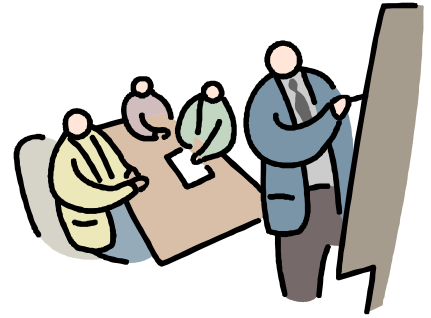


Ten-Minute Training Topics 2005 Distribution Calendar



Our “Ten-Minute Training Topics” are delivered via email (only) at the start of each month. For example, on or about the 1st of April, the April edition will be distributed.

This provides safety managers with an opportunity to preview the material prior to distributing it to their drivers and to schedule a safety talk with drivers during the month.

We have a number of topics ready to be delivered, and more are presently under development. We welcome your input to the process with suggestions on topics and any research materials that would help create new topics.

Here is the anticipated distribution calendar for 2005 (subject to revision):

Month	Topic
January	Road Debris
February	Honoring Right-Of-Way: On-Ramps
March	Cell Phones and Radios
April	After a Crash
May	Accident Scene Photography
June	Honoring Right-Of-Way: Construction Zones
July	Tire Care
August	Footwear for Safety
September	Driving Safely Near School Busses
October	Driving in the Rain and Fog
November	Handling Emergency Breakdowns
December	Engine Fluids

The packets are delivered by email on a monthly basis. The packets include:

- A “how to” guide for managers to prepare short safety talks or presentations to groups of employees
- A two page handout for drivers to read during or after a presentation on the topic (these can be distributed to employees in lieu of a formal meeting, but we strongly encourage face to face meetings whenever possible to assure that the message is conveyed that management cares about safety and wants safe performance from employees)
- A safety poster for the company bulletin board (8.5 inches by 11 inches in size). The poster is attached to the driver handout sheets in case these are simply distributed to the employees, and to further reinforce the essential elements of the topic.
- Occasionally, we also send a “Manager’s Supplement” that covers additional information about the topic, including areas where your company may want to revise or refresh company policies on driving safety.

Although our Ten-Minute Training Topics are included at no extra charge in our premium-service safety hotline program, annual subscriptions are separately available with costs starting at \$500 for 12 issues based on fleet size.