

Instructors Course for Transit Trainers (FT00562 -A)

The Florida Department of Transportation's **Statewide Transit Technical Assistance and Training Program**, administered by the USF Center for Urban Transportation Research (CUTR), will be presenting the Instructors Course for Transit Trainers (FT00562) on May 4-8, 2020. 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 of the **FDOT Florida Transit Operator Trainer Training Certificate**.

Date & Time:

May 4-8, 2020
8:00am - 4:30pm (Monday-Friday)

Host Agency/Training Location:

USF Center for Urban Transportation Research (CUTR)
3808 USF Alumni Drive - Room 102
Tampa, FL 33620
Phone: (813) 974-3120



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, Safety Managers, Safety Supervisors, Bus/paratransit Operator Trainers, Training Managers and Supervisors.

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 the Florida Transit Operator Trainer Training Certificate Program. Upon registration approval, travel reimbursement may be available to class participants who 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 by April 6, 2020.

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.

Registration Deadline is Monday, April 6, 2020

Visit www.cutr.usf.edu to find additional 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.

For LMS questions or technical assistance, please contact Stephanie Lewis at 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

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 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 **"Choose Session"**
 - Review the Terms & Conditions and select **"Continue"** and **"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 **"Choose Session"**
 - Review the Terms & Conditions and select **"Continue"** and **"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:

Travel reimbursement for this class may be available to participants who meet the requirements set forth by state of Florida travel policies and procedures. **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 by **COB April 6, 2020.**

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