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DIRECTOR'S MESSAGE

By Lisa Koch, Kansa RTAP



Thank you for checking out the Spring newsletter of the Kansas RTAP Newsletter. In this newsletter, our two RTAP graduate research assistants, Karsh Bhatt and Payton Smith, are sharing articles based on their semester projects. Karsh, who graduates in May with a master's degree in construction management, is working on a project that helps demystify the facility construction process. His article shares information about the environmental screening process, otherwise known as the National Environmental Policy Act (NEPA) process. Payton, who is working on a master's degree in urban planning, is developing materials to assist rural transit agencies with the Title VI process. Her article for the newsletter focuses on Limited English Proficiency requirements and tips for conducting the evaluation. We are so fortunate for the work our GRAs do, and I hope their projects make your life easier!!

I also want to take a moment to thank Lisa Harris-Frydman for everything she has done for the RTAP program. Lisa will complete her phased retirement at the end of April and transition to full retirement! During her career with KUTC, she served as both the communications coordinator and the director of Kansas RTAP. She has been a great champion of rural transit in Kansas and a wonderful mentor to many (including me). Lisa, we will miss you! Don't be a stranger.

Thank you for your support of Kansas RTAP! If you have any questions or need technical assistance, reach out to me at kolisach@ku.edu.

SKILLS NEEDED FOR MOBILITY MANAGEMENT ARE NOT ALL THE SAME

By Lisa Harris-Frydman, Kansas RTAP

Mobility managers connect the dots between transportation services in an area, individuals who need public transportation, and organizations those individuals interact with in their daily lives. Kansas's coordinated transit model envisions a mobility manager in every Coordinated Transit District (CTD). Some CTDs have had a mobility manager for many years and have experienced the advantages of having one. Recent changes in Kansas Department of Transportation requirements for hiring a mobility manager include a local match no longer being required, and the ability to hire a consultant as a mobility manager. Of the 10 CTDs in Kansas, half have mobility managers, and CTD 1 has two of them.

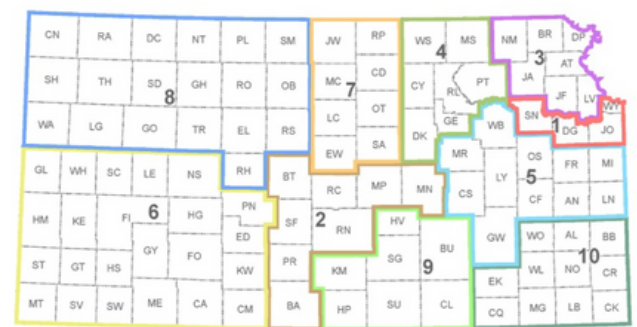


Figure 1: Kansas CTD Map

This article is aimed at CTDs in Kansas that are considering hiring a mobility manager. It reviews recommended skillsets identified in a national report, highlights the varied skills of the current six mobility managers in Kansas, and provides advice from our Kansas mobility managers on what skills to look for in hiring for such a position based on your CTD's needs.

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SKILLS YOU MIGHT LOOK FOR IN A MOBILITY MANAGER

The National Center for Mobility Management (NCMM) has a publication titled “Competencies for the Practice of Mobility Management” that provides a menu of skills (competencies) to consider when looking for a mobility manager. This is a good place to start when thinking about what skills might be needed. Pick and choose what you think would work best for your CTD.

NCMM developed this document to help agencies develop job descriptions, recruit qualified candidates, and hire mobility managers, among other uses of the information, such as in grant applications and for planning professional development. They identified seven (7) broad competency development areas along with more specific competencies in each area.

The report states, “These competencies are not intended to be prescriptive, or a one-size fits all approach...it may be important to customize the skill areas to align with the unique needs or circumstances of a setting.”

It’s helpful to see a comprehensive list like this, if you are in a position of “not knowing what you don’t know” about mobility management. You might see some things you had not previously known about the potential in the position.

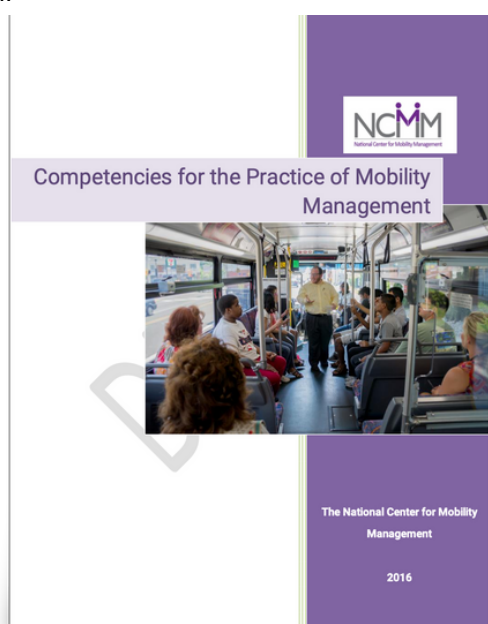


Figure 2: Cover of "Competencies for the Practice of Mobility Management"

The **seven competency areas** are summarized below.

1. **General or core competencies** applicable across mobility management settings, including understanding the unique transportation challenges of the various vulnerable populations in your community.
2. **Transportation competencies** that focus on knowledge and skill in understanding transportation and mobility systems and services, including trip planning and a knowledge of local transportation options and challenges.
3. **Management/leadership competencies** that pertain to program and project oversight or authority.
4. **Coordination competencies** that emphasize knowledge and skill in building and sustaining relationships and/or bringing people, organizations, and systems together, including collaborating with local, state and federal stakeholders.
5. **Outreach and marketing competencies** that focus on a variety of communications, including in-person events, to advance or inform diverse audiences.
6. **Program/financial administration competencies** that necessitate fiscal, organizational, and managerial skill in processes and procedures important to mobility management, including funding.
7. **Technology competencies** focusing on understanding, assessing, and utilizing varying technologies to facilitate mobility management services and systems.

For more information on specific skills recommended under each area, refer to the complete document referenced at the end of this article. It’s well worth reading.

At the end of this article, we have also included a link to the NCMM website section that contains job descriptions for mobility managers.

BACKGROUND AND SKILLS OF THE CURRENT KANSAS MOBILITY MANAGERS

To add Kansas-specific information and advice to this article, we asked the current six mobility managers in Kansas to tell us about their background and skills, how they use those skills as a mobility manager, current challenges in their own CTD, and what advice they would

give to CTDs considering creating a mobility manager position.

These mobility managers are:

CTD 1 – **Mike Spadafore**, Topeka/Shawnee County

CTD 1 – **Dre'Vel Taylor**, Lawrence/Douglas County

CTD 3 – **Cassandra Beck**, CTD 3 – Northeast Region
(Atchison, Brown, Doniphan, Jackson, Jefferson,
Leavenworth, Nemaha)

CTD 4 – **Michael Wilson**, Flint Hills Region
(Dickinson, Geary, Riley, Pottawatomie, Marshall,
Washington, Clay)

CTD 7 – **Michelle Griffin**, CTD 7 – North Central Region
(Saline, Ottawa, Cloud, Republic, Jewell, Mitchell,
Lincoln, Ottawa)

CTD 9 – **Jessica Warren**, South Central Region
(Harvey, Butler, Cowley, Sumner, Harper, Kingman,
Sedgwick)

You will see that their backgrounds and skills vary a great deal, and they use what they bring to the table to tailor mobility management to their CTD's needs.

In brief, what do you do as a mobility manager for your CTD?

Spadafore: My work as a Mobility Manager focuses on increasing access to affordable, accessible, and reliable transportation options for people of all ages and abilities. Some days, that means travel training and regional collaborations with service providers or providing support and educational programming to my Coordinated Transit District members. Other times, it can include presenting at regional and national conferences about the work we do here in Kansas or chairing an NCHRP research committee with the National Academies of Science. It is this kind of weekly variety that really makes my work interesting and rewarding.

Taylor: As the Mobility Manager assigned to Douglas County, I have many duties and generally love them all. I get to work with all of the transportation agencies in my district to increase collaboration and coordination between agencies. I sometimes act as a middleman between the agencies and KDOT when they may have

questions or requests of one another. We are often wearing a hat of a social worker, so you can find me working on food or healthcare access initiatives as they relate to transportation. Many people do not realize that nearly every determinate of success relies on transportation in some way. All of the Mobility Managers work closely together to try to improve regional transportation between counties and districts. We formally meet on a monthly basis to touch base, ask questions, and detail next steps to various projects.

Beck: As a Mobility Manager in my CTD, I am still learning. I currently act as a middleman between agencies and KDOT, providing a simple avenue for communication. In the future, I will be providing Travel Training, and assisting the public with any questions they might have about Public Transit.

Wilson: As the mobility manager for the Flint Hills region, first and foremost I am a public transportation advocate. The most important service that I provide is Travel Training. I am also here to help agencies with questions, coordination of services, marketing, community outreach, and anything you can think of. The unpredictable day to day work is what makes mobility management such a fun job.

Griffin: I do a lot of the agencies in my CTD. I'm not sure there's a way to briefly describe it. I help with coordination and communication between agencies. I help with education of agencies. Coordinate special rides. Help 4 agencies with their websites. A lot on marketing and outreach – presentations, brochures and marketing materials creation. I'm on a ton of committees and attend a lot of community meetings. Events in communities. Social media help. Organizing projects, like 81 Connection and KANcycle. Travel training.

Warren: I work to provide CTD members with updated information in regards to training, funding opportunities, upcoming events, and other relevant transit news. I provide outreach to the public on available transportation services and present more specific information to interested groups. This past year, some big projects included: working with the National Aging and Disability Transportation Center (NADTC) to host focus groups in

rural portions of the CTD, coordinating the Tri-County Transit Workshop focusing on collaboration in conjunction with the National Center for Mobility Management, and conducting a Transportation Needs assessment with older adults in the City of Mulvane.

What is your professional background and education?

Spadafore: I have been working in the transportation planning field for the past 12 years in Kansas at the local, regional, and state levels. Prior to becoming a Mobility Manager in Topeka, I worked at an MPO in Wichita and as the State Public Transportation Manager at KDOT.

I earned my Master's in Urban Planning and Policy (MUPP) from the University of Illinois at Chicago, specializing in community engagement and regional planning. I also hold two Bachelor's degrees in Art History and Architectural Studies, and am a USGBC LEED-Accredited Professional.

Taylor: I attended KSU from 2013-2020. I received my Bachelors of Arts in Political Science and from there received my Masters of Public Administration with a focus in Urban Planning. During my tenure at KSU, I was involved in multiple clubs and organizations. I helped with community outreach/education with the LGBT Resource Center and took over as Chair for the Little Apple Pride committee. In both of these scenarios, I worked closely with mental and physical health professionals to organize wellness events. Many larger events required working with the Kansas Department of Labor, the City of Manhattan, Riley County Health Department, Parks and Rec, and more. In addition, I was the Planning Intern for the City of Manhattan for a year before graduating in 2020 and soon became the Zoning Specialist for Douglas County until taking this job in 2022.

Beck: My professional career includes Cosmetology and Emergency Dispatching. I was a Stylist for about 3 years, and an Emergency Dispatcher for 5 years.

Wilson: My professional background is in transportation with the military and everything technology. I have a

bachelor's in Technical Management.

Griffin: I have both a Bachelors (Business) and a Masters (Counseling & Student Development) degree from Kansas State. I worked as a Legal Assistant for 19 years and for a Community Foundation for 3 years. I also have volunteered extensively in the community with youth sports coaching, Down Syndrome awareness, Girl Scouts, 4-H, School Improvement committees, school foundations, booster clubs, PTO, just to name a few.

Warren: My professional background includes direct service with various vulnerable populations (those with disabilities, individuals who have experienced trauma, homeless/foster care youth, etc.) as well as public outreach and education. I have a master's of Social Work and a bachelor's of Psychology with a minor in Leadership.

How do you use your skills from your background in your current position?

Spadafore: At first it may seem that a lot of my skills don't relate to the job of a Mobility Manager. What does art history have to do with public transit anyway? But I am grateful that I am able to incorporate not only what I've studied, but also the knowledge and experiences I've gained along the way to be a better Mobility Manager. My experience in community engagement helps me connect to both public and governmental stakeholders to convey information about what services I have to offer as well as to educate and inform stakeholders on what types of options are available to them, holding collaborative meetings for new projects, and incorporating transit access into the larger picture of transportation planning in general. My studies on this history of architecture help inform my work in the realm of facility locations, transit-oriented development, and system upgrade locations, and even my art history years have helped me be more creative about problem solving and considering alternative solutions. My training with the United States Green Building Council helps me to incorporate environmental decisions that benefit the fields of energy and environmental design. Professionally, my experience at the state level has been invaluable in my work. The knowledge and relationships I gained have bolstered the

collaborative tasks I've been fortunate to create and increased the legitimacy of and advocacy for the Kansas Mobility Management Program on the national stage.

Taylor: My formal education at KSU taught me organizational skills, how to navigate various administrative scenarios, reduced my anxiety at approaching and interacting with such agencies, understand governmental protocol and more. The work in planning and zoning gave me my first hands on approach to working within government and being the agency that members of the public turned to when they had a need. Mobility Managers wear many hats; we are coordinators, facilitators, social workers, advocates, planners, and more. Being a Mobility Manager means being understanding to the difficulties members of your community are facing and using our positions to help facilitate and coordinate meaningful change. Our primary mission is to work with the transportation agencies that operate within our Coordinated Transit District (CTD) and facilitate improvements that lead to increased efficiency, coordination, and accessibility. Examples include helping to identify and upgrade technology, identify additional sources of funding, and promoting coordination of trips between agencies to reduce service overlap.

Beck: I use the communication skills I learned as a Stylist to coordinate with agencies and help them in any ways they might need. As an Emergency Dispatcher, I learned Critical Thinking and Problem Solving. These skills help me to gain the confidence of the agencies in my CTD, coordinate communication between them, and come up with ideas for solving problems they might be facing.

Wilson: I use my background in technology to help with everything from trip planning apps to bus camera systems.

Griffin: My primary skills are organization and planning, research and problem solving, leadership, teamwork, marketing and networking. These come into play almost every day. With having such a large area to cover with 7 5311 providers, I need to be able to manage a lot of things. I'm very good at making lists and checklists and planning events. I do a lot of research and gathering of

information to help with problem solving. I'm a natural leader so I tend jump in and help whenever I can. I like graphic design and so I can create professional items. And I like to talk and I can talk transit all day. :)

Warren: My skills as a Social Worker have helped me promote collaboration as well as empower others to do the same. My background in outreach enables me to effectively choose outreach opportunities. Additionally, working with various populations has given me a broader perspective of potential needs and allows me to really focus my work on how it may benefit the people who need it the most.

Currently, what are the biggest needs in your area regarding mobility management?

Spadafore: Right now, access to healthcare appointments (follow-up medical appointments, pharmacy needs, and availability of trips to reach specialists that are either outside service boundaries or need to happen after hours or on weekends. This remains a huge concern in our area, and has only compounded with the ways COVID has changed the way we all do things.

We have recently developed a coalition of stakeholders in the Douglas/Shawnee County region to address this gap in service directly. The Kansas Coalition for Accessible Regional Transportation, or K-CART, has completed initial planning work and is hopeful to begin advocacy, education, and outreach work in 2023/24.

Taylor: In Douglas County, our biggest needs include out of county access for medical care, Sunday services, additional staff, and more vehicles for our smaller agencies. Douglas County has specialized medical facilities on either side of the county line, but we do not currently have robust transportation options to get residents to and from such locations for their necessary appointments. Residents generally rely on ride shares, friends/family to make those trips if they are unable to. If they do not have that privilege, they rely on one non-profit that is often booked out weeks in advance. We have no public transportation options on Sundays although it has been announced that our largest agency is working on implementing Sunday service by end of the year. Driver shortages are an issue that is being felt nationwide

unfortunately and we do not yet have the perfect solution to that. A combination of making changes, increased salary/benefits, and reframing the job descriptions has been shown to have some positive impacts in some regions of the country. Unfortunately, small agencies often lack the funding flexibility to compete with many private sector jobs.

Beck: In our very rural CTD, we lack a lot of resources for public transit. I have been working on new projects to help fix that issue; however it is definitely a need in this area.

Wilson: There are no big needs in the Flint Hills area regarding mobility management. Continued support from KDOT and the CTD agencies is always needed and they all do a great job of that.

Griffin: We need more Mobility Managers in the state. I'm the furthest west and there are needs for transit in the western half of the state – not all counties have transit. I try to help when I can, but having another person (people) on the ground would be tremendous. Mobility Managers act as an extension for agencies and we can get things done and start conversations that agency staff may not have time to do. We have made great progress with our current team of MMs with increased collaboration and communication just in the past year and you can see the difference that it is making.

Warren: Many of the agencies in my region are interested in collaboration and coordination. It has become vital to identify and break down barriers towards this goal, as well as to identify champions and storytellers to assist in creating momentum and progress towards collaboration.

What advice do you have for CTDs that would want to hire a mobility manager, to get the right fit?

Spadafore: Each of us current Mobility Managers has a different background, viewpoint, and set of tasks that focus on the needs of the members of our CTDs. Yes, there are common traits and tasks we all share, but the needs, for example, of a mostly rural CTD versus one.

that is closely connected to the Kansas City metro can be quite different. Embrace those differences and you will have a better chance at hiring your Mobility Manager.

I would advise that CTDs select a subcommittee of their membership to act as "hiring committee" and meet to discuss what the actual needs of their particular CTD are, and then write their position description based on those things. Doing this will help them get the best candidates that can perform the work that is most important to their area.

KDOT has a wealth of resources on the process (after all, six of us have already gone through it!), as well as draft documents that they can share so that the CTD don't have to reinvent the wheel. They are also happy to attend the CTD's meeting or subcommittee meeting to dig into the details so that everyone understands the process and potential of the program. We Mobility Managers are all also available to attend CTD meetings if they request to talk to an existing Mobility Manager to better understand what we do and how we can assist.

Finally, the process can be a little messy at the onset, but the advantages and rewards of having a shared resource that is familiar with all your agencies and knows how to make transportation connection that benefit all Kansans. Nationally, Mobility Management is quickly becoming a network of professionals that all share common purpose - increased access to transit and the success of our CTD's agencies.

Taylor: For CTD's figuring out whether a Mobility Manager is the right thing for your community, I would ask them to simply talk to us and any of the transportation agencies within our CTD's. Many agencies have historically been somewhat 'territorial' in nature, and it has been our great pleasure to be able to get many different agencies and relevant stakeholders to the table. When looking to hire a Mobility Manager, I would suggest looking for someone who is organized and detail oriented. We wear many hats, and it is important that we can keep all of our ducks in a row. The Mobility Manager should be charismatic and have experience working with underserved populations. Some background coordinating events, programs, or people is helpful when attempting to coordinate between agencies. Not all Mobility Managers are center stage types

so give some grace if your applicants aren't extremely strong public speakers, but they must have the drive to branch out of their comfort zones!

Beck: Find someone who has big ideas and is excited for progress. Even if you don't think they can reach all of their goals, do what you can to help them. Even a small amount of progress is better than becoming stagnant.

Wilson: I feel that to be a great mobility manager you must have a passion for helping people and caring for your community. The rest can be learned.

Griffin: Think about what your needs are and what your goals are for your region. Each region is different – and you want a person that can help to fill what you are lacking. Each of the 6 current MMs have a different skill set and specialty area, but it works for each region, and then combined we make a great team. Good communication skills would be a great place to start. The ability to think and work independently, but also part of team. Creative problem-solving skills. Not being afraid to try things, make connections, or start conversations. And then we've also found that MMs need certain things from host agencies to be successful: competitive wages and benefits; private office space with access to meeting rooms and quality printers; flexibility for scheduling and work; MMs have a lot of meetings, and must travel a lot, so relaxed guidelines about travel policies, etc. Access to a company car would be good.

Warren: Start with outlining the CTD goals and challenges. From there, determine what type of skillset addresses the particular needs within your region. Be

open to various degrees and backgrounds and remember that basic job skills/knowledge are much easier to train than specific applicant traits (self-starter, flexibility, etc.).

CONCLUSION

Mobility management is a key component of coordinated transit across Kansas. With new, more relaxed requirements for hiring one, KDOT is making it easier than ever to add a mobility manager to your area. This article outlines skills used in the position plus practical advice for getting started from current mobility managers across the state. The next step is up to you!

If you have any questions, reach out to Rene Hart, Public Transit Manager at KDOT, at (785) 296-8593 or email her at rene.hart@ks.gov. Or contact any of the mobility managers who contributed to this article. They are more than happy to help. You can find their contact information at the Kansas Rides! website: <https://ksrides.org>

RESOURCES

Competencies for the Practice of Mobility Management, NCMM, 2016.
https://nationalcenterformobilitymanagement.org/wp-content/uploads/2013/12/Mobility_Management_Competencies_Final_2016.pdf

Sample job descriptions posted at the NCMM website:
<https://nationalcenterformobilitymanagement.org/for-mobility-managers/job-descriptions/>

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HOW BIKE SHARE CAN ENHANCE YOUR TRANSIT

By Nikhila Gunda, Kansas RTAP

Debuted in the United States in 2010, bike share programs continue to remain a hot topic in communities across the country. Although bike share systems are most frequently implemented in urban areas, several small communities have adopted them and have experienced significant benefits. This factsheet's goal is to provide transit agencies in Kansas with an overview of the advantages of integrating bike share programs with local transit. This factsheet will also highlight case studies of successful bike sharing programs that have been implemented in Kansas and the benefits these programs have had on the local transit system.

WHAT IS BIKE SHARE?

Bike sharing enables people to borrow bicycles from public spaces within the boundaries of the service area. Each station has multiple bikes and is conveniently situated near businesses, entertainment, recreation, and public transportation. These bikes are often available from a larger network of places and are built so that users can take a bike at one station and return it to another. Bike share is intended for shorter trips; most systems motivate riders to finish their rides in 30-60 minutes or less, making bikes available to new riders (BikeWalkKC, n.d.).



Figure 1: Allen County Bikeshare

WHAT ARE THE BENEFITS OF BIKE SHARE AND INTEGRATING IT WITH TRANSIT?

There are many benefits to having a bike share system within the community. The following list describes benefits of bike share integrated with transit:

- Bike sharing gives more convenient opportunities to connect with transit by providing first- and last- mile options and enhancing the overall function of the transit system. Bike sharing allows for flexibility and responsiveness that can fill in the gaps of the transit service area. Integrating bicycling and transit supports the goals of increasing sustainable transportation options, decreasing single-occupancy vehicle use, and reducing negative impacts of climate change emissions, air pollution, and congestion.
- The National Association of Municipal City Transportation Officials (NACTO) believes that bike share programs make bicyclists more visible, which makes cycling safer for everyone. According to studies, increased bicycle use in communities can result in better infrastructure for both walking and bicycling (Options, 2016).
- According to one study conducted in Washington, D.C., commercial areas benefit economically from bike share systems. This study also stated that bike sharing stations increase local businesses' consumer traffic, and bike share users were more likely to shop within four blocks of a station. Bike sharing users spent significantly less time looking for parking and more time visiting local businesses in crowded places, such as downtown hubs (Options, 2016).

WHAT ARE THE CONSIDERATIONS TO BE MADE FOR INTEGRATING TWO MODES OF TRANSPORTATION?

Rather than being an extension of public transportation, bike share might be seen as a competitor or alternative to it. It is crucial to consider the factors that could impact how

bike sharing and public transportation are integrated. Some of the factors a transit agency must take into consideration are listed below (National Scan of Bike Share Equity Programs | Transportation Research and Education Center, n.d.).

- **Providing and improving multimodal connections to transit dependent population:** Communities that are underserved and low-income rely more on transit, thus they stand to benefit the most from efficient first- and last-mile connections using bike share programs. To make certain that better multimodal linkages to targeted population are provided, the transit agency must develop and evaluate these interventions with a focus on those individuals who need it to most.
- **Adopting an effective equity approach:** It is vital to make transfers and connections easy, both logistically and financially, for an effective integration of bike share and transit infrastructure. It is recommended that an agency adopt an equity approach that could benefit transit-dependent populations. Integrated payment systems, free transfers between bike sharing and transit, using the same transit passes across network systems, and putting bike share stations and bike racks at transit stops are just a few possible options.
- **Coordination and partnership are essential:** Frequently, transit agencies don't run the bikeshare service. It is critical for the effective integration of bike sharing with transit that both entities coordinate and create working relationships with one another. This includes cross-platform marketing, placement of bus and bike stations, and data sharing. Collaboration with local transit advocates is also essential to understand and implement how transit and bike sharing may best serve certain local communities.
- **Understanding existing and rider travel needs:** To ensure that travelers have easy access to transit, it is crucial for transit agencies to focus on their travel needs. It is important for agencies to prioritize communications with customers to promote the concept of riding a bicycle to access transit and the benefits of doing so.

KANSAS CASE STUDIES

The following are some of the case studies from Kansas that have implemented bike sharing and are gaining various benefits from it.

KANcycle (Salina, Kansas):



KANcycle, a program of OCCK Transportation in partnership with Zagster, was first launched in June 2019 with 80 bikes spread across 16 stations in eight counties of North Central Kansas. Zagster managed all aspects of its bike share programs from technology to maintenance and fleet rebalancing, however it suspended bike rentals including those in the KANcycle program in March 2020 due to the outbreak of COVID-19 (Kancycle, 2019). The program was relaunched in Sept/Oct 2020 in partnership with Movatic who managed all aspects of the program. The following choices were available for riders to join the program and can access the bikes using the free Movatic app (Kancycle, 2020).

- Annual memberships were \$30 with trips under 1 hour being free,
- Student annual memberships were \$20 with trips under 1 hour being free, and
- Pay-as-you-go were \$1.50 every 30 minutes.

CONTINUED ON NEXT PAGE

Blue Cross and Blue Shield of Kansas sponsored this program by providing bikes and marketing support to help the bike share system grow. KANcycle has become a popular transportation option with more than 200 users riding bikes more than 1,800 times in eight communities by the second birthday of its program in 2021 (Kancycle, 2021). To encourage mobility in all forms, KANcycle partnered with Ad Astra Books & Coffee to incentivize riders, started in May 2022, coming to their location and bike racks were conveniently located outside their coffee house (Kancycle, 2022). In addition, the program offered free rides with a promo code during the full month of May (Kancycle, 2022b), which is National Bike Month, and one week of Nov 2022 (Kancycle, 2022c), in celebration of the 2nd Annual Mobility Week.

In the same year, the mobile application, Transit, allowed users to integrate rides between the KANcycle program and OCCK Transportation. The popularity of bike sharing has grown during the past three years and is currently aimed to increase the use of transit by merging these two transportation options (Kancycle, 2022d).

“We are so proud of our KANcycle program. It’s been a way of introducing mobility options for large and small communities across North Central Kansas while making the connection to public transportation. We continue to look for new partnerships to grow both the program, and communities’ awareness around all types of mobility options.” - Michelle Griffin, Director of Mobility Management

Green Apple Bikes (Manhattan, Kansas):

Bike share is an important part of Manhattan’s integrated public transportation network, connecting communities to more destinations across the city. Green Apple Bikes (GAB) was launched in 2015. GAB is not owned by any government or corporation and is run entirely by a board of volunteers who also provide maintenance of the bicycles.



Figure 2: Green Apple Bike (GAB) Volunteers

The bicycles available for public use are 1-speed beach cruisers and are FREE to use. Currently, the program is funded by various sponsors, donors, and community volunteers.



Figure 3: Green Apple Bike (GAB) Station

In addition, Manhattan runs a program called Essential Bikes that provides donated bicycles to individuals in need. More about Essential Bikes can be found [here](#).



Figure 4: Green Apple Bike (GAB), Manhattan, KS

Allen County Bike Share, Kansas:

Thrive Allen County is a 501(c)3 organization that offers an innovative approach to rural revitalization. It supports and promotes various programs and initiatives that advance residents of Allen County, Kansas, access to healthcare, healthy living, and positive community dialogue. The Allen County Bike Share program is one of the numerous initiatives offered by Thrive. People can borrow bikes for free through this program to explore the local area's streets and trails. With five bikes in one location, the program was first introduced as a pilot program in 2018, and it has since expanded year over year to include about 45 bikes in eight locations (Bike Share's Not Just for Cities, 2021). Additionally, Thrive Allen County has been collaborating with several organizations, including Allen Community College, United Methodist Health Ministry Fund, and Healthy Congregations churches on the Bike Share in a Box program, which allows people to borrow bikes and use them wherever they want to travel within the community.



Figure 5: Allen County Bikeshare Bike

The Thrive Allen County bike share program is a great alternative to commercial bike share programs in major cities, which demand a substantial upfront investment in GPS-enabled bikes, docking stations, and payment systems. This program makes use of single-speed cruiser bikes that are durable and have a user-friendly check-out process. These colorful bicycles have been bought from a nearby bike shop with generous financial support by Blue Cross Blue Shield of Kansas (Allen County Bike Share - Bike Allen County, 2018). A rider must be 12 years of age or older, present a picture ID,

and sign a waiver form to use a bike. Residents and visitors can both check out bicycles. You may read more about Thrive Allen County Bike Share [here](#).

CONCLUSION

Connections between public transportation and bike-sharing networks are a priority for many networks across the country. Some strategies for encouraging equitable bike sharing include expanding service to underserved areas, allowing for cash payments, engaging community leaders to raise awareness, and reducing the cost of membership. The majority of bike sharing programs in the U.S. are supported by a combination of federal grants, private donations, and sponsorships. Early adopting communities in Kansas are seeing the benefits of connecting their public transportation system with bike share, so hopefully other communities will soon follow.

RESOURCES

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ENVIRONMENTAL SCREENING REQUIREMENTS FOR FACILITY CONSTRUCTION

By Karsh Bhatt, KS RTAP

Agencies throughout Kansas are reaping the benefits of increased funding from both FTA and KDOT that can be used to construct maintenance facilities. For most of these agencies, this is their first foray into using federal funding for building construction. The federal requirements throughout the project development process can seem daunting, and it can be hard to translate regulations that were developed with large transit systems in mind to a small facility. Kansas RTAP is working on a larger project related to demystifying facility development, which is expected to be complete this summer. This article is part of a larger process to simplify the facility process and focuses on the environmental screen process.

The environmental screening process requires agencies to consider the full benefits and impacts of the development of a federally funded project. Every project's possible environmental effect must be considered by the agency before receiving federal funding. Environmental reviews and permit authorizations help agencies to make funding decisions for new projects with confidence and to safeguard our communities from detrimental impacts.

The National Environmental Policy Act (NEPA) (42 U.S.C. 4321) and other relevant federal environmental legislation, such as the National Historic Preservation Act, regulations, and executive orders, are used to guide environmental studies. Depending on the type of project and how it could affect people and the environment, different resources will be needed to accomplish this process (time, documentation, consulting service, for example). To scale the level of study needed with the potential impacts, there are the following levels of environmental screening:

Categorical Exclusion (CE): Projects that are identified as CEs are those that, based on a preliminary screening, do not appear to result in significant environmental impacts. The amount of analysis and documentation required for a CE is limited. A Documented Categorical Exclusion (DCE) is for projects that are slightly greater in scope than those qualifying as a CE and require a bit more documentation. Most rural transit facilities are categorical exclusions.

Environmental Assessment (EA) & Environmental impact Statement (EIS): Projects that are complex in scope and/or are viewed as controversial by the public may require the preparation of an EA. This level of environmental review provides the public an opportunity to comment and will ultimately determine whether the project will result in any significant impacts. If the analysis in an EA concludes that the project will result in significant impacts, or if from the early planning stages, it is determined the size and scope of the project will result in significant impacts, an EIS may be required. Most grantees typically need to enlist consultant services when preparing an EA or EIS. The FTA may issue a Record of Decision (ROD) detailing the work completed, decisions made, and mitigation commitments to be honored during the final design and construction after the distribution and approval of a Draft Environmental Impact Statement (DEIS) and Final Environmental Impact Statement (FEIS).

The following graphic provides an overview of the environmental screening process depending on the level of study. A CE, as shown on the left, is excluded from the requirement to develop lengthy screening processes.

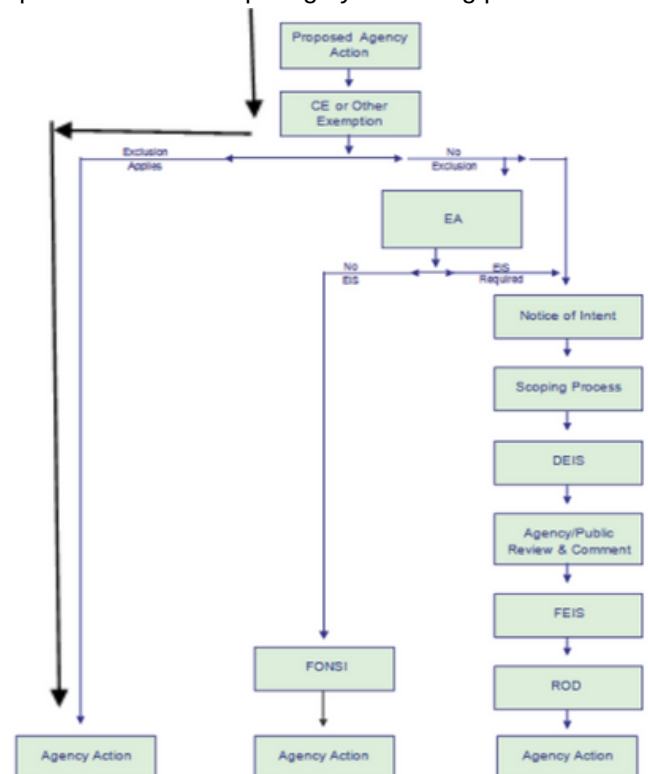


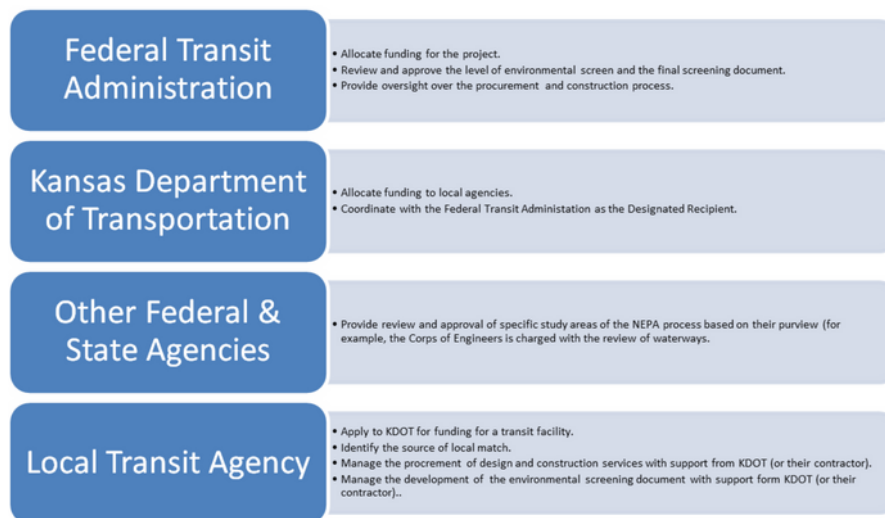
Figure 1: NEPA Process: An Overview

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An example of a project that may be categorically excluded from further environmental review is the construction of new bus storage and maintenance facilities in areas that are primarily used for industrial or transportation purposes, provided that such construction is in accordance with existing zoning and situated on or near a street with sufficient capacity to accommodate anticipated bus and support vehicle traffic.

THE ROLE OF THE DIFFERENCE PARTNERS IN THE PROCESS:

There are many parties included in the NEPA process for rural transit agencies in Kansas, as shown below.



TYPICAL ENVIRONMENTAL STUDY REVIEW AREAS:

The following things are to be completed when performing an environmental study, with the scale of analysis being based on the type of environmental study being conducted (CE, EA, or EIS):

- **Land Use and Zoning:**

- Describe the property's zoning and how it aligns with the intended usage.
- Include a zoning map of the project's location and the neighborhood. It is possible to receive land use plans and zoning maps from the tax assessor, a city, a county, or a metropolitan planning agency.
- Include a land use map of the project area that shows how the land and water are used.

- **Land Acquisitions and Displacements:**

- Describe land purchases and the relocation of buildings used for homes and businesses.
- Include the property's ownership, date, kind of sale, and present use (such as lease or purchase).
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 must be adhered to and supported by documentation if FTA funding is used to purchase property or if the property serves as a local match. Prior to the FTA's approval of a NEPA evaluation, no offers or appraisals may be made.

- **Socioeconomics, Community Disruption and Environmental Justice:**

- Give a description of the impacted community's socioeconomic status.
- Describe the effects the proposed project will have on the neighborhood.
- Determine any local resources that would be impacted, along with the type and size of the impact.

- **Carbon Monoxide (CO) Hot Spots:**

- If there are serious traffic impacts at any affected intersection or area where buses congregate and if the area is in an air quality non-attainment area for CO, the study must demonstrate that CO hot spots will not be created because of the project.

- **Noise and Vibration:**

- Determine the source of noise that would be created through the construction or operation of the facility.
- Determine the impact of noise that would be created through the construction or operation of the facility.

- **Water Quality and Wetlands:**

- Describe the project's possible effects if any of these resources are involved.
- Due to ground disturbance or point sources that would discharge pollutants into US waterways, determine whether National Pollutant Discharge Elimination System (NPDES) permits are necessary.
- Map out any potential wetlands and boundaries.
- Describe how the project will affect nearby and on-site wetlands.
- If the project has an impact on wetlands, you must produce proof of the U.S. Army Corps of Engineers' consultations, permits, and mitigation and minimizing efforts.
- If relevant, prove there are no wetlands or that the proposed project will not impact any wetland areas.

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- **Floodplains:**
 - Analyze the project's proximity to a 100-year floodplain using Flood Insurance Rate Maps.
- **Ecologically Sensitive Areas and Endangered Species:**
 - Describe any natural habitats (such as forests, prairies, marshes, rivers, lakes, and streams) that exist on or close to the project area, including any designated wildlife or waterfowl refuges.
 - If applicable, mention the outcomes of any discussions you may have had with the state department of natural resources and the U.S. Fish and Wildlife Service regarding potential impacts to important ecosystems and threatened or endangered plants and animals.
- **Traffic And Parking:**
 - Describe any potential traffic effects, such as temporary disruptions during construction or demolition, as well as whether the existing roads have enough room to accommodate the additional volume of buses and other vehicles expected as a result of the proposed project.
- **Historic Properties:**
 - Describe any historical, archaeological, or cultural resources that are near the proposed project and how the project will affect them.
- **Public Parklands and Recreation Areas:**
 - On a project location map, mark parks, recreational spaces, wildlife refuges, and/or trails (Section 4(f) resources).
 - Describe how the project will impact the actions and goals of these resources.
- **Hazardous Materials:**
 - Describe if the property has been assessed for contaminated soil and groundwater and what measures will be implemented to safeguard human and ecological receptors in the project area from contamination that may be present during project construction and operation.
- **Safety and Security:**
 - Describe the steps that would need to be performed to ensure the project's continued safe and secure functioning.
- **Environmental Justice (EJ):**
 - Public involvement should include strategies for engaging EJ populations in meaningful participation.
 - Analyze impacts to EJ populations to determine if impacts are disproportionate.

CONCLUSION

The environmental screening process is an important step that must be undertaken before property can be acquired and design can begin. This process is complex but is scaled to the size of the project and to its potential impacts. While the process can take a bit of time, it helps transit agencies to make good decisions about their facility development. Anne Smith from Flint Hills ATA agreed, saying, "The environmental screening is very important as they help us understand potential environmental problems with the project site which can be mitigated." Be on the lookout for our facility support guide, coming this summer!

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PREPARING FOR EMERGENCIES BEFORE EMERGENCIES HAPPEN

By Anne Lowder, Kansas RTAP

It is easy to become complacent about planning for emergencies when your systems have operated without incidents. However, it is important for your operators to be prepared in case of a fire under the hood, a passenger fall, a weather emergency or assisting a passenger having a manic incident or suicidal thoughts. This article will look at emergencies and more, but I guarantee you all answers start with agency policy, procedures, and training. Ready for the ride?

In my years as the Kansas RTAP training coordinator, I always get the same response when I get to the section on Accidents, Incidents and Emergencies and start asking: "What is your agency's policy on....?" The response is a blank look or uncertainty. This response can get both the operator and the agency into trouble. For example, "What is your agency policy on driving through running water?" "In 2013 a 60-year-old bus operator in Douglas, KS drove a child-filled bus across a bridge with running water, that resulted in the bus being carried off the bridge and into the creek. Luckily, older children on the bus helped get the younger children on the topside to wait for first responders. A year later, the operator was in court facing charges of child endangerment and reckless driving. In this case, he got a diversion. However, what if a child had drowned? The choices that your operators make have consequences for both the operator and the agency. The best protection is to have sound policies, procedures, and on-going training.



calm. I tell operators in the KS RTAP Emergency Preparedness training that they need to practice emergencies just as basketball players practice plays to remain calm. Practicing (role playing) an emergency will help build your muscle memory and will help to avoid missing steps in keeping your passengers safe. Second, protect yourself, your passengers, and then your vehicle. Your passengers are expecting you to lead. Give them direct and short messages. Such as, "Folks we have a fire under the hood. Please evacuate by the front door and go to the sidewalk on the left." If your passengers are in-house clients, practice evacuations with them to help them remain calm. Also, keep your passengers informed. Letting them know you have called for help, or a new bus will be here in 15 minutes, will help you keep them calm. Third, contact 911 or your dispatcher depending on your agency policies. If you are calling 911, your agency will want to be notified as soon as possible. Finally, complete records. Incident reports need to be completed when anything happens on your bus.

FIRST FOUR STEPS TO TAKE IN AN EMERGENCY

According to the Community Transportation Association of America's (CTAA) Passenger Safety and Sensitivity (PASS 7.0) training, there are four steps an operator is to do when working an emergency. The first is to keep

ACCIDENTS, INCIDENTS AND EMERGENCIES

Almost all accidents, incidents and emergencies on your vehicle will need a 911 call. If a person falls on your bus and cannot get up on their own or is injured, do not try to

lift them yourself. You could injure them further or injure yourself. Call 911. If they get up on their own, ask them if they want medical attention. If they say no and they look okay, you do not need to call 911. An incident report will still need to be completed, though. The best practice would be to contact dispatch and tell them one of your passengers fell and has declined medical attention. Your first aid training should help you to recognize a medical emergency.

Crashes and Breakdowns:

A vehicle crash would be a 911 call, whereas a vehicle breakdown would not necessarily be a 911 call. Most agencies have incident packets in the vehicle with a checklist of how they want the operator to oversee the collision. Unless there is immediate danger, such as fire, it is better not to evacuate the vehicle until the first responders arrive. Additionally, operators should know their agency policy about leaving their bus to check on the other vehicle if they have passengers in their vehicle. Most agency policies require the operator to stay with their passengers.

Blood Borne Pathogens:

Blood borne pathogens can be challenging. I have had operators arrive to pick up their passengers after dialysis treatment and they are visibly bleeding. The nurse was trying to force the operator to take the passenger, but the operator stated his agency blood borne pathogen policy and said “no” to boarding the passenger until the bleed was under control. I had another operator who did not catch the bleeding until she was unloading the passenger. She said it was a bad bleed, so she tightened the bandage creating pressure and called 911.

Adverse Weather:

Agency policies on adverse weather are all over the board. One agency will drive no matter what the weather is. Another agency will close if the local school calls school off. Lately, agencies have added wind advisory to the adverse weather list. An example includes canceling out-of-town trips if the wind is gusting above 50 mph. An agency that is experiencing snow or ice might consider delaying two hours or more until the streets are cleared by public works crews.

Another weather phenomenon is tornados. All smart phones can download weather apps from your local station. Know the weather conditions in your area. If you are in a tornado watch keep an eye on the weather. If you are in a tornado warning find shelter. If you are driving in a rural area and spot a tornado far away, the National Oceanic and Atmospheric Administration (NOAA) states: “you may be able to drive out of its path by moving at right angles to the tornado.” NOAA also says it is “extremely risky” to be in a vehicle during a tornado. The best outcome is to find shelter but avoid underpasses. Agencies should also compile a list of tornado shelters throughout the community that operators can go to if a tornado occurs. Big box stores such as Walmart and Dillons will lock down and shelter, so find places that will allow your operator to bring in their passengers.



Hazardous Materials:

If hazardous materials are released inside the vehicle, such as wasp spray, and your passengers are coughing, the operator should pull over and open the doors to air out the vehicle. If the hazardous materials are on the outside of the vehicle close all doors/windows and turn off the HVAC system until you are away from the polluted area.

LIKABLE PASSENGERS, DIFFICULT PASSENGERS AND TRAUMATIC PASSENGERS

When I am out training and talking with operators, I hear that most passengers are respectful, considerate and follow agency ridership policies.

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Some passengers, though, can be a little difficult. For example, there was a passenger that was upset because the operator would not take him directly home, so he called 911 and said he was being kidnapped. Police came and surrounded the bus. The operator showed the officer the manifest and called dispatch. The gentleman got a ride home from the police. Other examples of difficult passengers include passengers being upset because the driver was late, and not wanting to wear their seatbelts. Successful operators manage these episodes by being respectful, following agency policy and offering solutions such as explaining the 15-minute time window on either side of the pickup time.

There are also times when an operator may experience a stressful or a traumatic interaction with a passenger. Dealing with a passenger with affective disorders, thought disorders, developmental disorders, suicidal thoughts, and trauma can put an operator in tricky situations in which the operator's safety might be at risk. At the Community Transportation Association of America (CTAA) Conference in 2022, I attended a session on "Understanding and De-Escalating Difficult Situations in the Transit Environment." One of the speakers was Steve Martingano, Deputy Chief of Denver Transit Police Division for Regional Transportation District (RTD). The RTD developed a program called "Co-Responder program." Martingano described that the program, "partners a police officer and a mental health clinician in the same vehicle." In an interview with Officer Martingano early in March 2023, I asked him five questions about the program. Key points from the Officer Martingano interview are that "the Co Responder program is extremely successful, and they hope to hire two more clinicians for a total of four. They have also hired a Homeless Outreach Coordinator and RTD hopes to expand both programs in 2024."

I also asked Officer Martingano about failures. His response: "There have been no failures, and this is attributed to contracting with agencies that have experience in this field and already had programs implemented for RTD to move along at a rapid pace. The only failure is the program has been so successful that it has now caused a shortage of clinicians to outfit all the demand."

Finally, I asked about what agencies could do to help their operators. Officer Martingano stated, "My recommendation would be to meet with bus operators and discuss their issues. This will lead to working on ways to de-escalate issues they encounter and better understand the problem areas so the police can be present. I attend monthly bus safety meetings and show up for scheduled security chats at all RTD Bus Divisions to meet with the operators and talk about their concerns. I also made the below mental health videos for operators and front-line workers to watch and get a better understanding of encountering individuals with mental health issues."

Links to RTD's training Modules

- [KRTD AFFECTIVE DISORDERS MODULE FC](#)
- [RTD THOUGHT DISORDERS MODULE FC](#)
- [RTD DEVELOPMENTAL DISORDERS MODULE FC](#)
- [RTD SUICIDE MODULE FC](#)
- [RTD TRAUMA MODULE FC](#)

I also reached out to Amy Conrick, Deputy Director of Community Transportation Association of America and discovered two more resources (training modules) CTAA developed out of this session. First is a training module found on CTAA's eLearning page, "Conflict Management and De-escalation for Transit Operators and Supervisors." This training is at no cost. CTAA developed the module with the help of New Mexico Department of Transportation and Ream Lazaro, transit industry safety, security, and training expert. The link to this training module is [Conflict Management and De-Escalation for Transit Operators and Supervisors](#)

The second program developed by CTAA is "Understanding Passengers Who Have Experienced Trauma." According to the description on CTAA's website, this module was created for public transportation to help understand people that have suffered traumatic situations. The link to this training is [Understanding Passengers Who Have Experienced Trauma](#).

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CONCLUSION

In summary, any type of emergency can happen from something as simple as “I hit a mailbox” to a seriously injured passenger or a traumatic event that risks injury to the operator. The better prepared an operator is to manage emergencies, the better outcome for both the operator and the agency. The first step in handling emergencies is having all your operators know and consistently follow your agency policies and procedures. The operator should rely on those policies to guide them in making decisions. Second, take advantage of the programs developed by RTD and CTAA to help operators understand the people they transport and better ways of interacting with their passengers. Third, agencies should have on-going safety meetings allowing operators to express their concerns and role playing out different scenarios such as a fire evacuation or a manic passenger. The combination of these three steps will help operators be prepared for an emergency.

RTD Affective Disorders Module Regional Transportation District Denver CO

**Chad D Waxman Chief
Psychologist/Psychological
Dimensions**

Affective Disorders Module

Communication Skills

- Focus on the positives when having a conversation with someone who is manic.
- Use active and reflective listening and try to keep the conversation in the present.
- Don't use threats or aggressive language.
- Don't make assumptions ("Are you drunk?") or tell them they need to calm down.
- Keep a manic person company and give them the space to vent about their pent-up thoughts and feelings.

People who suffer from manic episodes may experience:

- Elevated or irritable moods
- Increased energy
- Racing thoughts
- Fast speech
- Uncontrollable excitement
- Grandiosity and increased self-confidence
- Overactivity and restlessness
- Impulsivity and aggression
- Engagement in high-risk behaviors
- Poor insight and self-awareness

RTD Thought Disorders Module FC Regional Transportation District Denver CO

**Chad D Waxman Chief
Psychologist/Psychological
Dimensions**

Thought Disorders Module

Tips for interacting with people with Thought Disorders

- Validate and empathize their experiences, don't argue with what is real to them.
- Remain calm, as people who suffer from thought disorders may be confused and paranoid.
- Keep it in the present and use grounding techniques, such as asking someone to tell you:
 - 5 things they can see right now
 - 4 things they can touch
 - 3 things they can hear
 - 2 things they can smell
- Maintain personal space and be careful with sudden movement, as people who have thought disorders may react poorly to being touched, sudden movement, or loud sounds.
- Actively listen and reflect on what you hear.

People who suffer from psychotic symptoms and thought disorders may experience:

- Seeing or hearing things that aren't there
- False beliefs
- Disorganized speech and behaviors
- Confused thoughts.
- Unpredictable or inappropriate emotional responses
- Trouble concentrating
- Bizarre movements, such as jumpiness, repetitive movements, or lack of movement at all.
- Incoherence

RTD Developmental Disorders Module FC Regional Transportation District Denver CO

Chad D Waxman Chief Psychologist/Psychological Dimensions

Developmental Disorders Module

Tips to Communicating with people with Developmental Disorders

- Keep conversations clear and simple.
- Avoid metaphors and humor.
- Stay positive.
- Ignore any aggressive or attention-seeking behavior
- Be patient- allow for processing and response time
- Respect personal space

Children and adolescents who suffer from developmental disorders may experience:

- Avoiding or not keeping eye contact.
- Difficulty expressing emotions.
- Inappropriate interest (obsessive interest in some things and little to no interest in others)
- Repetitive or bizarre actions or speech
- Unusual reactions to certain sounds, sensations, or smells
- Increased energy or activity
- Difficulty with attention or memory
- Slow response and processing times
- Difficulty empathizing or understanding others' thoughts and emotions.
- Difficulty carrying a conversation.
- Impulsivity
- Irritation or aggression
- Restlessness
- Patterns of defiance or disobedience

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WHAT IS LEP AND WHY IT IS APPLICABLE TO TITLE VI

By Payton Smith, Kansas RTAP

Title VI of the Civil Rights Act of 1964 prohibits federal funding recipients from discriminating based on race, color, or national origin. This has been interpreted to include people of limited English Proficiency (LEP). On August 11, 2000, former President Bill Clinton issued Executive Order 13116 "Improving Access to Services for Persons with Limited English Proficiency," (65 FR 50121), requiring recipients to gather information and maintain records regarding LEP individuals.

For transit agencies to be compliant with Title VI and Executive Order 13116 they must provide meaningful access to their programs and services to persons with limited English proficiency. To adequately provide meaningful access, agencies must first identify LEP populations within the extent of the agency's service area and then develop a plan in which the agency can work to reduce or eliminate barriers to LEP individuals. This plan, to identify and address the barriers that reduce LEP individuals' equal access to the services provided by a transit agency, is one part of a greater Title VI plan. The first step of developing a LEP plan is to perform the following four factor analysis.

LEP Four-Factor Analysis: The four-factor analysis is a tool used to identify LEP individuals within a service area, what the individual needs of the population are, and how the agency is meeting those needs.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.

Federally funded agencies must identify the number or proportions of LEP individuals in a service area. Agencies can determine the linguistic characteristics of an LEP population through available data, most commonly through the American Community Survey provided by the U.S. Census Bureau. This assessment should identify any language group that has more than 5% of the population or more than 50 individuals that speak English less than very well.

Accordingly, resources such as written translation should be made available for the persons within the population, this will be further expanded upon in factor 4. If no demographic fits this criterion, briefly explain the demographic of the area.

Factor 2: The frequency with which LEP individuals come in contact with the program.

Agencies must explain the frequency with which LEP individuals encounter the service. This can be done through a self-assessment provided below by the Department of Justice's Language Access Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs:

After addressing the questions from the self-assessment this information can be used to inform your explanation for Factor 2.

Factor 3: The nature and importance of the program, activity, or service provided by the recipient to people's lives.

Briefly explain the importance of the service you provide and how it impacts the lives of people within the service area. This narrative can include information regarding the importance of public transportation to underserved populations, including LEP.

Factor 4: The resources available to the recipient and costs.

Identify and briefly describe the resources available for assisting LEP individuals in utilizing the service and the associated costs. Language assistance resources can be provided in oral interpretation and written translation, both outlined below. The resources available can be justified using the conclusions from factor 2, with service providers with a higher frequency of encounters with LEP individuals providing more resources, and vice versa. More information regarding explicit resources available should be outlined in the provider's LEP Implementation Plan.

Language Assistance Measures are as provided but not limited to:

Oral interpretation

- In house interpretation
- Online translation
- Telephone interpreter service language line

Written translation

- Printed materials in multiple languages
- Online materials in multiple languages
- Language identification cards

Now that you know the four factors, the following graphic will take you through the process of collecting the data.

IDENTIFYING LEP INDIVIDUALS

Factor 1

1. CENSUS BUREAU DATA

American Community Survey data can be accessed through the U.S. Census Bureau Data website found at - <https://data.census.gov>

2. LEP DEMOGRAPHIC

Limited English Proficiency can be determined using the census data category "speaks English less than very well". This is under characterization DP02 or selected social characteristics in the United States. Once the census data website has been accessed, DP02 can be entered into the search bar to begin the data collection process.

3. FILTERING THROUGH THE DATA

From there different filters can be applied to this demographic characterization to get the information most applicable to your service area. For collecting LEP data geography characterizations are most helpful, which DP02 data being available by state, county, place, ZIP code, metro/micropolitan statistical area, and census tract. Once the proper designation has been selected for example by county within Kansas, next how the data can be received can be determined.

IDENTIFYING LEP INDIVIDUALS

Factor 1

4. DATA DOWNLOAD

Once the correct designation is chosen then the data can be presented in two ways, a map or a table. The table will be most helpful for the purpose of the four-factor analysis and can be directly inserted into a LEP plan. Select the table with the most recent 5-Year Estimates The "LANGUAGE SPOKEN AT HOME" portion of the table, where the applicable data is, is located towards the end of the table. From there the appropriate data can be downloaded and used for the LEP Plan four-factor analysis.

Tables

American Community Survey
DP02 | SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES

2021: ACS 5-Year Estimates Data Profiles
2019: ACS 5-Year Estimates Data Profiles
2017: ACS 5-Year Estimates Data Profiles
2015: ACS 5-Year Estimates Data Profiles
2013: ACS 5-Year Estimates Data Profiles
2011: ACS 5-Year Estimates Data Profiles
2010: ACS 5-Year Estimates Selected Population Data...

2020: ACS 5-Year Estimates Data Profiles
2018: ACS 5-Year Estimates Data Profiles
2016: ACS 5-Year Estimates Data Profiles
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2013: ACS 5-Year Estimates Data Profiles

2012: ACS 5-Year Estimates Data Profiles

2011: ACS 5-Year Estimates Data Profiles

2010: ACS 5-Year Estimates Data Profiles

LEP INTERACTIONS WITH THE PROGRAM

Factor 2

Question	Response
1. How does your agency identify LEP individuals? (Select all that apply)	<input type="checkbox"/> Assume limited English proficiency if communication seems impaired <input type="checkbox"/> Respond to individual requests for language assistance services <input type="checkbox"/> Self-identification by the non-English speaker or LEP individual <input type="checkbox"/> Ask open-ended questions to determine language proficiency on the telephone or in person <input type="checkbox"/> Use of "I Speak" language identification cards or posters <input type="checkbox"/> Based on written material submitted to the agency (e.g. complaints) <input type="checkbox"/> We have not identified non-English speakers or LEP individuals <input type="checkbox"/> Other (Please specify):
2. Does your program have a process to collect data on: a. The number of LEP individuals that you serve? b. The number of LEP individuals in your service area? c. The number and prevalence of languages spoken by LEP individuals in your service area?	Circle Yes or No Below a. Yes No b. Yes No c. Yes No
3. How often does your agency assess the language data for your service area?	<input type="checkbox"/> Annually <input type="checkbox"/> Biennially <input type="checkbox"/> Not Sure <input type="checkbox"/> Other:
4. What data does your agency use to determine the LEP communities in your service area? (Select all that apply)	<input type="checkbox"/> Census <input type="checkbox"/> US Dept. of Education <input type="checkbox"/> US Dept. of Labor <input type="checkbox"/> State Agencies <input type="checkbox"/> Community Organizations <input type="checkbox"/> Intake information <input type="checkbox"/> Other:

LEP INTERACTIONS WITH THE PROGRAM

Factor 2

Question	Response												
5. Do you collect and record primary language data from individuals when they first contact your programs and activities?	Circle Yes or No Below Yes No												
6. If you collect and record primary language data, where is the information stored?													
7. What is the total number of LEP individuals who use or receive services from your program each year?													
8. How many LEP individuals attempt to access your programs or services each month?													
9. How many LEP individuals use your programs or services each month?													
10. Specify the most frequently encountered non-English languages by your program and how often these encounters occur (e.g., 2-3 times a year, once a month, once a week, daily, constantly).	<table border="1"> <thead> <tr> <th>Language</th><th>Frequency of Encounters</th></tr> </thead> <tbody> <tr><td>1.</td><td>1.</td></tr> <tr><td>2.</td><td>2.</td></tr> <tr><td>3.</td><td>3.</td></tr> <tr><td>4.</td><td>4.</td></tr> <tr><td>5.</td><td>5.</td></tr> </tbody> </table>	Language	Frequency of Encounters	1.	1.	2.	2.	3.	3.	4.	4.	5.	5.
Language	Frequency of Encounters												
1.	1.												
2.	2.												
3.	3.												
4.	4.												
5.	5.												

IMPORTANCE OF SERVICE TO LEP COMMUNITY

Factor 3

Example 1

Factor 3: The nature and importance of programs and services to LEP persons

The FHATA has been providing public transportation services since 1976. The FHATA is a 55307 and 55311 service provider. The FHATA does not provide any direct services that require vital, immediate, or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Citizens are encouraged to become involved in the FHATA's planning activities and processes as the transportation goals and improvements resulting from its planning activities have an impact on all residents. The FHATA recognizes the importance of involving all segments of the population and evaluates the impact of public transportation decisions on traditionally underserved or underrepresented groups, including LEP persons.

Factor 3 analysis of the importance of the FHATA to the LEP community within the Flint Hills service area. Provided by Flint Hills Area Transportation Agency INC.

Example 2

(3) Identify the importance of the service to the LEP community:

Reno County Area Transportation fills a critical need within the community by providing transportation for employment, educational, social, shopping, medical, and business needs for residents of all ages. Reno County Area Transportation is the only method of transportation for many individuals.

Factor 3 analysis of the importance of RCAT to the Reno County service area LEP community. Provided by Reno County Area Transportation.

RESOURCES

Civil Rights/Title VI | Flint Hills ATA Bus. (n.d.). Flint Hills ATA Bus. <https://www.fhata.org/civil-rights-title-vi>

KDOT Guidance on Limited English Proficiency (LEP) Plan (2010th ed.). (2010). Kansas Department of Transportation.

Language Access Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs (2011th ed.). (2011). U.S. Department of Justice.

Language Access Planning | LEP.gov. (n.d.). <https://www.lep.gov/language-access-planning>

Title VI Program Limited English Proficiency Plan and Public Participation Plan (2017th ed.). (2017). Flint Hills Area Transportation Agency Inc.

POLICY SPOTLIGHT: PARATRANSIT ELIGIBILITY

By Lisa Koch, Kansas RTAP

Fixed route transit providers in Kansas are required to have complementary paratransit services. While there are federally mandated requirements, eligibility requirements do have flexibility. In this policy spotlight we will explore complimentary paratransit, including the considerations in developing an eligibility process, sample policies from your peers, and recommendations from Kansas RTAP.

DEFINITIONS AND REQUIREMENTS:

The Americans with Disabilities Act of 1990 (ADA) is focused on addressing the needs of those living with disabilities. The ADA “prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities and transportation” (Laws, Regulations & Standards, n.d.).

There are two levels of regulations related to complying with the ADA. First, there are the general provisions that apply to all transit services, including demand response. Kansas RTAP hosted a fantastic webinar that profiled the general provisions of the ADA. You can watch it here: <https://www.youtube.com/watch?v=ohAviKNxVu8>.

The second level of regulations are those specific to fixed route transit providers. The ADA requires that fixed route transit providers offer complementary paratransit service to people who cannot use fixed route service because of a disability. The provisions of ADA include various requirements, including eligibility. National RTAP provides an ADA toolkit that can assist your agency with developing complementary service. You can find it at <http://www.nationalrtap.org/toolkits/ADA-Toolkit>.

Transit agencies that provide ADA complementary paratransit are required to have an eligibility determination process. This limits the use of



complementary paratransit to those who truly need it. According to regulations, eligibility for paratransit should be based on an individual's ability to use the fixed route system independently. The eligibility process should be designed to answer the following questions:

1. Can the applicant navigate the system independently?
2. Does the applicant need an accessible vehicle?
3. Can the applicant reach the fixed route system?

There are three types of eligibility that can be used for complementary paratransit.

1. **Unconditional eligibility:** A passenger is given unconditional eligibility if there is no circumstance when they can ride the fixed route service.
2. **Conditional eligibility:** A passenger is given conditional eligibility if they can use the fixed route in certain circumstances. For example, a passenger who uses a wheelchair may be given conditional eligibility in instances when there are no sidewalks leading to a bus stop or if there is something impeding use of existing sidewalks (such as construction or snow).
3. **Temporal eligibility:** A passenger is given temporal eligibility if they are unable to use a fixed route for a limited time. For example, if a person has a broken leg and must use a wheelchair for a short period of time, they may be temporarily eligible for complementary paratransit.

CONTINUED ON NEXT PAGE

The following are a few more requirements related to the eligibility application process:

- A transit agency has up to 21 days following submission of an eligibility application to respond to the applicant.
- Determination results must be provided to the applicant in writing.
- If an individual is a visitor to the region where complementary paratransit is available, they can provide documentation of their eligibility by either showing their acceptance at their home transit agency or by showing that they are a visitor (an identification that shows an address that is outside of the service area) and proof of disability (documentation from a doctor). The agency is required to approve visitor eligibility either the day of or the day after receiving documentation.

CONSIDERATIONS

The ADA allows for local determinations of eligibility, so long as a decision-making process is documented and is consistent. While a transit agency may want to provide a high level of service for as many individuals as possible, consider the implications before developing a policy.

The ADA has requirements related to capacity constraints. For example, the agency can only negotiate pick-up times within one hour before or after the requested time. Additionally, the agency cannot have “a pattern or practice” that limits availability of ADA service. Therefore, it is important to consider the implications of capacity that come from a lax versus firm eligibility policy. In this context, the agency needs to think about the number of vehicles that are available, the number of drivers, and the available budget to provide services.

WHAT ARE YOUR PEERS DOING?

As with anything in transit, learning from your peers is a key to success. The following is a digest of eligibility requirements for agencies in Kansas.

Finney County Transit (Garden City, Kansas)

Source: https://img1.wsimg.com/blobby/go/6622be22-2435-4a10-b118-e9a2d114b3a6/downloads/1c9knir7p_773798.pdf?ver=1678919877832

“Applicants will be assessed on their ability to complete a series of exercises to determine their ability to board and access the City Link fixed route bus service. Disability alone does not qualify passenger for paratransit service. If passenger is capable of riding fixed route and is over age 60 and/or has a medically documented disability he/she will receive a half fare City Link fixed route card and will not be approved for Mini Bus paratransit service. If a decision is not made within that 21-day period, the applicant will be considered as eligible until a decision is made. If an applicant is denied, the applicant will be given an explanation in writing explaining the specific reason as to why they were denied. Applicant also will be provided in writing the appeals process.”

Finney County Transit provides the application guidance in both English and Spanish due to the area’s large Hispanic population. You can see the application here:

Part A: https://img1.wsimg.com/blobby/go/6622be22-2435-4a10-b118-e9a2d114b3a6/downloads/1d2g854kp_130004.pdf?ver=1678919877832

Part B: https://img1.wsimg.com/blobby/go/6622be22-2435-4a10-b118-e9a2d114b3a6/downloads/1d2g87eqd_359093.pdf?ver=1678919877832

City of Liberal Transit (Liberal, Kansas):

Source: <https://www.cityofliberal.org/403/Paratransit-Policies-Guidelines>

“Persons who are certified under the Americans with Disabilities Act (ADA) as having a disability that prevents them from riding fixed-route buses are eligible to use City Bus On-Demand Service which operates within $\frac{3}{4}$ mile of the City Bus fixed routes. In order to qualify, the applicant and a health care provider must complete and sign the On-Demand ADA application form. The applicant has 21 days from the date they first rode City

Bus to submit a COMPLETED application. A decision will be made within 21 days of receipt of a COMPLETED application. Applicants will be assessed on their ability to complete a series of exercises to determine their ability to board and access the City Bus fixed route bus service. Disability alone does not qualify a passenger for On-Demand service. If a passenger is capable of using fixed routes and is over age 60 and/or has a medically documented disability, he/she will receive a half-fare City Bus fixed route card and will not be approved for On-Demand service. If a decision is not made within the 21 day period, the applicant will be considered as eligible until a decision is made. If an applicant is denied, the applicant will receive an explanation in writing giving the specific reason they were denied. The applicant will also be provided an explanation of the appeals process in writing. Application forms are available from the Liberal Transit office or online at <http://www.cityofliberal.org/208/City-Bus>. The applicant will not be charged any "user fees" that cause an unreasonable burden upon the applicant, including doctor's fees and application fees."

You can find City of Liberal's ADA Application here:

Part A:

<http://www.cityofliberal.org/DocumentCenter/View/1537/ADA-Application-Part-A>

Part B:

<http://www.cityofliberal.org/DocumentCenter/View/1538/ADA-Application-Part-B>

City of Dodge City (Dodge City, Kansas):

Source: <https://www.dodgecity.org/727/Public-Transportation>

"Para-TRAN is door-to-door paratransit service available for persons who, because of a disability, are unable to use the D-TRAN Fixed Route Bus Service. The Para-TRAN service area is Dodge City plus 3/4 of a mile on each side of D-TRAN fixed routes. Riders must be certified as eligible to use the service by submitting an application which includes the assessment and signature of a qualified health professional in

accordance with the Americans with Disabilities Act of 1990. Examples of people who may be eligible are those who, because of a disability, are unable to:

- Get on or off a regular bus
- Walk three city blocks or more to access a fixed route bus stop
- Read, understand, or follow bus information

Reservations must be made 24 hours in advance. For reservations and information please call 620-225-8119"

Dodge City has a great publicly accessible document called "Procedures for Processing Paratransit Applications and Appeals." The process can be complicated, and your applicants will have a lot of questions. Having a document like this may reduce the amount of process questions you receive, plus it shows that you have a consistent process. You can find it here:

<https://www.dodgecity.org/DocumentCenter/View/6641/ParaTRAN-Application-and-Appeal-Processing---Attachment-C?bidId=>

They also have a great document that has policies and guidelines specific to paratransit. Check it out here:

<https://www.dodgecity.org/DocumentCenter/View/6643/Dodge-City-Guidelines-Paratransit-Ridership-Attachment-D?bidId=>

OCCK Paratransit (Salina, Kansas):

Source: <https://salinacitygo.com/paratransit-reduced-taxi-application-form/>

OCCK provides complementary paratransit to their fixed route system in Salina and demand response service throughout their 14-county service area. The connection of their complementary paratransit to their region-wide demand response allows users greater mobility throughout north central Kansas.

OCCK has a great document that combines information about paratransit eligibility, application materials and certifications for personal care attendants. Check it out:

<https://salinacitygo.com/wp-content/uploads/2019/03/OCCK-Transportation-Paratransit-Reduced-Taxi-Application-Form.pdf>

Flint Hills ATA (Manhattan and Junction City, Kansas):

RECOMMENDATIONS

Source: <https://www.fhata.org/ada>

Flint Hills ATA has a great new website that includes application materials and a portal for submitting application paperwork. The same website includes other topics related to ADA including the agency's ADA Complaint process and policies and procedures related to reasonable modifications.

You can find application materials here:

https://www.fhata.org/_files/ugd/056f4d_8593200631b0429f93c2aa874f1fc3b4.pdf

Our small city fixed route providers in Kansas have great examples of ADA eligibility materials. The following are some best practices from these providers:

- Provide materials in other languages if there is a demand in your study area (Finney County Transit and City of Dodge City)
- Have separate policies and procedures for complementary paratransit (City of Dodge City)
- Connect your complementary paratransit with regional demand response services (OCCK, Inc)
- Have a user-friendly website that allows applicants to submit their materials online (Flint Hills ATA)

RESOURCES

Laws, Regulations & Standards. (n.d.). ADA.gov. <https://www.ada.gov/law-and-regs/>

KANSAS RTAP TRAINING, TRAINING RESOURCES AND CONFERENCES

By Anne Lowder, Kansas RTAP

April 2023

On the next page are training courses available from Kansas RTAP and other sources through October of this year. If you are interested in hosting a training class, I have started scheduling dates for 2023. Please contact Anne Lowder at alowder@ku.edu if you would like to host a training course at your agency. I have dates available July through October.

KANSAS RTAP TRAINING

2023 KANSAS RTAP TRAINING DEFENSIVE DRIVING AND PASSENGER ASSISTANCE/WHEELCHAIR SECUREMENT

<https://www.events.kutc.ku.edu/assnfe/CourseView.asp?MODE=VIEW&clCourseID=591>

April 20 | Burlington

May 10 | Salina

May 11 | Salina

May 17 | Dighton

May 26 | Wichita

June 14 | Beloit

June 21 | Iola

June 28 | St Francis

June 29 | Wellington

July 12 | Newton

July 19 | Russel

July 26 | Beloit

August 9 | Wichita

September 14 | Ottawa

October 5 | Arkansas City

December 6 | Mayetta

2023 KANSAS RTAP TRAINING DEFENSIVE DRIVING AND EMERGENCY PROCEDURES

<https://www.events.kutc.ku.edu/assnfe/CourseView.asp?MODE=VIEW&clCourseID=580>

April 19 | Lawrence

May 18 | Hays

June 15 | Ellsworth

July 11 | Oakley

July 19 | Russel

August 8 | Great Bend

August 16 | Garden City

September 13 | Parsons

RESOURCES FOR TRANSPORTATION AGENCIES

EasterSeals Project Action Consulting

<https://www.projectaction.com/>

Easterseals Project Action Consulting provides instruction in a variety of formats to meet your community's needs and budgets.

National Center for Mobility Management (NCMM)

<https://nationalcenterformobilitymanagement.org/>

Promoting Customer-Centered Mobility strategies that advance good health, economic vitality, self-sufficiency, and community.

National Center for Applied Technology

<https://n-catt.org/>

Providing small-urban, rural, and tribal transit agencies with practical resources for replicable technological solutions and innovations. The site shares case studies, research, technologies, and provides information on technologies that enable solutions that solve problems and enable goals to be reached.

National RTAP eLearning Transit Resources

<https://www.nationalrtap.org/>

- Training Modules
- eLearning Courses
- Technology Tolls
- Webinars
- Toolkits
- Topic Guides
- Technical Briefs
- Spotlight Articles

Community Transportation Association of America (CTAA) Resources

- Legislative and Federal Policy priorities
- Crime and Human Trafficking Prevention
- Census Issues 2020 Urban Area Determinations
- CT Reader Regular Updates
- Training Calendar

CONFERENCES, WEBINARS, AND CHATS

National RTAP and AASHTO MTAP – Succession Planning 101

Virtual Meeting May 9 2:pm – 3:00 pm ET

<https://www.transit.dot.gov/about/events/national-rtap-and-aashto-mtap-succession-planning-101>

CTAA's Expo 2023

May 21 – May 25, 2023, Oklahoma City, Oklahoma

<https://ctaa.org/expo-2023-home/>

Transportation Research Board (TRB)

14th National Conference on Transportation Asset Management

July 9 – 11, 2023 Boston, MA

<https://www.nationalacademies.org/event/07-08-2023/trbs-national-conference-on-transportation-asset-management>

SWATA Symposium

69th Annual Symposium and Billy Pickard Expo

Arlington, TX July 20-22, 2023

<https://www.swata.org/event/>

National Transportation in Indian Country Conference (NTICC) 2023

[Anchorage, AK September 24 – September 28, 2023](#)

<https://www.nticc.org/>

Midwest Transit Conference 2023

September 5 -8, 2023 Kansas City, Mo

<https://mopublictransit.org/event/2023-midwest-transit-conference/>

APTA Expo 2023 - Next Starts Here

Orlando, FL October 8 – 11, 2023

<https://www.aptaexpo.com/apta2023/public/enter.aspx>

5th National RTAP Conference - Navigating the Tides of Change with Rural and Tribal Transit

December 3 – 6, 2023 , Myrtle Beach South Carolina

<https://www.nationalrtap.org/News/Conference/2023-Myrtle-Beach>

SHARE!

If you know individuals who would like to receive our newsletter, please have them go to: www.ksrtap.org and sign up for the Kansas RTAP email list. There is a box to check to request electronic notification of each new issue of the TransReporter. Back issues are available at our website in the newsletter archives section.

KANSAS TRANSIT REPORTER

The Kansas Transit Reporter is an educational and technology transfer newsletter published quarterly by the University of Kansas Transportation Center (KUTC). The newsletter is free to rural and specialized transit providers and others with an interest in rural and specialized service.

The Kansas Transit Reporter is co-sponsored by the Federal Transit Administration under its Rural Transportation Assistance Program (rtap) and the Kansas Department of Transportation. The purposes of the RTAP program are to:

1) educate transit operators about the latest technologies in rural and specialized transit; 2) encourage their translation into practical application; and 3) to share information among operators.

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