

## Transit Safety and Security Audit Course (FT00567)

The Florida Department of Transportation's **Florida Statewide Transit Technical Assistance and Training Program**, administered by the USF Center for Urban Transportation Research (CUTR), will be presenting the **Transit Safety and Security Audit Course (FT00567)**. This course is sponsored by the Federal Transit Administration Office of Transit Safety and Security and the USDOT Transportation Safety Institute.

### Date & Time:

June 26-28, 2019  
8:00am - 4:30pm (Wednesday-Friday)

### Host Agency/Training Location:

LYNX Central Station  
455 N. Garland Avenue  
Orlando, FL 32801  
Phone: (407) 254-6154



### Overview:

Discover what makes an effective audit. Prepare for and conduct a simulated safety audit of operational processes to verify safety performance. Evaluate the effectiveness of and conformance to safety risk controls. Learn the expectations for planning and conducting audits, reporting audit results and maintaining records.

### Course Elements:

- The System Safety and Security Audit (definition, terminology, purpose and scope of audit, professionalism)
- The audit process
- Scope of the audit
- Scheduling
- Notification
- Document requests and reviews
- Audit checklists
- Interviews
- Verification
- Findings and recommendations
- The audit report and presentation
- Corrective Action Plans
- Follow-up and tracking
- The audit cycle
- The audit program
- Auditing success
- Pretest, exercises, final exam

### Who Should Attend:

Transit Agency Internal Auditing Personnel, Transit Safety Managers, Transit Industrial Safety Compliance Officers, Transit Employees who may be called upon to perform or participate in audits/safety assurance, State Safety Oversight Personnel, FTA employees and contractors.

### 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.

### Travel:

There are no travel reimbursement opportunities available for this training class. 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 a minimum of ten (10) working days in advance to the training session.

**Registration Deadline is May 31, 2019**

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 log-in 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.

There are no travel reimbursement opportunities for this training. All travel related expenses including lodging are that of the traveler or their agency.

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