



### OSPMA SAFETY PROGRAMS

The Oklahoma School Plant Management Association is again offering a SAFETY PROGRAM for Support Employees to the schools of Oklahoma. The Program consists of two series, one for all Support Employees and one for Transportation Employees. To provide current information, revisions have been made. The first memorandum for each series will be scheduled to go out in July.

The Safety Program for all support employees is designed to assist the Oklahoma school districts in providing a safe working environment for support employees. It also has been compiled with the intentions of complying with the Oklahoma Department of Labor's requirement of providing safety training to support personnel on a quarterly basis. The program consists of a series of monthly memorandums. The Transportation Safety Program is designed to provide a review of the Oklahoma State Department of Education's School Bus Driver Certification Course. It also has been compiled with the intentions of complying with the Department of Labor's requirement of providing safety training to support personnel on a quarterly basis. MOST IMPORTANTLY, IT IS DESIGNED TO ASSIST THE SCHOOL DISTRICTS OF OKLAHOMA IN MEETING THE #1 GOAL OF TRANSPORTING THE STUDENTS TO AND FROM SCHOOL AS SAFELY AS POSSIBLE. The program consists of a series of weekly memorandums.

The Memo's will be constructed on a your school's letterhead personalized from the Safety Director, Transportation Director, Assistant Superintendent or Superintendent (School District's choice). Vital information about the safety programs is as follows:

1. **{SUPPORT EMPLOYEES}** One set of twelve (12) original memorandums to be copied by the school district for distribution through inter-school mail to all support employees at the first of each month.



**{TRANSPORTATION EMPLOYEES}** One set of thirty-seven (37) original memorandums to be copied by the school district for distribution through inter-school mail to each certified

bus driver and mechanic on a weekly basis. Each memorandum will be dated to correspond testing dates and days schools are in session.



*{NOW IS THE TIME TO ORDER FOR NEXT SCHOOL YEAR!}*

- 2. The format for the safety memorandums is in three (3) sections as follows: (Smiles) - Includes a short line of humor. (*Thought for the Week*) - Includes words of wisdom. {SUPPORT EMPLOYEES} (*Safety Reminder*) - Includes information on the following topics: [Safety Awareness], [Slips, Trips, & Falls], [The Lifting Challenge] & [Office & Classroom Safety]. {TRANSPORTATION EMPLOYEES} (*Safety/Law Reminder*) - Includes rules and/or regulations concerning School Transportation Issues as prescribed in the State Department of Education's School Bus Driver Certification Course, i.e., [Evacuation Drills], [Pre-trip Inspections], [Discipline], etc.

3. A documentation form will be provided.

4. Cost of the programs are as follows:

- [SUPPORT EMPLOYEES PROGRAM]
  - Member of (OSPMA)-\$260.00
  - Non-member of OSPMA-\$310.00
- [TRANSPORTATION EMPLOYEES PRO-
  - Member of (OAPT)--- \$260.00
  - Non-member of (OAPT)-- \$310.00



*Is my school a member of OSPMA? If you registered at least one person for the Convention on Sept. 20, 21, & 22nd, 2017, or if membership dues have been paid since then, you are a member until June 30, 2018, or if you register for the Convention on Sept. 19, 20, & 21st, 2018, you will be a member until June 30, 2019. Either case, you will be eligible for the support employee's discount. You must join the OAPT this June in order to be eligible for the transportation discount.*

When ordering, please include the following: (1) **Current School Letterhead** (support & transportation), (2) For Transportation I need the date bus drivers report and their last day of driving, & (3) **School Calendar**.

**PLEASE SEE ORDER FORM ON NEXT PAGE**

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**ORDER FORM – OSPMA SAFETY PROGRAMS – 2018-2019 SCHOOL YEAR P.O. # \_\_\_\_\_**

I wish to order the programs now, then assign a P.O. number and be invoiced after July 1<sup>st</sup>. \_\_\_\_\_

RENEWAL \_\_\_\_\_ NEW ORDER \_\_\_\_\_ SUPPORT PROGRAM \_\_\_\_\_ TRANSPORTATION PROGRAM \_\_\_\_\_

NAME of SCHOOL, TECH. CENTER, or  
COLLEGE/UNIVERSITY \_\_\_\_\_

PERSONS NAME TO APPEAR ON SUPPORT PROGRAM \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

PERSONS NAME TO APPEAR ON TRANSPORTATION PROGRAM \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_