

## National Rural Transit Assistance Program **START** (Safety Training and Rural Transit) Train-the-Trainer Workshop

The Florida Department of Transportation and the Florida Rural Transit Assistance Program, administered by the USF Center for Urban Transportation Research (CUTR), are presenting the National Rural Transit Assistance Program's two-day, paratransit train-the-trainer **START** workshop in Tallahassee, Florida.

### Date & Time:

November 7-8, 2018  
8:30am-4:30pm daily

### Host Agency/Training Location:

StarMetro  
555 Appleyard Drive  
Tallahassee, Florida 32304  
Phone: (850) 891-5200



### Overview:

Providing transit services in a safe, secure, and customer-oriented manner demands that bus and van operators (drivers) are well trained and knowledgeable about the equipment they operate, the conditions under which they drive, and the passengers they serve.

The National Rural Transit Assistance Program developed **START** (Safety Training and Rural Transit) as a training tool to help guide operators in these three very important areas of knowledge and skill.

This course will provide a guide for trainers on how to effectively use the **START** materials when training transit drivers. The three modules that will be taught include:

- Vehicle Safety
- Driver Safety
- Passenger Safety

### Course Objective:

By the end of this course, learners should be able to:

- conduct a pre-trip inspection to ensure that their vehicle does not have an obvious safety deficiency
- operate the vehicle using industry best-practices in safety and security
- safely load and unload ambulatory and non-ambulatory passengers
- utilize industry best-practices for managing on-board incidents

### Who Should Attend:

Driver trainers, bus/paratransit operator trainers, safety managers, safety supervisors, training managers

### 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 written permission from their supervisor to attend this course. Upon acceptance of registration, participants will receive a logistical confirmation via email.

### Travel:

All travel/lodging expenses to attend this course is that of the attendee or their agency. There is no travel reimbursement available for this class.

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, October 26, 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 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 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.
- 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.

**Travel Reimbursement:**

There are no travel reimbursement opportunities available for this training. All travel expenses including lodging, mileage, and meals are that of the traveler or their agency.

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