

## SMS Principles for Transit (FT00564)

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 **SMS Principles for Transit (FT00564)** on July 8-10, 2020 in Tampa, Florida. The Federal Transit Administration (FTA) Office of Transit Safety and Security and the USDOT Transportation Safety Institute sponsor this course. **PRE-REQUISITE: Effective November 13, 2019, FTA added a prerequisite requirement for the SMS Safety Awareness (FT00568) course.**

### Date and Times:

July 8-10, 2020

Wednesday-Thursday; 8:00am-4:30pm

Friday; 8:00am-12:00pm

### Host Agency:

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



### Course Description:

This course includes an introduction to the principles and 4 components of a Safety Management System (SMS): Safety Policy, Safety Risk, Safety Assurance, and Safety Promotion. Building upon traditional transit system safety, participants will learn about FTA's SMS framework which includes executive leadership and accountability for safety, creating a positive safety culture, preventive risk analysis, and building an effective employee safety reporting program. At the end of this course, participants will have a greater awareness of critical safety practices which are available through SMS integration with transit system safety, including practical applications and exercises to begin SMS implementation. Exercise and Evaluation Program (HSEEP) format. The course offers 2.0 CEUs.

### Course Elements:

- Introduction to SMS and FTA's rationale for the adoption of SMS
- FTA's SMS Framework (including sub-components)
- Evolution in Safety Thinking
- Safety Management Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion
- Employee Safety Reporting System
- Getting Started with SMS Implementation
- Pretest, quizzes, group exercises, and final exam

### Who Should Attend:

General Managers, Safety Managers and Supervisors, Operations Managers and Supervisors, Risk Managers, Field Supervisors, Public Information Officers, State Safety Oversight personnel, City/County/State and transit Emergency Managers, Staff-level First-Responders (Fire, Police, Emergency Medical Services, etc.)

### 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](#).

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

## Registration Deadline is Friday, June 9, 2020

Visit [www.cutr.usf.edu](http://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](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 **"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:

After your registration has been approved by your supervisor, a logistical email confirmation from the LMS will be forwarded to each registrant with class, travel and hotel information.

### Travel Reimbursement:

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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