

CHAPTER 15
COMMERCIAL INDUSTRY EDUCATION PROGRAM
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CHAPTER 15

COMMERCIAL INDUSTRY EDUCATION PROGRAM

1. GENERAL.

a. Policy. This chapter establishes policy and procedures which govern the overall administration of the departmental Commercial Industry Education Program (CIEP).

b. Objective. The primary objective of the CIEP is to reduce large truck fatalities, and the number and severity of commercial motor vehicle (CMV) collisions through public education and awareness. This is accomplished by providing information to motor and commercial vehicle drivers relative to safely sharing the highways, as well as educating the trucking industry regarding federal and state CMV/carrier safety requirements. To this end, emphasis shall be placed on the following educational areas:

(1) Basic Safety: Seat Belt Use, No Zone, Sharing the Road, and General Safety Issues.

(2) Basic CIEP: Commercial Vehicle Safety Alliance (CVSA) Out-of-Service Criteria, CVSA vehicle inspection (pre-trip and Level I), driver safety, terminal inspections, and security issues.

(3) Driver Hours of Service.

(4) Loading Regulations.

(5) Controlled Substances and Alcohol Testing.

(6) Enhanced Rules of the Road/Driver Safety.

(7) Size and Weight Requirements.

(8) Basic Inspection of Terminals.

(9) Preventative Maintenance.

(10) Licensing/Registration.

(11) School Bus (driver/mechanic/administrator).

(12) Other Buses (General Public Paratransit Vehicle, School Pupil Activity Bus, Tour Bus, Youth Bus, etc.).

(13) Hazardous Materials Security.

2. HEADQUARTERS MANAGEMENT.

a. Assistant Commissioner, Field. Under the direction of the Commissioner, Assistant Commissioner, Field, exercises operational control of the departmental CIEP. All policy changes regarding these programs shall be approved by this office prior to implementation.

b. Assistant Commissioner, Staff. Under the direction of the Commissioner, the Assistant Commissioner, Staff, ensures CIEP is properly funded and equipped.

c. Enforcement and Planning Division. Under the direction of the Assistant Commissioner, Staff (ACS), and with the assistance of Commercial Vehicle Section (CVS), Enforcement and Planning Division (EPD) provides recommendations and advice to Executive Management regarding the administration of CIEP. Enforcement and Planning Division also coordinates with Top Management and assists ACS in management oversight regarding operational issues, personnel assignments, and equipment procurement associated with CIEP.

d. Commercial Vehicle Section. Commercial Vehicle Section is designated as the Office of Primary Interest (OPI) for CIEP and the liaison for Divisions. Commercial Vehicle Section functions in a coordinating capacity with Special Services Commanders in each field Division who manage CIEP-related responsibilities. A member of CVS is designated as the CIEP Statewide Coordinator and assumes primary responsibility for the development of policies and procedures with regard to program responsibilities. The Statewide Coordinator aids in defining program goals and objectives; providing technical assistance to the field; and developing and maintaining the necessary manuals and guidelines. Additionally, CVS conducts periodic audits of program management and supervision to ensure effectiveness in complying with the directives of this manual. Commercial Vehicle Section is the OPI for the following:

- (1) Developing educational materials, including computer presentations.
- (2) Procuring materials and equipment associated with CIEP.
- (3) Gathering and analyzing quarterly statistics.
- (4) Approving changes to educational materials and CIEP presentations.

- (5) Approving and monitoring overtime (OT) expenditures.
- (6) Approving and monitoring travel expenditures.
- (7) Coordinating CIEP educational seminar presentations with field Divisions.
- (8) Coordinating the Annual and Refresher Training for new and current CIEP instructors.
- (9) Auditing field Division CIEP activities and records as operational needs dictate.

3. FIELD DIVISION MANAGEMENT.

a. Field Division Commanders. Field Division commanders are responsible for the proper performance and administration of the activities related to CIEP as specified in this manual.

b. Division Commercial Industry Education Program Coordinator. The Division commander shall designate a CIEP Division coordinator to be the primary point of contact between their respective Division and CVS. Divisions may select a commercial enforcement officer, Motor Carrier Specialist I (MCS I), or Commercial Vehicle Inspection Specialist (CVIS) to fill the Division CIEP coordinator position. The Division coordinator will be primarily responsible for:

- (1) Coordinating policies and procedures relating to CIEP. The Division CIEP coordinator will standardize the CIEP within the Division and ensure the program is efficiently managed to meet departmental policies, procedures, and objectives.
- (2) Informing the Division commander through channels of any changes or problems occurring in the program. The CIEP Division coordinator will also assist in resolving problems which are brought to the Division commander's attention.
- (3) Meeting with Division CIEP instructors quarterly to discuss any updates, problems, concerns, and changes in the program. The Division coordinator will ensure all policies and procedures are adhered to and all training requirements are met.
- (4) Responds to concerns from industry, as needed. The Division coordinator will also represent the Department by providing information and assistance to the CMV industry.

- (5) Reviewing and assigning, as needed, CIEP activities to ensure all departmental standards and goals are met and the program is implemented and functioning properly.
- (6) Gathering required information for monthly reports and submitting such reports to CVS no later than the fifth working day following the end of the month. (See paragraph 5 of this chapter for additional information.)
- (7) Gathering CIEP Participants Roll Sheet, Evaluation for Instructor, and CHP 415, Daily Field Record, for each educational seminar and retaining copies for current, plus two calendar years.
- (8) Reviewing, approving and implementing any suggestions from CIEP instructors to change a CIEP presentation. This will include any change to customize a presentation for a particular carrier. The CIEP Division coordinators will review and submit to CVS for approval any suggestions for changes if the amendments significantly alter the original intent of the presentation. The CIEP Division coordinators will also review and submit to CVS for approval any suggestions for the development of a new CIEP presentation.
- (9) Monitoring CIEP-related OT and travel expenses to ensure they do not exceed the funds apportioned to the Division for CIEP activities.
- (10) Ensuring any CIEP OT activity is recorded on the CIEP OT summary report; reviewing such reports and accompanying required documents for accuracy; and submitting such reports and documents to CVS no later than ten working days after completion of the activity which required overtime, with a Division tally of current overtime expenditures.
- (11) Identifying local CMV carriers with a high number of vehicle or driver violations and/or unsatisfactory ratings; promoting CIEP educational seminars to such carriers and seeking interest for presentations of CIEP educational seminars; and distributing promotional materials as needed.
- (12) Coordinating/conducting CIEP educational seminar presentations with local CMV carriers and assigning Division-certified CIEP instructors to conduct presentations. The CIEP Division coordinators will ensure instructors are well qualified and knowledgeable on the topics of the respective presentations.
- (13) Submitting an electronic or hard photocopy of the CHP 33, Driver's Equipment Check, to CVS, Attention: Motor Carrier Safety Assistance Program (MCSAP) Grant Coordinator. The CHP 33 must be submitted by the fifth

working day of the following month. (See paragraph 9. of this chapter for additional information.)

(14) Performing administrative functions as needed or required.

c. Commercial Industry Education Program Instructor. Division CIEP instructors will be officers, MCS Is, or CVIS personnel assigned by the Division CIEP coordinator to conduct educational seminar presentations. Division CIEP coordinators must forward to CVS, via memorandum and within five business days of assignment, the name, identification number, and rank/classification of staff assigned as CIEP instructors. The instructor will be primarily responsible for:

(1) Conducting CIEP educational seminar presentations as directed by the Division CIEP coordinator.

(2) Ensuring a CIEP Participants Roll Sheet is completed for each educational seminar presentation.

(3) Ensuring an Evaluation for Instructor is completed by the participants of educational seminar presentations. When an educational seminar presentation is given to a group of more than 30 participants, the instructor may select a representative random sample of the participants to complete the sheet.

(4) Submitting copies of the CIEP Participants Roll Sheet, Evaluation for Instructor, and CHP 415, showing any OT for CIEP activities, to the Division coordinator no later than five working days after completion of the activity which required the OT.

4. COMMERCIAL INDUSTRY EDUCATION PROGRAM PRESENTATIONS.

a. Purpose. The purpose of CIEP presentations is to improve the safety of the motoring public, by reducing the number and severity of CMV collisions. The CIEP instructors shall present programs intended to improve driver safety, improve the safety of CMVs, improve carrier safety, and advance safety through education. For that reason, all CIEP presentations shall include the safety information found in the "Basic Safety" CIEP presentation, which includes information on Seat Belt Use, No Zone, Sharing the Road, and Safety Issues. Another option is to present the complete Basic Safety presentation in addition to any other presentation.

b. Safety Component. When carriers contact the Department requesting presentations, CIEP instructors shall advise them that all presentations contain a safety component in addition to the specific topic requested. No CIEP presentation shall be conducted without the basic safety component.

c. Duration of Presentation. Commercial Industry Education Program presentations shall be tailored to the amount of time a carrier can provide. If a carrier requests only 30 minutes, those 30 minutes may be taken by the safety component alone or, at a minimum, must include the aforementioned safety information. The CIEP coordinators and instructors shall not advise carriers they must allocate a minimum amount of hours for CIEP presentations.

d. Educational Materials. Commercial Industry Education Program educational materials will be developed and approved by CVS. Before developing educational materials, CVS may obtain input from the field. Field Divisions may modify previously approved educational material to customize these for particular presentations. However, new educational materials must be submitted to CVS for approval prior to conducting presentations.

e. Control Number. Commercial Industry Education Program field Division coordinators must obtain a control number for all CIEP presentations that will require OT. The control number should be obtained before conducting the presentation. If for some reason that's not possible, the control number must be requested no later than the next business day following the presentation. The OT summary report shall include the control number. To obtain the control number, CIEP field Division coordinators must submit via e-mail a "request for control number" to the CIEP Statewide Coordinator at CVS, who will issue the control number. The request must include the following:

- (1) Date and location of the presentation.
- (2) Carrier's Name.
- (3) Estimated OT hours to be used.
- (4) Name of CIEP instructor that will conduct the presentation.
- (5) Topic(s) of the presentation.

5. COMMERCIAL INDUSTRY EDUCATION PROGRAM RECORDS.

a. Recording Presentations. Division CIEP coordinators shall use the most current revision of the monthly CIEP spreadsheet to record all presentations given under CIEP. The recording of presentations shall be maintained current within seven days of the CIEP presentation occurrence.

b. Primary and Secondary Presentations. Division CIEP coordinators shall record as "primary" topic the main presentation given and as "secondary" any other topic

covered during the presentation. For a topic to be considered primary, it has to be the main focus of the presentation and the topic which is discussed at length. A secondary topic is one which is mentioned as a result of audience questions, used to illustrate or expand on an issue mentioned during the presentation, or one which is not discussed at length. For example, a CIEP instructor spends one and one-half hours on a presentation covering "Hours of Service." However, during this presentation, the instructor spends some time answering audience questions on "Pre-Trip Inspections," and mentions "Rules of the Road" to illustrate a point. In this case, the presentation would be counted as one presentation with Hours of Service as the primary topic, and Pre-Trip Inspection and Rules of the Road as secondary topics. As another example, a CIEP instructor spends three hours at a carrier's truck driver safety day. The instructor covers three different subjects with the same group of drivers, spending one hour on each subject. In this case, each presentation would be counted separately, giving a total of three presentations for that event, each with a primary topic. These presentations may include secondary topics as mentioned in the former example.

c. Commercial Industry Education Program Instructor List. Division CIEP coordinators shall maintain a current list of CIEP instructors and their activities within their respective Divisions. This list shall be updated and provided to CVS quarterly.

6. TRAVEL.

a. Recording Travel. All travel associated with CIEP shall be recorded as required by Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, Chapter 2, Travel Expense. Travel expense forms are approved by the command; however, approval for federal funds must come from CVS. Therefore, a California Automated Travel Expense Reimbursement System (CalATERS Global) travel claim with all required receipts, including airline itineraries, shall be forwarded to CVS, Attention: MCSAP Grant Coordinator, within ten business days after completion of the travel. The CIEP coordinators and instructors shall coordinate with their respective office personnel to ensure no travel claims are forwarded to Fiscal Management Section (FMS) or other departmental office prior to CVS. The following information shall be included in the Notes section of the CalATERS Global travel claim.

- (1) The purpose for the travel.
- (2) The title or topic of the CIEP presentation.
- (3) The appropriate number of the grant charged.

(4) The following statement: "Forward to Commercial Vehicle Section, Attention: MCSAP Grant Coordinator."

b. Travel Outside of Home Division. Commercial Industry Education Program coordinators and instructors shall conduct CIEP presentations only within their Divisions. Travel outside of Division to conduct CIEP presentations or events shall require prior approval from the affected Divisions, through division channels, with notification to CVS. Notification may be made via telephone or e-mail to the CIEP Statewide Coordinator.

7. OVERTIME. Commercial Industry Education Program coordinators and instructors claiming OT must complete an Overtime Summary Report in addition to the CHP 415. Claimants must use the "Basic MCSAP CIEP Overtime Summary Report" (Annex A) for activities under this grant. Claimants must complete the report in its entirety.

8. TRAINING. Commercial Vehicle Section will conduct a minimum of one Initial CIEP Instructor Training class per year, as needed. If newly assigned Division CIEP instructors provide Peace Officer Standards and Training (POST) course instruction in addition to their CIEP responsibilities, they shall attend and successfully complete the Academy Instructor Certification Course (AICC) prior to any POST instruction and within one calendar year of being certified as a CIEP instructor. Newly assigned Division CIEP instructor candidates may assist a CIEP instructor prior to successfully completing AICC. Commercial Vehicle Section may also conduct one refresher course for existing CIEP instructors per year as needed. In cases where a field Division does not have an adequate number of associate instructors to meet the demand of CIEP presentations, CIEP Division coordinators may use subject matter experts the Division coordinator has determined to be effective presenters to present particular CIEP educational seminars. In such cases, Division coordinators must ensure these individuals are familiar with the goals and objectives of CIEP, are familiar with the CIEP educational seminars, and adhere to the policies and procedures of CIEP. If these individuals are expected to be used regularly as associate instructors, they must attend the Initial CIEP Instructor Training session. Commercial Vehicle Section may attend and observe the educational seminars presented by these individuals. In the event CVS does not find these individuals to be effective instructors, CVS may require Divisions not use these individuals as CIEP instructors. Commercial Vehicle Section also has the authority to decertify an instructor. Decertification may be as a result of ineffective presentation skills, lack of presentations during a year, complaints received about the particular instructor, or any other reason which would warrant the individual not represent the California Highway Patrol (CHP) in this capacity.

9. VEHICLE USE. Commercial Industry Education Program vans shall be used in accordance with HPM 31.1, Fleet Operations Manual, and within the guidelines of this chapter.

a. Vehicle Assignment. Commercial Industry Education Program vans shall be assigned to the CIEP Division coordinators and be used exclusively for CIEP-related activities.

b. Vehicle Service and Repairs. Service and repairs to the CIEP vans shall be coordinated through the Division and/or Auto Technician where the Division CIEP coordinator is assigned.

10. COMMERCIAL INDUSTRY EDUCATION PROGRAM EQUIPMENT. Field Division will be assigned equipment such as laptops, liquid crystal display projectors, video monitors, projection screens, etc. Such equipment shall be used exclusively for CIEP-related activities.

a. Credit Memos. A CHP 266, Credit Memo – Equipment, shall be completed for all equipment identified with a CHP Number.

b. Equipment Repair. Before sending any CIEP equipment to be repaired, when a grant will cover the expense of the repair, Divisions shall take the following steps:

(1) Contact the CIEP Statewide Coordinator via e-mail requesting approval for the repair. The request must include the cost of the repair. The CIEP Statewide Coordinator will respond approving or denying the request. If the request is approved, the CIEP Statewide Coordinator will include the grant name and number which must be used to pay for their repair.

(2) Once the repair has been completed, the Division CIEP coordinator shall print the authorizing e-mail and attach it to all related paperwork. All documentation, including the invoice with the attached copy of the authorizing e-mail, shall be forwarded to the CIEP Statewide Coordinator.

(3) Commercial Vehicle Section will approve the invoice and send it to FMS for payment.

11. ATTIRE. Commercial Industry Education Program Division coordinators and instructors may wear CIEP or CHP polo shirts when giving presentations. In absence of CIEP or CHP polo shirts, coordinators and instructors shall comply with the Department's uniform policy as contained in HPM 73.5, Uniform/Grooming and Equipment Standards.

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ANNEX A

BASIC MCSAP COMMERCIAL INDUSTRY EDUCATION PROGRAM OVERTIME SUMMARY REPORT



Special Project Code: 484
Overtime Duty Code: 14
Beat Code: 859

DIVISION: Valley Division	GRANT #: FM-MCG-0305-16-01-00
FLSA WORK PERIOD <u>DATES</u> (uniformed): Jan 11 to Feb 7	
STATE PAY PERIODS <u>MONTH</u> (nonuniformed):	
EVENT/CLASS LOCATION: Basic Safety CIEP	
NAME OF CARRIER: Swift	
NUMBER OF ATTENDEES: 12	

CIEP Overtime Control #: MC-CIEP- 201-16-02-01

PERSONNEL	TOTAL OVERTIME HOURS WORKED		OVERTIME RATE		TOTAL
SERGEANT	0	x	\$ 105.02	=	\$ -
OFFICER	2	x	\$ 86.34	=	\$ 172.68
MCS I	0	x	\$ 48.10	=	\$ -
CVIS	0	x	\$ 41.32	=	\$ -
TOTAL STAFF HOURS	2			TOTAL	\$ 172.68

A CHP 415, Daily Field Record, must be completed for each day overtime is claimed for Commercial Industry Education Program (CIEP) activities. Uniformed and nonuniformed personnel shall complete a CHP 415. Please ensure the codes indicated in the upper right corner of this summary report are indicated on each CHP 415 and in the Remarks section of the CHP 71, Attendance Report, for nonuniformed personnel; however, DO NOT attach copies of CHP 71s to this report. Additionally, in the Notes section of the CHP 415 and in the Remarks section of the CHP 71, please indicate CIEP and the Motor Carrier Safety Assistance Program (MCSAP) grant number FM-MCG-0305-16-01-00. Only authorized CIEP overtime shall be charged to this grant and shall be indicated on each CHP 415. Attach copies of the CHP 415s to this report and send the package to Commercial Vehicle Section - 062, attention: Joyce Gutierrez, MCSAP grant coordinator.

Commercial Industry Education Program Coordinators/Instructor(s)					
Name	Classification	ID	SS# (LAST 4 DIGITS ONLY)	Date	OT Hours
A. Officer	Officer	24699	XXX-XX-5555	2/2/2016	2

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