

news

NHTSA

NHTSA Auto Safety Hotline Recently Took On a New Look



Deputy Administrator Howard Dugoff serves a stint manning the hotline. In the foreground is regular hotline operator Pamela Hanton.

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Editor M. J. Noll

December 1977

NHTSA Auto Safety Hotline took on a new look recently.

Associate Administrators and other NHTSA executive and professional personnel have been working two-hour stints in manning the Hotline. In this capacity they have been recording complaints from consumers concerning alleged safety defects in vehicles, providing recall information, and trying to assist consumers in solving their automotive problems.

Joan Claybrook, NHTSA Administrator, and Howard Dugoff, Deputy Administrator, also served as Hotline Operators.

In addition to helping handle the heavy volume of calls currently being received, this service provided key NHTSA personnel an opportunity to discuss problems, on a person-to-person basis, with consumers. It also gave these personnel a good insight into the operations of the Hotline and the types of problems of concern to the motoring public.

The Toll-free Hotline Number is 800-424-9393 or, for those in the Washington, D.C. area, 426-0123.
Pass it on to a friend.

From the desk of...



The Administrator

As we approach the New Year and look back over the accomplishments of the past year, I think everyone in the highway safety field--but especially in NHTSA--can agree that 1977 has indeed been a fruitful year.

In a field of endeavor in which so often our progress is measured in inches, this past year will stand out as one in which a giant step was made for the benefit of all Americans. I refer, of course, to the Secretary's decision to require passive restraint systems in future model cars.

However, as vital as the Secretary's decision was, it is not the only progress of which we can be proud. We can point to our vastly increased activities and effectiveness in our defects investigation program, to a major reordering of the highway safety program to encourage State innovation, and to increased attention to the interests and concerns of consumers, to the growing success of our auto

safety Hotline, and to Presidential support for our efforts to obtain wider citizen support for the 55 mph speed limit.

We have met some difficult deadlines in issuing fuel economy standards for the future that promise substantial savings to consumers. In these and other areas, we can look with some satisfaction, at the same time recognizing that we have much to do in the coming year.

No one has said the job would be easy. I am grateful to all of you for your dedication and energy. I know many of you have devoted long hours to advance our goals, often at substantial personal sacrifice.

I want to take this holiday season to extend my personal thanks to everyone. And best wishes for the holidays.

Joan Claybrook

Joan Claybrook

Live Each Minute

Margaret Storm Jameson, an English novelist, says: "Most of us spend 58 minutes an hour living in the past with regret for lost joys, or shame for things badly done (both utterly useless and weakening) or in a future which we either long for or dread.

"The only way to live is to accept each minute as an unrepeatable miracle, which is exactly what it is--a miracle and unrepeatable."

Personnel Welcome Aboard

Phyllis M. Green, Classification Clerk, (Typing), AD, 9-25.

Clark C. Clark, Physical Scientist, RD, 10-23.

'Bye and Good Luck

Priscilla A. Alston, Clerk-Typist, RD, 10-15.

Congrats on Promotion

Myran J. Walker, Safety Compl. Analyst, MVP, 9-25.

Stuart M. Weisman, Mathematical Statistician, RD, 9-25.

Prentis D. Winslow, Employee Development Clerk (Typing), AD, 9-25.

Bruce C. Buckheit, Attorney-Advisor, OCC, 10-9.

Marcia A. Robertson, Clerk-DMT, MVP, 10-9.

Cheryl Sanders, Operations Research Analyst, P&E, 10-23.

Joseph E. Young, Management Analyst, AD, 10-23.

'Round About NHTSA

Congratulations to Mr. and Mrs. Allan Kam. They were blessed with a darling little girl, Laura Michelle, November 26, weighing 8 lbs., 2-3/4 ozs. Laura has a brother, David, age 2.

Mr. Kam works for the Office of the Chief Counsel.

OF SPECIAL INTEREST

With many people going "back to basics" in home food preparation, the use of such kitchen aids as electric blenders, choppers and slicers has been on the upsurge. Though Godsend to the cook, these seemingly harmless helpers cause an estimated 6,900 injuries each year.

Contact with the blades, beaters, or cutting edges is the major cause of injuries associated with these items. Other common causes are product defects, malfunctions and misuse.

The U.S. Consumer Product Safety Commission offers the following suggestions for safer use of these kitchen appliances.

Read the manufacturer's instructions carefully for proper use, care, cleaning and maintenance.

Always insert the beater into a mixer before plugging it in.

Do not adjust parts or insert utensils into mixers, blenders or grinders while the motor is on or the power cord plugged in.

Make sure all parts are connected tightly before operating. For example, see that the jar is tightly screwed onto the base of the blender and that beaters "click" into place on mixers.

Keep fingers and hands away from the blades of operating appliances at all times.

Try to avoid handling the appliance with wet hands or when standing on a wet or damp floor.

Disconnect appliances by grasping the plug, not the cord. Remove the plug from the wall outlet first, then from the appliance if it is a detachable cord.

Don't run cords near ovens or other hot objects.

Unplug the appliance when not in use to prevent danger of fire, electrical shock and injury from moving parts.

Warn children that these appliances can injure them.

Keep parts clean, particularly of food that can rust or clog up the mechanism.

Give the "Gift of Life"

We are fast approaching the holiday season. This is an extremely important time to give that precious "Gift of Life." All NHTSA employees are encouraged to donate as often as eligible so that our families won't be denied blood because of a shortage in our Blood Bank.

The next Bloodmobile visit will be December

Awards

Ten NHTSA employees have recently received awards for especially noteworthy contributions on the job.

Outstanding performance ratings were given to Alfred J. Farina, Jr., RD, and Helen A. McLane, TSP.

The following employees from PACS received Special Achievement Awards: Drena W. Campbell, Christine Campbell, Veronica Drumming, Pamela M. Hanton, Yvonne V. Hawkins, and Helen S. Speight.

Quality Step Increase Awards went to Gloria A. Beale, TSP, and William Heneghan, AD.

29, 1977, in Room 4234 from 9:00 a.m. to 3:00 p.m. If there are any new employees who are interested in donating, please fill out the form below and send it to Earleen Hughes in the Office of Personnel Management, Room 5306. If you have any questions regarding blood donations, call Earleen on Extension 60988.



AMERICAN RED CROSS * WASHINGTON REGIONAL BLOOD PROGRAM

NAME: _____

OFFICE: _____

PHONE #: _____

Donor Group _____

Signature _____

Making Each Minute Count



NHTSA managers and professionals listen to tips from Instructor Jim Davidson on how to gain control of their time and their lives.

In this whirlwind world of ours, no one ever seems to have enough time. Yet the clock keeps ticking away, and there is nothing we can do to stop it. What we can do, though, is to make the most of the time we have. A course in Time Management can help.

In the past, NHTSA has had several courses in Time Management. The first course geared for secretaries was given in October. At the request of many secretaries attending this course, another course in Time Management was given on November 29, geared to the needs of managers and professionals.

In the one-day session, the 23 participants were taught how to make the most of each minute and gain control of their time and lives.

Some tips on timesaving are:

First, look at the overall picture. List both your long-range and immediate (next six months) goals and priorities. Assign each goal an A (high), B (medium) or C (low) value.

Each day make a "To Do" list. Again assign a priority value to each task and delegate where possible.

Then get to work, starting with the A's, not C's.

Do everything right away.

Handle each piece of paper only once, and

Continually ask, "What is the best use of my time right now?"

The course also included identifying and making the most of high productivity hours (from

9 to 11 a.m. for most people); blocking interruptions and running a meeting quickly and effectively.

Persons attending the pilot course were:

TSP: J. O. Bernard, Penelope Johnson, Lawrence A. Pavlinski, Chuck Venturi and Mirta Yurnet.

MVP: Marietta Jones.

RD: Florian J. Daniels, Lloyd Emery, Joseph Kaniyanthra and Don Mela.

AD: John Clogan, Donald Durkee, Robert D. FitzSimon, Joseph Mulcahy and Patrick Pietrzak.

AFE: Adil A. Anees, Theodore Bayler, Donald Bischoff, Homer E. Jackson, John Machey and Stanley Scheiner.

OCC: John Womack.

Exec. Sec.: Mary Jane Noll.

In an end-of-the-session evaluation, most attendees rated the instruction as "good to excellent." As a result, Frank Duffy, NHTSA training manager, says that the course will be offered again. For more information, contact Frank or his assistant, Beverly Smith, on extension 60958.

graffiti



Here, here
Everywhere
There's Christmas magic
In the air.

—Hallmark Advent Calendar