



LAMPTON-LOVE, INC

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Date: January 6, 2022

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – January 2022

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 the Monthly Safety Meeting Minutes and Attendance Record, fill it out and e-mail or fax a copy to Lynn Eldridge. Please keep the original for your records.**

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records 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 January 2022. You may add topics, but please document the following topics:

1. News Briefs!!! (1. ToolBox Talk – Tips For Walking Over Ice Safely; 2. Cargo Tank Info Needed)
2. Safety Meeting: (Upcoming ELDT – Beginning February 7, 2022)

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 the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material should be referred to or used to train new employees from the website. 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!!!



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

TOOLBOX TALK | TIPS FOR WALKING OVER ICE SAFELY



**WINTER CAN BE A
JOYOUS TIME OF YEAR
FULL OF HOLIDAY CHEER.**

But with winter come snow, ice and many opportunities for slips, trips and falls. Here are a few tips to help reduce your chances of falling victim to common wintertime outdoor surface injuries.

1. **In cold temperatures, always approach walking surfaces with caution.** Assume that all wet, dark areas on pavements are icy and slippery. Dew or water vapor can freeze on cold surfaces, forming an extra thin, nearly invisible layer of ice that can look like a wet spot on the pavement.
2. **Use designated walkways as much as possible.** Taking shortcuts over snow piles and other frozen areas can be hazardous.
3. **Look ahead when you walk.** A snow- or ice-covered sidewalk or driveway may require that you travel along its grassy edge for traction, especially if on a hill.
4. **If you must walk in the street, walk against the flow of traffic, as close to the curb as you can.** Try to avoid straying from the beaten path. Taking shortcuts through areas where snow and ice removal is not feasible can be hazardous.
5. **Keep your hands out of your pockets.** Hands in your pockets while walking decreases your center of gravity and balance. Also, if you do start to slip, you can help break your fall if your hands are free.
6. **Strut like a penguin!**
 - Spread your feet out slightly while walking on ice to increase your center of gravity.
 - Bend slightly and walk flatfooted with your center of gravity directly over your feet as much as possible.
 - Extend your arms out to your sides to maintain balance. If you must carry a load, try not to carry any more than 50 lbs. Leave your hands and arms free to balance yourself.
 - Watch where you are stepping and go SLOWLY! You'll have more time to react to changes in traction if you take your time from the start. Remember, safety first.
7. **When walking on steps, always use the hand railings and plant your feet firmly on each step.**
8. **Use special care when entering and exiting vehicles; use the vehicle for support.**
9. **Take short steps or shuffle for stability.** It also helps to stop occasionally to break momentum.



Cargo Tank Information Needed:

Gene is requesting the following information on each bobtail, active or inactive:

[illegible]

JANUARY 2022 SAFETY MEETING

Upcoming ELDT – Beginning February 2, 2022

As of February 7, 2022, the Federal Motor Carrier Safety Administration (FMCSA) will require all new commercial driver's license (CDL) and hazardous materials endorsement (HME) applicants to successfully complete classroom and behind-the-wheel training before applicants are eligible to sit for state CDL or HME exams. The new requirement is called Entry Level Driver Training (ELDT) and is referred to as the ELDT mandate.

Through MPGA and ACE Services, we will be able to provide the training in house. There are two parts that will take place in the training; the first part is the classroom training that will be taken on line through PERC, the second part will be behind-the-wheel training, and this will be provided by a designated employee from our company. Below is some information on the mandated ELDT.

Before February 7, 2022, you will receive instructions on how to get your new hire registered for this program. How to get them set up to take the online class, you will know the charge for the online training. You will see some of this information in the instructions below.

Through ACE, the 30+ steps mandated by ELDT can become 5 simple steps with NPGA guiding you from start to finish:

1. Sign up online
2. Online Knowledge Training
3. On-site Behind the Wheel Training
4. Submit to NPGA
5. CDL Test



Administrative Compliance Experts Entry Level Driver Training Fee Structure NPGA Member Companies*

CDL Basic \$0	HME Basic Add-On \$0	CDL Deluxe \$420	HME Deluxe Add-On \$90
Included in NPGA Membership Dues: • NPGA-generated checklists of required classroom instruction, behind the wheel instruction • NPGA-generated checklist of equipment requirements • NPGA-generated completion form and recordkeeping forms • NPGA staff for Q&A	Included in NPGA Membership Dues: • NPGA-generated checklists of required HME Theory instruction • NPGA-generated completion form and recordkeeping forms • NPGA staff for Q&A	• CDL Basic, plus • NPGA review of all completed forms, checklists, and submitted information • NPGA recordkeeping • NPGA serves as the Registered Training Provider for the driver-applicant • NPGA records subject to audit for the driver-applicant	• HME Basic, plus • NPGA review of all completed forms, checklists, and submitted information • NPGA recordkeeping • NPGA serves as the Registered Training Provider for the driver-applicant • NPGA records subject to audit for the driver-applicant

HME-Only**

HME-Only Basic \$0 HME-Only Deluxe \$250

*Members of the propane industry may be eligible for PERC discount. Please see NPGA.org/ACE for eligibility.
 **Individuals eligible for HME-only must hold a valid CDL.



Entry Level Driver Training & Administrative Compliance Services
Frequently Asked Questions
September 14, 2021

What is ELDT?

Entry Level Driver Training (ELDT) is a federally regulated training requirement (classroom and behind the wheel) for any individual seeking a Commercial Drivers License (CDL) or endorsement as of February 7, 2022.

Why is ELDT important now?

The Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) requirements are starting; the new ELDT mandate begins February 7, 2022 for a new Commercial Drivers' License (CDL) or a new endorsement. The new regulation requires behind the wheel and classroom training before an individual can apply for a CDL. A person seeking a commercial drivers license and/or endorsement as of February 7, 2022 must receive and successfully complete ELDT by a Registered Training Provider (RTP) before the person can apply for a commercial drivers license or endorsement.

What is the NPGA Administrative Compliance Service? & Why is it Useful?

The NPGA Administrative Compliance Service (ACE) is assistance to complete the regulatory requirements, filing paperwork, and submitting information to the Federal Motor Carrier Safety Administration (FMCSA)'s new Entry Level Driver Training (ELDT) requirements, which are effective February 7, 2022. Through ACE, the 30+ steps mandated by ELDT can become 5 simple steps with NPGA guiding you from start to finish. The new ELDT regulation requires behind the wheel and classroom training before an individual can apply for a CDL. Specific documentation requirements, equipment and training minimums, instructor requirements, and more must meet FMCSA's regulations. NPGA can navigate the regulatory pathways and manage compliant records while you focus on getting your driver up to speed. Enable drivers to learn at their own pace and see their skills develop; let NPGA maneuver through the regulatory burdens.

Who is the service for?

The services provided by NPGA (educational and administrative) are open to any member of the on-road community that hires individuals seeking a Commercial Driver's License (CDL) or HME (hazardous material endorsement).

How does the program offer One Stop Shopping?

NPGA offers both the educational training and administrative management (ACE) of the required Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Program (ELDT).

How do I sign up?

Before February 7, 2022, sign up for the waiting list [here](#) after 10/1/2021. When signup is available on February 7, 2022, reminder notices will be sent.

After February 7, 2022 sign ups are available [here](#).



Is HAZMAT endorsement (HME) a part of the program?

Yes. It is an optional portion of the program if an applicant is seeking a HME.

What if I have a CDL but need a HAZMAT endorsement?

Individuals with a CDL may take only the HAZMAT endorsement portion of the program to meet the training requirements before the CDL-holder can take the HME exam with the state.

When I renew my CDL or HAZMAT do I need to complete ELDT?

No. As long as your license and endorsement have not expired you are not required to complete ELDT.

Will I face an audit from the Federal Motor Carrier Administration (FMCA)?

If you utilize the Deluxe ACE package, no. The NPGA administrative service will assist you through the ELDT and/or HME training, manage the required paperwork, and audits. NPGA can navigate the regulatory pathways and manage compliant records while you focus on getting your driver up to speed.

Is Behind the Wheel or Theory (Classroom) Training Offered?

Yes. The new regulation requires behind the wheel and classroom training before an individual can take the Commercial Drivers' License (CDL) exam with the state. ACE enables drivers to learn at their own pace and see their skills develop while NPGA manages compliant records.

Is NPGA a registered Federal Motor Carrier Safety Administration (FMCSA) training provider?

Yes.

Can the training be completed over a series of days?

Yes. The training can be completed over a period of 12 months from the completion of one segment and the next – segments being behind the wheel and classroom training portions of ELDT requirements.

How is the theory (classroom) portion of the training completed?

The classroom portion is completed through online instruction. This will include basic operations, pre- and post-trip inspections, space management, hazard perception, maintenance, fatigue, etc. Driver-applicants must achieve a passing score of 80 percent on a review test after completing the classroom training.

How is the behind the wheel portion of the training complete?

The behind the wheel training requirements include building experience on a range and public road operation, parking, hours of service, emergencies, etc. This training can be led by an individual on your staff with a Commercial Drivers' License (CDL). Through ACE, your staff steer driver-applicants through the behind-the-wheel requirements while meeting all vehicle, trainer, and roadway requirements.

Why is NPGA doing this?

NPGA wants our members to focus on what they do best – selling propane or propane related supplies. NPGA offers the training and records management as a membership benefit at a decreased cost. (The program is available to non-members too.)

Is it just for the propane industry?

No, this program will be available to all industries and all members of the on-road community.

**How much does the program cost?**

Fees are structured according to NPGA-member status and ACE service options. The amount of the fees will be based on whether a company is a member of NPGA and the level of administrative service elected. See Fee Structure Table attachment.

How will NPGA's services save me money?

NPGA's services can help get your driver-applicant successfully on the road. The classroom and behind the wheel training can be completed on a schedule established by you. NPGA can navigate the regulatory pathways and manage compliant records while you focus on getting your driver up to speed. Enable drivers to learn at their own pace and see their skills develop; let NPGA maneuver through the regulatory burdens.

How do I know which package is right for me?

There is a decision tree with yes/no questions [here](#) (after 10/31/21) that will guide the level of service you require.

When does the administrative service start?

February 2022.

What happens when I sign up?

Each driver-applicant receives an online account to access the ELDT materials, according to the ACE package selected. The driver-applicant can begin training as soon as the account is activated!

How do I pay for the program?

Payments are made through npga.org/ELDT (as of 2/7/2022) at the time of purchase.

Are fees refundable if the driver-applicant doesn't complete the program?

As soon as a driver-applicant starts the training, our work begins. Unfortunately, if the driver-applicant doesn't complete the program, we've already provided services and guidance. If a driver-applicant has started the program, fees are nonrefundable. However, if a program is purchased but the driver-applicant does not begin training, fees can be credited to the company.

**JANUARY 2022
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD**

Company Name: _____

City: _____ **State:** _____

Date: _____ **Time Started:** _____ **Time Finished:** _____

Instructed By: _____ **Number Attending:** _____

Subject Covered and Comments:

1. Briefs: 1. ToolBox Talk – Tips for Walking Over Ice Safely; 2. Cargo Tank Info Needed

2. Safety Meeting: Upcoming ELDT – Beginning February 7, 2022 _____

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.				
12.				
13.				
14.				

**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 regulation and curriculum for this monthly safety meeting.

Instructor's Signature: _____

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

Gene Maddox/Lynn Eldridge

Date: _____

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