

An Update of RTAP Training and Programs

In keeping with the University of Kansas guidelines, all in-person training classes have been cancelled through May 15th. We will provide timely updates as restrictions on in-person trainings are extended or lifted in the coming weeks. Although in-person classes are cancelled, we are dedicated to providing you with high quality training opportunities to meet your needs. In response to travel and training restrictions due to COVID-19, below is Kansas RTAP's plan for e-learning to temporarily meet KDOT guidelines for operator training. This plan will be valid through June 30, 2020. RTAP will extend the plan if COVID-19 restrictions remain in place after that date.

To receive a Kansas RTAP Certificate, the driver would need to complete all the trainings listed in one of the three modules below. See the section below titled "**How to Receive a Kansas RTAP Certificate for e-learning**" for more detailed information.

Module 1: New Driver Training

KDOT: Complete the [new driver form](#) and keep it with your agency's triennial review files

Coaching Systems: "[Coaching the Van Driver 3](#)" or "[Coaching the Van Driver 2](#)" for 2-15 passenger vehicles

Q'Straint Training: "[Basic Securement 101](#)"

National RTAP: "START Online" (Safety Training and Rural Transit)

Module 1 training certification will be good for six months from date of issue of RTAP Certificate; after which the driver will need to take an in-person RTAP class. New drivers must complete the KDOT form and take all classes in Module 1 before they can drive.

The next two modules are for experienced drivers needing refresher training. There are two choices -- which module to take will be at the agency manager's discretion, considering whether the driver transports clients in wheelchairs and whether the driver has recently taken securement training.

Module 2: Refresher Training, Including Securement

Q'Straint Training: "[Basic Securement 101](#)"

Coaching Systems: "[Coaching the Van Driver 3](#)"

National RTAP: "Emergency Procedures for Rural Transit Drivers" (UPDATED)

Module 3: Refresher Training Without Securement

Coaching Systems: "[Coaching the Van Driver 3](#)" or "[Coaching the Van Driver 2](#)" for 2-15 passenger vehicles

National RTAP: "Emergency Procedures for Rural Transit Drivers" (UPDATED)

National RTAP: “Problem Passengers: Managing Difficult Passengers & Situations”

National RTAP: “ADA and the FTA: Improving Transit Access for People with Disabilities”

Modules 2 and 3 training will be good for two years from the date of issue of the RTAP Certificate.

Kansas RTAP plans to visit agencies that use online training to assess whether this training has been effective and to reinforce technical skills covered in the training.

How to Receive a Kansas RTAP Certificate for E-learning

To receive Kansas RTAP credit for this training, agencies should email their drivers’ certificates from Q’Straint Training and Coaching Systems to Anne Lowder at alowder@ku.edu. Kansas RTAP will automatically receive notice of driver trainings taken from National RTAP if the agency uses the registration process shown in the sample document below. Once all the documentation is received, Kansas RTAP will email the driver’s Kansas RTAP e-learning certificate for the module he or she completed to the agency.

Links to the Training

KDOT’s New Driver Preparation Checklist

<https://www.ksdot.org/Assets/wwwksdotorg/bureaus/burTransPlan/pubtrans/pdf/New%20Driver%20Preparation%20Checklist%20Final.pdf>

Q’Straint is offering Basic Securement 101 free (normally \$49.00) during this crisis. Those who take the course will get a certificate that can be sent to Kansas RTAP.

<https://training.qstraint.com/courses/securement-101-basic-wheelchair-securement-training/>

Coaching Systems’ online courses are \$30.00 each. An attendee will receive a certificate which must be sent to Anne Lowder at Kansas RTAP for credit toward an RTAP training certificate. “Coaching the Van Driver 2” is new and focuses on small vans (2 -15 passenger vehicles). “Coaching the Van Driver 3” has currently been taught in Kansas RTAP in-person classes.

<https://coachingsystems.com/product/coaching-the-van-driver-2-15-passenger-version-online>

<https://coachingsystems.com/product/coaching-the-van-driver-3-online>

National RTAP E-learning - Kansas is registered as a “team” in the National RTAP e-learning portal.

Instructions for using the E-learning portal

To have National RTAP courses count as KS RTAP training, be sure to follow these steps:

Go to the National RTAP e-learning portal at <https://elearning.nationalrtap.org>

Select the “Register” button in the upper right hand corner

Fill out the registration form for the attendee ([see sample here](#)). You will be asked to create a user name and password for the attendee. Also note:

Company Name is “U of Kansas”

Access Code is **ks33**

Submit and proceed with the e-learning course to complete your requirements for the courses in your Module. Kansas RTAP will automatically receive notice of your National RTAP class completion.

Please contact kutc_training@ku.edu with questions.

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