

# 2009 Excellence in Security Award



**COMPANY ENTRY FORM**



## **2009 EXCELLENCE IN SECURITY AWARD**

Dear Company Official:

The Supply Chain Security & Loss Prevention Council (SCS&LPC) of American Trucking Associations (ATA) invites your company to participate in this year's Excellence in Security Award competition.

This Award is the only nationally-recognized trucking security award of its kind. Motor carriers from across the country compete for this esteemed award. The award honors the company that sets the standard for all others in the field of trucking security, and that has surpassed all others in its ability to protect its employees, property, trucks and cargo.

Those member companies of ATA and/or SCS&LPC interested in competing for this year's Excellence in Security Award are encouraged to submit their names for consideration. The deadline for entry submission is **May 15, 2009**. The winner will be announced and commended at the SCS&LPC's 2009 Supply Chain Security and Law Enforcement Conference and Exhibition during a special awards ceremony. This year the Annual Conference is scheduled for July 15-17, 2009 in Forsyth, GA. The winner will also be recognized in press releases and in writing at the 2009 ATA Management Conference & Exhibition.

If your company has a strong, successful security program, then it deserves to be applauded. Have the appropriate individual within your company complete the attached Entry Form today. Once completed, indicate your support of this entry by signing where indicated on the last page of the Entry Form.

Please don't hesitate to call me with questions at (703) 838-1861.

Warmest regards,

Susan Chandler  
Executive Director

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## GENERAL INSTRUCTIONS & INFORMATION

The award guidelines have been adopted by the Supply Chain Security & Loss Prevention Council (SCS&LPC) of American Trucking Associations (ATA). All applicants will be evaluated based upon the extent and effectiveness of their security programs, i.e., security policies, procedures, training, and record. The Committee evaluating the Entry Forms will be looking for exemplary execution of successful security programs, i.e., companies who have the plan, equipment, and trained staff to avoid harm to and loss of personnel, property, trucks, and cargo above all others in the industry.

For fairness sake, the Committee will weigh the size of the fleet, staff and program budget relative to the company's successful experience. Whether working for a small or large company, every company, who is a member in good standing of either ATA or SCS&LPMC, is eligible to apply and has a chance of winning.

All information should be complete and truthful. *We ask that before submitting the Entry Form, a senior company official sign the last page of this Entry Form where indicated.* This tells the Committee that the Company supports and authenticates the entry.

### Preparing the Entry Form

1. Complete the Entry Form as thoroughly and accurately as possible. If more space is required, add rows/columns/pages as needed, however the completed Entry Form should not exceed 25 pages, exclusive of forms, manuals, posters, newsletters, and similar supporting documents.
2. Supply all supporting documentation as requested. If your security program includes resource materials supplied by the ATA SCS&LPC (or its predecessor organizations) or other Security organizations, be sure to indicate where applicable. Please do not send sample materials produced by vendors.
3. If your company uses commercially available services, please include sufficient information to permit evaluation of the scope, adequacy and effectiveness of the service.
4. Arrange and order the completed Entry Form and supporting documentation in a three-ring binder format. If an Excellence in Security Entry Form binder has been submitted previously for the Company, you are not required to retype the prior entry form; however, the order of the information should remain consistent with this Entry Form and all new information should be added at the appropriate section of the Entry Form and binder.
5. Have senior company official endorse the Entry Form by signing the last page of the Entry Form as indicated.

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## ENTRY FORM

### SECTION I – GENERAL INFORMATION

Please provide the following information on the Company being considered for the Excellence in Security Award.

<b>Company Name:</b>					
<b>Address:</b>					
<b>Telephone #:</b>		<b>Fax #:</b>		<b>E-mail:</b>	
<b>Type of Operation</b> (check off as applicable)	<input type="checkbox"/>	Less-than-Truckload (LTL)	<input type="checkbox"/>	Truckload (TL)	
	<input type="checkbox"/>	National	<input type="checkbox"/>	Regional	
	<input type="checkbox"/>	Common	<input type="checkbox"/>	Contract	
	<input type="checkbox"/>	Under \$500 million in gross revenue	<input type="checkbox"/>	Over \$500 million gross revenue	
<b>Type of Service</b> (check off as applicable)	<input type="checkbox"/>	General Commodities LTL	<input type="checkbox"/>	General Commodities TL	
	<input type="checkbox"/>	Auto Transporter	<input type="checkbox"/>	Flatbed Carrier	
	<input type="checkbox"/>	Tank Trucks	<input type="checkbox"/>	Household Goods	
	<input type="checkbox"/>	Heavy Haulers	<input type="checkbox"/>	Dump Trucks	
	<input type="checkbox"/>	Miscellaneous (specify):			

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### SECTION II: POLICY AND ORGANIZATION

1. **Company Policy:** Attach a copy of the company's written policy related to security in a format that will give evidence of its dissemination to employees at all levels. Indicate the effective date of the current policy.
  
2. **Company Structure:** Attach an organizational chart of the company or provide a narrative description of the company's organizational structure including the Security Department. Please indicate the chain of command (structural line of authority) through which information and instructions are communicated to employees at all levels and through which results are achieved. Indicate the effective date of the current structure.

(a) Indicate the number of persons directly involved in security activities.			
<b>Focus</b>		<b>Full-Time</b>	<b>Part-Time</b>
Security			
Clerical Support			
Other			
(b) Does the person in charge of programming support other areas of the company's operation?			
(c) If yes immediately above, list each area and the percentage of time devoted to each.			
1.		%	
2.		%	
3.		%	
4.		%	
5.		%	
6.		%	

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## SECTION III. EMPLOYEE SELECTION AND SCREENING

1. **H.R. Pre-Employment Practices:** Indicate with a check all personnel policies that are an element of or incorporate elements of the company's security plan.

Employment Application	Personal Reference Confirmation
Personnel Interview	Credit Check Run
Pre-Employment Medical Screening	Criminal Records Checked
MVR Checks (Drivers)	Personality Assessments
Previous Employer Verification	Skills Tests

Provide greater detail on the specific elements of the H.R. Pre-Employment Practices that have successfully identified dangerous or criminal applicants.

2. **H.R. Employment Practices:** Describe additional measures, if any, taken by the company after hiring to identify and avoid dangerous and criminal behavior or circumstances that could lead to dangerous or criminal behavior by an employee, e.g., periodic drug/alcohol screenings, etc.

3. **H.R. Termination Practices:** Describe measures taken when terminating an employee that are driven by security concerns.

4. **Administration:** Indicate who administers the selection and screening processes.

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**SECTION IV. TRAINING**

**Describe the types of security training conducted by the company.**

1. Type of Training (e.g., classroom instruction, Highway Watch, etc.)	
2. Who Does the Training and Who Receives the Training:	
3. Retraining (what and how often):	
4. Other (please list):	

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**SECTION V. PROCEDURES**

**If your company has a document which covers the following information and you are comfortable sharing that document with us for purposes of award evaluation only, you may submit it in lieu of the following. All documents will be treated as proprietary and confidential.**

1. Describe company's routine security procedures (indicating effective date of current procedures):	
2. Describe company's procedures to handle security problems:	
3. Describe company's procedures to handle problem employees:	
4. Other related procedures:	
5. Equipment and Technology Used (who selects and maintains?)	

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<p>6. Who monitors progress and evaluates result of security program, i.e., of the plan, implementation, technology, training, etc.?</p>				
<p>7. How is the security program's effectiveness monitored and evaluated, i.e., of the plan, implementation, technology, training, etc.?</p>				
<p>8. Are security posters displayed appropriately at company's facilities? How often are the posters changed?</p>				
<p>9. What poster sources are used? (check as applicable)</p>		<p>Developed In-House</p>		<p>Insurance Carrier(s)</p>
		<p>SCS&amp;LPC of ATA</p>		<p>Outside Vendor (list)</p>
<p>10. Are security oriented letters or messages posted or distributed? (describe)</p>				

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### VI. OTHER FACTORS

**Describe company's driver/employee incentive and recognition programs that encourage good, sound security practices, both awareness and response.**

(a) Nature of Rewards given:	
(b) Basis of Award(s):	
(c) Other Kinds of Incentives:	

### VII. SUCCESS STORIES

**Provide at least one success story and describe how it was accomplished.**

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## VERIFICATION FORM

**This Entry Form  
is submitted on  
behalf of:**

\_\_\_\_\_  
Company

**This Entry Form  
is submitted by:**

\_\_\_\_\_  
Signature

Name/Title: \_\_\_\_\_

Company/City, State: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

**This Entry Form  
is endorsed by:**

\_\_\_\_\_  
Signature

Name of Senior  
Co. Official/Title: \_\_\_\_\_

Company/City, State: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

The above named individuals attest that all information contained in this Entry Form is representative of the security program(s) of the above named company and is true and accurate or represents the best available estimates; and that all supporting documentation represents materials currently in use to protect company employees, property, trucks and cargo through appropriate security procedures.

By signing above, the above-named individuals grant complete and full authority to the Supply Chain Security & Loss Prevention Council of American Trucking Associations to investigate the records of the company's security operation for the sole purpose of validating the information provided. The results of such investigation shall be held in confidence.

It is further agreed that the Company, if selected for the Award, will have a company representative attend the 2009 SCS&LPC Supply Chain Security and Law Enforcement Conference and Exhibition, July 15-17 in Forsyth, GA, to receive his/her recognition during the Awards dinner.

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## 2009 SUPPLY CHAIN SECURITY & LAW ENFORCEMENT CONFERENCE AND EXHIBITION

JULY 15-17, 2009

GEORGIA PUBLIC SAFETY TRAINING CENTER

FORSYTH, GEORGIA

For more info, call (703) 838-1919 or visit <http://SCSLPC.truckline.com>

# 2009 EXCELLENCE IN SECURITY AWARD

- \* This prestigious award recognizes each year the company with the most effective and successful security program in the trucking industry.
- \* Competition is open to all members of ATA and/or Supply Chain Security & Loss Prevention Council who are in good standing.
- \* Entry deadline is May 15, 2009.
- \* Complete instructions are included in this brochure. Be sure to keep a copy of the completed Entry Form and supporting documentation before sending.
- \* Return completed Entry Form Binder (marked “confidential”) to:  
Susan Chandler, Executive Director  
ATA Supply Chain Security & Loss Prevention Council  
950 N. Glebe Road, Suite 210  
Arlington, VA 22203