

# How to Perform a Bus Collision Investigation – A Short Course

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 **How to Perform a Bus Collision Investigation – A Short Course**.

## Date & Time:

April 18-19, 2023

8:30am - 4:30pm (Tuesday – Wednesday)

## Training Location:

District 2 – FDOT Main Building

1109 South Marion Avenue

Lake City, Florida 32025

## Course Overview

How to Perform a Bus Collision Investigation—A Short Course has been developed to provide Florida's transit agencies with the structure necessary to successfully conduct a bus collision investigation. The chain of events and contributing factors-human and environmental, the evidence analysis, and detailed documentation are critical to conducting a complete investigation of transit bus accidents. **This two-day short course has been specifically designed to guide Florida's transit agencies of all sizes in relevant, standardized ways to conduct a bus collision investigation.**

Discussions will include the purpose of safety investigations, working with local law enforcement, FRA/FTA/FDOT roles and requirements, NTSB role and investigative process, notifications—internal & external, and the Incident Command/NIMS. The training will include a series of tabletop exercises with various accident/incident scenarios that serve to draw out organizational and technical aspects of bus incident investigation.

## Learning Objectives

Learning objectives will include bus investigation overview and tabletop exercises examining the following scenarios: grade crossing collision involving bus, pedestrian struck in crosswalk, bus rear ended by another vehicle, bus rear ends another vehicle, mirror strike, report writing exercise, critique examples of report samples, writing exercise, and exercise discussion. Each tabletop exercise will include examples of on-scene priorities, on-scene organization, working with local LEOs, perishable evidence, working with FRA/SSO/FTA/NTSB, interviews, scene documentation, recorded data, relevant documentation and standards, tests, and observations measurements.

## Who Should Attend

Transit safety and security managers, transit operations and maintenance managers, state transit regulatory personnel, other transit personnel potentially involved in safety and security audits.

## 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.**

## Registration Deadline: April 7, 2023

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

Visit [www.floridartap.org](http://www.floridartap.org) 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](mailto:zavacki@usf.edu).

For LMS questions or technical assistance, please contact Stephanie Lewis at [zavacki@usf.edu](mailto:zavacki@usf.edu).

## 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](http://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](mailto: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 **"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."**

**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.

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