



EXCELLENCE IN MAINTENANCE APPLICATION

Nominee's name: _____ Title: _____

Company name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: () _____ Email: _____

City of residence: _____

Supervisor: _____ Title: _____

Person making nomination: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: () _____ Email: _____

Number of pieces of registered equipment: _____

Number of shop employees responsible for: _____

Number of shops managed in company (if manages more than one): _____

Please provide the following documentation in brochure form:

1. A letter of support from immediate supervisor listing why this individual is a qualified candidate for the Excellence in Maintenance award. Outline specific responsibilities and accomplishments with nominating company.
2. The brochure from the applicant or the person nominating the individual should outline the following questions with answers and can include photographs where applicable:
 - A. What contributions has the individual made to the company team to enhance the profitability of the company through leadership, communication, motivation and equipment management efficiencies?
 - B. How well does the individual meet the objectives set? What were some of the individual's past objectives? What were the end results? What was the percentage of revenue savings? (This could be cost control programs, fuel efficiency programs, injury reduction and others.)
 - C. Please provide a copy of the most recent BIT inspection for largest equipment terminal managed by applicant in California.
 - D. Safety: How many injuries did the individual have in your shop(s) this past calendar year? Take number of injuries times hours worked (2080 hours for a full year of employment) and divide by 1,000,000 to get your frequency.

Did the individual implement any shop safety programs or procedures that contributed to reduced injury frequency?



- E. Facility: Was the individual responsible for any enhancements, changes, upgrades, safety measures, etc., which improved the working conditions of the shop employees, therefore, making them more productive and efficient? Please provide photographs if applicable with summary.
- F. Why is this individual a worthy candidate for the Excellence in Maintenance award?
- 3. Please provide a resume indicating: Companies worked for, cities, dates, responsibilities and supervisors. A career summary of past employment is requested if available.
- 4. Provide a head-and-shoulder photograph of individual being nominated which would be sufficient for reproduction in Caltrux and trade magazines.

Supplemental Information

A nomination brochure can include (but is not necessary) photographs of the individuals shop operation, a representative photograph of fleet, or any supplemental information that will enhance the application's presentation.

Mail to:

**CTA Events Department
4148 East Commerce Way
Sacramento, CA 95834**

FINAL BROCHURE DEADLINE IS 5:00 P.M. ON FRIDAY, FEBRUARY 15, 2013

If you have any questions please call Rich Leimbach, CTA Director of Training and Safety Services, at (916) 373-3527 or the CTA Events Department at (916) 373-3558.