Kansas RTAP Training Calendar At-A-Glance

2015

Class dates and locations are subject to change

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

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

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

Maintaining & Troubleshooting Your Braun Lifts: BraunAbility Training Program
½ Day

2/16 • Lawrence
2/17 • Salina
2/18 • Garden City
2/19• Girard

Advanced Mobility
2/24 • Bonner Springs

March

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				

Responding to Emergencies in Rural Transit

3/11 • Moundridge
3/12 • Ottawa

April

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		

Passenger Assistance for Rural Transit Operators
4/8 • Oakley
4/9 • Mayetta

Techniques for Driving Defensively
4/15• Pittsburg
4/16 • Leavenworth

May

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						

Passenger Assistance
5/6 • Winfield
5/7 • Emporia

Responding to Emergencies
5/13 • Olathe
5/14 • Topeka

Advanced Mobility
5/21 • Howard

Evacuation Techniques for Rural Transit Passengers
5/27 • Salina
5/28 • Manhattan

June

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				

Techniques for Driving Defensively
6/10 • Garden City
6/11 • Salina
6/24 • Russell
6/25 • Wichita

Evacuation Techniques for Rural Transit Passengers
6/17 • Hutchinson
6/18 • Independence

July

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	

Passengers Assistance for Rural Transit Operators
7/14 • Leavenworth
7/15 • Salina
7/16 • Ottawa
7/22 • Pittsburg

Advanced Mobility
7/23 • Beloit

August

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

Responding to Emergencies in Rural Transit
8/11• Russell
8/13 • Wichita

Evacuation Techniques for Rural Transit Passengers
8/12 • Garden City

Techniques for Driving Defensively
8/19 • Winfield
8/20 • Emporia

September

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			

KS RTAP
Train-the-Trainer Programs
Salina

(See Box Below)

October

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

Passenger Assistance for Rural Transit Operators
10/21 • Dodge City

Responding to Emergencies in Rural Transit
10/22 • Leavenworth

November

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					

Techniques for Driving Defensively
11/4 • Ottawa
11/5 • Manhattan

December

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

2015 Train-the-Trainer Courses

NTI: Violence in the Transit Workplace Prevention, Response and Recovery
May 20 • Salina

Train-the-Trainer Advanced Workshop
(for Trainers who have previously attended this program)
September 2015 • Salina

Train-the-Trainer for New Trainers
September 2015 • Salina

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 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.

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 as a two-day train-the-trainer 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 program will cover up-to-date training on the assistance drivers should be providing to passengers with special needs; emergency response training; defensive driving; pre-trip and post-trip inspection procedures and training record keeping. 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. Registrations must be approved by KDOT.

Violence in the Transit Workplace - Prevention, Response and Recovery (NTI Train the Trainer)
The goal of this course is to provide participants with knowledge and skills to prevent, respond to and recover from workplace violence. Prevention methods covered include implementing system and personal security measures, recognizing and reporting the warning signs of potentially violent behavior and using effective interpersonal skills for dealing with different, difficult and dangerous people. Response strategies focus on self-preservation and the importance of accurate reporting. The recovery module addresses the stress associated workplace violence and what employees can do to address the impact of it on themselves and co-workers. This course is designed for supervisors, management and lead operators and others responsible for training transit employees.