fee available upon request.

**Fred Eberle Technical Center**

Clyde Barger, Instructor  
Rt. 5, Box 2  
Buckannon, WV 26201  
Phone (304) 472-1259  
Fax (304) 472-3418

Hands on vehicle brake instruction, combined with classroom instruction on theory of operation of S-cam brakes. Hands on instruction covering service and brake adjustment. Contact Tech center for tuition and schedule.

**Freightliner Corporation**

4747 N. Channel Avenue  
Portland, OR 97217-7699  
Phone 1-800-385-4357  
Fax (503) 735-7319

Call for details on training. Many and various brake training materials available on request for Freightliner vehicles.

**FreinMeister Group Inc.**

Ron Gervais  
6 Franham Crs  
London, Ontario N6K 1K1  
Phone (519) 641-6770  
Fax (519) 641-6046  
E-mail [rgervais@u-r-online.com](mailto:rgervais@u-r-online.com)

Training geared toward mechanics, driver's trainers, and parts handlers already in the trade. Not for beginners. Offer three packages: (1) "4 Hour Seminar" covers air brake inspection, adjustment and system review. (2) "Trailer Brake Seminar" covers A&B dolly converters and B-train systems. (3) "All Makes Tractor ABS Seminar." Fee: \$50.00 per person, plus applicable taxes.

**General Motors**

GM Training Materials  
1426 Pacific Drive  
Auburn Hills, MI 48326  
Phone 1-800-393-4831  
Fax (810) 377-1510

Medium-duty truck antilock air brakes video for experienced technicians covering component locations, operations and diagnosis. Medium duty truck hydraulic ABS video for technicians servicing Kelsey Hayes 410M ABS system. Student book and instructor guide with overhead slides for medium duty truck/tractor air brakes for journeymen truck technicians. Contact GM training for details.

**George Washington Carver Piedmont Technical Education Center**

Mr. Miller or Mr. Dixon  
P.O. Box 999  
Culpeper, VA 22701  
Phone (540) 825-0476

This public school offers classroom and hands on technical brake training (one year). Call or write for information.

**Gooch Brake & Equipment Company**

Larry Smith  
506 Grand  
Kansas City, MO 64106-1299  
Phone (816) 421-3085  
1-800-444-3216  
Fax (816) 421-3087

Gooch brakes and Equipment Company offers a variety of classes on brakes. All training is conducted at their mid-west facility in Kansas City Missouri. Training is ongoing and free to customers.

**Gordon Cooper Vo-Tech School**

Terry Scarberry  
4801 N. Harrison  
Oklahoma, OK 74801  
Phone (405) 373-7493, ext. 248

PDT 223-Brakes and Preparation for ASE test T-4. ASE certified programs includes hydraulic and air brake; applied operating principles; designs and vehicle application, troubleshooting; repair and service procedures for various disc, wedge, and cam foundation brakes. Tuition available on request along with current schedule.

**Great Basin College**

Bret J. Murphy, Instructor  
1500 College Parkway  
Elko, NV 89801  
Phone (702) 753-2217  
Fax (702) 738-8771  
E-mail bmurphy@scs.unr.edu

Brakes and Pneumatics course is designed to provide experience in heavy duty braking systems, pneumatic valves, and cam operated brakes. Individuals will learn operating principles of brake systems and receive related experience by lab projects. Tuition and schedule on request.

**Gunite Corporation**

Technical Service Manager  
302 Peoples Avenue  
Rockford, IL 61104-3301  
Phone (815) 964-3301  
1-800-331-2413  
Fax (815) 965-9197

Gunite manufactures brake drums, disc wheel hubs, disc brakes rotors and automatic slack adjusters. Free on-site training is available to fleets. Free manuals are available from headquarters or local representative. VHS videotape covering installation and maintenance of automatic brake adjusters is available. For details, contact your Gunite representative.

**Haldex Corporation**

Manager, Field Service  
Scott Corbett  
2400 N. E. Coronado  
Grain Valley, MO 64029  
Phone 1-800-821-8469  
Fax (816) 224-7090

On-site course includes installation, maintenance, and trouble shooting of the Haldex Automatic Brake adjuster and/or the Haldex EST Air Dryer. Free on site training by area representatives. Contact representatives to schedule. Free manuals and videotapes are available on request c/o company headquarters or local representatives.

**Hancock Technical Center**

Michael Boyd  
RR #5, Box 508K  
Ellsworth, ME 04605  
Phone (207) 667-9729  
Fax (207) 667-7138

In this one semester adult education program, students obtain hands on experience in all phases of diesel, heavy equipment repair and maintenance. Intensive training in drive train components, hydraulics, braking systems, and associated chassis components. Tuition available upon request.

**Hibbing Community College**

John Minne  
2900 E. Beltline  
Hibbing, MN 55746  
Phone (218) 262-7234  
Fax (218) 262-7222

Heavy-duty air brakes college course dsl2530, covers the operation, repair, and rebuild procedures as well as safety hazards of an air brake system. Fee and schedule available upon request.

**Hino Diesel Truck (USA) Inc.**

Technical Training Director  
25 Corporate Drive  
Orangeburg, NY 10952  
Phone (914) 365-1400  
Fax (914) 365-1409

Hino factory training center centers, providing free three day training sessions on brake and steering systems, are located in Orangeburg, New York, Atlanta, Georgia, and Los Angeles, California. Contact headquarters or representative for registration.

**Holset Engineering**

Paul Jourdan  
2971 Michigan Road  
Madison, IN 47250  
Phone (812) 265-8516  
Fax (812) 356-8502

Holset Engineering, producers of air compressor and air dryer application guidance for air brakes systems, provides customized customer training, as needed. Contact your local representative or marketing department for details.

**Houston Community College Systems T.T.C.**

Roger Simmons  
4638 Airline Drive  
Houston, TX 77022  
Phone (713) 718-8110  
Fax (713) 692-7048

Brake and suspension systems is an ongoing course that is offered year round. Contact college for fee and schedule.

**Isuzu Truck of America**

13181 Crossroads Parkway N.  
City of Industry, CA 91746-0480  
Phone (310) 699-0500

Brake training is available for fleets at various regional locations nationwide. Call for details.

**Kentucky Technical (Ashland Regional Technical Center)**

Richard D. Burnett  
4818 Roberts Drive  
Ashland, KY 41102-9046  
Phone (606) 928-6427  
Fax (606) 928-6420

A two year diesel training program with classroom and hands on instruction. Training covers full range of brake training including: diagnosis, components, and operations. Also offering customized training to fit your hours-days and evenings. Call or write for schedule and fee.

**Kentucky Technical Purchase Training Center**Dennis Hibbs |

234 Pioneer Industrial Road  
Mayfield, KY 42066  
Phone (502) 247-9646  
Fax (502) 247-9646

DIT 180-181 Brakes is a course for diesel technicians. Brakes is a portion of the curriculum. Brake training can also be customized. Currently undergoing National Technician's Education Foundation (ASE/NATEF) certification. Fees and schedule available upon request.

**Lamar University Institute of Technology**

Pete Matak, Instructor  
P.O Box 10043  
Beaumont, TX 77710  
Phone (409) 880-8226  
Fax (409) 880-8623

This technical college, a member of the Texas State University system, offers on going training in diesel mechanics-including heavy-duty truck brakes. For tuition and schedule, contact school.

**Lane Community College**

Alan B. Clark, Instructor  
4000 East 30th Avenue  
Eugene, OR 97405  
Phone (541) 747-4501  
E-mail: [www.lanecc.edu](http://www.lanecc.edu)

This 11-week course covers technical information and shop projects necessary for the practical application and understanding of heavy-duty air brake systems. Tuition available on request.

**Lewis-Clark State College**

Lynn White, Instructor  
8th Avenue and 6th Street  
Lewiston, IN 83501-2306  
Phone (208) 799-2306  
Fax (208) 799-2816  
E-mail: lwhite@lcsc.edu

Chassis suspension/airbrakes course covers hydraulics, air brakes and electrical on highway trucks-including power trains and suspension systems. Students learn how to complete air brake overhaul following shop orders. Will learn how to diagnose air brake problems; recondition and replace faulty air brake components; and prepare the unit for customer acceptance. Tuition and details available upon request c/o Admissions.

**Mack Trucks Inc.**

Service Training Director  
Box M, 2100 Mack Boulevard  
Allentown, PA 18105  
Phone 1-800-922-6225

Two-day course reviews air brake and engine-brake principles. Course applications available only from local Mack dealers. Dealer may charge a fee. Air brake manuals are available for fee.

**Madison Area Technical College**

David Riegel, Program Director  
3550 Anderson Street  
Madison, WI 53704-2599  
Phone (608) 246-6832  
Fax (608) 246-6880  
E-mail: dpb3022@madison,tec.wi.us

Heavy-duty brake training is offered for 9 and 18 weeks. Contract/customized training is available at customer's request. Rockwell vehicle, 4 channel, ABS/ATC, product training, display board. Call or write for tuition and schedule.

**Marvin Panch**

Marvin Panch  
P.O. Box 25518  
Raleigh, NC 27611-5518  
Phone (919) 779-2351  
Fax (919) 662-4969

Instructor/trainer Marvin Panch conducts a classroom style clinic on the importance of a proper brake job. His background includes years of experience from Grey Rock to the stone heavy-duty customer base. Certificates of competition are awarded to participants.



### **Mayo Regional Technology Center**

Kyle Adams, Instructor  
150 Industrial Park  
Hager Hill, KY 41222  
Phone (606) 789-5690  
Fax (606) 789-6269

Diesel technology program at Kentucky technical vocational technical school, offering courses in Brakes. ASE certified Truck program for medium and heavy duty-trucks available. Fee available on request.

### **Meritor Automotive**

Customer Service Brake Systems Division  
2135 West Maple Road  
Troy, MI 48098  
Phone (810) 435-1324  
(810) 535-5560  
Fax (910) 435-1968  
Web meritorauto.com

Cam, air, disc, and wedge brake training provided at the customer location and at Meritor parts institute locations. Contact local district service manager for details.

### **Meritor WABCO**

Charlie Schott, Manager Sales and Training  
2135 West maple road  
Troy, MI 48084  
Phone (810) 435-6066  
(810) 535-5560  
Fax (810) 435-8002

This anti-lock braking systems course teaches technicians about the components and system operation of the anti-locking braking system. They also learn how to diagnose and repair a fault in the system. Meritor WABCO also provides a wide range of training to support its braking system. Maintenance manuals, publications and videos for tractor and trailer antilock braking systems (ABS), detailing procedures for removing and installing ABS components, sensor adjustment and testing. Other ABS training products available. Call for most recent list.

### **MGM Brakes**

Scott Stimson, Director  
8530 Cliff Cameron  
Charlotte, NC 28269-9786  
Phone (704) 547-7411  
Fax (704) 547-9367

A trained professional will go to customer's site. Training involves instruction on installation, servicing, and inspection of spring brake parking chambers. Hands-on customized training at customer's request. Contact MGM brakes representative or headquarters for scheduling.

### **Midland-Grau**

Brian Cordle  
10930 North Pomona Avenue  
Kansas City, MO 64153-1256  
Phone (816) 891-2470  
1-800-643-2374  
Fax (816) 891-9447

Midland provides hands on technical training. Basic Air and Friction covers fundamentals of air brake components and their relationship to the total air brake system. Advanced Air Brakes covers the next step in learning more about balance, troubleshooting and failure analysis in depth. Antilock Braking Systems covers the principles, theory, and operation of ABS systems for both trailers and trucks, also includes electronic braking system. Advanced Friction and Foundation are taken after the basic courses which you learn the elements of foundation systems in depth, including friction, material, hardware, balance, compatibility, and the proper selection of materials. FMVSS-121 and regulations teach you the finer points of FMVSS-121 and the rules that govern the way vehicles and products are built. Classes are held at the Midland-Grau Training Facility in Kansas City, MO. To register contact your Midland-Grau representative. Video training available.

### **Mitubishi Fuso truck of America Inc.**

100 Center Square  
Pureland industrial Park  
Bridgeport, NJ 08014  
Phone (609) 467-4500  
1-800-648-3876  
Fax (609) 478-4196

Local dealer must approve factory training at regional centers. Centers located at: Bridgeport, NJ, St. Louis, MO, And Los Angeles, CA. Free training manuals available. Contact Mitsubishi Fuso dealers.

### **NAPA Truck Parts**

Rick McDonald General Manager  
299 Circle 75 Parkway  
Atlanta, GA 30339  
Phone (770) 612-2025

Highly personalized technical training designed to qualify the student for brake certification. Offers hands on instruction with a working air brake system, along with classroom instruction. Fee charged. Conducted at or near customer's location. Contact General Manager for information

### **Navistar International**

John Arndt  
419 Plaza Drive  
Westmont, IL 60559  
Phone (630) 986-6418  
Fax (630) 986-0165

This home study course for ABS includes a self-study workbook that addresses system components and diagnostics. This program, TMT 6001P, is designed to be cost effective way to train technicians. Upon return of the

test to the International Training Enrollment Center (ITEC) and successful completion, the student will receive a certificate of completion. Dealers can obtain additional copies of this course by using Dealer Order form GF 90L for dealer direct order or call 606 968-4856 and ask for TMT 6001P. Cost is \$10 plus shipping and handling.

**New York Motor Truck Association**

1736 Western Avenue  
Albany, NY 12203-4413  
Phone (518) 464-5065

A manual on air brakes system and operation is available. Contact for details.

**New York State Department of Motor Vehicles**

James Fischer Technical Services Bureau  
Empire State Plaza  
Albany, NY 12228  
Phone (518) 474-4049  
Fax (518) 473-9903

40-hour heavy-duty advanced braking system course offers training in diagnosis, testing, service and repair. Contact for details.

**Nissan Diesel America Inc. (UD Trucks)**

Director of Service Operations  
P.O. Box 152034  
Irving, TX 75015-2034  
Phone (214) 756-5500 x5527  
Fax (214) 518-1406

Local dealer must sponsor all training and a fee may be charged. Courses range from two to five days and cover the entire vehicle. Manuals and other instructional aids are available from local dealers or headquarters.

**NJ Transit**

Charles R. Ward  
703 Ferry Street Building #2 |  
Newark, NJ 07105  
Phone (901) 491-3793

Three-day course on various aspects of truck and bus brake maintenance. Classroom and hands on training offered. Call for current schedule of classes. Fee is available on request. Training location is in Newark, NJ.

**Northeast Kansas Area Technical School**

Daniel Christian Instructor  
1501 West Riley Street  
Atchison, KS 66002  
Phone (913) 367-6204  
Fax (913) 367-3107

A two year technical training program in diesel technology. Brake training includes air brakes, and hydraulic brakes (components, operations, and diagnosis). Tuition and schedules available on request.

**Northwest Career Center**

Mike Rehner  
2960 Cranston Drive  
Dublin, OH 43017  
Phone (614) 365-5325 ext. 226  
Fax (614) 365-5621  
E-mail rehner.3@osu.edu

A nine-week classroom and hands on course in brake training are on going. Call or write for current schedule.

**Ocean County Vocational Technical School**

Ralph Celentano  
1299 Old Freehold road  
Toms River, NJ 08753-4298  
Phone (908) 349-8444  
Fax (908) 349-9788

This 115 hour tractor-trailer course includes hands-on and classroom training in driving heavy duty-trucks, and includes heavy-duty brake training.

**O&K Truck Repair**

Sulev "Swede" Oun, President  
350 Grand Island Boulevard  
Tonawanda, NY 14150  
Phone (716) 874-5450

Heavy advanced braking system course offers training in diagnosis, testing, service and repair. Contact for details.

**Owner Operator Independent Drivers Associations**

John Siebert  
311 R.D. Mize Road, P.O. Box L  
Grain Valley, MO 64029  
Phone (816) 229-5791 ext.139

Truck brake safety tape and booklet covers air brake function, maintenance and adjustment for drivers. Price: \$18.50 for set

**Pinellas Technical Education Center**

George McGough  
6100 154th Avenue North  
Clearwater, FL 34620  
Phone (913) 538-7167 ext.1102

Basic brake courses and anti-lock brake training. Will also schedule customized training courses for industry. Call or write for current schedule and fees.

**Radlinski & Associates Inc.**

Dick Radlinski President  
P.O. Box 50  
East Liberty, OH 43319  
Phone (513) 644-9200  
Fax (513) 666-3145  
E-mail: braketruck@aol.com

This course shows how brake maintenance affects braking performance, also discusses ABS, brake balance, downhill braking, and Federal regulations. Training available at customer's facility. Fee available on request.

**Ridge Technical Center**

Lenny Lewis Instructor  
7700 State Road 544  
Winter Haven, FL 33881  
Phone (941) 422-6402 ext. 278  
Fax (941) 421-1289

A two-year course in diesel equipment technology provides classroom and hands-on instruction. Brake training starts with theory and includes components, operation, and diagnostics in foundation brake, antilock brake (ABS), pneumatic brake systems, and brake adjustment. Tuition and schedule available on request.

**Riverside Community College**

Joe Bennett Associate Professor  
4800 Magnolia  
Riverside, CA 92220  
Phone (909) 222-8215  
Fax (909) 222-8095

This ongoing, one semester course includes a lecture, lab, hands on experience, and a practical exam. Contact the college for details.

**Robert Bosch Corporation**

2800 S. 25th Avenue  
Broadview, IL 60153  
Phone (708) 865-6451

Antilock brake systems for air-braked trucks, tractors and trailers. Bosch ABS has a 26 point diagnostic check operated by the electronic control unit (ECU). Call for more information.

**Rosedale Technical Institute**

Dale Douth Instructor  
4634 Browns Hill Road  
Pittsburgh, PA 15217-2919  
Phone 1-800-521-6262  
Fax (412) 521-9277

Theory and hands on training in repair, troubleshooting, and maintenance of air brake systems. Air brake

training is part of the 120-hour course along with truck transmissions, clutches, steering, front and rear axles, and electrical systems. This is a two-year program. Tuition and schedules available on request.

**Safety Management Council (SMC)**

Richard Kanehl  
2200 Mill Road  
Alexandria, VA 22314  
Phone (703) 838-7923  
1-800-282-5463  
Fax (703) 684-4328  
Web trucking.org

Booklet available: "Truck Drivers Guide to Antilock Braking Systems", and video Antilock Braking Systems called "What Every Driver Needs To Know". Call for pricing.

**Safety Transportation Services In.**

Bob McFarland President  
17 Sweet Briar Drive  
Balston Lake, NY 12019  
Phone (518) 877-8565  
Fax (518) 877-5717

Three hour driver course covers brake inspection function, and adjustment. Six -hour technician refresher course covers all aspects of air brake systems. Contact for details.

**San Juan College**

Mark Trennepoli Instructor  
4601 College Boulevard  
Farmington, NM 87402  
Phone (505) 599-0337  
Fax (505) 599-0467

This one semester diesel mechanical engineering course covers theory, operation and repairs of hydraulic and air brake systems on heavy-duty equipment and over the road trucks.

**Society of Automotive Engineers**

Ed Kinne  
400 Commonwealth Drive  
Warrandale, PA 15096-0001  
Phone (412) 772-7152

Braking specialists from around the world attend this event to learn about the latest developments in brake and friction materials, parts, testing, and brakes. Brake issues for heavy-duty trucks covered as well. SAE has an extensive product line of books and videos offering various aspects of brake training. Contact SAE headquarters for catalog and prices.

### **Somerset County Technical Institute**

Linus W. Monroe  
P.O Box 6350  
N. Bridge St. & Vogt Drive  
Bridgewater, NJ 08807  
Phone (908) 526-8900  
Fax (908) 526-9494

This technical institute offers classroom and hands-on instruction in heavy-duty truck's air brakes. The length of the course is two, five-hour sessions, that meet twice weekly for seven weeks. Tuition is available on request. Call or write for details.

### **Southern Alberta Institute of Technology**

Reg Kober  
1301 16th Avenue NW  
Calgary, Alberta T2M 0L4  
Phone (403) 284-8461  
Fax (403) 284-7164

An 18 hour (three day) course for mechanics and owner operators of air equipped vehicles (trucks/trailers and heavy equipment) seeking updating on current air brake systems including operation of units equipped with ABS systems. Covers the basic of components and service procedures. Classroom time includes the basic principles of air systems, valve identification and operation. Shop time includes dismantling of some valves, valve function, ABS and air system diagnosis, and troubleshooting. Fee: \$192.00 (Canadian)

### **St. Augustine Technical Center**

John L. Banks Instructor  
2980 Collins Avenue  
St. Augustine, FL 32095  
Phone (904) 829-1041  
Fax (904) 824-6750

A two month technical training air brake control and foundation training course, offering classroom and hands on instruction on air brakes. Fee and schedule available on request.

### **St. Paul Technical College**

Dick Hedlung  
235 Marshall Avenue  
Saint Paul, MN 55102  
Phone (612) 221-1414  
Fax (612) 221-1416

Offers a semester course or customized training (college level) in air brakes and antilock brakes. Tuition and course description available on request.

**Texas Engineering Extension Service (Texas A&M)**

Joe Montgomery  
The Texas A&M University System  
College Station, TX 77843-8000  
Phone (409) 845-6391  
1-800-423-8433  
Fax (409) 862-2788

Five-day, 40-hour course for experienced accident investigators. Strong emphasis on brakes. Advanced six-day course offered as well. Tuition \$400-\$450

**The Maintenance Council (TMC)**

Robert Braswell  
220 Mill Road  
Alexandria, VA 22314  
Phone (703) 838-1763  
1-800-282-5463  
Fax (703) 684-4328  
E-mail [tmc@access.digex.net](mailto:tmc@access.digex.net)  
Web: [trucking.org](http://trucking.org)

Four-day meetings contain more than 70 task forces and 10 technical and small technical sessions, many of which focus on brake and specification. Call for details. TMC offers a variety of brake training videos, manuals and recommended maintenance practices. Examples include "Technician Guidelines for ABS Video" - \$59.00 members, \$69.00 non-members. "Brake Adjustment Pocket Guide" - \$5.00 each members, \$9.00 non-members. Other training available. Call for details.

**Tri-State Transportation Group**

Drew Kepko President  
151 Wood Lot Road  
Ridge, NY 11961  
Phone (516) 821-0703

Offers training in heavy-duty brake maintenance and repair. Contact address for details.

**Truck frame & Axle Repair Association (TARA)**

Slivie Licitra Administrator  
P.O. Box 122  
Adelphia, NJ 07710-0122  
Phone (908) 577-8485  
Fax (908) 577-9474

A customized course (one or two-day), offered throughout the U.S. on antilock brake systems. Contact association administrator for information.



**Truck Trailer Transit Inc.**

Geoff Lawrence  
1601 Theodore Street  
Detroit, MI 48211  
Phone (313) 832-0020  
Fax (313) 832-0225

Customized Wedge brake training for all applications of heavy-duty brakes. Hands-on and classroom. Course is one or two-days. Fee available on request.

**Upper Bucks County Area Vocational Technical School**

Joseph Yerkes Instructor  
3115 Ridge Road  
Pekasie, PA 18944  
Phone (215) 795-2911 ext.228  
Fax (215) 795-0530

This secondary Vo-tech school offers training on all types of brakes in their diesel technology-training program. Other customized training is available. Contact school for information and current schedule.

**Valley Forge Technical Communications**

Cynthia Mable Division Manager  
860 Springdale Drive  
Exton, PA 19341  
Phone (610) 363-5550 ext. 436  
Fax (610) 363-7161  
E-mail 104332.3724@compuserve.com

Valley Forge Technical Communications designs, develops, and delivers custom brake training programs in multimedia and instructor-led formats. Fees and details upon request. Videos and multimedia brake training programs are developed onsite. Contact for details.

**Vehicle Enhancement Systems Inc.**

Alan Lesesky President  
P.O. Box 10880  
Rock Hill, SC 29731  
Phone (803) 366-7170  
Fax (803) 366-7171

Vehicle Enhancement Systems has personnel with vast experience in braking, pneumatic, and antilock systems. Also, wiring and electronic repair and design specifications for new vehicles and field maintenance. Call for rates.

**Volvo GM Heavy Truck Corporation  
Parts & Service Education Center**

R. Rohrer or R. Taylor  
P.O. Box 26115  
Greensboro, NC 27402  
Phone (910) 393-2430 (Education)  
(910) 393-2224 (Driver Training)

This class will show students how to utilize Volvo literature and tools in making correct fault tracing decisions, repairs, and service. It will focus on anti-lock brake systems (ABS) and components, adjustments, and troubleshooting. Volvo provides a wide range of training, available at various locations in U.S. and Canada. Education programs in training in brake systems including ABS, front suspension and steering, as well as fault tracing, repairs and services. Call Rachel Taylor Education Coordinator 910 393-2430

**WEBB Wheel Products Inc.**

Dave Hayward Marketing Manager  
2310 Industrial Drive SW  
Cullman, AL 35055  
Phone (205) 739-6660  
Fax (205) 739-6246

This manufacture of spoke wheels, hubs, brake drum and rotors for medium-and heavy-duty trucks and trailers offers a wide variety of support training. Contact marketing manager for details.

**Western Wisconsin technical college**

Duane Yachwak  
2719 Larson Street  
La Crosse, WI 54603  
Phone (608) 785-9276

This technical college offers a two-year course in diesel heavy equipment. The course contains the operation and repair of the air system and hydraulic brake systems found on trucks and heavy equipment. Tuition available on request. A two-week training course is also available.

**Wyoming Technical Institute**

Marlowe Jones  
4373 North 3rd Street  
Laramie, WY 82070-9519  
Phone (307) 742-3776  
Fax (307) 721-4854  
Web [wyomingtech.tecwy.us](http://wyomingtech.tecwy.us)

Technical training-theory and hands-on training-in basics, FMVSS 121 brake systems, and ABS brakes. Use of a custom built air brake board and class 8 trucks are included in training. Training is also available on request and is ongoing. Located in western U.S. Tuition available on request. Thirty years of instruction with over 18,000 graduates.

# Department of Transportation

**Federal Transit Administration  
Transportation Safety Institute  
Transit Division, DTI-80  
P.O. Box 25082  
Oklahoma City, OK 73125-5050  
(405) 954-3682  
Fax: (405) 954-0367  
[www.tsi.dot.gov](http://www.tsi.dot.gov)  
Contact person - Cheryl Ogden**

## **Background**

The Transportation Safety Institute (TSI), founded in 1971 and located on the campus of the Mike Monroney Aeronautical Center in Oklahoma City, began conducting training in transit safety in 1976. Sponsored by the Federal Transit Administration, that training, which is tuition- free has now been extended to include a full range of training in bus and rail safety as well as a number of other courses dealing with security. Since it began in 1976, the transit program has trained over 60,000 students.

## **Staff and Associate Staff**

The small instructional staff of the Transit Division are assigned certain courses based on their background and experience. However, the bulk of the training is conducted by an Associate Staff made up of government and industry subject matter experts who assist in both the development and conduct of courses.

## **Resident Training**

A limited number of courses, for the most part those dealing with bus accident investigation, are conducted on-site at the Transportation Safety Institute. There are numerous hotels and restaurants in the immediate vicinity of TSI.

## **Non-Resident Training**

Most safety and security courses and seminars are conducted regionally throughout the United States and are usually hosted by a transit system, state agency, or similar organization. Hosts are responsible for providing a room appropriate to accommodate the number of trainees and any audiovisual equipment necessary for conduct of the training. The Transit Division will furnish all required books and materials.

## **Training Costs and Enrollment**

Preference for enrollment in courses offered by the Transit Division is given to transit system and state transportation employees. There is no cost for training or materials, but trainees or their employers are responsible for any travel expenses to and from the training site.

## **Certification**

Certificates of successful completion are awarded to qualified participants in Transit Division courses or seminars. Continuing Education Units (CEU's) may also be earned for some training.

# National Highway Traffic Safety Administration

The National Highway Traffic Safety Administration training provides powerful strategies for saving lives. Their workshops, courses, videos, and curricula focus on everything from enforcing occupant protection laws to adjudicating impaired-driving cases to developing and running effective highway safety programs.

## Regional Offices

### Region I

Cambridge, Massachusetts  
617-494-3427

Includes: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

### Region II

White Plains, New York  
914-682-6162

Includes: New York, New Jersey, Puerto Rico, Virgin Islands

### Region III

Baltimore, Maryland  
410-962-0077

Includes: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

### Region IV

Atlanta, Georgia  
404-562-3739

Includes: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

### Region V

Olympia Fields, Illinois  
708-503-8822

Includes: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

### Region VI

Fort Worth, Texas  
817-978-3653

Includes: Arkansas, Indian Nations, Louisiana, New Mexico, Oklahoma, Texas

### Region VII

Kansas City, Missouri  
816-822-7233

Includes: Iowa, Kansas, Missouri, Nebraska

### Region VIII

Lakewood, Colorado  
303-969-6917

Includes: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

### Region IX

San Francisco, California  
415-744-3089

Includes: American Samoa, Arizona, California, Guam, Hawaii, Mariana Islands, Nevada

### Region X

Seattle, Washington  
206-220-7640

Includes: Alaska, Idaho, Oregon, Washington

# Survey Form

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Have you taken any course (s) listed in this catalog? \_\_\_\_\_

If so, what was your experience with the trainer (s)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend others take the course (s)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are there any courses you would like included in the next edition of the catalog? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any comments/suggestions about the catalog? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please fax to Jacquie C. Perry at (202) 501-0349

**Thank you for completing this survey form!**

