

**TxDOT Public Transportation Division (PTN)
Schedule of Trainings, Events, and Holidays
Updated for October 1, 2007**

This calendar is posted for the convenience of public transit agencies; TxDOT does not endorse or recommend any specific vendor for training. The information posted is not inclusive and is subject to change; updates from the previous schedule are highlighted. For more information, contact Ms. Jacque Potts at (512) 416-2886.

NOTE: Applicants must contact the entity listed in the “Notes” column for registration.

October 2007					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
Securing Community Mobility	8	Lubbock/TxDOT	NTI	NA	Register through PTN
Securing Community Mobility	10	Ft Worth/TxDOT	NTI	NA	Register through PTN
Securing Community Mobility	11	Houston/TxDOT	NTI	NA	Register through PTN
Securing Community Mobility	12	San Antonio/TxDOT	NTI	NA	Register through PTN
Semi-Annual VTC for PTCs	22	Various District Offices/TxDOT	PTN	NA	AM session is internal to TxDOT personnel only
Responding to RFPs & Grant Writing Assistance	22	Various District Offices/TxDOT	PTN	NA	PM session is open to operators and TxDOT personnel
PTN-128 Performance Reporting	24	Houston/TTI	TTI	NA	Register at s-edrington@tamu.edu or 713-686-2971
Transit Intelligence Revealed: A Special Educational Webinar	24	Webinar you're your location/Trapeze	Trapeze		Register at www.trapezesoftware.com/nahome.php
Transit and Paratransit Management Certificate Program – Week #1	29 - 2	Austin	SWTA	\$2275 member, \$2500/non-members	Register at http://www.swta.org/

November 2007					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
Responding to Requests for Proposals	6	Odessa/TxDOT	CTAA	NA	Register through PTN
Responding to Requests for	8	San Antonio/TxDOT	CTAA	NA	Register through PTN

Proposals					
Elements Needed to Create High Ridership Transit Systems	8	Telephone conference from your location	NTI	NA	Register at www.ntionline.com
Thanksgiving Day	22				All TxDOT offices closed
Day After Thanksgiving	23				All TxDOT offices closed

December 2007					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
Transit and Paratransit Management Certificate Program – Week #2	3 - 7	Austin	SWTA	Included in Week #1	Register at www.swta.org/
Grant Writing Workshop	6 - 7	Arlington/North Central Texas Council of Governments	Grant Writing USA	\$425	Register at www.grantwritingusa.com/events/nctcog1207.html
Transit Explosives Incident Management Seminar	10	Houston/METRO	TSI	NA	Register at www.tsi.dot.gov
Transit Explosives Incident Management Seminar	11	Houston/METRO	TSI	NA	Register at www.tsi.dot.gov
Transit Response To Rail Hijackings Seminar	12	Houston/METRO	TSI	NA	Register at www.tsi.dot.gov
Transit Response To Bus Hijackings Seminar	13	Houston/METRO	TSI	NA	Register at www.tsi.dot.gov
Bus Collision Prevention & Investigation Seminar	14	Houston/METRO	TSI	NA	Register at www.tsi.dot.gov
Mobility Planning Services Institute - Last day for applications	21	Washington, DC/Easter Seals	Easter Seals	Last day for applications	Register at projectaction.easterseals.com/site/PageServer?pagename=ESPA_homepage
Christmas Eve Day	24				All TxDOT offices closed
Christmas Day	25				All TxDOT offices closed
Day After Christmas	26				All TxDOT offices closed

January 2008					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
New Year's Day	1				All TxDOT offices closed
Martin Luther King, Jr. Day	21				All TxDOT offices closed
Semi-Annual PTC Meeting	22	Austin/TxDOT	PTN	NA	Contact Karen Dunlap at 512-416-2817

10/3/2007

Semi-Annual Transit Operators Meeting	23	Austin/TxDOT	PTN	NA	Contact Karen Dunlap at 512-416-2817
Rodeo Training & Technical Assistance Program	24	Austin/TxDOT	CTAA	NA	Register through PTN

February 2008					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
Legal Affairs Seminar	10 - 12	San Antonio/APTA	APTA	To be determined	Register at www.apta.com
SWTA's 28th Annual Conference	17 - 19	Ft Worth	SWTA	To be determined	Register at www.swta.org/
President's Day	18				All TxDOT offices closed

March 2008					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
Reasonable Suspicion Determination For Supervisors Seminar	31	Austin/TxDOT	TSI	\$25	Register through PTN

April 2008					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
Reasonable Suspicion Determination For Supervisors Seminar	1	Austin/TxDOT	TSI	\$25	Register through PTN
Substance Abuse Management And Program Compliance	2 - 4	Austin/TxDOT	TSI	\$40	Register through PTN
TTA State Conference and Rodeo	11 - 15	Waco/TTA & Waco Transit	TTA	To be determined	Register at www.texasransit.org
San Jacinto Day	21				Some TxDOT offices closed
Mobility Planning Services Institute	21 - 24	Washington, DC/Easter Seals	Easter Seals	NA	Register at projection.easterseals.com/site/PageServer?pagename=ESPA_homepage
Semi-Annual VTC for PTCs	24	Various District Offices/TxDOT	PTN	NA	Internal to TxDOT personnel only

May 2008					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
Bus & Paratransit Conference & International Bus Roadeo	3 - 7	Austin/APTA	APTA	To be determined	Register at www.apta.com
Memorial Day	26				All TxDOT offices closed

June 2008					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
Community Transportation EXPO	1 - 6	New Orleans, LA	CTAA	To be determined	Details at www.ctaa.org/
Emancipation Day	19				Some TxDOT offices closed

July 2008					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
Independence Day	4				All TxDOT offices closed

August 2008					
Class Name	Dates	Location / Host	Event Provider	Course Fee	Notes
LBJ's Birthday	27				Some TxDOT offices closed

Description of Trainings, Seminars, and Meetings

Bus Collision Prevention & Investigation (TSI #FT00470)

This seminar is a condensed version of several collision investigation courses taught by the Transportation Safety Institute. It is targeted for management and administrative personnel who do not regularly respond to on-scene collision investigations, but who may become part of the resolution process. It highlights how proper investigative techniques and methodologies assist in reducing liability claims and collision frequency, including hidden and direct costs. This seminar emphasizes the critical need for accurately documenting evidence at the scene to facilitate reconstruction of collisions should litigation arise.

Community Transportation EXPO

Annual conference and roadeo hosted by Community Transportation Association of America.

Elements Needed to Create High Ridership Transit Systems

Increasing ridership is the measure generally used by public authorities to gauge the effectiveness of public transit systems and is critical to sustain public investment, particularly in a resource-constrained environment. Strong transit ridership also supports a wide variety of public policy goals involving energy, the environment, land use, and transportation equity. TCRP's Report #111 identifies "success" stories by transit agencies that can be emulated and describes actions that can be taken to sustain or increase ridership. The T-Class will be presented by Daniel Fleishman, of TranSystems Corp., of Medford, MA. He was the principal investigator for the study.

Grant Writing Workshop

Participants will learn how to write and review winning proposals including:

- The essential components of a grant proposal package.
- How to customize a proposal to match a grant maker's interest.
- How to initially approach a funder.
- The differences between government and foundation proposals.
- How to report on a grant's progress and impact.
- How to develop working relationships with grant makers.
- What to do if your proposal is denied (don't give up!).
- The behind-the-scenes decisions that determine proposal acceptance and denial.

Participants will also learn how to find and track relevant grant opportunities:

- Where to find foundation grant programs that can help you accomplish your goals.
- Where to find federal and state grant makers that meet your needs.
- Where to find corporate giving programs whose giving goals match your funding needs.
- How to stay on top of your targeted opportunities.

Legal Affairs Seminar

A seminar providing up-to-date information on regulatory/legislative developments, industry-related litigation and other legal issues affecting the transit industry.

Mobility Planning Services Institute

MPS brings together community teams of leaders from the disability world and transportation industry to share information and strategies to improve access to transportation services in their communities. The training component of MPS is provided by industry experts serving as faculty for breakout sessions. Interspersed with the learning sessions are hands-on team working sessions. MPS

teams are selected through a competitive application process. Each team produces an action plan, with shared responsibilities to carry out throughout the next 12 months, reflecting specific local concerns and stages of development, and presents their plan to the full group teams at the end of three days of intense work.

PTN-128 Performance Reporting

A one-day training session designed for PTC's and providers who have not been trained or require refresher training. Register early as class is limited to 15 persons. Training includes:

- Brief overview of state funding formula as it relates to performance
- Training Objectives:
- Consistency of definition
- Accuracy of data collection
- Data analysis
- Quality control / quality assurance
- Data reporting

Reasonable Suspicion Determination for Supervisors Seminar (FT00546)

This seminar is designed to educate participants on DOT/FTA regulations requiring drug and alcohol testing of safety-sensitive transit workers. The focus will be specific training requirements for supervisors who will be making the determination of when to administer reasonable suspicion drug and/or alcohol tests. This seminar meets and exceeds the requirements under 49 CRT Part 655.14.

Seminar elements include:

- FTA drug and alcohol program requirements
- Drug and alcohol testing types and procedures
- Signs, symptoms, and workplace impact of alcohol misuse
- Signs, symptoms, and workplace impact of drug abuse
- Supervisor roles and responsibilities
- Reasonable suspicion testing determination common in the transit workplace.

Responding to Request for Proposals

CTAA is developing a customized course based on the recent FY07 JARC and New Freedom request for proposals. Participants will be instructed in a method for developing a successful RFP response.

Responding to RFPs & Grant Writing Assistance

A roundtable discussion with Texas A&M's Center for Community Support to learn about their free information, data, and proposal writing services for Texas community-based non-profit organizations. The focus is to acquaint you with their services for successfully competing for federal, private, and local funds; including JARC and New Freedom competitive calls for projects.

Roadeo Training & Technical Assistance Program

A training and technical assistance program for transit agencies seeking to develop a roadeo for small buses and vans. This program is modeled after the National Community Transit Roadeo for small bus and van drivers. Program elements include:

- Developing a committee
- Selecting a site
- Obtaining commitments from transit providers
- Procuring supplies
- Development of marketing and sponsorship[p
- Creating participant eligibility standards
- Registration
- Course set-up
- Testing areas
- Scoring
- Judging requirements and training
- Awards presentation
- Timetables

Securing Community Mobility

NTI's 4-hour program compliments the regional hazard and security planning workshops held in May; where participants were given the template to develop and implement a hazard and security plan for their agency. This workshop supplements the May workshops with direct training to the frontline employees of urban paratransit, rural transit, human service transit, resort transit, and other community-based transportation operations. The target audience is drivers, dispatchers, mechanics, supervisors, and managers. Course elements include: the threats and vulnerabilities related to workplace violence, dangerous passengers, criminal behavior, and domestic/international terrorism.

Semi-Annual PTC Meeting

An internal meeting for TxDOT staff and Public Transportation Coordinators. Agenda topics may be sent to Karen Dunlap at ptninet@dot.state.tx.us

Semi-Annual Transit Operators Meeting

Agenda topics and speaker recommendations may be sent to Karen Dunlap at ptninet@dot.state.tx.us

Semi-Annual VTC for PTCs

These video teleconferences supplement the training provided at the semi-annual meetings. The focus is on updates and continuing education for the TxDOT district Public Transportation Coordinators. Topics will vary based on feedback from the districts, the district assessments, and pending compliance deadlines.

Substance Abuse Management and Program Compliance (TSI #FT00465)

This course is designed to serve as an evaluation and self-assessment of the transit agency's substance abuse program and its compliance with FTA regulations. It will involve lecture, group discussions, policy examinations and evaluations. Participants are encouraged to bring along their policies for self-examinations. Course elements include:

- Available reference materials
- Audits and common deficiencies
- Required policy contents
- Contractor oversight
- Testing procedures
- Testing categories
- Recordkeeping

SWTA's 28th Annual Conference

Send conference questions, speaker and topic recommendations to Kristen Joyner at kjoyner@swta.org

Transit and Paratransit Management Certificate Program

An industry-specific management training program offered through the Wilamette University Atkinson Graduate School of Management. The program focuses on management essentials as they apply to the transit industry. The preliminary schedule has not been posted; contact <http://www.swta.org/> for more information.

Transit Explosives Incident Management Seminar (FT00438)

This seminar demonstrates how to prepare for and initially respond to acts of terrorism involving explosives, how to implement a plan and procedures to respond to an explosive incident, and how to manage an incident and the media. Participants are trained in general security awareness in the transit environment and how to identify flaws in facility or vehicle design and discourage criminal activity.

Transit Intelligence Revealed: A Special Educational Webinar

Interested in having key performance indicators from across your transit enterprise at your finger tips? Learn how you can make more informed, timely business decisions in a special upcoming educational Webinar called "Transit Intelligence Revealed."

Transit Response to Bus Hijackings Seminar (FT00463)

Participants will be shown how to respond to acts of terrorism, including workplace violence, and how to develop and implement plans and procedures to respond to bus hijackings. Participants will learn how to gain access to a bus and resolve the incident with minimal public endangerment.

Transit Response to Rail Hijackings Seminar (FT00532)

Participants will be shown how to respond to acts of terrorism, including workplace violence, and how to develop and implement plans and procedures to respond to rail hijackings. Participants will learn how to gain access to a rail vehicle and resolve the incident with minimal public endangerment.

TTA State Conference and Rodeo

Agenda topics and speaker recommendations may be sent to Ben Herr at benherr@texastransit.org