Florida Small and Rural Transit Agency Bus Operator Training Program (Train-the-Trainer)

The Florida Department of Transportation's Florida Rural Transit Assistance Program (RTAP), administered by the USF Center for Urban Transportation Research (CUTR), will be presenting the **Florida Small and Rural Transit Agency Bus Operator Training Program (Train-the-Trainer)**. This 1-day training will be held 8:30am – 4:30pm in Tampa, Florida.

Date and Time:
May 24, 2022 (8:30am – 4:30pm)

Training Location:
USF Center for Urban Transportation Research
3808 USF Alumni Drive – Room 102
Tampa, FL 33620
Phone: (813) 974-3120

Course Overview
The Florida Small and Rural Transit Agency Bus Operator Training Program was developed to provide small and rural transit agencies recommended minimum training guidelines and to identify training resources available from National Rural Transit Assistance Program (RTAP), Florida Department of Transportation (FDOT), and Center for Urban Transportation Research (CUTR). While emphasis was placed on the requirements of Rule Chapter 14-90, Florida Administrative Code, it should be noted that small agencies funded with FTA Section 5310 funds, must adhere to the requirements of the State Management Plan (SMP). Specific training requirements for each are provided in this training program.

This curriculum was developed to include, but not be limited to ADA regulations, driver orientation, bloodborne pathogens, wireless communication devices, communications (including radio use), customer service, de-escalation, defensive driving, disability etiquette, driving in adverse conditions, drug and alcohol and/or a drug free workplace, fitness for duty, maneuvering a vehicle, operator and passenger seat belt use, pre- and post-trip inspections, safe boarding and alighting of passengers, securement, transit safety and security, vehicle familiarization, vehicle equipment, and other areas determined to be necessary. Recognizing that agencies have their own specific policies and procedures, the program was developed to allow agency operations and training personnel to insert locally specific training into the content. This locally developed content could include, but not be limited to manifests, route orientation/maneuverings, and communication methods.

This course will be delivered in a train-the-trainer format so that the materials can be presented by the attendees of the class to bus operators and other employees at their transit systems.

Who Should Attend
Driver trainers, bus/paratransit operator trainers, safety managers, safety supervisors, training managers

Fees
There are no fees to attend this course for current employees of a Florida public transit agency, who meet criteria identified in the [Transit Training Policies and Procedures](#). All participants must have permission from their transit system's supervisor to attend this course. **NOTE: There are no travel reimbursement opportunities available for this training course; all travel expenses are that of the traveler or their agency.**

USF is an Equal Opportunity/Equal Access Institution. For disability accommodations, please contact Molly Buffington at buffington@usf.edu a minimum of ten (10) working days in advance to the training session.

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Registration Deadline: May 18, 2022

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How to Register

All registrations must be made through the Florida Department of Transportation's Office of Freight, Logistics and Passengers Operations Transportation Learning Management System. This online registration and learning management system (LMS) provides Florida's public transportation professional a portal to manage their professional development.

Transportation Learning manages training for you by keeping an educational transcript of all new courses that you complete, and a retrievable record is maintained so you may access (with a user id and password) Certificates of Completion, Certificates of Participation, retrieve course materials, etc.

Florida's public transportation professionals may set up a unique user id and password to register online for upcoming transit training courses, including e-learning courses. Follow the instructions below to log-in or to register for the training course.

Go to: *www.transportationlearning.org*

Unsure if you have an account? Use the "Forgot Password" link to look up your account information using either your work/personal email address or username. If you cannot locate your account information please contact Stephanie Lewis at zavacki@usf.edu or (813) 974-1123 before setting up a new account.

Returning Users: *(**DO NOT** use the enrollment key ID.)*
- If you are a *returning user*, type your username and password.
- Select "Forgot Password" to look up your account by either an email address or username.
- When the dashboard appears, select **"My Catalog"** to enroll in desired course.
  - Find the course select **"Enroll"**
  - Select **"Choose Session"**
  - Review the Terms & Conditions and select **"Continue"** and **"I Agree"**
  - Select **"Enroll"** to be in "Pending Approval" status while we receive supervisor approval
- Once enrolled the course will appear under new **"My Courses."**

IMPORTANT: You may use your personal or business email address. If you create multiple accounts you will not be able to view a complete record of your training history. In some instances, this may require you to retake or restart a training course.

New Users Only:
- If you are a *new user*, select the **"Sign Up"** button.
- In the **"Key Name"** field enter: **fltat**
- Select the **"Sign Up"** button
- Begin by entering the requested information, as well as creating a unique username and password.
- Confirm your new username and password. A copy will also be sent to your registered email.
- When the dashboard appears, select **"My Catalog"** to enroll in desired course.
  - Find the course select **"Enroll"**
  - Select **"View"**
  - Review the Terms & Conditions and select **"I Agree"**
  - Select **"Enroll"** to be in "Pending Approval" status while we receive supervisor approval
- Once enrolled the course will appear under new **"My Courses."**

Course Confirmation:
A logistical email confirmation from the LMS will be forwarded to each registrant with class information, travel and hotel information after your registration has been approved by your supervisor.

Visit www.cutr.usf.edu to find additional transit training opportunities, workshops, conferences and special events.
To review policies and procedures of the training programs visit Transit Training Policy & Procedures.
For questions regarding this training course, please contact Stephanie Lewis at zavacki@usf.edu.
For LMS questions or technical assistance, please contact Stephanie Lewis at zavacki@usf.edu.