

## Instructor's Course for Transit Trainers (FT00562 -A)

The Florida Department of Transportation's Florida Transit Safety and Operations Network Program, administered by the USF Center for Urban Transportation Research (CUTR), will be presenting the **Instructor's Course for Transit Trainers (FT00562 -A)**. This course is sponsored by the Federal Transit Administration Office of Transit Safety and Security and the USDOT Transportation Safety Institute, and is a requirement to achieve the **FDOT Florida Transit Operator Trainer Training Certificate**.

### Date & Time:

February 26-March 2, 2018  
8:00am-4:30pm (Monday-Friday)

### Host Agency/Training Location:

VOTRAN  
950 Big Tree Road  
South Daytona, FL 32119-8815  
Phone: (386) 756-7496



### Overview:

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.

Course participants will receive TSI course materials for vehicle operations, emergency management, and customer relations, plus road training guidelines. Upon completion of this course, instructors are qualified to train bus and paratransit operators by the US Department of Transportation.

**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.

### Who should attend:

Driver trainers, bus/paratransit operator trainers, safety managers, safety supervisors, training managers, operations managers, operations supervisors, HR managers to understand driver requirements.

### Fees:

There are no fees to attend this course for current employees of a Florida public transit agency and who meet criteria identified in the [Transit Training Policies and Procedures](#). All participants must have permission from their transit system's operations manager to attend this course. Upon acceptance of registration, participants will receive a logistical confirmation with travel authorization form via email.

**NOTE: This course is a requirement to graduate from the Florida Transit Operator Trainer Training Certificate Program.** Upon registration approval, travel reimbursement may be available to class participants who travel more than 50 miles one way to the training site, and meet the requirements set forth by state of Florida travel policies and procedures. Airfare and car rental reservations must be arranged through CUTR.

**All travel arrangements must be pre-authorized by CUTR at least 15 business days prior to the training.** Registrants should request the required pre-travel USF Travel Authorization Form (including airfare and car rental requests) from Molly Buffington via email at [buffington@cutr.usf.edu](mailto:buffington@cutr.usf.edu) or fax (813.974.5168) **before February 16, 2018.**

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

**Registration deadline is Friday, February 16, 2018**

Visit [www.cutr.usf.edu](http://www.cutr.usf.edu) to learn about additional transit training opportunities, workshops, conferences, and special events.  
Visit [Transit Training Policy & Procedures](#) to review policies and procedures of the training programs.  
For questions regarding this training course, please contact Molly Buffington at [buffington@cutr.usf.edu](mailto:buffington@cutr.usf.edu).  
For LMS questions or technical assistance, please contact Stephanie Lewis at [zavacki@cutr.usf.edu](mailto:zavacki@cutr.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 professionals 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 login 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@cutr.usf.edu](mailto:zavacki@cutr.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.
- Use the "Forgot Password" link to look up your account information using either an email address or username.
- When the dashboard appears, select **"My Catalog"** to enroll in desired course.
- 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.
- Use the Enrollment Key ID and Password below to create an account:
  - In the "Key Name" field please enter: **fltat**
  - Select the "Sign Up" button
- Begin by entering the requested information, as well as creating a unique username and password.
- An enrollment page will 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.
  - 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. USF is an Equal Opportunity/Equal Access Institution. For disability accommodations, please contact Molly Buffington at [buffington@cutr.usf.edu](mailto:buffington@cutr.usf.edu) **a minimum of ten (10) working days in advance** to the training session.

**Travel reimbursement:**

Travel reimbursement may be available to class participants who travel 50 miles or more one way to attend this training, and meet the requirements set forth by state of Florida travel policies and procedures. All travel arrangements **must be pre-authorized and approved** by CUTR prior to Friday, February 16, 2018. Airfare and car rental reservations must be arranged through CUTR. Please contact Molly Buffington via email at [buffington@cutr.usf.edu](mailto:buffington@cutr.usf.edu) for pre-trip travel coordination.

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