



InMotion

Our job is getting you to yours!

We Want to Hear from You

Are your employees:

- Arriving to work at the last minute or late?
- Fighting traffic?
- Starting their work day stressed?
- Tired of paying high gas prices?

There is a better way to work! Call us to learn about our money saving alternative modes of transportation for your employees!

CLEAN AIR PARTNER

SPOTLIGHT



American Constructors

- General contracting and construction management firm
- Completed over 300 projects in excess of five hundred million dollars.
- Projects include: Schermerhorn Symphony Hall, Country Music Hall of Fame, Brentwood Baptist Church, Vanderbilt Plaza, Franklin High School, Baptist Hospital North Tower, Sony Tree and NHC Place Cool Springs.
- Clean Air Partner of Williamson County 2004–2006

InMotion is a publication of The TMA Group.

For more information about our services and programs, contact us: (615) 790-4005

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Office Parties—Send Your Employees a Safe Message

The holiday season is in full swing, which means office parties are on the calendar. Parties at the office can mean lots of food, fun, music and drinks. If the drinks include alcohol, however, office parties can have very unfortunate consequences. Opinions vary regarding the appropriateness of making alcoholic beverages available at office parties or other company sponsored events. Ignoring the possibility that some employees or guests may drive home “under the influence” invites trouble.

Improper use of alcohol may expose employers to liability under tort, workers’ compensation or other laws. For example, an employer may be held liable if a person consumes alcoholic drinks at a company sponsored party and subsequently causes a crash. Some employers have been held liable because negligent acts by employees under the influence of alcohol consumed at company events were found to be within the scope of their employment. In other cases, individuals have been held liable merely because they provided alcohol to social guests.

The only definitive way for employers to avoid potential

liability for alcohol-related crashes is to not make alcohol available. Moreover, employers should let employees know they are not to bring any alcoholic drinks to an office party.

However, if an employer does decide to provide or allow alcoholic beverages at an office event, state laws regarding their use and resulting employer legal responsibilities should be consulted and addressed.

Nine Tips for Office Celebrations

1. Be honest with employees. Make sure staff members know the workplace substance abuse policy and that the policy addresses the use of alcoholic beverages in any work-related situation and office social function.
2. Post the policy. Use every communication vehicle to make sure employees know the policy. Use break room bulletin boards, office e-mail and paycheck envelopes to communicate the policy and concerns.
3. Reinvent the office party. Why have the typical party? Try something new like an indoor carnival, group outing to a park or volunteer activity with a

4. Make sure employees know when to say when. If alcohol is served at an office event, make sure all employees know that they are welcome to Attend and have a good time, but that they are expected to act responsibly.
5. Make it the office party of choice. Be sure to have plenty of non-alcoholic beverages available.
6. Eat...and be merry! Serve foods rich in starch and protein which stay in the stomach longer and slow the absorption of alcohol in the bloodstream. Avoid salty, greasy or sweet foods.
7. Have party managers. Remind managers that they may need to implement the company’s alcohol and substance abuse policy.
8. Arrange alternative transportation. Anticipate and make arrangements in advance for alternative transportation for party goers. Encourage all to use the alternative transportation if they consume any alcohol.
9. Serve none for the road. Stop serving alcohol before the party officially ends.

-US Dept. of Labor

Employers! For information and assistance in encouraging your employees to vanpool, contact The TMA Group. The experienced transportation professionals will help you help your employees. Call us at(615) 790-4005 or email info@tmagroup.org for info.

It's the Most Wonderful Time of the Year... to Winterize Your Car!

Is your car ready to face the outdoor elements? These tips are handy reminders of simple steps you can take to stay safe on the roads and keep your vehicle in good working order this winter.

- 1. Get the right kind of oil change.** Approaching the 30,000-mile full service for your car? Don't procrastinate! Among other things, the service should include an oil change, and the oil used should have the right viscosity for your vehicle for the this time of the year. Oil tends to thicken as it get colder, and if it's too thick it won't do the best job of keeping your engine lubricated.
- 2. Make sure you can see.** When was the last time your replaced your windshield wipers? They usually work effectively for about one year, so be sure to invest in some new ones if you're due. Also, fill up your windshield washer reservoir with windshield washer fluid. Check to see that your heater and defroster are working properly.
- 3. Give your battery a little TLC.** This is the perfect time of the year to make sure your battery's posts and connections are corrosion-free and that the battery has all the water it needs. If your battery is more than three years old, have a certified repair shop test its ability to hold a charge.
- 4. Examine your belts and hoses.** Cold weather can really affect belts and hoses, so have your mechanic check these items for wear and tear, even if you are driving a recent model car.
- 5. Check your tire pressure.** Your tires must be properly inflated to ensure you'll have the best possible traction as you drive along—and traction is often severely jeopardized in wet, snowy or icy conditions.
- 6. Do you have four-wheel drive?** If so, it's important to check the status of your four-wheel-drive system and be sure it's working correctly. Be sure that the system engages and disengages easily, and that all drivers of the vehicle know how and when to activate the system.
- 7. Get the antifreeze mixture just right.** Aim for having a 50-50 mix of antifreeze and water inside your radiator. This will prevent the mixture from freezing even at ridiculously cold temperatures.
- 8. Prepare an emergency kit.** Store the following in your trunk during the winter months, especially if taking a road trip: a blanket, extra boots and gloves, extra set of clothes, extra water and food including hard candy, ice scraper, small shovel, flashlight, windshield washer fluid, windshield wipers, flares, jumper cables, a tool kit, a tire gauge, tire chains, a spare tire with air in it, tire changing kit, first-aid kit, paper towels, a bag of sand, salt or non-clumping kitty litter which can provide additional traction if a tire gets stuck in snow, and keep the gas tank as full as you can to prevent the gas lines from freezing.
- 9. Know what do to do if you are stranded.** Don't wander away from your car unless you are completely sure about where you are and how far away help is. Light two flares and situate them at each end of your vehicle to call attention to your plight. Put on the extra clothes and use to blanket to stay warm. If you have enough gas in the tank, run the engine and heater for about 10 minutes for each hour you are waiting for help. Leave at least one window open a little bit so that snow and ice don't seal the car shut. Suck on a hard candy to prevent your mouth from getting too dry.



-MSNBC

Clean Air Partners of Williamson County 2006-07

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Happy Holidays!