



**TRAINING COURSES SPONSORED by the
FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSIT SAFETY and WORKFORCE DEVELOPMENT PROGRAMS**

1. HOW TO PERFORM A BUS COLLISION INVESTIGATION—A SHORT COURSE

Spring 2016 at CUTR

This course has been developed to provide Florida's transit agencies with the structure necessary to successfully 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 which serve to draw out organizational and technical aspects of bus incident investigation.

2. LAND TRANSPORTATION TERRORISM AND EMERGENCY EVENT PLANNING

February 9-10, 2016 at CUTR

This is an interactive workshop utilizing current information and historical perspectives of terrorism, mass injury, and direct threat events. Participants can learn measures to protect infrastructure, passengers, and employees. The two-day workshop is a blended delivery including lecture/discussion, video case study presentation and group activities, and presentations.

**3. SUBSTANCE ABUSE MANAGEMENT AND PROGRAM COMPLIANCE (FT00465) and
REASONABLE SUSPICION DETERMINATION TRAINING for SUPERVISORS (FT00546)**

February 23-25, 2016 at CUTR

Substance Abuse Management and Program Compliance is designed to provide participants with the knowledge to evaluate and self-assess their agency's substance abuse program and its compliance with FTA regulations. The course involves lecture, group discussions, and peer information sharing. The course promotes a better understanding of FTA substance abuse compliance regulations and their application to transit agency policies and procedures. *Reasonable Suspicion Determination Training for Supervisors* will train designated transit personnel in identifying probable signs and symptoms of prohibited drug use and probable signs and symptoms of alcohol misuse by covered employees performing safety-sensitive job functions. Participants will be given the tools and skills necessary for conducting reasonable suspicion interviews and testing referrals. Role-play exercises and activities will be included in order to create an interactive classroom experience.

4. INSTRUCTOR'S COURSE (FT00562)

March 28-April 1, 2016 at CUTR

This instructor-led course provides a standardized training program that can be used by any transit service provider to train qualified, professional bus/paratransit operators. Instructors are trained in presentation and creative learning techniques, facilitation methods, and adult learning principles for teaching operators skills in vehicle operation, emergency management, and customer relations. This is a required course of the FDOT Florida Transit Operator Trainer Training Certificate.

NOTE: A classroom version of the **Curbing Transit Employee Distracted Driving** (FT00555) and the **Fatigue and Sleep Apnea Awareness for Transit Employees** (FT00588) seminars will also be presented.

**5. MANAGING FOR PERFORMANCE–SAFETY, CUSTOMER SERVICE, CONFLICT AND WORK ETHIC:
A GUIDE FOR TRANSIT OPERATORS, TRAINERS, SUPERVISORS, AND MANAGERS**

April 26-27, 2016 at CUTR

In this course, participants will examine the relationship between stress and performance, and learn fundamental principles of employee behavior, motivation, and management. Included in the course agenda are techniques for encouraging safe behavior, avoiding conflict, building morale, recognizing positive performance, administering employee discipline, and establishing management programs and practices to help achieve the desired results. This is a required course of the FDOT Florida Transit Operator Trainer Training Certificate.

6. TRANSIT SYSTEM SAFETY (FT00533)

May 23-27, 2016 at CUTR

This course presents a formalized, standard approach to bus system safety concepts and program plans. Participants will receive instruction and guidance in developing and implementing a transit bus System Safety Program Plan that is critical to bus system safety. Course elements are core system safety elements, enhanced system safety elements suggested by the FTA, safety climate and the impact on safety performance, consequences of accidents and incidents, Heinrich Ratio, system safety; system safety as a management discipline, management and engineering principles; Hazard identification and resolution, components of the system safety management process, roles and activities for the safety unit and safety committee, management, System Safety Program Plan (SSPP) content requirements, employee selection criteria, vehicles, facilities, equipment and systems, human resources, Americans with Disabilities Act (ADA), safety and security activities, threat and vulnerability analyses, emergency/all-hazards management, exercise: informal site audit included.

REQUESTED for FY 2016-2017

Transit System Security (FT00432)

Participants will receive the necessary information to develop a System Security Plan and to implement the program. They will be shown how to use resources to reduce crime and improve customer and employee security. This course provides a uniform format for developing and implementing security policies and procedures through a System Security Plan with crime prevention as the major component. Included are basic security terms, the eight steps in threat and vulnerability identification, and resolution process. It also addresses security in all stages of the system lifecycle, agency policies and procedures, managing special security issues, and various types of transit security staffing.