# GTRINSIDER

A quarterly publication for the Certified Transportation Professional published by the NPTC Institute.

Spring 2016

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### EXT MONTH, PRIVATE FLEET PROFESSIONALS WILL CON-VERGE ON CINCINNATI AND THE NPTC ANNUAL EDUCA-TIONAL MANAGEMENT CONFERENCE AND EXHIBITION.

Planning for the NPTC 2016 Annual Conference has been in the works since last summer. "Our Conference Planning Committee has made great strides to ensure 2016 is the best return-on-investment value event in our history," says **Bill Hartman, CTP**, Committee Chair. Made up of 46 enthusiastic member representatives from both fleet and allied companies, the Committee concentrates its year-long efforts on making sure the "latest and best" topics and speakers are presented. This year's conference is packed with tremendous take-home value:

**INFORMATION:** The keynote speakers for Sunday and Monday luncheons are:



### **HOWARD WASDIN**

Former Navy SEAL TEAM SIX sniper, served in Somalia "Black Hawk Down" conflict

Howard Wasdin served in the U.S. Navy for twelve-years, nine of which were as part of the SEAL Teams. He was medically discharged due to the injuries he sustained in Mogadishu. The Somalia conflict would later become more commonly known as "Black Hawk Down", nick-named after the story depicted by Mark Bowden in his book and movie of the same name.

Howard is the co-author of SEAL Team Six: Memoirs of an Elite Navy Seal Sniper, a New York Times bestseller for 22-weeks, the success of which spawned a youth adapted version, I am a SEAL Team Six Warrior, that was nominated for awards in 2013 by the "Young Adult Library Services Association" for helping encourage reluctant readers to read. In addition, he has co-authored the fictional series, SEAL Team Six Outcasts.

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#### FRANK ABAGNALE

International Security Expert made famous in the Movie "Catch Me if You Can"

Frank Abagnale is one of the world's most respected authorities on forgery, embezzlement and secure documents. For over 40-years he has worked with, advised and consulted with hundreds of financial institutions, corporations and

government agencies around the world. Frank's rare blend of knowledge and expertise began more than 45 years ago when he was known as one of the world's most famous confidence men. This was depicted most graphically in his best-selling book, Catch Me If You Can, a film of which was also made, directed by Steven Spielberg with Leonardo DiCaprio and Tom Hanks. Apprehended by the French police when he was 21-years-old, he served time in the French, Swedish and U.S. prison systems. After five-years, he was released on the condition that he would help the federal government, without remuneration, by teaching and assisting federal law enforcement agencies.

**EDUCATION:** NPTC's 2016 Annual Education Management Conference and Exhibition features an exciting and informative lineup of educational workshops featuring nearly 50 private fleet professionals who will be sharing their best practices and insights on a wide variety of topics, including:

- Lean Transportation
- Using Data to Make Better Decisions and Drive Costs Out of the Operation
- Legislative and Regulatory Update
- The Impact of the Green House Gas Emissions Standards on Truck and Trailer Technology
- Top 10 Emerging Trends That Will Transform Your Business
- Fatigue Management
- Driver Recruiting: New entry driver program
- Developing Bench Strength
- Fuel Management Strategies
- How to Get in the Game of Backhauls
- Managing Remote Locations
- Driver Wellness Programs
- Biggest Time Traps for Today's Private Fleet Manager And How to Avoid Them
- CSA: How Does it Elevate Safety Performance
- Driver Scorecarding
- Optimized Routing Strategies
- Smart Spec'ing
- Becoming a Shipper of Choice
- Fixing your Driver Turnover Problem by Training and Incentivizing Your Dispatchers
- Pre-Employment Screening: What Every Trucking Industry Employer Needs to Know
- Technician Recruiting, Retention and Development
- Understanding Total Cost of Ownership
- Managing Social Changes in the Work Force
- · Optimizing Driver Labor Spend
- Best Practices in Driver Onboarding
- Best Practices in Driver Compensation
- Best Practices in Driver Retention

**EXHIBITS:** NPTC 2016 features an extensive and impressive array of fleet products and services from leading industry suppliers. Come participate in a virtual showcase of solutions and take advantage of this unparalleled opportunity to learn first-hand about potential business solutions. Sample resources from 185 trucking industry suppliers exhibiting the latest in product de-velopment and state-of-the-art technology solutions for today's demanding private fleet operations.

**NETWORKING:** Unparalleled peer-to-peer interaction.

**RECOGNITION:** Honoring the private fleet community's best and brightest practitioners for their achievements: the Certified Transportation Professional (CTP®) Class of 2016; the Driver Hall of Fame and Fleet Safety Award winners (sponsored by Lytx, Inc.), and the NPTC Professional Leadership Award winners for 2016 (sponsored by SmartDrive Systems).

**SOCIAL:** NPTC's outstanding host-city partners—the Hilton Cincinnati Netherland Plaza Hotel and the Duke Energy Convention Center—provide the highest level of customer service in quality food, beverages, lodging and meeting rooms to ensure that all events and social activities take place in an optimized, engaged and enjoyable learning atmosphere.

**LOCATION:** Our host city Cincinnati provides the "best value" convenient and cost-effective "home" location for NPTC that allows you to minimize your travel time and expense. Our outstanding host-city partners--the Hilton Cincinnati Netherland Plaza hotel and the Duke Energy Convention Center—continue to deliver the highest levels of customer service ensuring that quality food, beverages, lodging, and meeting rooms are all premium grade experiences for everyone!

**TAKE-AWAY VALUE:** This event is an experience in learning about new stuff and better ways; improve performance; greater efficiency; enhanced technology optimization; savings of time and cost; and much more.

### **COMING EVENTS:**

#### **NPTC ANNUAL CONFERENCE 2016**

April 24-26 "You Must Be Present to Win" – Cincinnati, OH

#### NPTC/J.J. KELLER WEBCASTS:

May 18 The New Coercion Rule and Whistleblower Protection

May 19 Mitigating Accident Liability

July 20 Drug and Alcohol Testing (Hair Follicle Testing)

July 21 The Aging Driver Workforce and Worker's Compensation

(Driver Wellness)

October 12 Ensuring Driver Quality through Effective Screening Protocols

October 13 Developing Effective Driver Onboarding Practices

### **NATIONAL SAFETY CONFERENCE**

September 15-16, 2016 – Dulles, VA

### In the News

On January 18, the NPTC Institute Board of Governors elected the following new members:



Mike Baker SmartDrive Systems



Ken Roemer PACCAR Leasing Company



**Samuel Johnson** Ryder System, Inc.



**Angela Shue** PeopleNet



**Brian Johnston, CTP** has joined Core-Mark as Sr. Director of Transportation supporting the private fleet operations of 39 Divisions in the US and Canada. He will be based in the Denver Division.



Roger Kilstrom, CTP (2015) has been named Distribution Center Manager for Kellogg Company's Seattle DSD Distribution Center. Roger has spent the last 12 years as the Seattle Washington Assistant Distribution Center Manager. Roger started his Keebler/

Kellogg career journey in 1991 as a Driver/Warehouse employee for CPC Logistics. In 2001, Roger was assigned as the Operations Manager for the Keebler/Kellogg account and in 2003, accepted the role of Assistant Distribution Manager for Kellogg Snacks.

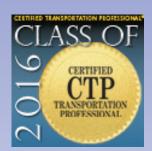


**Brad Johnston, CTP**, the top graduate in the class of 2015, has accepted the position of Distribution Center Manager for Kellogg Company in Warren OH. Brad's work experience includes many years of transportation and management experience. Prior

to his current role as Transportation Manager at the comany's Kansas City DSD, Bradley worked at Sygma a division of SYSCO Foodservice.

# CTP EXAM RESULTS

he CTP Exam was held on Saturday, February 13, with 62 candidates sitting in 32 separate locations – the highest number of proctored locations in our history. There was one no-show and 48 candidates passed both portions – a 78% pass rate (2015 was 77%; 2014 was 79%; 2013 was 77%). Of the 14 who failed, 7 candidates failed both portions of the Exam; 2 failed the short answer essay only; 5 failed the case study only. Eleven of the 14 who failed had attended either the PFMI and/or the CTP Exam Prep Workshop in the past two years. The retake exams was held on Saturday, March 12. Of the 16 candidates that actually sat for the retake, 11 passed their various portion(s) of the retake exam. These 11 additional CTPs, plus the 48 from the original exam, bring the Class of 2016 to a total of 59.



Special thanks go out to those CTP volunteers who helped with grading the case study portion of the CTP Exam:

- Vince Cornell, CTP, Fleet Advantage
- Susan Curtiss, CTP, CDS, CHS Inc.
- Eric Eveslage, CTP, Coborn's, Incorporated
- Jeffrey T. Ferrell, CTP, J.J. Keller & Associates, Inc.
- Dallas Heck, CTP, The Mennel Milling Company
- Jake Jacobs, CTP, Bridgestone Americas Tire Operations, LLC
- David Jaskolski, CTP, Pivotal LNG
- Verlen Larsen, CTP, PeopleNet
- Elizabeth Mars, CTP, Frito-Lay, Inc.
- Keith A. McWilliams, CTP, Kellogg Company
- Scott A. Moormann, CTP, CPC Logistics, Inc.
- Bruce R. Paton, Jr., CTP, Frito-Lay, Inc.
- Rick Pederson, CTP, Frito-Lay, Inc.
- Kris Peterinelli, CTP, Triad Isotopes
- Mari Roberts, CTP, Frito-Lay, Inc.
- Gina Vecchioni, CTP, PACCAR Leasing Co.
- Craig Zan, CTP, Cory Home Delivery Service



### WASHINGTON REPORT CONFERENCE CALL

All NPTC members are invited to attend the Washington Report (the monthly Legislative and Regulatory Advisory Committee teleconference call), which happens the second Monday every month at 11:30 a.m. EST. The NPTC Washington Report features **Rick Schweitzer**, General Counsel and Government Affairs Representative, giving the latest update on key legislative and regulatory compliance issues of interest to private fleets.



### Q&A

What have other companies done to balance the concern around fit-for-duty and coercion when it comes to attendance policies? We obviously want to ensure we don't pressure someone to go out when they shouldn't, but we also have a business to run and need to manage patterns of behavior.

A NPTC General Counsel Rick Schweitzer has responded that 49 CFR 392.3 states:

"No driver shall operate a commercial motor vehicle, and a motor carrier shall not require or permit a driver to operate a commercial motor vehicle, while the driver's ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or continue to operate the commercial motor vehicle." And the new coercion rule prohibits a carrier from coercing a driver to operate a commercial motor vehicle in violation of certain provisions of the FMCSRs or the HMRs.

A carrier may not penalize a driver for refusing to handle a load when the driver claims a single time that he is fatigued, ill or otherwise impaired. But if the carrier can document that the driver makes a habit of refusing loads whenever it is convenient for the driver, then the carrier would be on more solid legal ground to discipline the driver under company policy requiring fitness for duty. Other members of the NPTC Safety Committee offered the following insights:

"The key has always been being able to show that this has been an ongoing performance issue, not a safety issue. The coercion rule is just making this more important.

The key is not threatening the driver with future employment action to get him/her to drive when the driver states that he/she is ill or fatigued. If the driver reports that he/she cannot drive due to being ill or fatigued, the company should not do anything at that time other than reinforce to the driver that he/she cannot drive. No threats. If necessary, the shipment can be taken away from the driver and reassigned to get it delivered on time, as long as the action didn't come with a threat.

If the driver routinely is written up for service failures (repeatedly not being able to deliver legally assigned shipments), that is a performance issue that needs to be addressed with the driver and the root of the problem discussed and addressed. Here again, no threats related to getting the driver to violate the safety regulations in this discussion.

If at the end of the process the driver still cannot meet the performance minimums, that is an employee performance issue, not a safety issue.

All that said, if the driver is disciplined he/she will still be able to throw a coercion complaint against the carrier if action was taken. The key will be being able to show that the issue involved sub-par performance and that that any "threat" was not related to the driver violating the regulations."

"When dispatching a person that is off duty, the assignments are made prior to their release to allow the driver to get enough rest. Unless there are special circumstances, we expect the driver to be rested when the job starts. If a driver is ill or otherwise impaired, he will be excused. In some cases a doctor's statement or release will be required. If a trend develops, there will be a discussion with the driver to understand the challenges.

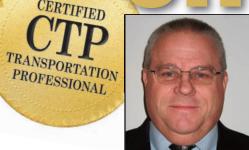
If a driver is on the road and becomes fatigued or ill above the HOS regulatory break, we require that the driver take another 10 hours off. Afterwards, the driver's condition is updated and decisions are based on the feedback."

"We are required by law to give sick time and the law has very liberal employee notification requirements. We look for patterns such as absences around weather events, holidays, and vacations.

We do begin disciplinary action after they have exhausted their sick time if they are on FEMLA.

If we believe the employee is not fit for duty we will not dispatch them and then depending the individual situation determine a course of action.

We do not believe in coercing a drivers to drive when they are not fit for duty or are fatigued, but we reserve the right to discipline them for allowing themselves to become unfit if it was in their control."



**Dan Norris, CTP**Regional Fleet Maintenance Director, PepsiCo

# I Am Where I Am Today Because of NPTC

fter finishing high school with a college-prep background in his native state of Ohio, **Dan Norris**, **CTP**, joined the U.S. Navy, enrolled in jet engine mechanics school, and spent most of his four-year tour of duty as a maintenance service specialist working on some of the most sophisticated military aircraft equipment in the world.

Upon his honorable discharge from the service, Dan settled in West Virginia and went to work for a Caterpillar dealership as a heavy equipment mechanic of large bull dozers and dump trucks used in the coal industry. Within a few short years, however, a downturn in the economy caused the loss of half the jobs in the shop, putting Dan for a brief while out of the work force

Married with babies at home and a wife working full time as a registered surgical nurse, Dan became a stay-at-home-dad temporarily until a truck mechanic's job opened up at a the local Pepsi distribution center.

Dan joined the company in 1983 as an entry-level maintenance technician and never looked back. By his scheduled retirement date this year of June 30th, Dan will have served a total of 33 years with PepsiCo.

Within four years, Dan was promoted to supervisor of all three of PepsiCo's beverage maintenance shops in West Virginia. The biggest challenge with this advancement was learning to oversee the work of former peers while maintaining an objective perspective.

"Keeping close personal friendships with former peers while serving as their boss—just doesn't work." Dan also learned that building capability in people requires a manager who helps them learn from bad decisions and find a pathway to continuous improvement.

Learning to find a sense of accomplishment through the works of others was another key lesson in his building management skills. "When I helped build a fence on my parent's farm in high school, I felt a sense of accomplishment because I did the work with my own hands. But learning to be a good manager meant I had to develop the same feeling of pride for the work of those who report to me."

In the early 1990's, Dan got another promotion to production and warehouse management roles. In 1999, he was advanced to Regional Director Fleet Maintenance and has been in this role ever since.

From his early years even in his 30's, Dan was viewed within his company as the expert of maintenance in his region—the

expert person who technicians and other supervisors looked to for opinion and guidance. Over time, however, he felt the need to widen his base of knowledge through resources in the industry

Dan's first introduction to NPTC and the CTP program began in 2006 when he attended the Private Fleet Management Institute along with two other colleagues at PepsiCo, Brian Casey and John Obenhaus. After earning his CTP credential, Dan came back in 2007 as a PFMI faculty member and has continued serving in this role for the past nine years.

Dan has also been a frequent speaker and panelist at the Annual Conference, the National Safety Conference, NPTC's joint venture webcast series with J.J. Keller, as well as a CTP mentor and examination grader.

"I have found NPTC events to be exceptional—'rounding-out'—experiences. Learning more about safety and finance, for example, has given me a completely different and broader range of insights than I had from the maintenance viewpoint alone." Dan notes that coming back to PFMI as a faculty member year after year has been as great way to keep up with the industry's latest management ideas and practices.

In the past 10 years under Dan's leadership, several dozen individuals from PepsiCo have attended NPTC events, including one year when 18 PepsiCo employees registered for the PFMI. Many went on to become CTPs.

Two other PepsiCo's regional fleet maintenance directors are also CTPs: Brian Antonellis, CTP, and Ray Byrd, CTP.

During his active time with NPTC, Dan has served two terms as a member of the NPTC Board of Directors as well as a term as a member of the NPTC Institute Board of Governors. In 2015, he was recognized with one of the Council's most prestigious leadership awards: "Private Fleet Executive of the Year"!

"I have learned so much and benefited greatly from my earning the CTP credential and subsequent involvement with NPTC," says Dan. "The appeal of NPTC is that of a well-managed group which is very accessible to its members. There isn't a hierarchy of VIPs controlling information typical of some groups; instead, NPTC is very open with members feeling respected and trusted. The result is a terrific culture of learning and sharing."

Looking back on his ten years of involvement with our organization, Dan thankfully concludes: "I am where I am today because of NPTC."

# 2016 PRIVATE FLEET MANAGEMENT INSTITUTE

N ENTHUSIASTIC AND INTENSELY FOCUSED GROUP of nearly 100 private fleet professionals attended the Private Fleet Management Institute in Jacksonville in January. PFMI 2016 featured more than 40-hours of general session presentations and multiple rotational break-out sessions conducted by some of the most experienced and widely respected private fleet management leaders in the field. This year's faculty of star performers included **Mike Ahart**, Vice President of Transportation, Dean Foods Company; Lewis Allen, CTP, Fleet Operations, Aaron's, Inc.; Brian Antonellis, CTP, Fleet Manager, Pepsi Beverages Company; Meghan Chan, CTP, Fleet Safety & Compliance Manager, Mondelez Global LLC; Jeremy Decker, CTP, Transportation Safety Manager, The Mennel Milling Company; Billy D'Souza, CTP, Financial Manager-Transportation, Packaging Corporation of America; Chris Fada, CTP, General Manager, Ross Transportation Services, Inc.; Robyn Goldberg, CTP, National Manager, Fleet Operations, Southern Wine & Spirits of America; Cameron Hafer, CTP, DOT Compliance and CMV Driver Development, Trans Papa Logistics – Papa John's; Bill Hartman, CTP, Mobile Unit Fleet Director, NEP Broadcasting; Keith McWilliams, CTP, Regional Transportation & Commercial Motor Vehicle Safety Manager, Kellogg Company; Dan Norris, CTP, Fleet Director, Pepsi Beverages Company; Todd Porter, Vice President – Safety and Compliance, Sentinel Transportation, LLC; Mari Roberts, CTP, Director, LD&T Dallas Metroplex, Frito-Lay, Inc.; Scott Roberts, CTP, CDS, Director of Safety, Compliance & Risk Management, Daryl Flood Relocation & Logistics; Kirk Rutherford, CTP, Manager, Private Fleet Maintenance & Equipment, Bridgestone Americas Tire Operations, LLC; Mike Schwersenska, CTP, Director of Transportation/Logistics, Brakebush Transportation, Inc.; Doug Simpson, CTP, Driver Recruiting Manager, Castellini Group of Companies; and Gary Strausbaugh, CTP, Vice President, Transportation, The Mennel Milling Company.

NPTC expresses its thanks and appreciation for the time and talent which these exceptional leaders contributed to making the PFMI 2016 one of the best in the Council's history.

We also offer **special thanks to the 18 Allied members** which sponsored the Monday evening networking reception held on January 19 which easily ranked as one of PFMI's best-ever combinations of social and business networking and absolutely great food and service provided by NPTC's long-standing successful partner, the OMNI Jacksonville Hotel. The support from our sponsors for this event is greatly appreciated!

### **2016 BENCHMARKING SURVEY**

HE BENCHMARKING SURVEY HAS BEEN SENT OUT to the NPTC fleet members. NPTC conducts an annual Private Fleet Benchmarking Survey, sponsored by PeopleNet, designed to (1) validate private fleet performance based on comparative peer data, (2) identify areas of improvement and opportunity, and (3) identify the significant trends affecting private fleet practitioners. This survey is designed for the benefit of our members and the private fleet community. The purpose is to help members benchmark their operation to other best-in-class performers, thereby validating performance and identifying areas of opportunity.



# NPTC/IDEALEASE SAFETY SEMINAR SCHEDULE

PTC, IN PARTNERSHIP WITH IDEALEASE, INC., will continue its series of one-day Safety & Compliance Seminars throughout North America. The series provides information and training that fleet managers need to comply with regulations, understand the carrier analysis process, and prepare for FMCSA intervention and compliance reviews. Using the regulations as an outline for the entire seminar, topics are presented in a logical sequence beginning with definitions, an overview of enforcement activities, and guidelines to develop your own safety program. Aside from a review of new and proposed regulations, topics covered include:

- Electronic Logging Devices (ELD)
- Drug & alcohol testing regulations and supervisor training with certification
- Update on FMCSA Compliance, Safety and Accountability program (CSA)
- Applicability of federal and state safety regulations
- Driver qualifications
- · Vehicle maintenance and inspections

Upcoming dates and locations are:

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March 29	Shreveport, LA
March 30	Dallas, TX
March 30	Atlanta, GA
April 12	Wausau, WI
April 14	Madison, WI
April 14	Lodi, CA
April 19	Fort Myers, FL
April 20	Tampa, FL
April 21	Orlando, FL
April 26	Baltimore, MD
April 27	Harrisburg, PA
April 28	New Windsor, NY
May 3	Kansas City, MO
May 3	Lexington, KY
May 5	Salt Lake City, UT
May 5	Aurora, CO
May 10	Everett, WA
May 12	Moncton, NB
June 7	Springfield, IL
June 23	San Leandro, CA
September 20	Lafayette, IN
September 22	Santa Barbara, CA
October 4	Erie, PA
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October 4 Erie, PA
October 4 Green Bay, WI
October 5 Butler, PA
October 6 Cleveland, OH

Register today for a seminar in your area – click here.

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Mike Baker, Vice President, Sales, SmartDrive Systems

**Peter Borgen**, Mgr., Corporate Carrier Sales, C.H. Robinson Worldwide, Inc.

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J. Bedford Monday, Jr., CTP, General Manager, Schwan Food Company

**Andrew S. Montpas**, General Mgr., Private Fleet, Bridgestone Americas Tire Operations, LLC

**Michael P. Parrish, CTP**, National Account Mgr., Mack Leasing System, Inc.

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**Duane Woods, CTP**, Director of Transportation Albertson's/Safeway

# NPTC/J.J. KELLER 2016 WEBCAST SERIES

MORE THAN 700 PEOPLE REGISTERED to attend two separate webcasts sponsored by NPTC/J. J. Keller & Associates earlier this month.

The first, on March 23, focused on Electronic Logging Devices and the new rules released last year by the Federal Motor Carrier Safety Administration. The webcast featured **Jeff Newey**, Manager, Deseret Transportation, Salt Lake City. The following day, more than 300 people tuned in to hear a webcast focusing on the federal hours-of-service changes that went into effect in 2013. **Jeff Smith**, Director of Transportation for Gold Medal Bakery, Fall River, MA, was the featured private fleet presenter.

### **Future webcasts include:**

### May 19 "Mitigating Accident Liability"

Over the past few years, there has been a virtual explosion of commercial truck law-suits and nuclear verdicts against trucking operations. In this climate, a trucking company's safety performance and management philosophies are often "on trial" to expose evidence of insufficient prevention and negligence. Federal regulatory compliance simply is not protection enough from potential liability. Learn how your fleet may have vulnerabilities and what you can do to optimized best case outcomes in the event of an accident.

## July 20 "Drug and Alcohol Testing (Hair Follicle Testing)"

Among the most frequently cited violations found during DOT compliance reviews are violations of the drug and alcohol testing regulations. Pre-employment, random, and post-accident testing are always near the top of the list. With thousands of dollars in fines, public safety, and CSA scores at risk, motor carriers need to understand their role in preventing the use of drugs and abuse of alcohol by commercial drivers. In this webcast, we will examine what the regulations require and how fleets are coping with the rules and even going the extra mile – by incorporating hair follicle testing into their compliance protocols.

# July 21 "The Aging Driver Workforce and Worker's Compensation (Driver Wellness)"

With an the average age of the driver population now exceeding 50 in many

fleets, safety officials are witnessing an acceleration of healthcare and worker's compensation costs. How do leading fleets protect their investment in the driver? This webcast will examine the effectiveness of driver training, education and the incorporation of effective health and wellness programs.

# October 12 "Ensuring Driver Quality Through Effective Screening Protocols"

With the driver shortage leading to more expansive recruiting efforts and the temptation to lower hiring standards (potentially leading to hiring more problems), it is more important than ever that carriers review their hiring process. In this webcast we will look at the requirements involved in screening and qualifying a new driver, methods to do it quickly and effectively, and strategies that can be used to keep you from "hiring your next problem."

### October 13 "Developing Effective Driver Onboarding Practices"

Once a candidate clears the application process and begins the transition to the workplace, the first step is orientation — a process designed to teach expectations, rules and procedures to new employees in a positive and consistent manner. In this webcast we will discuss how to build an effective orientation program, including the necessary policies, protocols and procedures.

For more information, please visit www.jjkeller.com/nptcinfo.

