



# AAAS Industry News

News for the Southeast Automotive Aftermarket

Fall 2015

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**Steve Kampwerth**  
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## AAAS Employee Benefit Fund

The Chairman of the AAASEBF Board of Trustees, Steve Kampwerth of Auto Electric and Carburetor Company in Birmingham, is *very pleased to announce the addition of a new health benefit plan, a new vision plan and very minimal rate increases on existing plans for 2016.* The new "Classic" health plan is HSA Qualified and will be a great opportunity for many of our members. AAAS has established a relationship with Ameriflex for the administration of HSA and FSA accounts for members who wish to offer this option to their employees. Information about HSA's and FSA's can be found at [www.myameriflex.com](http://www.myameriflex.com)

There will be no benefit changes or rate increases

in the dental and life options in the AAASEBF program.

In addition, we are pleased to welcome Vision Service Plan (VSP), a BlueCross BlueShield partner, to the AAASEBF program. *VSP offers better benefits, a broader network and lower rates.* See the enclosed VSP information sheet and Benefits Summary. Enrollment forms can be found on [aaas.us](http://aaas.us). As always, if you have any questions, give the association staff a call at 800.239.7779



## Association Work Comp Programs Declare Dividends

**Alabama members participating in the Automotive Aftermarket Fund will enjoy an average 22% dividend for 2016.** Participating members are enjoying this remarkable 22% dividend for the second consecutive year. Florida, Georgia & Mississippi AAAS members participating in the association's **Meadowbrook work comp program will enjoy a 10% dividend.** These dividends are based on each program's overall exceptional performance & each individual member's attention to good hiring practices & work place safety. In addition, **members participating in both the AAAS Employee Benefit Fund Blue Cross program and either of the association's work comp programs are eligible for a 2%**

**discount on their health insurance.** AAAS Chairman Jarrett Liles of Connie Liles Auto Parts in Tallahassee, FL, stated "Our two work comp programs have again performed exceedingly well with both great profit dollar saving programs delivering solid member value. I encourage you to consider either Meadowbrook or AAF for your business." Please give the association a call for a no risk look at either of these great programs!



## AAAS Education Foundation

2016 is fast approaching and now is the perfect time to get the word out to employees and family members planning to attend college or technical training in 2016 about the AAAS Educational Foundation (AAASEF) Scholarship program. **Applications for the 2016/2017 school year are now being accepted. All applications must be completed and submitted online by March 31, 2016.**

To apply go to [automotivescholarships.com/AAAS](http://automotivescholarships.com/AAAS) or [aaas.us/member-programs/education](http://aaas.us/member-programs/education).

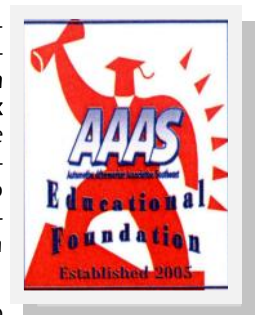
AAASEF gives priority to AAAS members, member employees and family of member employees. Make sure the AAAS member sponsor information section is completed on the application. All AAAS member sponsored and eligible applicants will be considered regardless of student's field of study.

Display a AAAS scholarship information poster in your business to inform your employees of this terrific program! Simply go to [www.aaas.us/memberprograms/education](http://www.aaas.us/memberprograms/education) to download your poster.

It will soon be time to prepare 2015 Income Tax Returns. **Are you looking for a great way to make a tax deductible donation?** The AAAS Education Foundation is the perfect way to help your employees or family members AND gain a valuable deduction.

The AAASEF scholarship fund was established in 2005 for the purpose of encouraging and financially assisting those individuals wishing to continue their education in college or technical training school. In 2015, the AAASEF scholarship fund awarded 11 scholarships to deserving individuals sponsored by AAAS Members.

Your contributions are appreciated! If you'd like to make a tax deductible contribution to the AAAS Educational Foundation, please return the enclosed form with your contribution.



## ACA Forms Due to Employees by Jan. 31

*Edited version by Sherry Robertson, PHR, SHRM-CP, from original article by Stephen Miller, CEBS, online editor/manager for SHRM, 10/16/2015, Permissions*

The New Year will ring in new compliance reporting responsibilities under the Affordable Care Act (ACA). Employers will need to file an array of reporting forms with the IRS reflecting adherence with health care reform's "shared responsibility" mandate to provide affordable health coverage to their employees.

Chief among these is the new Form 1095-C, which large employers must provide to their employees annually, along with Form W-2, by the end of January. As is the case with Form W-2, employees must submit Form 1095 when filing their income tax returns.



"Starting in January 2016, employers with 50 or more full-time or equivalent (FTE) employees must report health insurance information to the IRS and furnish statements about health insurance to their employees annually," explained Ellen Feeny, vice president and counsel at ADP.

The 1095-Bs will be provided by insurance companies for fully insured plans. Small employers are exempt from some, but not all, of these requirements:

- **Small employers (those with fewer than 50 FTEs) with a self-insured health plan must complete and file Forms 1095-B (Health Coverage) and 1094-B (accompanying transmittal form) with the IRS, as well as provide employees—specifically, those who are taxpayers responsible for showing they had health coverage during the year—with a copy of Form 1095-B.**
- **Applicable large employers (ALEs) with at least 50 FTEs must complete and file Forms 1095-C (Employer-Provided Health Insurance Offer and Coverage) and 1094-C (accompanying transmittal form), and provide each full-time employee with a copy of Form 1095-C.**
- Small employers with fewer than 50 FTEs also will be required to file Forms 1095-C and 1094-C if they are members of a controlled or affiliated service group that collectively has at least 50 FTEs.
- Individuals who receive health coverage through "the Marketplace," meaning an ACA federal or state health insurance exchange, will receive Form 1095-A (Health Insurance Marketplace Statement) from the Marketplace to allow them to report their premium tax credit and to reconcile that credit on their tax returns. ALEs will be exposed to non-deductibles taxes for every employee who receives a tax credit subsidy to purchase health care on a public exchange.

For the 2015 plan year, forms that must be filed with the IRS are due no later than Feb. 29, 2016 (or March 31, 2016, if filed electronically). But employee copies of Forms 1095-B and 1095-C, if required, must be provided to employees annually by Jan. 31. (The deadline is Feb. 1 for 2016, since Jan. 31 falls on a Sunday.)

Form 1095-C is one of the more complicated disclosures and has therefore received more attention and caused more worry, Feeny explained. It is filed by ALEs and furnished to everyone who has been a full-time employee for one or more months of the calendar year. Keep in mind:

ALEs must prepare a Form 1095-C for each full-time employee, regardless of whether the employee is participating in an employer-sponsored group health plan, and for each part-time who is enrolled in the employer's self-insured health plan. ALEs need not prepare Form 1095-C for part-time employees who are not enrolled in the plan.

For those employers that are subject to the ACA's reporting requirements, HR professionals and business owners should be gathering the necessary data to meet the early 2016 deadlines.

### Preparing Employees for New Disclosures

"Since this is the first year your full-time employees will be receiving a Form 1095-C, a communications plan can contribute to your success," advised Kimbra Fox, ADP's vice president for health care reform.

The first time employees will ever see Form 1095-C is in January, "They need to know what it is, what it means, and what to do with it," Fox said.

ACA annual reporting requires employers to identify everyone who has been a full-time employee for one or more months in the 2015 calendar year. This means you're not just communicating to employees in the office or in the field, you also have to communicate with your former employees and COBRA participants as well.

Three primary messages to convey to your employees, according to Fox, are:

1. Here's what to expect. You will receive Form 1095-C for the first time in January 2016
2. Why you should care. You will need information on the form to prepare your 2015 taxes
3. Watch for the form in your mailbox in January or for it to be delivered by hand at the worksite

Form 1095-C communications "also provide an opportunity for your organization to paint the bigger picture about ACA and what your overall compliance and benefits strategy is," she said. Also, "Employees may not know that if you offer them a plan that meets ACA requirements and they go to a public exchange instead and receive a subsidy, they may need to pay it back later," she noted.

Ways to connect with employees include home-mailers (postcards and newsletters), e-mail, the company internet, posters throughout the workplace, one-on-one or group meetings, videos/webinars, and FAQ sheets.

If you have questions concerning your need to file, or provide employees with forms, please contact your healthcare insurance agent or Sherry Robertson, PHR, SHRM-CP at your Human Resources hotline 800-243-1560 or email at [sherry@igoinurance.com](mailto:sherry@igoinurance.com).

**Attention: AAAS Employee Benefit Fund Member Companies – Important ACA Compliance Information**

AAASEBF is a self-insured Multiple Employer Welfare Arrangement (MEWA). The IRS requires reporting from plan sponsors of self-insured employer coverage which include: Each participating employer (for its own employees) for a plan or arrangement maintained by a MEWA. Each AAASEBF member company is responsible for the reporting requirements of the ACA.

Our website, [www.aaas.us](http://www.aaas.us), has general courtesy information available regarding your employer shared responsibility reporting requirements for IRS forms 1094-B/1095-B and 1094-C/1095-C. Contact your accountant/attorney or visit [irs.gov/aca](http://irs.gov/aca) for specific information.

**AAAS Capitol Days—promoting the aftermarket industry’s interest**

Please join fellow AAAS members and leaders in Jackson, MS; Tallahassee, FL and, for the first time, Montgomery, AL for Capitol Days!

Capitol Days strengthen the association’s hand in advocating for a strong, free and competitive automotive aftermarket industry to legislators. Members are able to introduce themselves and their businesses to their representatives and share their experiences, as well as, offer their themselves as a resource for questions and issues the legislators may face in years to come.

Mississippi Capitol Day  
 Florida Capitol Days  
 Alabama Capitol Day

January 13, 2016  
 February 2-3, 2016  
 February 24, 2016

Due to legislative schedules, the next GA Capitol Days event will be held in 2017. Call or e-mail Randal Ward at 800.239.7779 if you would like to participate in your states Capitol Day.

*Experience the legislative process first-hand by participating in meetings with members of your state’s elected officials.*



MS Capitol Day 2015—Left to Right Tally Noah, Big 10 Tires, Randal Ward, AAAS President, Senator Russell Jolly, Steve Kean, Rick’s Pro Truck & Auto Accessories, Christine Sankar, LKQ



Georgia State Capitol



Alabama State Capitol

**New Industry Careers Website Launched by Auto Care Association**

The Auto Care Association has launched its newly-redesigned website, [www.autocarecareers.org](http://www.autocarecareers.org), to promote the diverse careers and opportunities in the auto care industry. The upgraded website features innovative tools to help companies recruit the best and brightest new talent to the industry, including a custom-built, interactive career accelerator featuring five industry segments, a comprehensive recruiting resource guide and the brand new Industry Job Board.

The site is designed to attract young people with heavy visuals, including several video testimonials from the Young Auto Care Network Group (YANG). The site also provides information on the auto care industry’s impact on the choice, safety and mobility of every driver, and features the Auto Care Careers social media channels.

The Industry Job Board, an easy-to-use resource for both applicants and employers, is designed to be a central hub where auto care job seekers and job creators connect. The job board currently hosts hundreds of positions available today in marketing, finance, legal, H.R., information technology, logistics, sales, international trade, facility management, technicians and hundreds of other career specialties in the auto care industry. The association is offering complimentary 30-day job postings to employers until Dec. 31, 2015. After Jan. 1, 2016, all auto care industry employers are welcome to post for a fee, with association members receiving discounted rates.

The association has also launched a social media campaign designed to attract millennials to the industry, using Facebook, Twitter and LinkedIn to raise awareness about careers in the industry and to drive traffic to the Industry Job Board. In addition, a social



recruiting guide for employers will be released by the association in late November.

“The millennial generation is extremely wired, and research shows that the majority of millennials found their last job through a social media network,” said Courtney Hammer, director, Job and Career Development, Auto Care Association. “Social recruiting is essential to attracting young talent to our industry.”

AAAS is very pleased to support this important effort. Members are encouraged to link to [www.autocarecareers.org](http://www.autocarecareers.org) on their websites and social media channels, and use it as a resource in their recruitment efforts.

For more information, visit [www.autocarecareers.org](http://www.autocarecareers.org), or contact Courtney Hammer at [courtney.hammer@autocare.org](mailto:courtney.hammer@autocare.org) or 301-654-6664. AAAS members will have the opportunity to meet Courtney as she will be a guest speaker at the 2016 AAAS Conference and Trade Show. Make your plans now to attend!

## DISTRACTED DRIVING CONTINUES TO BE MUCH MORE THAN JUST "A PROBLEM"

*Article provided by our partners at Federated Insurance*

Not only is distracted driving still a serious problem, it is an epidemic. With each new mobile device introduced, the potential for behind-the-wheel distractions increase and so does a business's exposure to risk.

Federated Insurance is very concerned about the persistence of this issue and how it can adversely affect your business. Worse yet is what you might stand to lose as a result of distracted driving.

Federated Insurance has rejuvenated efforts to help owners address distracted driving. Our new risk management program asks "What Is Important to You?" It provides a sample mobile device policy, reminder posters, and employee training materials including a thought-provoking video and educational handout. It also presents information on technology solutions which can aid in restricting mobile device use in vehicles.

Federated Insurance is ready to help you and your business reduce distracted driving. Federated's marketing representatives will introduce clients to these resources, which they can use to create

a driving policy or refine their company's distracted driving risk management program.

It's up to each of us to make it a priority to end distracted driving. The lives of everyone important to us may depend on it. We want you to make it home safely every day.

For more information on this and Federated Insurance's other risk management programs, or to locate your local representative, visit [www.federatedinsurance.com](http://www.federatedinsurance.com) or call 1-800-533-0472. ♦



**Federated Mutual Insurance Company | Federated Service Insurance Company\* | Federated Life Insurance Company**  
**Owatonna, Minnesota 55060 | Phone: (507) 455-5200 |**  
**[www.federatedinsurance.com](http://www.federatedinsurance.com)**

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## Orlando Florida Be Car Care Aware Events 2015

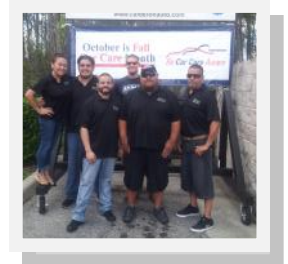
Calderon Automotive Repair hosted a very successful **fifth annual Be Car Care Aware event November 7<sup>th</sup>** 2015. Julio Calderon, owner, and his staff inspected the cars and explained in detail to each owner the results of their individual inspection. Each vehicle received a 40 item inspection of items such as lights, lubricants, battery, belts, hoses and other under hood items and tires. The day was a complete success as they combined the Be Car Care Aware event with their 8th anniversary of being in business celebration, a church sponsored car wash and free food for everyone. George Ehrhard, Automotive Aftermarket Association Southeast, Florida Operations Director, was present and secured a variety of resources, placing several banner and assisted with the event.

Julio is a highly skilled auto repair tech for the past 13 years. Julio and his wife Nancy have operated their business for the past eight years. Calderon Automotive Repair is a full-service preventive maintenance and auto repair center in the Orlando, area.

Calderon Automotive Repair Services has been selected for the 2014 Best of Orlando Award in the Auto Repair category by the

Orlando Award Program. Each year, the Orlando Award Program identifies companies that have achieved exceptional marketing success in their local community and business category.

Be Car Care Aware is a consumer education program that shows the benefits of regular maintenance checks and simple service that can greatly increase vehicle safety and reduce the cost of car ownership. You can find more information about hosting a Car Care event at [www.carcare.org/industry-tool-box](http://www.carcare.org/industry-tool-box) and AAAS members receive support and assistance from the association. Please contact George Ehrhard or Denise Webb (800.239.7779) for more information.



**Congratulations! Calderon Automotive of Orlando, FL for another successful Be Car Care Aware community event!**

## AAAS Members Annual Enrollment Information and Frequently Asked Questions

**Have you heard? December 1–31st is Open Enrollment for AAAS EBF Health, Dental and Vision Insurance.** The effective date for applications received during open enrollment is January 1, 2016. To avoid delays in receiving cards (where applicable) submit your applications early.

**Do your employees know?** Please advise your employees that there are tax penalties for individuals without coverage; 2.5 % of yearly household income or \$693 per person, whichever is greater.

**Looking for forms, and plan information?** The AAAS web-site is a one stop shop for enrollment, termination and Summary Plan Descriptions (SPD's). Visit [www.aaas.us/member-programs/aaas-employee-benefit-fund](http://www.aaas.us/member-programs/aaas-employee-benefit-fund) and print the forms you need.

**Where can I find out more information on Flexible Spending Accounts and Health Savings Accounts?** Ameriflex is our recommended resource for FSA's and HSA's. You can find a wealth of information on [www.myameriflex.com](http://www.myameriflex.com)

**Who can participate in the new VSP Vision Care and Life Insurance program?** Any AAAS member business! There are no geographical exclusions and there are no minimum participation requirements.

**What about Dental Insurance? Who can participate?** Any AAAS member business. However, for Dental Insurance, minimum participation requirements apply.

## The Importance of Being Listed: Conquer Your Local Market

By Travis C. Christianson

### What Are Web Directories And Why Are They Important?

Chances are good that you're already familiar with business directories and their overall purpose. Recall the Yellow Pages book that dominated the directory market in the pre-web era. While the YP book still reaches doorsteps today, there's also an online version available - a web directory. Today, there are a lot of web directories potential customers can access. You might be familiar with some of them, including Yelp, Merchant Circle, and Google+. Online directories have similar and different values compared to print directories. This is why smart web directory management is important for any business and especially for ones with websites.

### Helping Customers Find Your Business

Web directories share an overall purpose with their older, print directory cousins: both get your business found by people actively looking for a service or product you provide. However, web directories have been gaining an upper hand over the years due to the massive explosion in Internet popularity. In fact, some are now asking when the last YP book will be printed as the value of printed directories declines in favor of online ones. Since more and more potential customers are researching and shopping online (see *Why Online?*), web directories are becoming more important for businesses by the day. After all, it's important to be visible where your potential customers are looking.

### Helping Search Engines Understand Your Business

Web directories aren't only helping potential customers find you; they're also helping search engines like Google decide when to show your business listing or website to a searcher. Remember that search engines are all about relevancy. When you search for "tires in Detroit, MI," you shouldn't find tire shops in San Francisco, CA. To understand what your business does and where it's located, search engines look at directories.

Web directories show your business name, address, phone number, and website address (if applicable) and often categorize your business under one or more specific categories like "automotive repair shop," "tire dealer," and so forth. Having this information uniform across different, relevant web directories (as well as on your business website) helps search engines understand where you are and what you do. If this information is different across directories, you risk confusing the search engines instead and being excluded when you should be present.

It's important to note that your business might have one or more directory listings online RIGHT NOW even if you've never personally added your business to any web directories. It's the job of an online directory to provide accurate information on businesses, and having a large list of businesses helps the web directories

### Save the Date!!!!

The 2016 AAAS Annual Conference & Trade Show will be held June 9–12th at the beautiful Sandestin Golf and Beach Resort, Destin, FL. The 2016 event promises to be a great weekend to meet people, pick up industry information, relax & enjoy yourself!

We are extremely pleased to announce that the conference will welcome the Young Auto Care Networking Group (YANG) and the business session will feature a panel of industry leaders discussing issues that matter most to AAAS members. The business session alone is worth your time, effort & expense but with a weekend of food, fun & fellow-

gain traffic and relevancy. To this end, many will go with whatever they can get. It might all be true, or it might pull a now-defunct phone number from long ago. Search for your business and see if you're on any web directories and whether or not the information is correct.



### BackLinks

If you have a website, some web directories can provide you with something known as a "backlink." In brief, a backlink is a link from a different website to your own. The more authentic backlinks you get from reputable and relevant web directories, the better. While some big name directories have codes in place to discount backlinks from them, others allow them to count. Search engines use backlinks to gauge a website's popularity and help determine its rank.

However, not all backlinks are good backlinks. It's important that your web directory management plan take this into account. For example, just because a local web directory exists for Art and Craft stores, this doesn't mean you should try adding your tire shop to it. There are also many "low quality" directories across the Internet, known for just distributing links without much regard to correct information. Too many backlinks across too many of these sites might be seen as spam and search engines like Google may ignore them at best or penalize your website at worst if you're getting too many backlinks from irrelevant directories. That said, there are many relevant directories online, so getting your information important across the big and respected names is important.

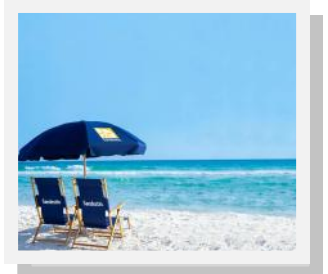
### Final Thoughts On Web Directories

Overall, web directories are important to take into account whether you have a website or not. They provide potential customers with correct contact information and have the potential to increase your sales by getting your name out in the open. At times, web directory listings even rank on the first page. Make sure your information is correct online on relevant directories (especially on Google+) and that your listings are being monitored or updated over time so you have the best opportunity for ranking high and being successful.

**Source: Net Driven. Check out more great advice regarding Online Marketing and Web Design at [NetDriven.com](http://NetDriven.com)**

ship the AAAS conference guarantees to be a very enjoyable & profitable experience!

You can find additional information on the conference at [aaas.us](http://aaas.us) | Events. We hope to see you in June!



## Independent Bay Share Growth

*"Service bay population is a major factor determining aftermarket product volume by type of repair (DIFM) outlet. Over the past ten years (2005 to 2015), Independent (non-Dealer) repair outlets significantly increased their light vehicle bay share across the U.S."*

*"Dealer bay count peaked in 2007 and then declined. Independent (non-Dealer) service bay share significantly increased after 2007, clearing the way for Independent (non-Dealer) outlet growth in the rapidly expanding DIFM (Do-It-For-Me) market." Jim Lang*

### Massive Service Bay Shift

The number and distribution of car and light truck service bays operated by major groups of repair outlets dramatically changed over the past ten years.

This was a primary factor shifting light vehicle product volume and share among DIFM car and light truck outlet groups.

### Big Bay Drop

The car and light truck service bay population in the U.S. fell approximately 3% between 2005 and 2015 (down 31,000 bays), according to Lang Marketing's latest estimates.

### Ten Year Service Bay Shift

During these ten years (2005 to 2015) there was a significant shift in the number and share of car and light truck service bays from Dealers to Independent (non-Dealer) repair outlets.

### Changing Service Bay Developments

Despite the much lower number of Dealer bays in 2015 compared to 2005, Dealer bay count only recently declined in number.

Prior to 2008, Dealers steadily expanded their bay population across the U.S. During 2004, Dealers operated 343,000 bays, reaching a 348,000 peak bay population at mid-year 2007.

### Independent Bay Decline

As Dealers added bays from 2004 through 2007, the number of bays operated by Independent (non-Dealer) repair outlets fell more than 11,000.

Their declining bay population reduced the light vehicle bay share of Independent DIFM outlets to 70% during 2007.

### Big Service Bay Change

However, the number and distribution of car and light truck bays began to rapidly change, beginning in 2008.

During that year, thousands of Dealer closings and the conversion of some of these operations into Used Car businesses with service bays created an abrupt shift between Dealers and Independent outlets in car and light truck bay population across the U.S. Dealer bay count and bay share declined between 2007 and 2015, as the Independent (non-Dealer) bay population expanded in size and share.

### 2015 Service Bay Estimates

While 2015 bay numbers are not yet finalized, Lang Marketing estimates Independent (non-Dealer) repair outlets operated nearly 76% of car and light truck bays across the U.S. at mid-year 2015, up significantly from less than 72% bay share ten years earlier.

### DIFM Market Impact

Rapid growth of Independent (non-Dealer) DIFM outlet bay share

over the U.S. had a quick and dramatic impact on the strength of Independent (non-Dealer) bays in car and light truck DIFM product volume.

Car Dealers steadily increased their aftermarket light vehicle bay product volume between 2004 and 2007, adding \$1.8 billion in product sales at user-price. Dealer DIFM light vehicle product share peaked at over 27% during 2007, followed by a sharp and significant decline both in Dealer bay DIFM product volume and product share. Between 2007 and 2014, Dealer bay product sales fell more than \$2.1 billion at user-price as their light vehicle DIFM product share sank over one-fifth.



### Six Major Takeaways

- Independent (non-Dealer) service outlets increased their light vehicle service bay population and share over the past ten years (2005 through 2015). The changing number and distribution of car and light truck bays among major outlet groups is a primary factor determining DIFM light vehicle product volume recorded by major groups of repair outlet groups.
- There was a 3% drop in light vehicle bay population in the U.S. between 2005 and 2015, resulting in a 31,000 bay loss according to Lang Marketing's latest estimates. Beginning in 2008, the population of service bays across the country, along with the distribution of bays by type of repair outlet, began to change rapidly.
- (Jim Lang, Publisher—The Lang Aftermarket iReport 10/15/15)
- Lang Marketing estimates Independent (non-Dealer) repair outlets operated over 76% of car and light truck bays in the U.S. at mid-year 2015, up significantly from less than 72% bay share ten years earlier.
- Rapid growth of Independent (non-Dealer) repair outlet bay share along with declining Dealer bay share had a quick and dramatic impact on the strength of Independent (non-Dealer) bays in the DIFM car and light truck aftermarket.
- As Independent (non-Dealer) DIFM outlets expanded their car and light truck product sales more than \$12 billion at user-price between 2007 and 2015, Dealer DIFM bay product volume fell more than \$2.1 billion at user-price.
- This dramatic change in bay product sales shifted DIFM product share in the car and light truck aftermarket from Dealers to Independent (non-Dealer) repair outlets.

Jim Lang, Publisher—The Lang Aftermarket iReport 10/27/2015

## OSHA Releases All-in-One Training Resource for Employers

by Roy Maurer, online editor/manager for SHRM, 8/7/2015, Permissions

The Occupational Safety and Health Administration's (OSHA's) training requirements have all been collected in a new guide to assist employers.

The compendium organizes the requirements into categories: agriculture, construction, federal employee programs, general industry and maritime. It also identifies the training requirements in specific OSHA standards ranging from emergency planning and toxic substances to confined spaces and personal protective equipment.

Many OSHA standards include explicit safety and health training requirements. OSHA recommends keeping a record of all training, because it is an essential part of every employer's safety and health program. Not only does training help provide a safe way for workers to do their jobs well, it is also an investment that will pay the employer back in fewer injuries and illnesses, better morale, and lower insurance premiums.

When developing a training program, get workers' participation in the process. Workplace safety programs are improved because workers can identify missing safety procedures, make recommendations for changes and help ensure a safe workplace that they can take pride in.

There are 3 specific training areas OSHA auditors review:

### COMPANY SAFETY PROGRAM

Management Commitment – what are YOU going to do?

Employee Involvement – what do you EXPECT from the employees?

Postings and posters – new signs to adhere to

Worksite Analysis – what are YOUR biggest hazards?

Hazard Prevention & Control - develop a Standard Operating Procedures Manual (SOP)

Training and on-going information and updates – documentation, where is it kept?

### SAFETY COMMITTEE MEETING MINUTES

Meetings – documentation, where is it kept? How often are meetings?

Daily routine – what should they check, replace, clean, etc.?

Accountability – who is on the committee? Are they willing to correct each other?

Investigation and analysis – any time there is an incident there must be documentation, where is it kept?

Self-inspection – documentation, where is it kept? How often performed?

Regular equipment, machinery, and PPE maintenance and inspection – documentation, where is it kept? How often are inspections?

### HOUSEKEEPING PLAN

Develop a formal, written program that includes company policies and procedures for floor material design and selection; floor cleaning and maintenance; hazard identification and control; and

housekeeping, including spill cleanup. Perform regular job and housekeeping inspections that emphasize detecting, evaluating, and correcting slip, trip, and fall hazards – how often are inspections? Where is documentation kept? Establish and enforce a policy to keep walkways free of tripping hazards, such as electrical cords – what are the penalties for violations?

A positive safety attitude = Zero Accidents

### OSHA TRAINING INSTITUTE

OSHA Training Institute (OTI) Education

Centers are nonprofit organizations authorized by OSHA to deliver occupational safety and health training to workers, supervisors and employers. These organizations are selected through a competitive process based on various criteria, including their occupational safety and health training experience, location and training facilities, and ability to provide training throughout a given region.

The OTI Education Centers offer courses and seminars on a variety of safety and health topics. They also contribute to the OSHA training mission through other safety and health programs, including community outreach efforts, courses offered in Spanish, and various youth initiatives.

The OTI Education Centers also support the voluntary OSHA Outreach Training Program by offering trainer courses and processing trainer requests for course completion cards. Through the outreach program, safety professionals can become authorized to deliver 10-hour and 30-hour classes on the recognition, avoidance, abatement and prevention of occupational safety and health hazards.

Need help with your Safety Program? Hazard Communication Program? Lockout/Tag-out policy? Do you need a safety manual? If so, contact your Human Resource advisor:

**Sherry Robertson, PHRA, PHR, SHRM-CP**  
800-243-1560  
sherry@igoinsurance.com

OR contact your local OTI Education Center directly:

Southeastern OTI Education Center  
North Carolina State University  
Industrial Extension Service (Lead Organization)  
909 Capability Drive Research IV Bldg.  
Suite 1600  
Raleigh, NC 27695-7902  
(800) 227-0264

University of Alabama  
Division of Environmental & Industrial Programs  
624 Paul Bryant Drive  
Tuscaloosa, AL 35487-0001



## AAAS Office Holiday Schedule

The AAAS office will be closed the following days during the upcoming holiday season:

- Thanksgiving – Thursday, November 26th and Friday, November 27th.
- Christmas – Friday, December 25th.
- New Years – Friday, January 1, 2016.





35 YEARS

Congratulations Randal Ward and Sharon Pruettt! They each joined the association in 1980 and have tirelessly worked to serve AAAS members and the aftermarket industry.

11245 Chantilly Parkway Court  
Montgomery, AL 36117-7585  
334.834.1848  
800.239.7779

[aaas.us](http://aaas.us)



Established in 1938, **Automotive Aftermarket Association Southeast, Inc.** is a nonprofit trade association representing the automotive parts manufacture, distribution, service and repair industry. We serve automotive aftermarket businesses in Alabama, Florida, Georgia and Mississippi. Our membership consists of parts manufacturers, distributors, jobbers, service facility specialists (paint & body, general repair, transmission, muffler shops, etc.), engine rebuilding and machine shop specialists.

For more information, contact AAAS President, Randal Ward, at 800.239.7779 or [randal@aaas.us](mailto:randal@aaas.us)

*A Trade Association Serving the Automotive Parts Manufacture, Distribution, Service & Repair Industry*

AAAS Industry News is a quarterly publication of Automotive Aftermarket Association Southeast, Inc. This newsletter is for the exclusive use of the members of AAAS. Any reference herein to laws or governmental rules and regulations are made solely for the information of our members and in no way constitutes a legal interpretation of any legislative or administrative enactment. For advice concerning the legal effects of any enactments referred to herein, members should consult legal counsel or a certified public accountant.

**WELCOME, New Members!**

More businesses making AAAS membership a part of their business plan! AAAS Chairman Jarrett Liles wishes to welcome the following members into the association. Liles encourages these and all members to investigate the programs offered through AAAS.

Covington Heavy Duty  
Covington Heavy Duty  
Covington Heavy Duty  
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Covington Heavy Duty  
Covington Heavy Duty  
Covington Heavy Duty  
Guthrie's Auto Service, Inc.  
HPH Mechanical, LLC  
Southeast Auto Parts  
Southeast Auto Parts  
Southeast Auto Parts of Owens Cross Roads  
Southeast Auto Parts of Rainbow City  
Talladega Auto Parts Co., LLC

Andalusia, AL  
Brewton, AL  
Demopolis, AL  
Dothan, AL  
Opelika, AL  
Monroeville, AL  
Panama City, FL  
Pensacola, FL  
Cullman, AL  
Hueytown, AL  
Albertville, AL  
Collinsville, AL  
Owens Cross Roads, AL  
Rainbow City, AL  
Talladega, AL

**AAAS Calendar of Events 2015 - 2016**

Mississippi Capitol Day	January 13, 2016
Florida Capitol Days	February 2-3, 2016
Alabama Capitol Day	February 24, 2016
Car Care Awareness Month	April 2016
AAAS Annual Conference & Trade Show, Sandestin, FL	June 9-12, 2016

**Connect with AAAS**

We've got more great resources and information to share. Connect with us on Facebook ([www.facebook.com/AAASassociation](http://www.facebook.com/AAASassociation)) and keep up to date with valuable information and tools to for your business.