



# Kansas RTAP Training Calendar

Visit <https://kutc.ku.edu/rtap> - Go to RTAP Calendar to register online  
Questions: Contact Kristin Kelly, (785) 864-2594 or [kbkelly@ku.edu](mailto:kbkelly@ku.edu)

# 2017

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**

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				

**No Classes Scheduled**

**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
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26	27	28	29	30	31	

**Coaching the Van Driver and Responding to Emergencies**  
3/9 • Ottawa  
3/15 • Garden City  
3/22 • Pittsburg

**Coaching the Van Driver and Passenger Assistance**  
3/16 • Dodge City

**April**

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

**Evacuation Techniques for Rural Transit Passengers**  
4/13 • Mayetta  
4/18 • Salina

**Advanced Mobility Securement**  
4/26 • St. Francis

**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			

**Coaching the Van Driver and Responding to Emergencies**  
5/3 • Winfield  
5/17 • Olathe  
5/18 • Topeka

**Coaching the Van Driver and Passenger Assistance**  
5/4 • Plainville

**June**

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Approved RTAP Trainer Workshop**  
6/21-22 • Salina

**Coaching the Van Driver and Responding to Emergencies**  
6/28 • Russell

**Coaching the Van Driver and Passenger Assistance**  
6/7 • Garden City  
6/8 • Salina  
6/29 • Wichita

**July**

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30	31					

**Coaching the Van Driver and Responding to Emergencies**  
7/26 • Leavenworth

**Coaching the Van Driver and Passenger Assistance**  
7/12 • Winfield  
7/13 • Emporia  
7/27 • Pittsburg

**Advanced Mobility Securement**  
7/20 • Garden City

**August**

S	M	T	W	T	F	S
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27	28	29	30	31		

**Kansas Transportation Handbook Management Training**  
8/13 • Garden City

**Coaching the Van Driver and Responding to Emergencies**  
8/24 • Wichita

**Coaching the Van Driver and Passenger Assistance**  
8/23 • Russell

**September**

S	M	T	W	T	F	S
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**NTI: Musculoskeletal Disorder Awareness and Prevention with Coaching the Van Driver**  
9/13 • Salina  
9/14 • Ottawa

**Kansas Bus Rodeo**  
Topeka

**NTI: Understanding ADA for Management**  
9/27 • Salina  
9/28 • Topeka

**October**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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29	30	31				

**Train the Trainer for Approved Trainers**  
NTI: Advanced Mobility Securement  
10/18-19 • Salina

**Coaching the Van Driver and Responding to Emergencies**  
10/11 • Moundridge

**Coaching the Van Driver and Passenger Assistance**  
10/12 • Augusta

**November**

S	M	T	W	T	F	S
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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		

**No Classes Currently Scheduled**

**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 Currently Scheduled**

## Course Descriptions

### **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. 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. This 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.

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. This 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. **This training satisfies the KDOT RTAP Driver Training requirement.**

### **National Safety Council Coaching the Van Driver III**

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 session will provide 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.

This course utilizes the curriculum of the National Safety Council Coaching the Van Driver III. **This training satisfies the KDOT RTAP Driver Training requirement.**

### **Approved Kansas Trainer Program**

The objective 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. The workshop will provide any updates or changes to training curriculum and offer a forum to discuss best practices in training. Trainers may be asked to demonstrate their training skills through exercises and presentations. Contact Anne Lowder for additional information [alowder@ku.edu](mailto:alowder@ku.edu).

## National Transit Institute Course Offerings:

### **Musculoskeletal Disorder Awareness and Prevention**

Musculoskeletal disorders (MSDs) are the largest single work-related illness and injury problem in the United States. This course helps transit workers understand MSDs and their causes. It describes MSD risk factors in the work environment and steps employees can take to reduce their risk of injury. The course concludes with personal precautions that employees can take to improve their overall health and wellness such as proper sitting, standing, lifting, pulling and pushing techniques, stretches and exercises.

### **Understanding ADA**

The goal of this course is to teach transit professionals the legal background of ADA and paratransit requirements. Topics include:

- ADA legal requirements that apply to public and private transportation related entities
- 14 service provisions documented in 49 CFR Part 37, Subpart G
- Requirements to determine if a public or private entity must provide complementary paratransit service
- Criteria for complementary paratransit service
- Requirements for existing and new transportation facilities
- Compliance and enforcement responsibilities of FTA, DOT, and DOJ
- Responsibilities and compliance procedures for public and private entities
- Enforcement and investigation processes, including hearings, decisions, and notices

The course is facilitated by industry professionals with extensive experience in paratransit services and the ADA.

This course is intended for people who work at a transit agency or provide transit service, those who manage or operate paratransit services, and Federal, State, and local representatives who work with the ADA community. It is recommended that you complete this course before attending other ADA-related courses.

## 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.** Contact Anne Lowder for additional information [alowder@ku.edu](mailto:alowder@ku.edu).

### **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.** Contact Anne Lowder for additional information [alowder@ku.edu](mailto:alowder@ku.edu).

## Annual Transit Bus Rodeo

The Transit Rodeo is a great opportunity for operators to show off their driving skills in a safe training environment, but it is also a day of appreciation for drivers. The Rodeo competition helps you to become a better driver and have the opportunity to meet and learn safety skills from others. The buses used in this competition will be 20-passenger, body-on-chassis, wheelchair lift equipped vehicles. And prizes are awarded to the 1st, 2nd, and 3rd place winners of the competition!

## 2017 Special Events and Conferences

\*Transit Day @ the Capital – March 8, 2017, Topeka

\* National Transit Institute Transit Trainers' Workshop – March 26-28, 2017, Nashville, TN

\* Creating Innovative Transportation Solutions – April 5-6, 2017, Kansas City, MO

\* Kansas Public Transit Association (KPTA) Conference – August 14-16, 2017, Garden City, KS