

Kansas RTAP Approved Trainer Policy

Purpose of the Approved Trainer Program

A function of the Kansas Rural Transit Assistance Program (RTAP) is to ensure all transportation providers receiving Federal Transit Administration (FTA) grant funding through the Kansas Department of Transportation (KDOT) Office of Public Transportation are consistently receiving quality training so they can provide safe, reliable, and equitable transportation to all Kansans.

Kansas RTAP has a lead trainer on staff who travels to agencies and locations across the state to train drivers. Kansas RTAP has developed a “core” curriculum of three courses offered multiple times each year: 1) **Kansas RTAP Defensive Driving** (using materials from Coaching Systems’ Coaching the Van Driver 4, and the Kansas RTAP distracted driving course (using materials from the National Highway Administration and CTAA PASS), 2) **Kansas RTAP Passenger Assistance** (using materials from CTAA PASS 7.0 and Q’Straint Wheelchair Securement), and 3) **Kansas RTAP Emergency Procedures** (using materials from CTAA PASS 7.0 and FTA Emergency Management and Security). Additional courses are also offered by Kansas RTAP to providers based on recommendations of the Kansas RTAP lead trainer, KDOT, or as requested by the Coordinated Transit District (CTD) administrators and agency managers. The three core courses offered by the Kansas RTAP lead trainer are supplemented by training from Approved Trainers at agencies across the state through the Kansas RTAP Approved Trainer program. This document outlines policies for the Kansas RTAP Approved Trainer Program.

Goals

Goal 1: Provide consistent, high-quality, relevant training for transportation staff at FTA grant recipient and sub-recipient agencies in Kansas.

Goal 2: Assure proper training and provide continuing education to approved trainers to ensure drivers are receiving the best possible training and information.

Goal 3: Create more training opportunities for drivers in the three core courses to supplement training offered by the Kansas RTAP lead trainer by having Approved Trainers advertise their classes on RTAP’s Learning Management System.

Goal 4: Increase training opportunities by allowing Approved Trainers to train staff from other agencies in their general geographic region.

Policy

Participation

Kansas RTAP, in partnership with KDOT Office of Public Transportation, will identify 2 Approved Trainers per Coordinated Transit District through an application process which will take place during the Summer of 2023. These Approved Trainers will be required to provide training that is open to all members of the CTD. A wait list will be developed for CTDs that have more than two interested and qualified candidates. Individuals on the wait list can attend the Approved Trainer workshop but may not conduct trainings unless one of the 2 Approved Trainers from the CTD leaves the program. In addition to the 2 Approved Trainers per CTD, Agency-Based Approved Trainers will be identified for 5310 Agencies that have over 50 staff drivers that need training.

Application and Approval Process

Kansas RTAP, in partnership with KDOT's Office of Public Transportation, will conduct an application process during the Summer of 2023 for all Approved Trainers. Both new trainers and current trainers will need to apply to continue participation. The certification period of Approved Trainers will be from September 1, 2023-August 31, 2025. The application and approval process will include the following steps:

Application Process:

The two-step application process must be completed before the candidate is formally invited to participate in the Approved Trainer Workshop.

- **Written Application:** The applicant will complete a survey that includes information about their background and experience. *The applications will be reviewed by Kansas RTAP and KDOT staff to identify those who can attend the skill demonstration.*
- **Skill Demonstration:** Before being allowed to attend the Approved Trainer Training Workshop, applicants must provide a skill demonstration to the RTAP Lead Trainer. *The skill demonstration will include securement and emergency procedures and will be scheduled by the RTAP Approved Trainer.*

Intermediate Approval:

An Approved Trainer candidate will have up to six months to complete all Approved Trainer class requirements

- **Approved Trainer Workshop:** This workshop will provide updates or changes to training curriculum and offer a forum to discuss best practices in training. *If an Approved Trainer is unable to attend, they must make arrangements with the Kansas RTAP lead trainer to "make up" the session before teaching any workshops. Workshop attendance will satisfy the state requirement of attending driver training at least once every other year.*
- **Class Attendance:** Within six months of the Approved Trainer Workshop, the candidate must attend all three core courses of the Kansas RTAP curriculum in a session taught by the Kansas RTAP Lead Trainer. *Previous Approved Trainers will **not** be required to attend core courses in addition to the workshop but are welcome to retake any of the core classes at any time, if they wish*
- **Class Demonstration:** Within six months, the approved trainer candidate must either co-train a class with the Kansas RTAP lead trainer or have the Kansas RTAP lead trainer visit and evaluate the AT candidate's training. *The Approved Trainer candidate must receive a satisfactory evaluation to become before completing the intermediate approval requirements. Participant feedback/evaluations will be included in the lead trainer's overall assessment of the candidate.*

Full Approval:

The Approved Trainer is eligible to teach classes through the end of this AT certification period (August 31, 2025)

- To remain in good standing, the AT must comply with all program requirements listed on page 3 and 4 of this document.

Program Requirements

Kansas RTAP Core Curriculum: Each Approved Trainer is certified by Kansas RTAP. Kansas RTAP will provide the resources to teach the three approved core class curriculums. The approved curriculums include: 1) Kansas RTAP Defensive Driving (using Coaching Systems' Coaching the Van Driver 3 materials and Kansas RTAP's training course on distracted driving), 2) Kansas RTAP Passenger Assistance, and 3) Kansas RTAP Emergency Procedures. (Coaching Systems' Coaching the Van Driver III is copyrighted. The program and response booklets can be purchased at: <https://coachingsystems.com/product/coaching-the-van-driver-3>.)

Kansas RTAP Portal for Curriculum: The approved RTAP curriculum, resources (except for the copyrighted materials) and participant handouts are downloadable from Kansas RTAP at <https://kutc.ku.edu/rtap/trainer-program>.

Course Content: Approved Trainers are expected to teach all content related to a specific course and fill the appropriate hours. Approved Trainers are expected to teach all three core curriculums within a calendar year to increase the number and variety of training opportunities within the CTDs. No additional content, other than what is approved by the RTAP Lead Trainer, is allowed to be included in the course. Approved Trainers will be informed by the Kansas RTAP Lead Trainer about updates to materials and must use the most updated materials for their trainings.

Posting RTAP Classes: Approved Trainers are required to advertise their trainings on the RTAP Learning Management System, and all registrations will be conducted through the Learning Management System. Trainers must provide the trainings that will be provided and the date, time, location, and capacity of the training to the KUTC/RTAP Events Coordinator by one month prior to the event. Only those participants who are registered through the Learning Management System will be eligible for a certificate.

All Trainings Must be Open to Other Agencies: All Trainings offered by the Approved Trainer must be open to participants outside of their agency and publicized on the RTAP Learning Management System, except for those offered by Agency-Only Approved Trainers. Registration priority may not be given to participants from the Approved Trainer's agency. Trainings that are not on the Learning Management System will not be eligible for RTAP Certificates.

Agency-Only Approved Trainers: 5310 agencies that have over 50 drivers can qualify to have an Agency-Only Approved Trainer. That Approved Trainer can only provide trainings to individuals in their agency but must fulfill all other requirements. Agency-Only Trainers must still provide their event details to the KUTC/RTAP Events Coordinator one month prior to the event for private posting (the event will not be shown on the public site). A link will be provided to the trainer that must be used to enroll students in the class.

Traveling to Other Agencies: An Approved Trainer may travel to another agency to offer driver training. Travel expenses for such training will be reimbursable through KDOT if KDOT is notified ahead of time and approves.

Record Keeping: Approved Trainers are required to advertise their trainings on the RTAP Learning Management System, and all registrations will be conducted through the Learning Management System. Trainers must provide the trainings that will be provided and the date, time, location, and capacity of the

training to the KUTC/RTAP Events Coordinator by one month prior to the event. After the completion of the training, the Approved Trainer will email the RTAP Lead Trainer and the KUTC/RTAP Events Coordinator with a list of participants who completed the training. Certificates will then be processed by RTAP and included in the Learning Management System record for each participant. Approved Trainers are required to keep records of classes and attendees for 5 years. (RTAP will email a summary of the data entered for each class, for record-keeping.)

Fees: Starting on January 1, 2024, no fees should be charged for classes led by Approved Trainers, as KDOT/RTAP will be offering classes by the Lead Trainer for no cost.

Disciplinary Process for Not Following Policy: If an Approved Trainer does not comply with any of the policies listed in this policy, the following process will be implemented.

- **First Infraction:** If the Approved Trainer breaks policy for the first time, they will receive a letter from Kansas RTAP detailing the policy and the act that broke the policy. The Approved Trainer must respond to the letter, describing the steps they will undertake to follow the policy. They will be on probation until the Kansas Lead Trainer has attended one of their classes and verifies that the steps have been implemented.
- **Second Infraction:** If the Approved Trainer breaks policy for a second time, they will receive a letter from Kansas RTAP detailing the policy and the act that broke the policy. The letter will also serve as notice that they are no longer an Approved Trainer and may no longer teach Kansas RTAP Driver Training classes.
- **Appeals:** If an Approved Trainer chooses to appeal the decision, they must submit a letter to Lisa Koch, Kansas RTAP Director, describing their reasons for an appeal. Kansas RTAP staff will discuss the matter with KDOT staff and will make a decision in writing within 30 days.

The following is the 2023 schedule for the Approved Training Application Process.

- **June 2023:** Application development.
- **July 2023:** The application process will open, and applications will be sent out to all transit agencies, the CTD and the RTAP mailing list. Deadline for application and application review.
- **August 2023:** Application results announced, skill demonstration (tentatively scheduled for August 15th and 16th) and approved trainer workshop (tentatively scheduled for August 17th)
- **February 2024:** Approved Trainers who have Intermediate Approval must complete the steps required for Full Approval.



Affirmation of Policy

By signing this policy, the Approved Trainer agrees to comply with all training and policy requirements. Failure to follow this policy may result in the individual being removed from the Approved Trainer Program.

Signature of Approved Trainer

I acknowledge that I have read and will comply with all aspects of the above policy.

Kansas RTAP Approved Trainer

_____ (Print name)

_____ (Signature)

_____ (Date)

Supervisor

_____ (Print name)

_____ (Signature)

_____ (Date)

Kansas RTAP Representative

_____ (Print name)

_____ (Signature)

_____ (Date)