

## Transit Supervisor Certification Course (FT00545)

The Florida Department of Transportation and the Florida Statewide Transit Technical Assistance and Training Program administered by the USF Center for Urban Transportation Research, will present the Transportation Safety Institute's **Transit Supervisor Certification Course** on December 3-7, 2018 in Tampa, Florida. This course is sponsored by the Federal Transit Administration Office of Transit Safety and Security, and offers 3.2 CEUs.

### Dates & Times:

December 3-7, 2018

8:00am-4:30pm; Monday – Thursday

8:00am-12:00pm; Friday

### Host Agency:

USF Center for Urban Transportation Research (CUTR)

PH: (813) 974-3120

### Training Site:

Hilton Garden Inn Tampa North

### Overview:

This course is designed to assist new and veteran front line supervisors to effectively implement their human resources management responsibilities. Develop new supervisory skills by learning the fundamental and regulatory responsibilities of supervisors. Discover the four "S's" of supervision; safety, security, service and schedule.

### Course Elements:

- Fundamentals of supervision
- Communication
- Delegation
- Performance evaluations
- Customer service
- Ethics in the workplace
- Americans with Disabilities Act
- Equal Employment Opportunity
- Family Medical Leave Act
- Prevention of sexual harassment
- Reasonable suspicion
- Scheduling and dispatch
- Emergency management
- Vehicle troubleshooting
- Discipline and grievance procedures
- Tabletop exercises
- Pretest, quiz, final exam

### Who Should Attend:

New supervisors, operations managers, veteran supervisors, safety managers, risk managers, and potential supervisors.

### 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) paid in advance of the course. It may not be paid at the course location.

### Requirements:

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 to attend this course.

**Registration Deadline is Friday, November 2, 2018**

Visit [www.cutr.usf.edu](http://www.cutr.usf.edu) for additional information regarding transit training opportunities, workshops, conferences, and special events.

To review policies and procedures of the training programs visit [Transit Training Policy & Procedures](#).

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.
- 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.
- 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.
- 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 are that of the traveler or their agency. 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.

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