

SAFM-471-- MOTOR FLEET SAFETY

COURSE SYLLABUS

INSTRUCTIONAL PERIOD: JUNE 2-JULY 27, 2013

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Required Textbooks:

1. Della-Giustina, Daniel. Motor Fleet Safety and Security Management, Second Edition, 2012, CRC Press. If you choose to do so, I see that Amazon has a Kindle version for under \$30. which might work for you.

2. National Safety Council, Motor Fleet Safety Manual, Fifth Edition with CD, September 2010. You may purchase it from the NSC website: [http://shopNSC.org/Transportation Motor Fleet Manual](http://shopNSC.org/Transportation%20Motor%20Fleet%20Manual). You may also purchase it at info@MSsafety.com 800-257-2338. The cost for the latter source is \$98.30 +\$16. shipping.

- A. COURSE DESCRIPTION—this is a three hour elective course addressing the subject of motor fleet safety; its key elements and components; and, the business, legal, operational, regulatory and enforcement environment in which motor fleets operate.**
- B. COURSE FORMAT—this is a web-based delivered course consisting of seven (7) learning modules, required reading assignments, internet-based research, individual and group assignments, case studies, research papers and quizzes. Because this is an on-line course, it is essential that students have regular access to a computer with an internet connection. Please contact the WVU Help Desk at 304-293-4444 if you have technical difficulties; please contact me about course-specific issues.**

As an on-line, seven week course, the material needs to be covered in an accelerated, compressed way. If you are new to taking an on-line course, you will need to recognize the pace is quick and you will need to actively monitor your time. If you fall behind, it will affect your performance and, ultimately, your final grade.

If you have any physical needs that need to be accommodated, please advise me so I may plan accordingly to ensure the quality of your instruction is not compromised.

Please respect the deadline dates (all deadlines are expressed in Eastern Daylight SavingsTime) you are given because late work will be grade-reduced 10%/day. For example, a perfect test submitted one day late will be scored as a 90%. However, I do understand that occasionally certain unforeseen circumstances occur that are beyond your control. If so, please contact me immediately so we can discuss your situation.

When times are given as deadlines, e.g., 11:59 PM, this means that this is the latest time for your work to be turned in. Obviously, I welcome your work in advance of these dates/times.

Successful completion of this course requires that students regularly check the announcements site for the syllabus, course material updates, assignments and discussion boards.

As you know from my bio, I am not an academician but rather am an experienced safety practitioner that regulated the motor carrier industry for many years and am now consulting with companies interested in improving their individual safety performance. I am most interested in you learning this material and being competent in future work situations where the knowledge you gain from this class will affirm to your employer that you have a good and up-to-date understanding of the challenges of managing motor fleets and ensuring they operate in a safe, controlled way.

- C. **INSTRUCTOR AVAILABILITY**—you may e-mail me anytime, preferably at the WVU mail address, and I will try to promptly reply. At a minimum, you should get a response from me within 24 hours. Telephone calls to me should be kept to a minimum and only when e-mail communication is too difficult or not possible.

If you do need to call me, please do so between the hours of 10 AM-6 PM. In an emergency outside those hours, send me an e-mail with a good contact number and I will call you as soon as possible.

- D. **COURSE OBJECTIVES**—upon successful course completion, you will be able to:
- a. Recognize the important role motor carriers serve within the overall transportation sector and the role governments play in monitoring activities.
 - b. Identify common challenges in improving motor fleet safety.
 - c. Describe the current state of motor vehicle safety in the United States in terms of overall fatalities, injuries and their impact on public health.
 - d. Articulate the best practices Motor Fleet Safety Managers use to improve safety outcomes.
 - e. Prepare a Safety Action Plan capable of addressing any motor fleet safety problems.
- E. **SUPPLEMENTAL MATERIALS**—will be identified during the course and will include outside reading provided by the instructor or information which is available on-line. These materials will be posted as part of the weekly online course materials. Often, I have embedded the videos and other materials directly into the Module.

- F. **GRADING**—there will be a total of 1000 earnable grade points in this course. Below are listed the individual categories of assignments and their associated point scales. I have also displayed this “scorecard” in table form below for your easy reference. I will plan to review your assignments and post individual grades/assignments within 3 working days from the submissions.

GRADING TABLE

- Grades will be assigned based on the traditional WVU grading system:
A=100-90%; B=89-80%; C=79-70%; D= 69-60%; F= 59- 0%

- G. **COURSE INFRASTRUCTURE**—this course will require active participation in discussion boards, group activities, and independent research. All work should be clear, comprehensible, grammatically correct and competently produced.

- Each week, you are required to:

1. Read the assigned chapters in the textbooks and any instructor lecture notes or readings
2. Participate in weekly discussion boards including posting one primary post of your own and a minimum of two responses to others’ postings.
3. Plan for the Group presentation in PowerPoint format with accompanying written talking points in Week 5.
4. Submit either a 1 or 2 page paper on an assigned topic or an assigned case study based on that week’s Learning objectives.
5. Conduct research and plan for submitting the end of course final project due no later than July 21. This project will represent a typical duty you may have as a Fleet Safety manager.

- Every two weeks (except for Week 7 when you will only be tested on one module), you will :

1. Be quizzed on covered chapters, reading assignments and any instructor lecture notes as contained in the Learning Modules.

- **Discussion Boards:** each week, a discussion board topic will be posted no later than Monday@ 11:59 PM (EST), although in most cases the Discussion Question is already announced in the Modules. The topic will be based on required readings and/or other reading assignments. You should be prepared to post a primary response to the question two days later by 11:59 PM Wednesday of each week and two additional secondary responses(s) by 11:59 PM Saturday of that same week. These two secondary responses should be made to other student’s posts or to comments from the instructor.

You should avoid making comments that repeat or mirror those of the other students' points of view. You are encouraged to think creatively and as a person who can think broadly about solving a problem or proposing solutions. Value: Maximum 25 points/week x 7 weeks = 175 maximum earnable points.

•**Weekly Assignments:** in most weeks, you will be given an assignment that requires either a one or two page paper or a 3 page case study. These tasks will pose a question, ask you to analyze and propose solutions to a motor fleet management problem, or simply solicit your point of view. You should include footnotes, if appropriate, but you are not expected to be as formal in these papers as the requirements for a typical formal term paper. I am interested in your opinions as long as they are your own; please give attribution if the idea is someone else's. *Value: Maximum 60 points/project X 3 projects= 180 maximum earnable points.*

•**Quizzes:** *there will be no formal mid-term or final exams in this class.* Rather, every two weeks, you will be given a test to assess your knowledge of the two previous learning modules and related teachings. Module 7 however, will be tested during the final week of class. *Please note that quiz questions will be drawn from chapter readings and other assignments including the materials in the Modules starting with the Overview section of each module. The topics following the task section is where I am likely to post my teachings. Also, be sure you know that content in any of the documents residing in the "course materials" table of each module.* All tests will be available on Thursday at noon and will be due to me by Saturday at 11:59 PM. *Value: Maximum 75 points/quiz X 4 quizzes= 300 maximum earnable points.*

Quiz 1—Modules 1, 2 (available on June 13 at noon; due to me on June 15 at 11:59 PM)

Quiz 2—Modules 3, 4 (available on June 27 at noon; due to me on June 29 at 11:59 PM)

Quiz 3—Modules 5, 6 (available on July 11 at noon; due to me on July 13 at 11:59 PM)

Quiz 4—Module 7 (available on July 18 at noon; due to me on July 20 at 11:59 PM)

•**Group Presentation:** Working in Groups is becoming an increasingly relied upon method of producing work in organizations because it promotes the identification of more diverse and innovative points of view and related solutions. You will be assigned a group within which you are to plan and present a topic related to the course. You may either select from a candidate list of topics or your group may propose another topic subject to my approval. Each Group member is expected to fully contribute to the final product. Your grade will include confidential feedback about your participation and the level of your contribution as reported by your other team members. Group presentation formats should be a minimum of 10 PowerPoint slides with associated written talking points. Your Team will present your slides to the other students in the class via the Discussion Board format. Others will critique your work and you will be expected to finalize the presentation for archival purposes. *Value: Maximum 140 earnable points.*

•**Final Project:** in lieu of a final exam, each student will be required to use the learning from the course and prepare a final project to be submitted no later than July 21@ 11:59 PM--the last day of the class. The complete scenario will be given to you at the beginning of the course so you will have ample time to organize, plan and write the paper. The 8-10 page paper will evaluate the student's grasp of the concepts and challenges of motor fleet safety management. Briefly, the scenario will you in the role of a newly hired company management official who has been hired to "fix our company safety

problems.” You will be asked to prepare an aggressive action plan intended to reverse a safety - challenged organization. You will be provided the characteristics of the organization, including its safety performance history, and you will be expected to analyze the possible reasons for the company’s safety deficiencies, the standards it is failing to meet, and a remediation plan to improve the company’s safety performance profile. *Value: Maximum 205 points= 205 maximum earnable points.*

GRADING TABLE—SAFM-471-SUMMER 2013

Activity	Point value/unit	# of units	Total points earnable	Percent of final grade
•Discussion Boards	25 points	7	175 points	17.5%
•Individual Short Papers/ Case Study 60pts.		3	180 points	18%
•Group Presentation	140 points	1	140 points	14%
•Module Quizzes	75 points	4	300 points	30%
•Final Term Paper	205 points	1	205 points	20.5%
			1000 points	100.0%

<i>Textbook #1= Della-Giustina</i>
<i>Textbook #2=National Safety Council Motor Fleet Safety Manual</i>

CLASS AGENDA AND TOPICS - Course start date: June 3, 2013

Module 1—Motor Fleet Safety Overview and Background

TO DO:

- a. Read Chapter 1 in Textbook # 1
- b. Read Chapter 3 in Textbook # 2
- c. Read other assigned reading/lecture notes contained in the Module

- d. Participate in Discussion Board—at least 3 postings due on Wed/Sat.
- e. Two Page paper due by 11: 59 PM Sunday, 6/9/13—Topic: Formal authorities of a Fleet Safety Manager

PLANNING AHEAD:

- Form Group Members and begin planning presentation scheduled for Week 5.

- Start thinking about final project due by July 21. Description is available in Module 1.

MODULE 2—Key Elements of a Motor Fleet Safety Program—June 10-16

TO DO:

- a. Read Chapter 2 in Textbook # 1
- b. Read Chapter 2 in Book #2

- c. Read other assigned readings/notes within the Module
- d. Participate in Discussion Board—at least 3 postings due Wed/Sat.
- e. Take Quiz# 1 on Modules 1 and 2 available Thursday@ 12 pm—due to me by Saturday @ 11:59 PM

PLANNING AHEAD:

- a. Continue Group Presentation Planning and Final Project Paper
 - b. Read Case Study Topic#1 described in this Module and begin work on it
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MODULE 3—Management Commitment and Safety Culture-June 17-23

TO DO:

- a. Read Chapter 2, page 2-3 and 8-9 in Textbook #1
- b. Participate in Discussion Boards—3 postings minimum due Wed/Sat

Planning Ahead:

- Group Power Point presentations in 2 weeks
 - Case Study Due Next Week
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MODULE 4—Driver Selection and Qualifications--June 24-June 30

TO DO:

- a. Read Chapter 5 in Textbook #1;
- b. Read Chapter 4 in Textbook #2
- c. Peruse Code of Federal Regulations (CFR)
- d. Read CFR 49, Part 391
- e. Participate in Discussion Board: three Postings due Wed/Sat
- f. Submit Case study #1 by Sunday, 6/30 at 11:59 PM
- c. Take Quiz #2 covering Modules 3 and 4

Planning Ahead:

- Group presentation early next week
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MODULE 5—Training, Supervision and Motor Vehicle Maintenance Selection and Training—July 1-7

TO DO:

- a. Group presentations on July 1 (3 days before the July 4 holiday)
- b. Read Chapters 7,8,9 in Textbook #1
- c. Read Chapters 11,13,15 in Textbook #2
- d. Limited Discussion Board this week—1 Posting Total—Wed

PLANNING AHEAD:

- Outline of Final Project paper may be submitted to instructor if you would like some feedback (not required)
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MODULE 6- Crash Analysis and Countermeasures—July 8-12

TO DO:

- a. Read Ch. 2(pgs.12-13);Ch. 3 (pg.59)Chapters 7,9 in Textbook #1
- b. Read Chapter 5,(page 120), Chapters 10 and 11 in Textbook #2
- c. Participate in Discussion Boards -minimum 3 postings-due Wed/Sat
- d. Submit one page paper by Sunday, 7/14 at 11:59 PM

- e. Take Quiz #3 covering Modules 5 and 6

Planning Ahead:

- Course completion in sight. Have working draft of term paper done and finalize.
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MODULE 7—Regulatory Frameworks, Compliance and Enforcement-July 15-21

TO DO:

- a. Read Chapter 7 (pgs 54-56) in Textbook #1
- b. Read Chapter 20 (pgs 348-353) in Textbook #2
- c. Participate in Discussion Board—3 postings due Wed/Sat.
- d. Take Quiz #4 on Module 7—available Wed 7/18 @noon; due to me Saturday, 7/20 @11:59 PM
- e. Submit (Pulitzer prize winning) Final Project paper—Safety Action Plan-- by Sunday, 7/21 @11:59 PM.

NOW..GO OUT AND CELEBRATE—YOU EARNED IT!!!