

**Atlantic Provinces Trucking Association  
“DISPATCHER OF THE YEAR AWARD”**

The Atlantic Provinces Trucking Association feels that it is important to honour the men and women who keep our trucks rolling; our dispatchers. Dispatcher is defined as any person, whether called a Fleet Manager, Traffic Co-ordinator or any other title that deals directly with drivers and is involved in the coordinating of the movement of trucks.

**The Award is sponsored by TMW Systems Inc. and will be presented at the Award Dinner on December 15<sup>th</sup>.** All nominees will receive a letter of recognition from the APTA.

Please read the “Dispatcher of the Year” Selection Criteria and Nomination Form carefully to ensure all questions are answered and all attachments are included.

**All forms must be returned to the APTA office by  
November 16<sup>th</sup>, 2016 at 5:00pm**

**“DISPATCHER OF THE YEAR AWARD” – SELECTION CRITERIA**

1. Any carrier member of the APTA may submit the name of one dispatcher. This nomination must be supported by the appropriate documentation, using the attached Nomination Form.
2. The candidate must work in the Atlantic Provinces and have been in their present position for a minimum of 12 months.
3. The nomination must be signed by a member of management and supported by two letters of recommendation from drivers.
4. Nominations should consider the candidate's commitment to customer service, safety, driver well being, courtesy, team work, problem solving as well as any community service/volunteer work.
5. All candidates will be assessed under the following criteria:
  - Management Nomination;
  - Years of Experience in Dispatch;
  - Recommendation Letters (minimum of two letters from drivers);
  - Community Service / Volunteer Work;
  - Other Commendations / Recommendations.

The successful candidate will be named the APTA's “Dispatcher of the Year”.

**FOR MORE INFORMATION CONTACT:**

Atlantic Provinces Trucking Association

(T) 506.855.2782 (E) [apta@apta.ca](mailto:apta@apta.ca)

105 Englehart Street, Suite 800, Dieppe, NB E1A 8K2

**RETURN FORMS** by Fax: 1.506.853.7424 or email: [apta@apta.ca](mailto:apta@apta.ca)

**NOMINATION FORM FOR  
"DISPATCHER OF THE YEAR AWARD"  
Sponsored by  
TMW Systems Inc.**



Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Age: \_\_\_\_\_

Years in Dispatch: \_\_\_\_\_ Number of years with present company: \_\_\_\_\_

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

Company Address: \_\_\_\_\_

Name of nominator from management: \_\_\_\_\_

Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Nominator's Comments:  
(Please be specific and include any details of community/volunteer work).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Letters of recommendation attached from the following two drivers:

1. \_\_\_\_\_

2. \_\_\_\_\_

**Note:** Letters should include specific incidents or acts related to driver concerns, effective problem solving by dispatcher, logical decision making and any other relevant information which will provide the committee reviewing the nominations with an insight into why the dispatcher should be the recipient of the award.

Any other relevant comments: \_\_\_\_\_  
\_\_\_\_\_