



## **Member Lending Library Policies**

**1. Who may borrow materials?**

Minnesota Trucking Association members in good standing.

**2. How can a member borrow materials?**

A member must fill out and submit an order form (either by fax or in person at the MTA office).

**3. Is there any cost associated to the service?**

The MTA will handle the shipping and handling cost to deliver the item. The person checking the item out is responsible for the return. If the item is lost or not returned, the company will be charged for a replacement.

**4. How long can I borrow an item?**

Three weeks. If the item is not timely returned or lost, the Minnesota Trucking Association will charge the borrower to purchase a replacement.

**5. How many titles can I borrow?**

You may borrow up to three titles at a time and may choose to pick your order up at the MTA office in Roseville or choose to have your order delivered to you via standard mail.

**Items are to be returned to**  
Minnesota Trucking Association  
2277 Highway 36 West #302  
Roseville, MN 55113

Because of potential delay in mail service there will be a two (2) to three (3) day grace period in the return of all resource materials.

Minnesota Trucking Association  
**Member Lending Library Check-Out Form**

**For Management/Employees**

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<b>Title</b>	<b>Format</b>	<b>Length</b>
o 7 Things Never to Say to Your Customers .....	DVD	20 min.
o Accident Prevention Manual Administration & Programs .....	Book	836 pgs.
o Beyond Workers Comp .....	Book	99 pgs.
v HR for Motor Carriers .....	Reference	-
v Official Trucking Safety Guide: Federal & All States.....	Reference	-
v Roadside Inspections and DOT Compliance Audits .....	Reference	-
o Safety Culture & Effective Safety Management .....	Book	450 pgs.
o Safety Metrics.....	Book	208 pgs.
o Small Carrier Management Series .....	Booklets	68-73 pgs.
v State Laws Newsletter .....	Reference	-
v Transportation Safety Answer Manual .....	Reference	-
v Transporting Alcoholic Beverages .....	Reference	-
v Trucking Permit Guide .....	Reference	-
o HazMat Digipack 6.0.....	DVD	n/a
o HazMat Training Made Easier* .....	DVD	31 min.
o Helping Supervisors Recognize Substance Abuse* .....	Video	2 hours

**For the Driver/Safety Meetings**

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<b>Title</b>	<b>Format</b>	<b>Length</b>
o Alert Driver .....	Video	18 min.
o Back Safety (7 Minutes Solutions Series) .....	DVD	30 min.
o Backing Techniques (Master Driver Series) .....	DVD	16 min.
o D&A Testing & Training Driver Awareness Program* .....	DVD	25 min.
o Defensive Driving (7 Minutes Solutions Series) .....	DVD	7 min.
o Driver Fatigue (7 Minutes Solutions Series) .....	DVD	7 min.
o Extreme Weather Driving (Master Driver Series) .....	DVD	14 min.
o Fixed Object Collisions (Master Driver Series) .....	DVD	22 min.
o Getting' In Gear: Driver Health & Wellness .....	PPT	n/a
o HazMat Transportation: What Drivers Need to Know* .....	DVD	27 min.
o Highway Watch® Training .....	DVD/Video/CD	68 min.
o Hours-of-Service: A Driver's Guide .....	DVD	20 min.
o Increasing Safety Belt Use in Your Company.....	CD	n/a
o Preventing Driver Fatigue .....	DVD	17 min.
o Road Rage .....	Video	21 min.
o Securing the Load .....	Video	11 min.
o Security & the Driver .....	Video	12 min.
o Slips, Trips & Falls .....	Video	15 min.
o Speed and Space Management (Master Driver Series) .....	DVD	11 min.
o Vehicle Inspections (Master Driver Series) .....	DVD	12 min.

**General Purpose**

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<b>Title</b>	<b>Format</b>	<b>Length</b>
o Safely Sharing the Road with Big Trucks .....	DVD	12 min.

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**For the Maintenance Department**

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<b>Title</b>	<b>Format</b>	<b>Length</b>
o Back Safety (7 Minutes Solutions Series) .....	DVD	7 min.
o Fuel Economy Digest .....	Book	88 pgs.
o Heavy-Duty Starting and Charging System Diagnostics .....	Video	45 min.
o S-Cam Brake Adjustment .....	Video	17 min.
o Self Study Guide: The Basics of Electricity & Vehicle Lighting .....	Booklet	95 pgs.
o Self Study Guide: Vehicle Lighting Installation & Troubleshooting .....	Booklet	96 pgs.
o Technician Guidelines for Antilock Braking Systems .....	Video	24 min.
o Tire Pre-Trip Inspection Guidelines .....	Video	19 min.
o Tire Repair Failure Analysis.....	Video	25 min.
o Wheel and Rim Inspection .....	Video	25 min.
v Recommended Maintenance Practices Manual* .....	Reference	-
v Recommended Engineering Practices Manual* .....	Reference	-

**Brochures/Handouts** (available in quantities free of charge)

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<b>Title</b>	<b>Quantity Needed</b>
o 9 Myths about Safety Belts for Truck Drivers	_____
o Be Ready. Be Buckled. Poster	_____
o Employers' Internet Recruiting Guide	_____
o Finding Affordable Insurance for a Trucking Business	_____
o The New Hours-of-Service Regulations	_____
o Trucking in Minnesota: A Look at the Driving Force Behind the State's Economy	_____
o Ultra Low Sulfur Diesel Information & Guidelines	_____

\* These items may be used to fulfill regulatory requirements, but need additional supplies. See Attachment A.

v These items are not available for check-out, but can be viewed at the MTA office.

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To borrow an item in the MTA Lending Library, just check the box of the item you are interested in and complete the form below. You can fax your request to the MTA at 651-641-8995 or deliver it in person. Up to three titles can be rented at a time.

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_

*By signing this form you agree to the terms of the MTA Lending Library.*

2277 Highway 36 West #302 • Roseville, Minnesota 55113  
 Ph: (651) 646-7351 Fax: (651) 641-8995 • Email: mta@mntruck.org

**Lending Library: Attachment A**

Minnesota Trucking Association  
**Member Lending Library  
Supplemental Order Form**

The Federal Motor Carrier Safety Administration (FMCSA) has regulations that mandate training for certain employees in regards to drug and alcohol use and handling and hauling of hazardous materials. If you wish to use these videos to fulfill the Federal regulations, please order the appropriate supplies. For more information on the Federal regulations requirements, refer to the information sheet that accompanies the video, the Federal Regulations, or contact the MTA office at (651) 646-7351.

**D&A Testing & Training Driver Awareness Program**

Handbook ..... qty needed \_\_\_\_\_ x \$2.15 = \_\_\_\_\_  
Driver Wallet Card ..... qty needed \_\_\_\_\_ x \$ .30 = \_\_\_\_\_

**Helping Supervisors Recognize Substance Abuse**

Workbook ..... qty needed \_\_\_\_\_ x \$5.70 = \_\_\_\_\_  
Certificate ..... qty needed \_\_\_\_\_ x \$ .95 = \_\_\_\_\_

**Hazmat Training Made Easier**

Employee Training Kit ..... qty needed \_\_\_\_\_ x \$10.75 = \_\_\_\_\_  
• Workbook  
• Handbook  
• Marking Chart  
• Placard Chart  
• Label Chart  
• Load and Segregation Chart

Employee Training Certificate ..... qty needed \_\_\_\_\_ x \$ .30 = \_\_\_\_\_

**Hazmat Transportation: What Drivers Need to Know**

Driver Training Kit ..... qty needed \_\_\_\_\_ x \$4.25 = \_\_\_\_\_  
• Handbook  
• Marking Chart  
• Placard Chart  
• Label Chart  
• Load and Segregation Chart

Driver Wallet Card ..... qty needed \_\_\_\_\_ x \$ .30 = \_\_\_\_\_

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**Billing Information**

The MTA will be sent an invoice for the ordered items (plus appropriate sales tax) to the name listed below. The supplies will be sent out with your library items.

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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