

# RTAP

## BULLETIN

FLORIDA RURAL TRANSIT ASSISTANCE PROGRAM

FALL 2006—VOL.4, NO.2

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FTA ADMINISTRATOR'S  
AWARD WINNER

## New Instructor's Course in Paratransit Operations

In 2006, the U.S. Department of Transportation's (USDOT) Transportation Safety Institute, in cooperation with Florida's Rural Transit Assistance Program (RTAP) at the USF Center for Urban Transportation Research, developed the first USDOT-supported paratransit operator training course. The four-day *Instructor's Course in Paratransit Operator Training* is a train-the-trainer course that provides facilitation, presentation and delivery style training for trainers from agencies that provide paratransit services. This four-day course focuses on the art of presenting and training, adult learning principles, multimedia training, the art of questioning, managing classroom participation and behavior, training strategies, and different types of teaching styles.

Trainers who complete this course are provided with manuals, training guides, participant guides, and a CD that contains all the necessary components to teach paratransit operators at their own property. These in-depth training guides provide extensive details in almost all areas of vehicle operations, emergency management, and customer relations. Included in the materials are pre- and post-tests,

quizzes, classroom and field activities, exercises, and evaluations.

Upon successful completion of the *Instructor's Course in Paratransit Operator Training*, individuals will receive a training certification from the USDOT Transportation Safety Institute qualifying them to train paratransit operators. All paratransit operators who are trained by these instructors will receive the certificates of completion upon

*continued on p.2*



## Coordinated Human Service Transportation Planning

Members of the Federal Interagency Coordinating Council on Access and Mobility (CCAM) recently adopted a policy statement regarding the creation of locally-developed, coordinated public transit human service transportation plans.

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## Instructor's Course—cont. from cover

receipt of a written request from the instructor and submission of the course evaluations and roster.

Individuals who have completed and are authorized to teach TSI's *Instructor's Course in Bus Operator Training* may enroll in the one-day *Paratransit Operator Training Certification* course. This will allow the individual to receive the paratransit operator training course materials without having to attend the full course, since the first three days of both courses are identical.

The certification received from TSI will be a valuable asset to any transit facility, large or small. By utilizing TSI train-

ing materials, training is provided in federally-approved topics and standardized national training.

The RTAP program at CUTR will host the first TSI *Instructor's Course in Paratransit Operations* May 7-11, 2007, and the one-day *Paratransit Operator Training Certification* course on May 11, 2007. An online registration form for both of these courses can be found at [www.cutr.usf.edu](http://www.cutr.usf.edu), "Upcoming Events and Training." For additional course details and information about more TSI courses, please visit [www.tsi.dot.gov](http://www.tsi.dot.gov).

## Coordinated—cont. from cover

Specifically, Council member agencies resolved that federally-assisted grantees that have significant involvement in providing resources and engaging in transportation delivery should participate in a local coordinated human services transportation planning process and develop plans to achieve the objectives to reduce duplication, increase service efficiency and expand access for the transportation-disadvantaged populations

The Council's action represents another step on the human service coordination path established by President Bush three years ago.

On February 24, 2004, the President signed Executive Order 13330 on the Coordination of Human Service Programs. This Order created an interdepartmental Federal Council on Access and Mobility (CCAM) to:

- undertake collective and individual departmental actions to reduce duplication among federally-funded human service transportation services;
- increase the efficient delivery of such services; and
- expand transportation access for older individuals, persons with disabilities, persons with low-income, chil-

dren and other disadvantaged populations within their own communities.

In August 2005, the President signed the Safe, Affordable, Flexible, Efficient Transportation Equity Act, A Legacy for Users (SAFETEA-LU), which requires a locally-developed, coordinated public transit/human service planning process and an initial plan be developed by 2007.

The legislation requires that the plan be developed through a process that includes representatives of:

- public, private, and non-profit transportation providers;
- public, private and non-profit human service providers; and
- the public.

Complete plans, including coordination with the full range of existing human service transportation providers, are required by FY 2008.

For additional information on this study, please contact Michael Audino at CUTR at (813) 974-3275.



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Please direct all questions or comments to:

### RTAP BULLETIN

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### OUR MISSION

The Florida RTAP provides training, continuing education, and technical assistance in the provision of public transportation services in rural and small urban communities in order to promote the coordinated delivery of safe, efficient, and effective transit services.

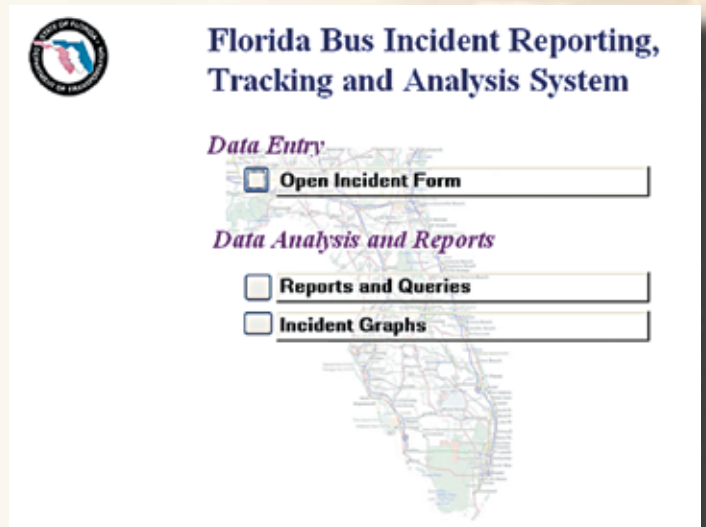
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# Improving Rural Transit System Safety

**C**UTR recently unveiled a tool that will help rural transit agencies more easily track, analyze, and report accidents, security incidents, and other minor incidents.

This tool—the Florida Bus Incident Reporting, Tracking and Analysis System—was developed by CUTR Research Associate Debbie Sapper, in collaboration with CUTR’s National Center for Transit Research. The tool utilizes Microsoft Office Access and enables rural transit systems to enter accident and security incident information into a standardized form, run queries, and view reports. Rural transit agencies can use existing fields, queries, and reports available in the database or customize the fields, queries, and reports to meet their needs.

“The Florida Bus Incident Reporting, Tracking and Analysis System provides rural transit systems the tools they need to help improve system safety,” said Sapper. “Florida’s rural transit systems can now document and analyze accident and incident trends more efficiently and effectively.”



The Florida Bus Incident Reporting, Tracking and Analysis System is available online at <http://www.cutr.usf.edu/bussafety/core/data.htm>—Click on Bus Incident Reporting Database. For further information, contact Sapper at (813) 974-1446, [sapper@cutr.usf.edu](mailto:sapper@cutr.usf.edu).

## CUTR produces New Employee Drug Awareness Video

**A** unique and engaging Employee Drug Awareness video entitled “Clean, Sober and Safe” has been produced by CUTR. The video is a valuable aid to public transportation agencies in meeting the FTA regulatory requirement to provide a minimum of 60 minutes of training to all safety-sensitive employees on the effects and consequences of prohibited drug use on personal health, safety, and the work environment.

Diana Byrnes, Substance Abuse Management Specialist at CUTR, developed and scripted the 20-minute video that begins by giving viewers insight into the events leading to the establishment of drug and alcohol testing regulations.

The video also identifies the five prohibited drugs, as defined in 49 CFR Part 40, and educates viewers of the effects of drugs and alcohol on the body and mind.

Keith Thomas, Technology Services Coordinator at CUTR, worked closely with Byrnes on the project. In addition to videotaping and editing, Thomas skillfully created graphics and animation, adding visual appeal to the video.



During the premiere of the video in West Palm Beach, Mike Johnson, Administrator of Transit Operations for the Florida Department of Transportation stated, “FDOT is proud to provide the funding to produce such an important training tool. The video and accompanying handbook will be beneficial to transit agencies in Florida, as well as nationally.”

“Clean, Sober and Safe” is the first in a series of training videos that CUTR is planning to produce in 2007. The video will soon be available for download along with an accompanying handbook at <http://www.cutr.usf.edu/byrnessam-site>. For further information, contact Diana Byrnes at (813) 426-6980.

## 2007 UPCOMING EVENTS

January 9-11, 2007

RTAP Florida Paratransit Driver's Qualification Train-the-Trainer—Sarasota. For more information, contact Molly Buffington at 813.974.7810 or visit Upcoming Events and Training at [www.cutr.usf.edu](http://www.cutr.usf.edu).

January 16-17, 2007

TSI Fatigue Awareness Seminars—CUTR, Tampa. Required course for the Florida Operations Network Trainer Certification. For more information, contact Molly Buffington at 813.974.7810 or visit Upcoming Events and Training at [www.cutr.usf.edu](http://www.cutr.usf.edu).

January 30-February 1, 2007

TSI Substance Abuse Management and Program Compliance (FT00465)—CUTR, Tampa. For more information, contact Molly Buffington at 813.974.7810 or visit Upcoming Events and Training at [www.cutr.usf.edu](http://www.cutr.usf.edu).

February 13, 2007

A Multi-Modal Approach to Conflict Resolution—CUTR, Tampa. For more information, contact Molly Buffington at 813.974.7810 or visit Upcoming Events and Training at [www.cutr.usf.edu](http://www.cutr.usf.edu).

March 14, 2007

TSI Transit Response to Bus Hijackings Seminar (FT00544)—CUTR, Tampa. For more information, contact Molly Buffing-

ton at 813.974.7810 or visit Upcoming Events and Training at [www.cutr.usf.edu](http://www.cutr.usf.edu).

April 4, 2007

A Safety Culture for Transit—CUTR, Tampa. For more information, contact Molly Buffington at 813.974.7810 or visit Upcoming Events and Training at [www.cutr.usf.edu](http://www.cutr.usf.edu).

May 7-10, 2007

TSI Instructor's Course in Paratransit Operator Training (FT00530)—CUTR, Tampa. For more information, contact Molly Buffington at 813.974.7810 or visit Upcoming Events and Training at [www.cutr.usf.edu](http://www.cutr.usf.edu).

June 4-6, 2007

6th Annual FDOT/FPTA/CUTR Professional Development Workshop—Embassy Suites, USF Tampa. For more information, contact Molly Buffington at 813.974.7810 or visit Upcoming Events and Training at [www.cutr.usf.edu](http://www.cutr.usf.edu).

June 11-15, 2007

Land Transportation Anti-Terrorism Training Program—CUTR, Tampa. Instructed by the Federal Law Enforcement Training Center. For more information, contact Molly Buffington at 813.974.7810 or visit Upcoming Events and Training at [www.cutr.usf.edu](http://www.cutr.usf.edu).



### FTA Administrator's Award Winner Catherine Brown

Executive Director, St. Johns County Council on Aging

At each national rural conference since 1984, the Federal Transit Administration has presented an award for outstanding public service to several rural transit systems recognizing their accomplishments. Congratulations Cathy!

**Correction**—In the last issue of the *RTAP Bulletin*, (volume 04.01.06), the transit agency affiliation of Ralph Riley, 3rd place winner in the Modified Van Category in the 2006 Florida RTAP Paratransit Roadeo, was incorrect. Mr. Riley is with JTRANS in Jackson County (Marianna). We apologize for the error.

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