

RESOLUTION 16-147

**A RESOLUTION AUTHORIZING THE CITY OF SPRING HILL TO
PARTICIPATE IN TML RISK MANAGEMENT POOL'S 2016
JAMES L. RICHARDSON
"DRIVER SAFETY" MATCHING GRANT PROGRAM**

WHEREAS, the safety and well-being of the employees of the City of Spring Hill is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace and to increase safe driving practices for the City of Spring Hill employees; and

WHEREAS, The Pool seeks to encourage the establishment of a safe workplace and driving practices by offering a "Driver Safety" Matching Grant Program; and

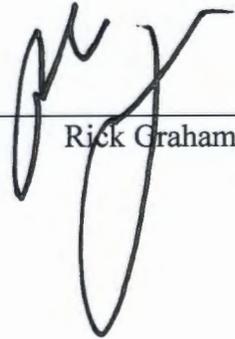
WHEREAS, the City of Spring Hill now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee the following:

SECTION 1. That the City of Spring Hill is hereby authorized to submit application for a "Driver Safety" Matching Grant Program through The Pool.

SECTION 2. That the City of Spring Hill is further authorized to provide a matching sum not to exceed \$4,000.00 to serve as a match for any monies provided by this grant.

Passed and adopted this 17th day of October, 2016.



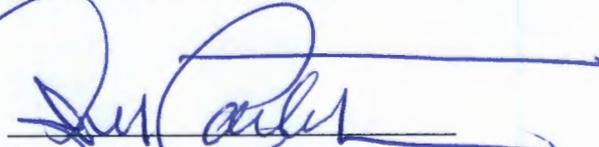
Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

If you need to know about your classification or if you have additional questions, please contact your loss control consultant.

West Tennessee

Paul Chambliss

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Middle Tennessee

Chester Darden

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East Tennessee

Judy Housley

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Rating Classifications Funding Levels

(based upon earned automobile liability premium for previous year 2015-2016)

Class I – Up to \$5,000

Class II – Up to \$4,000

Class III – Up to \$2,500

Class IV – Up to \$1,000

Class V – Up to \$500

Automobile Liability Coverage Classification Levels

Class I – Contributed earned premium for the previous year \$40,000 or more in the requested coverage area.

Class II – Contributed earned premium for the previous year between \$20,000 and \$39,999 in the requested coverage area.

Class III – Contributed earned premium for the previous year between \$10,000 and \$19,999 in the requested coverage area.

Class IV – Contributed earned premium for the previous year between \$6,000 and \$9,999 in the requested coverage area.

Class V – Contributed less than \$6,000 in automobile liability premium for the previous year in the requested coverage area.

2016-2017 James L. Richardson "Driver Safety" Matching Grant Program Guidelines

The Pool is pleased to announce the launch of the 9th series of the
"Driver Safety" Matching Grant Program
for all members who have auto liability coverage with The Pool.

OBJECTIVE: *To help eligible Pool members purchase driver safety items designed to reduce automobile liability claims.*

Driver Safety reimbursable items include:

Expenditures for employee driver safety training, methods, technologies, instructor-led training, DVD training, computer based training, backup cameras and alarms, GPS tracking systems, alert systems for administrators (such as vehicle black box technology), tools and equipment used in providing on-site Driver Safety training such as driving simulators, traffic cones, TV's, DVD players and other technologies that are designed to improve employee driver safety or which can assist administration in monitoring compliance with vehicle use policies. This program is designed to address general Driver Safety, not to address Emergency Vehicle Operations (EVO) training only.

Please read this information in its entirety before completing the application:

- 1) The Pool will **reimburse up to 50 percent** of the cost of the driver safety-related approved item(s) with a maximum reimbursement based on the Priority Classification matrix rating.

This grant may also be used to cover **100 percent of the cost of MVR checks** (up to your entity's classification eligibility) through the Department of Safety. You must maintain evidence of **MVR checks** in your records, if requested, to show a paper trail and have an action plan in place for those **MVR checks** that come back to you with an adverse driving record. Please contact your Loss Control consultant for further details.

- 2) **Matching grant funds must be used for employee driver safety related items.**
- 3) Entity must be an existing Pool member and must currently have **automobile liability coverage** with The Pool as of 7/1/2016.
- 4) Entity must be in good standing with The Pool and **in compliance with previous loss control recommendations.**

DEADLINE: Friday, September 30, 2016 (close of business)

GRANT NOTIFICATION DATE: Week of October 24, 2016

ELIGIBILITY: Available **ONLY** to Pool members with **Auto Liability Coverage** since **July 1, 2016**. Your **expenditure** may be made between **January 1, 2016 and May 1, 2017**.

RULES FOR PARTICIPATION

1. Applications must be submitted online. The application is **DATE SENSITIVE** and is subject to available funds. Direct all questions to your loss control consultant (please refer to pg. 4).
2. A signed Resolution or Motion (by the appropriate official: mayor or chairman of the board) passed by the governing body of the city/agency **MUST BE** provided. For boards of local government agencies that do not pass resolutions, a sample Motion is attached and may be signed by the appropriate Executive.

NOTE: IF your resolution/ motion cannot be approved and signed when your application is ready, you may **submit the application only** by including a notation on the application stating that your resolution/ motion will follow after your board or council meeting (list the date of meeting). Since the APPLICATION is date sensitive, it is **NOT** necessary to submit the application **and** resolution/ motion together. (Samples of each are attached). Your grant check will not be sent to you until we have received this document.

3. The Pool will **reimburse** approved grants for one-half of the paid expenditures (50 percent) for driver safety related items and for MVR checks (100 percent), **up to the maximum funding level** for the participant's assigned classification.
4. If the Grant Committee approves your application, you will be asked to submit proof of payment(s) for your driver safety related purchased item(s) **before** we can process your grant check. Invoices alone will **NOT** be used as proof of payment. We must have copies of **cancelled checks** or a **proof-positive paper trail** for approved items. Be sure to include a cover sheet listing the quantities, descriptions and grand total of items purchased, followed by the cancelled check and detailed invoice. Verification of payment should be submitted to Tahtia Carver at tcarver@thepool-tn.org or faxed to 615-371-9212, along with your grant "Notification of Approval" letter.

5. If training is provided by an outside source, safety training must be conducted by a qualified driving instructor who meets the following minimum requirements:
 - (a) *Must be at least twenty-one (21) years of age, high school graduate or passed the GED, have and maintain a valid driver license that has not been revoked, suspended or cancelled for any reason in the three (3) years preceding the date of hire, no conviction for a felony or any crime involving violence, dishonesty, deceit, fraud, or indecency.*
 - (b) *Must have attended and successfully completed a Driver Safety Instructors School operated by AAA, National Safety Council or such other certified school approved by The Pool. A copy of the instructor's certificate of driver training completion must be included in the grant application along with the name, address, and telephone number of the school providing the certification. The instructor shall maintain a current certification.*
6. The **deadline** for us to receive your application and close this program is Friday, September 30, 2016 (close of business). Approval/pending/non-approval **grant notifications will be distributed the week of October 24, 2016.**
7. Only ONE grant application may be approved for each town/city/agency during any given FISCAL YEAR. You may not "roll-over" an application from one fiscal year to another.
8. **Total all estimates and final paid receipts!**
9. **If approved for a grant, your proof of payment for expenditures must be received in this office by May 1, 2017, or your grant money WILL be awarded to the next "pending" member's application.**

GRANT CONSIDERATIONS: Consideration of grants will be based on a variety of issues, such as your entity's risk management practices, loss experience, and availability of funding and submission date.

1. The primary consideration will be the amount of available funding for the fiscal year.
2. Priority will be given to risk exposures noted in the loss control site surveys, recommendations and/or loss trends, and a history of sound risk management practices.

Grant funding will depend on the matrix rating (*Priority Classification*) assigned to a Pool member which assesses the automobile liability **earned premium** contribution and loss experience for the **previous year**. This process allows all members that might have high losses, but who are in compliance with sound risk management practices, to have equal consideration. Your earned premium from the previous year is available **after July 2, 2016**, at which time you may call to inquire about your classification. Call 800-624-9698 and ask for Tahtia Carver.