

Policies, Procedures, and Work Rules – Best Practices

The Florida Department of Transportation (FDOT) in cooperation with the USF Center for Urban Transportation Research (CUTR) will provide this two-day training for Florida's public transit employees responsible for developing and maintaining agency documentation.

Date & Time:

August 20-21, 2018 (*an optional third day (August 22) as described below)
8:30am - 4:30pm; each day

Host Agency/Training Site:

USF Center for Urban Transportation Research (CUTR)
3808 USF Alumni Drive - Room 102
Tampa, FL 33620



Overview:

This course provides a presentation with discussion of the requirements for the effective development and maintenance of agency policies, procedures, and work rule documents. The instructor will provide you with the tools and insights on the types of documentation that must be developed and maintained by public transit agencies, including the requirements necessary for the maintenance of controlled documents, and will increase your skills in designing policies, procedures and work rules that are concise, specific, and effective.

*An optional third day on August 22nd has been established to allow individual agencies the opportunity to work with the instructor on agency policies and procedures that they would like to have reviewed for suggested modifications. There will be six one-hour individualized "appointments" made available for those who have pre-registered for an appointment.

These appointments will be made on a first come/first serve basis; individual agencies will not be granted more than one appointment. The six selected participants **must provide to CUTR on or before Friday, August 10, 2018**, the specific agency policy or procedure they would like to have reviewed. Selected agencies will be notified as soon as the six appointments have been filled.

Who should attend?

This course is recommended for all transit agency personnel in supervisory or management positions who are responsible for the development and maintenance of agency documentation. This documentation may include, but not be limited to policies, procedures, and work rules.

Fees:

There are no fees to attend this course for current employees of a Florida public transit agency who meet the criteria identified in the [Transit Training Policies and Procedures](#). If available seating permits, non-transit agency transit personnel, private consultants, and out of state public transportation personnel may register for training courses and are subject to a non-refundable \$100 or \$200 registration fee (depending on the length of the course). This fee must be paid in advance of the course and may not be paid at the course location.

Requirement:

Participants **must** have written permission from their supervisor/manager prior to the training to attend this course. A participant will not be considered registered for the course until authorization is received. Upon approval of registration, participants will receive an email confirmation with course logistics and lodging information. **There is no travel reimbursement available to attend this course.**

Registration Deadline is Friday, August 10, 2018

How to Register

For this course only please register online via: <https://www.surveymonkey.com/r/XYM2BC5>

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

Visit www.cutr.usf.edu to find additional transit training opportunities, workshops, conferences, and special events. For questions regarding this training course, please contact Molly Buffington at via email at buffington@cutr.usf.edu. For LMS questions or technical assistance, please contact Stephanie Lewis at zavacki@cutr.usf.edu.