TRANSIT SAFETY AND WORKFORCE DEVELOPMENT PROGRAM POLICIES & PROCEDURES

VERSION: JANUARY 2022

PURPOSE

The Florida Department of Transportation's transit training programs, administered by the University of South Florida's Center for Urban Transportation Research (CUTR), are designed to enhance skills and professional development of Florida's public transportation employees and to promote career enhancement and advancement.

The following policies and procedures have been established to support the purpose of Florida Department of Transportation's (FDOT) transit training programs.

FLORIDA'S PUBLIC TRANSPORTATION TRAINING

POLICIES

1. Registration

- Transit training courses are available at no cost and are open to Florida's public agency employees who:
  a. Are current employees of a Florida public agency
  b. Have received approval from their supervisor or manager (employer) to participate in the training course
  c. Have not previously attended the training course being offered
- Registrations will be limited to the course capacity
- Registration priority will be given to agency staff members that meet the "Target Audience," identified on the flyer. Other registrants will be placed on a waitlist.
- Registrations will initially be limited to two people per agency. Additional registrants from the same transit agency will be placed on a waiting list
- Space permitting non-transit agency transit personnel, private consultants, and out of state public transportation personnel may register for training courses subject to the following conditions:
  a. These individuals must pay a non-refundable $100-$200 (depending on the length of the course) registration fee per attendee in advance to attend the courses
  b. Florida's public transportation professional's registrations will receive priority for available spaces
  c. These individuals will be placed on a waiting list and notified of approved attendance two weeks

2. Late Cancellations/No Shows

- All registrants unable to attend the training must notify CUTR a minimum of three (3) business days prior to the course
- Individuals cancelling within this time frame, will be permitted to designate a substitute attendee from their organization
- Cancellations of less than three business days will be determined to be "late cancellations"
- Registrants that do not cancel and do not attend the training course will be determined to be a "no show"
- Individuals will be permitted to incur two "late cancelations" and/or one "no show" in any 12 month period
- Individuals incurring more "late cancellations" and/or "no shows" than detailed above will not be permitted to register for a guaranteed seat for training courses for a 12 month period following the latest infraction
- Such individuals can register for the waiting lists and will be permitted to attend if space is available

"EDUCATION IS FOR IMPROVING THE LIVES OF OTHERS AND FOR LEAVING YOUR COMMUNITY AND WORLD BETTER THAN YOU FOUND IT." MARIAN WRIGHT EDELMAN (1939)

POLICIES *(continued)*

3. Equal Opportunity/Equal Access Institution

- The University of South Florida is an Equal Opportunity/Equal Access institution
  a. For disability accommodations, registrants must notify the training assistant associated with the course a minimum of ten (10) working days in advance to the training session
  b. CUTR will make every effort to address reasonable accommodations

FLORIDA'S PUBLIC TRANSPORTATION TRAINING

PROCEDURES

1. All registrants must submit a registration request form for each training course. Individual registration forms are required for each person for each course.
2. Registrations must be approved by the employee's agency supervisor/manager.
3. Registration forms must be submitted on or before the specified deadline.
4. Registration will be reviewed and processed by CUTR in a timely manner.
5. Registrants will receive an electronic email confirmation of their acceptance and status.
6. Registrants on the waitlist will be contacted at least 1 week prior to class.
7. Only registrants who receive an electronic confirmation will be permitted to attend the training course.
8. Any person failing to follow the training course registration process will not be permitted to attend or participate in the training course.
9. Any person without receipt of the electronic confirmation will not be permitted to attend or participate in the training course.

FLORIDA'S PUBLIC TRANSPORTATION TRAINING