



Instructions for Completing the Application for the California Bus Association & Lancer Insurance Company

Driver of the Year Award

The employer must complete the application form. This can be an owner, manager, or supervisor. The driver must not complete this form. The company and driver's name must only appear on the top of the form. This will be removed from the form before the judges review it. Complete all requests for information. Incomplete applications will not be accepted for review. Be sure to attach a copy of the most recent Motor Vehicle Report and remove or block out the driver's name, address, and the name of your company. Leave the driver's license number showing. Attach copies of all certificates for Safe Driving Awards.

Do not attach letters from customers. Questions 5 and 6 must be answered in the space provided. Do not attach additional pages to expound on these areas.

Item number 10 should be used to provide any additional information you would like the judges to be aware of at the time they review this information. This should be limited to one page, and should not be a review of the information already provided.

Send in your completed application with all the attachments early. This will allow the administrator to review the information, ensure it's completeness, and acquire any missing information. Your driver must be available for the Award Banquet held in conjunction with the Annual CBA convention.

California Bus Association & Lancer Insurance Company 2009 Driver of the Year Application

(Submit by October 15, 2009)

Date _____ Applicant's License Number _____

Applicant's Name _____

Applicant's Employer _____

(this portion of form to be removed before giving information to judges)

10. **(15 Points)** What has this driver done to promote the bus industry? Why should this driver be recognized as the California Bus Association's Driver of the Year?

In filling out the essay portion of the application, the goal is for the company to sell the idea on why your driver should be selected. This may take a little time, but the goal is to have a greater understanding for management with the employee. Take the time with the employee. They will appreciate the time and interest shown in them. You may get to know them better. A small interview of sorts. Examples: mentoring other drivers, involved in community, teamwork, dependability, attitude, cooperation with co-workers, flexibility, etc.

11. Attach a biography of the driver, providing any additional information you would like the judges to be aware of. **Use only the driver's license number to identify him / her.**

The grading of the applications will be impartial. For this purpose, the information provided to the judges will not include the name of the driver or his/her employer. Any information that would lead to identifying the driver or employer must be blocked out by the program administrator prior to the applications being distributed.

Any judge who submits an employee, shall not judge that application. In place of that judge, the scores given to that driver by the other judges will be averaged and used to determine that judges score.

Ties will be sent back to the judges to make a final decision.

Driver receives all day pass for trade show for the driver and spouse as well as hotel accommodations in addition to prize money of \$500.00. His or her name will be engraved on the perpetual trophy.