



LAMPTON-LOVE, INC.

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Date: October 6, 2011
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – October 2011

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the “Monthly Safety Meeting Minutes and Attendance Record” (see attached form). **Please detach this form, fill out and mail or fax a copy to Lynn Eldridge. Please keep the original for your records.**

Note: ONLY the Monthly Safety Meeting Minutes and Attendance Record is to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of October 2011. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Brakes and Automatic Slack Adjusters)
2. Safety Meeting: (Propane Truck Drivers – Serious Responsibilities – Serious Penalties)

It is recommended that you thoroughly read this material prior to your meeting.

It is strongly recommended that you use the 3-ring binder to store all of your “2011 Monthly Safety Meetings”!!! This material may be referred to or used to train new employees. This manual should be kept in an area of the office that is easily accessible to all employees.

Be Smart.... Be Safe and Be Courteous!!!



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PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

Brakes and Automatic Slack Adjusters

Commercial Motor Vehicles equipped with air brakes are subject to Federal Motor Vehicle Safety Standard (FMVSS) 49 CFR §571.121 and Commercial Motor Vehicles (CMV) subject to Federal Motor Carrier Safety Regulation (FMCSR) 49CFR§393.53(b),(c), manufactured after October 20, 1994 are required to be equipped with automatic brake adjusters.

-Question: Why do we see so many roadside inspections with violations for brakes out of adjustment?

-Answer: With automatic slack adjusters on almost all commercial motor vehicles today a portion of these violations can be attributed to the technical working of the automatic slack adjuster.

Professional drivers will maintain a space cushion between them and the vehicles in front of them. When applying the brakes they will usually apply the brakes with 15% to 25% air application. Only in a defensive action will a driver apply the brakes with greater than 60% air application. These braking incidents are referred to as **“Panic Stops”** or **“Rapid Deceleration Occurrences”**.

Analysis reflects that most professional drivers will require less than six of this type of brake application per 1,000 miles driven. Most recent model trucks are equipped with a *“stroked sensitive”* automatic adjusters. This type of slack adjuster adjusts the brakes on the return stroke. This adjustment occurs only when the application is greater than 60%. **The safer the driver operates the unit, the less opportunity there is for an automatic brake adjustment.**

To ensure that the brakes are always in adjustment, the following is recommended:

1. During your pre-trip inspection complete 10 full brake applications while the unit is parked. A slack adjuster will adjust approximately ½ inch every 10 full brake applications. By including this procedure as part of your pre-trip inspection will ensure that your brakes are always fully in adjustment. In the event of a roadside inspection, repeat this process while waiting your turn in the inspection process. This will ensure that the automatic slack adjuster have the adjusted the brakes to compliance.
2. During the Pre-Trip inspection, a driver is required by D.O.T. to check the low air pressure-warning device. This should be audible at 60 psi. To check this device the air pressure must be lowered to 60 psi. If while accomplishing this portion of the inspection, a driver would fully apply and release, the air pressure should drop approximately 4 psi with each application.

Squeaking Brakes – another condition attributed to “feathering or low psi” brake applications is noisy brakes when stopping. Many times this is created by crystallized lining, which occurs when the brakes are repeatedly applied with low psi applications. This can be minimized with four or five firm brake applications or rapid deceleration stops. If your brakes are noisy, try bringing the vehicle to a stop with four or five firm brake applications each week. Always check to see that there are no vehicles following you if you do this procedure.

CVSA Lists 10 Things You Need to Know about Commercial Vehicle Brakes

1. Commercial vehicles are stopped by brakes that use friction by the brake pads to convert to heat. This conversion process slows the vehicle. Brakes are vital to the safe operation of a vehicle because they enable the vehicles to stop.
2. Braking systems are complicated and contain many parts that need constant inspection and attention to ensure proper operation and performance.
3. Drivers must be able to rely on their brakes in every driving situation; they must be properly adjusted, maintained and inspected before and after every trip.
4. The only way to know when you have a brake adjustment problem is to measure the stroke.
5. Poor brake adjustment reduces the ability of the service brakes to stop a vehicle and also reduces the ability of the emergency/parking brakes to stop and/or hold a vehicle.
6. By far, brakes comprise the largest percentage of out-of-service violations cited during roadside inspections.
7. Highway warning/speed signs are usually for automobile drivers; truck drivers must be conservative and translate them for the truck they drive.
8. Highway design engineers often do not know the margin of safety for trucks in their design. As a result, even if your brakes are adjusted and performing properly, when you are able to see a potential problem ahead, your chances of stopping are less than that of car drivers.
9. Be especially careful about how you apply your brakes when driving in mountainous areas.
10. Additional factors besides brakes that affect the vehicles' ability to stop include tire compound and tread depth; loading and dynamic weight shift; vehicle speed; driver condition, mental state and knowledge of surroundings; traffic congestion; pavement surface characteristics; and stopping-sight distance.

It goes without saying that brakes are extremely important for safe CMV operations. The good news is that most brake problems can be discovered and isolated during pre and post-trip vehicle inspections. Two other points we want to cover is: (1.) Frequently, look at the brake pads for signs of cracking or wear. In most cases you don't have to remove the wheel, simply get a good side view of them. Brake pads that are worn down to 3/8" should be evaluated by a skilled trained mechanic. (2.) Unless you are trained and skilled, do not adjust or service brakes yourself; take your vehicle to a reputable garage.

OCTOBER 2011 SAFETY MEETING

Propane Truck Drivers – Serious Responsibilities – Serious Penalties

Many hazardous material drivers, including propane truck drivers don't look at themselves as professional truck drivers. They say, "I just haul gas". In the eyes of federal and state DOT officials, drivers are much more than that. Propane industry drivers have a solemn responsibility to conduct themselves professionally at all times. Couple that responsibility with operating a cargo tank full of propane and you've got some serious risks. Like a doctor, CPA, lawyer or school teacher, CDL-qualified drivers could lose their work (driving) privileges if they fail to conduct themselves properly and worse still, somebody could get hurt or killed! Remember also that in today's "DOT world", many citations "follow" the driver for 2 years or more! Today, drivers cannot "escape" their driving record by moving to another carrier.

Typically, safety meetings are not intended to dwell on negative issues, but this is probably a good time to review some of the penalties for driver misbehavior. Please be reminded that some violations are so terrible that a driver could lose their driving privileges for life! Always keep in mind that possessing a commercial drivers license is a privilege, not a right. Drivers don't have the right to always possess a CDL, the state can "giveth and taketh it away" a driver's license at the drop of the proverbial hat.

Felony Traffic Violations

Listed below are very serious felony traffic convictions. Drivers lose their driving privileges for 3 years if convicted of these violations while driving a HAZMAT truck:

1. Being under the influence of alcohol or refusing to be tested.
2. Being under the influence of a controlled substance.
3. Leaving the scene of an accident involving a commercial motor vehicle (CMV)
4. Using a vehicle to commit a felony.

Note: upon the second offense, the disqualification period is at least 10 years, possibly life! Drivers who commit a felony involving the manufacturing, distribution or dispensing a drug with a vehicle are disqualified for life!

Serious Traffic Violations

Disqualification of driving privileges also applies the following serious traffic violations:

1. Excessive speeding (over 15 mph over the posted speed limit)
2. Reckless driving
3. Improper or erratic lane changes
4. Following too closely
5. A traffic violation arising in connection with a fatal traffic accident

Serious Traffic Violations (cont'd)

6. Driving a CMV without having obtained a valid CDL
7. Driving a CMV without having a CDL in the driver's possession; and,
8. Driving a CMV without the proper class of CDL and/or endorsement

NOTE: Two of the above violations within 3 years disqualifies a driver for 60 days. Three serious traffic violations within 3 years disqualifies the driver for 120 days.

Violating Out-of-Service Orders

Trucks that are placed out-of-service by an enforcement officer must not be driven until the vehicle has been repaired. HAZMAT drivers that violate vehicle out-of-service orders will be disqualified for 180 days, subsequent violations will result in 3 to 5-year disqualifications. Drivers and carriers can also be fined up to \$10,000.

Railroad-Highway Grade Crossings

Failing to stop at a railroad-highway grade crossing while operating a CMV is a disqualifying offense to the driver. Offenses include:

1. Failing to have sufficient space to drive completely through the crossing, without stopping.
2. Failing to obey a traffic control device or the directions of an enforcement official at the crossing.
3. Failing to clear a crossing because of insufficient undercarriage clearance.

Disqualification periods are:

1. First violation – not less than 60 days
2. Second violation within 3 years – not less than 120 days
3. Third or subsequent violation, in separate incident, within 3 years – not less than 1 year.

NOTE: Carriers who knowingly allow violation of railroad crossing regulations can be fined \$10,000. Also some states have more restrictive laws and penalties.

Certainly carriers have a great deal of responsibility. They must ensure that drivers have a safe vehicle, have the necessary insurance, and are properly trained to name just a few. However, drivers should also be aware they too have solemn responsibilities and drivers should note that all of the above violations are the responsibility of the driver – not anyone else! These are violations that the driver will “pay” for, including the possibility of losing his/her ability to earn a living, a very serious matter to say the least. So always remember you are a professional and a lot of people depend on you to make sound decisions every minute you are behind the wheel. The consequences of poor decision could cost your pocketbook, your livelihood and even your life!

OCTOBER 2011 MONTHLY SAFETY MEETING MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

By my signature below, I certify that I attended and participated in this Safety Meeting and I understand the material presented.

Employee Name (Please print)	Employee Signature	License Expires*	Endorsements **	DOT Physical Expires ***
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

* List driver's license expiration date in this column.

** Check licenses for proper endorsements and re-testing. (For example: "HazMat") List endorsements in this column.

*** List DOT physical expiration date in this column.

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____ Date: _____

Mail or fax this sheet only to: Lampton-Love Inc.
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