Instructors Course for Transit Trainers (FT00562/FT00562-A)

The Florida Department of Transportation's Statewide Transit Training and Technical Assistance Program administered in partnership with the USF Center for Urban Transportation Research (CUTR) will present the Transportation Safety Institute's Instructors Course for Transit Trainers (FT00562/FT00562-A). This course is sponsored by the Federal Transit Administration Office of Transit Safety and Security and the USDOT Transportation Safety Institute. **There will be two separate opportunities to attend this class. All five days of class time cannot be split and must be completed in the same location. The May session at LYNX/Orlando will be offered as FT00562-A.**

Date & Time:
May 15-19, 2023
8:00am - 4:30pm (Monday-Friday)

Host Agency/Training Location:
LYNX
455 N. Garland Avenue
Orlando, FL 32801-1518
Phone: (407) 254-6048
www.golynx.com

Date & Time:
August 7-11, 2023
8:00am - 4:30pm (Monday-Friday)

Host Agency/Training Location:
USF CUTR
3808 USF Alumni Drive - Room 102
Tampa, FL 33620
Phone: (813) 974-3120
www.cutr.usf.edu

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 operator 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** and the **Fatigue and Sleep Apnea Awareness for Transit Employees** seminars will also be presented.

Who Should Attend:
Driver Trainers, Safety Managers, Safety Supervisors, Bus/paratransit Operator Trainers, Training Managers. **NOTE:** This course replaces and combines the Instructors Course in Bus Operator Training, Instructors Course in Paratransit Operator Training and the 1-day Bus/Paratransit Operator Trainer courses into one course.

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 via email.

USF is an Equal Opportunity/Equal Access Institution. For disability accommodations, please contact Molly Buffington at buffington@usf.edu a minimum of ten (10) working days in advance to the training session.

Travel Reimbursement:
There is no travel reimbursement available for this training course. All travel related expenses are that of the traveler or their agency.

Registration Deadline for LYNX/Orlando location is Wednesday, May 3, 2023

Registration Deadline for CUTR/Tampa location is Friday, July 7, 2023

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 learning management system (LMS) provides Florida's public transportation professionals 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

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@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.
- Use the Enrollment Key ID and Password below to create an account:
  - **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.
- An enrollment page will 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.
- 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. USF is an Equal Opportunity/Equal Access Institution. For disability accommodations, please contact Molly Buffington at buffington@usf.edu a minimum of ten (10) working days in advance to the training session.

Visit 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@usf.edu.
For LMS questions or technical assistance, please contact Stephanie Lewis at zavacki@usf.edu.