



# Kansas RTAP Training Calendar At-A-Glance

# 2016

Visit [www.ksrtap.org](http://www.ksrtap.org) – Go to the RTAP Calendar link to register online  
Questions: Contact Kristin Kelly, (785) 864-2594 or [kbkelly@ku.edu](mailto:kbkelly@ku.edu).

Class dates and locations are subject to change



January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

No Classes Scheduled

February						
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28	29					

Maintaining and Troubleshooting your Braun Lifts: Braun Ability Training  
2/24 • Garden City  
2/25 • Salina

March						
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27	28	29	30	31		

Techniques for Driving Defensively  
3/16 • Garden City  
3/17 • Dodge City

April						
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Techniques for Driving Defensively  
4/6 • Oakley  
4/7 • Mayetta  
4/13 • Pittsburg  
4/14 • Leavenworth

Passenger Assistance for Rural Transit Operators  
4/27 • Russell

Responding to Emergencies in Rural Transit  
4/28 • Salina

May						
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Techniques for Driving Defensively  
5/4 • Winfield  
5/5 • Emporia  
5/18 • Olathe  
5/19 • Topeka

June						
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Techniques for Driving Defensively  
6/8 • Liberal  
6/9 • Great Bend  
6/15 • Russell  
6/16 • Augusta  
6/22 • Salina  
6/23 • Ottawa

July						
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31						

Passengers Assistance for Rural Transit Operators  
7/6 • Winfield  
7/13 • Leavenworth  
7/27 • Pittsburg

Responding to Emergencies in Rural Transit  
7/7 • Emporia  
7/14 • Salina  
7/28 • Hays

August						
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Passengers Assistance for Rural Transit Operators  
8/3 • Garden City

Responding to Emergencies in Rural Transit  
8/4 • Dodge City

September						
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Responding to Emergencies in Rural Transit  
9/1 • Augusta  
9/7 • Topeka

Passengers Assistance for Rural Transit Operators  
9/8 • Pittsburg

October						
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30	31					

No Classes Scheduled

November						
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No Classes Scheduled

December						
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25	26	27	28	29	30	31

No Classes Scheduled

### On-Demand/On-Site Course Offerings

In addition to the scheduled program of course offerings, the courses listed below are available "on demand" to rural transit agencies in Kansas. These hands-on courses require a minimum class of ten students and will be delivered at a location and date determined by the agency requesting the course. Requests for on-site courses must be made at least six weeks in advance of the anticipated date of the course. Please contact Anne Lowder at (785) 864-1469 or [alowder@ku.edu](mailto:alowder@ku.edu) to host and schedule these training sessions in your area.

#### Evacuation Techniques for Rural Transit Passengers

The objective of this training is to learn the process of evacuation evaluation, including crisis communication techniques, how to identify hazards and evaluate the best way to conduct an evacuation, how to stay calm, and how to evaluate options for and what to do with non-ambulatory or visually impaired passengers so that all passengers can be safely evacuated from the vehicle. The training offers skills development strategies through evacuation simulations. The afternoon session is a hands-on training with simulated evacuation. This course is based on materials developed by the National Transit Institute, Transit Cooperative Research Program: Paratransit Emergency Preparedness and Operations Handbook, Federal Transit Association: Vehicle Evacuation Procedures and Immediate Actions for Transit Agencies for Potential and actual Life-Threatening Incidents. **This training satisfies the KDOT - RTAP Driver Training requirement.** Call or email if you would like to host this class.

#### Advance Mobility Device Securement Skills and Development: Skills for Securing the "Difficult to Secure" Devices

The objective of this training is to provide transit operators with strategies and best practices for securing powered mobility devices that often lack traditional securement points and placing lap belts on the passengers who use mobility devices as transit seating. Participants will review pre-trip preparation, on-board tools and equipment, effective strap securement locations, and safe work practices and then practice securement techniques on a variety of mobility devices, e.g. powered wheelchairs, scooters and other difficult-to-secure assistive devices. This course is based on materials developed by the National Transit Institute. **This training satisfies the KDOT - RTAP Driver Training requirement.** Call or email if you would like to host this class.

### 2016 Meetings and Conferences

CTAA Expo 2016  
May 22-27 • Portland, OR

Transit Midwest Conference  
August 14-16 • Kansas City, MO

Kansas Transit Train-the-Trainer Courses  
Contact Anne Lowder for details  
[alowder@ku.edu](mailto:alowder@ku.edu)  
(785) 864-1469

# Course Descriptions

## **Maintaining and Troubleshooting Your Braun Lifts: BraunAbility Training Program**

The BraunAbility Lift training class helps operation supervisors and maintenance personnel maintain, operate, and troubleshoot a Braun lift properly. The class provides three hours of instruction that covers basic electrical connections, operating procedures, adjustments and lubrication points, and common troubleshooting tools to test and diagnose a Braun Lift.

## **Passenger Assistance for Rural Transit Operators**

The objective of this training is to provide you with the tools to develop and maintain a safe environment on your vehicle by improving passenger assistance procedures on your vehicle. The objectives of this training is to learn how to provide passenger assistance needed by your passengers and how to maintain procedures on your vehicle that preserve a healthy environment on your vehicle for you and your passengers. The morning session on Passenger Assistance is a basic awareness course to learn how to safely board and de-board passengers from the vehicle, identify special procedures for those passengers with special needs, including individuals who use mobility devices and an overview of the Americans with Disabilities Act. The afternoon session will cover one of the following additional passenger assistance topics:

- *Infectious Disease Awareness and Prevention* is a review of the potential sources and risk of exposure to bloodborne and other communicable diseases, especially for employees who work directly with the public.
- *Building Diversity Skills in the Transit Workplace* is designed to assist transit employees in maintaining effective working relationships by recognizing and responding to the diverse needs of individuals and groups within the transit workplace.

This course is based on materials developed by the Community Transportation Association of America and the national Transit Institute. **This training satisfies the KDOT RTAP Driver Training requirement.**

## **Responding to Emergencies in Rural Transit**

The objective of this training is to provide you with the tools that enable transit agency operators to better respond to emergency situations as they begin to unfold. The morning session on Response procedures is a basic awareness course to help you identify emergencies, an orientation to emergency equipment on your vehicle and the emergency procedures seven steps to crisis management.

The afternoon session will cover *All-Hazards Awareness and Preparedness for Transit Employees*. This session is designed to help transit employees develop the observation, communication, and response skills needed to address all-hazards incidents while ensuring their own safety and that of their customers. The objectives of this session is to describe the importance of taking an all-hazards approach to transit incidents and events, explain their responsibilities and priorities during all-hazards incidents and events, distinguish between notice and no-notice incidents and events and select appropriate response and reporting strategies for all-hazards incidents and events. **This training satisfies the KDOT RTAP Driver Training requirement.**

## **Techniques for Driving Defensively**

The objective of this training is to provide you with the tools to improve defensive driving skills in transit services, recognizing the special challenge of driving oversized and heavier vehicles while transporting passengers. The morning session will provided you with tools that target the special characteristics of driving defensively: overcoming blind spots, longer stopping distances, and higher center of gravity of transit vehicles. The afternoon session will cover one of the following additional defensive driving topics:

- *Driving Defensively in a Distracting Environment* which addresses some of the distractions specific to transit drivers: passengers on board, traveling to new addresses, specific pickup requirements, adhering to a schedule, and many others.
- *Toolbox for Transit Operator Fatigue* which offers a variety of resources, methods and techniques to deal with operator fatigue.

This course utilizes the curriculum of the National Safety Council Coaching the Van Driver III, National Transit Institute and the curriculum of Curbing Transit Operator Distracted Driving, developed by Florida DOT and USDOT Transportation Safety Institute. This training satisfies the KDOT RTAP Driver Training requirement.

## **Kansas Transit Train-the-Trainer Program(s)**

The objective of the workshop is designed to meet KDOT criteria for 5311 and 5310 agencies to train drivers within their own agency and those in other agencies in their CTD on a limited basis. The training program consists of presentations, lecture, coaching, handouts, role-playing exercises and hands on application. Participants will be expected to demonstrate their training skills within the class.