

**TxDOT Public Transportation Division (PTN)
Schedule of Trainings, Seminars, Meetings, and Holidays
Updated for June 1, 2006**

For more information please contact Ms. Jacque Potts at PTN: E-mail jpotts@dot.state.tx.us or phone 512-416-2886

Note: This calendar is subject to change; updates from the previous schedule are **highlighted**.

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

| JUNE 2006 | | | | | | |
|---|--------------------------|---|-----------------------|----------------------|---|---|
| Class Name | Dates | Location / Host | Event Provider | Course Number | Course Fee | Notes |
| Passenger Service and Safety | May 30 – June 1 | Mesquite/TxDOT & City of Mesquite | CTAA | | NA | Register through PTN |
| Title VI Nondiscrimination in the Federal-aid Program | May 31 or June 1 | Austin/TxDOT's Office of Civil Rights | FHWA | | NA | Register with JCASTR4@dot.state.tx.us |
| Community Transportation Association EXPO & Medical Transportation Conference | June 4 - 9 | Orlando, FL/CTAA | CTAA | | ?? | Check the CTAA website for further details http://www.ctaa.org/ |
| Transit System Security: Design Review | June 5 - 7 | El Paso/Sun Metro | TSI | FT00538 | \$40 | Class Cancelled |
| Crime Prevention Through Environmental Design | June 8 - 9 | El Paso/Sun Metro | TSI | FT00531 | \$95 | Class Cancelled |
| Effectively Managing Transit Emergencies | June 12 - 15 | Dallas/TxDOT & DART | TSI | FT00456 | NA for PTN registrants, \$40 all others | Register through PTN |
| National Association of Regional Councils 40 th Annual Conference & Exhibition | June 17 – 20 | San Antonio/Alamo Area Council of Governments | NARC | | \$495 members, \$525 non-members | Register at www.narc.org/ |
| Emancipation Day | June 19 | | | | | Some TxDOT offices closed |
| Service Animals and Transit: How to Develop a Working Relationship | June 19 | Audio Conference | Easter Seals | | NA | Register at http://projectaction.easterseals.com |
| Public Transportation Advisory Committee Meeting | June 28 1:30 p.m. | 200 East Riverside, Austin, Room 1A.1 | | | | An agenda will be posted at a later date at: www.sos.state.tx.us/open/index.shtml |

| JULY 2006 | | | | | | |
|---|--------------|------------------------|-----------------------|----------------------|---|--|
| Class Name | Dates | Location / Host | Event Provider | Course Number | Course Fee | Notes |
| Independence Day | July 4 | | | | | All TxDOT offices closed |
| Semi-Annual PTC Meeting | July 18 | Austin/TxDOT | PTN | | | Internal to TxDOT personnel only |
| Semi-Annual Transit Operators Meeting | July 19 | Austin/TxDOT | PTN | | | Contact Karen Dunlap at KDUNLAP@dot.state.tx.us |
| Terrorist Activity Recognition and Reaction | July 20 a.m. | Austin/TxDOT | NTI | | NA for federal, state, and local government employees | Register through PTN |
| System Security Awareness for Transit Employees | July 20 p.m. | Austin/TxDOT | NTI | | NA for federal, state, and local government employees | Register through PTN |

| AUGUST 2006 | | | | | | |
|---|----------------|---------------------------|-----------------------|----------------------|---|----------------------|
| Class Name | Dates | Location / Host | Event Provider | Course Number | Course Fee | Notes |
| Certified Community Transit Manager (CCTM) and Certified Transit Program Administrator (CTPA) | August 8 - 10 | San Antonio/TxDOT | CTAA | | NA for course, \$200 for examination | Register through PTN |
| Transit System Security | August 21 - 25 | Waco/TxDOT & Waco Transit | TSI | FT00432 | NA for PTN registrants, \$45 all others | Register through PTN |

| SEPTEMBER 2006 | | | | | | |
|-------------------------------------|-------------------|-------------------------------|-----------------------|----------------------|--|---|
| Class Name | Dates | Location / Host | Event Provider | Course Number | Course Fee | Notes |
| Labor Day | September 4 | | | | | All TxDOT offices closed |
| Transit Bus System Safety | September 18 - 22 | Houston/TxDOT & Houston METRO | TSI | FT00533 | NA for PTN registrants, \$110 all others | Register through PTN |
| RouteMatch Software User Conference | September 26 – 29 | Atlanta, Ga. | RouteMatch | | Contact RouteMatch | Details at www.RouteMatch.com |

| November 2006 | | | | | | |
|----------------------|-----------------|------------------------|-----------------------|----------------------|-------------------|--------------------------|
| Class Name | Dates | Location / Host | Event Provider | Course Number | Course Fee | Notes |
| Thanksgiving | November 23 -24 | | | | | All TxDOT offices closed |

| December 2006 | | | | | | |
|----------------------|-----------------|------------------------|-----------------------|----------------------|-------------------|--------------------------|
| Class Name | Dates | Location / Host | Event Provider | Course Number | Course Fee | Notes |
| Christmas | December 25 -26 | | | | | All TxDOT offices closed |

| January 2007 | | | | | | |
|---------------------------------------|--------------|------------------------|-----------------------|----------------------|-------------------|--|
| Class Name | Dates | Location / Host | Event Provider | Course Number | Course Fee | Notes |
| New Year's Day | January 1 | | | | | All TxDOT offices closed |
| Martin Luther King, Jr. Day | January 15 | | | | | All TxDOT offices closed |
| Confederate Heroes' Day | January 19 | | | | | Some TxDOT offices closed |
| Semi-Annual PTC Meeting | January 22 | Austin/TxDOT | PTN | | NA | Internal to TxDOT personnel only |
| Semi-Annual Transit Operators Meeting | January 23 | Austin/TxDOT | PTN | | NA | Contact Karen Dunlap at KDUNLAP@dot.state.tx.us |

| February 2007 | | | | | | |
|------------------------------------|----------------|------------------------|-----------------------|----------------------|-------------------|---|
| Class Name | Dates | Location / Host | Event Provider | Course Number | Course Fee | Notes |
| SWTA 27th Annual Conference & EXPO | February 11-13 | Austin/SWTA | SWTA | NA | To Be Determined | Details at www.swta.org/ |
| President's Day | February 19 | | | | | All TxDOT offices closed |

Description of Classes and Conferences

Certified Community Transit Manager (CCTM) and Certified Transit Program Administrator (CTPA)

This two-day class and certification exam is sponsored by the Community Transportation Association of America (CTAA). The CCTM is designed for transit agency managers; the CTPA is designed for state DOT employees. Detailed information on the class and exam is available at www.ctaa.org. CTAA now has a free on-line training program to help individuals prepare for the class and exam. Visit: <http://www.surtc.org/cctm/>.

Community Transportation Association EXPO & Medical Transportation Conference

This 3 day conference on medical and community transportation includes CTAA's national rodeo. Check the CTAA website for further information.

Effectively Managing Transit Emergencies (TSI #FT00456)

This class provides information on the development and implementation of an emergency management plan. It provides a better understanding of the role transit systems play in responding to emergencies and disasters within their community. Participants will gain knowledge in the roles and responsibilities of community officials, transit system personnel, fire, police, EMS, etc. Course elements include, but are not limited to:

- Nature of emergencies and disasters
- Development of an emergency management plan
- Incident command station
- Coordination of efforts and resources
- Managing the media
- Tabletop simulations

National Association of Regional Councils 40th Annual Conference & Exhibition

The NARC is a membership organization of Regional Councils and Metropolitan Planning Organizations (MPOs) who are striving to build regional communities all across the country. This conference provides informative sessions on legislative and regulatory issues, as well as training and technical services.

Passenger Service and Safety (PASS)

The Passenger Service and Safety (PASS) Trainer Certification Program ensures that community transportation trainers have current expertise in passenger assistance techniques, sensitivity skills, bus evacuation knowledge and skills in order to train drivers in serving persons with disabilities. The advantages of this training are:

- To reduce organizational liability
- Comprehensive training on serving people with disabilities
- Intensive emergency situation training
- Certification oversight by national community transportation leaders
- Updates for participants on regulatory changes

PASS trainers who successfully complete this course will receive a three year certification and be eligible for online recertification when required.

RouteMatch Software User Conference

A three day conference to discuss software enhancement ideas, learn about new developing transit technologies, share success stories and best practices with colleagues, and learn more about RouteMatch.

Semi-Annual PTC Meeting

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

Semi-Annual Transit Operators Meeting

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

Service Animals and Transit: How to Develop a Working Relationship

Easter Seals is hosting this discussion of successful strategies for creating an environment to support passengers and their service animals using transit. It is a free audio conference open to the public. The one-hour program will be at 2 p.m. eastern time Monday, June 19, 2006. Materials related to the presentation will be posted on the Easter Seals Project ACTION Web site and available at <http://www.projectaction.org/> one week prior to the conference.

SWTA 27th Annual Conference & EXPO

Send conference questions, speaker and topic recommendations to Carol Ketcherside at cketcherside@swta.org.

System Security Awareness for Transit Employees

This 4-hour course covers skill sets for observing, determining, and reporting activities, packages and substances that are suspicious or out-of-place. It encourages employees to use common sense when faced with various circumstances so operations can run safely, smoothly, and efficiently. A focus is also placed upon an employee's initial priorities at the scene of a threat or incident. It is targeted towards front-line employees and supervisors who have direct contact with the public or the vehicles and facilities used by the public

Terrorist Activity Recognition and Reaction

In today's environment, a transit employee's role in system security is critical to safeguarding the safety and security of his/her agency, its employees, and the public. As terrorist threats loom, routine security responsibilities for transit agency employees need to include monitoring activities around the work area while performing their primary job duties. This monitoring includes watching for things that are out-of-the-ordinary and identifying suspicious activities and objects. The goals of this 4-hour course are to provide participants with the knowledge and skills to:

- Explain the importance of identifying and reporting pre-attack terrorist activity
- Recognize the difference between normal, suspicious, and dangerous activity
- Define their role in recognizing and reacting to suspicious activity
- Describe their immediate actions when confronted with dangerous activity

Title VI – Nondiscrimination in the Federal-aid Program

This one day training will focus on the relationship of Title VI compliance with the following program areas or processes: planning, project development, right of way, construction, and research. Participants will receive information on a preventive team approach to ensuring nondiscrimination in all programs or activities of USDOT recipients; identify major activities/decisions and address Title VI issues in each phase of project advancement; and understand the roles and responsibilities of program and civil rights officials in a team approach.

Transit Bus System Safety (TSI #FT00533)

This course offers instruction and guidance in developing and implementing a transit bus system safety plan. It covers the critical elements in bus safety:

- Preventing passenger incidents and vehicle collisions
- Safety awareness and management
- Safety audits and developing checklists
- Employee selection and training
- Collision data tracking and trend analysis
- Hazard analysis and resolution
- Facility design
- Routing and scheduling
- Vehicle design, technology, and maintenance
- Security
- Best practices

Transit System Security (TSI #FT00432)

In the event of a critical incident, a system security program plan provides for the mobilization of transit and other public safety resources to assure a rapid, controlled, and predictable response and resolution. Participants in this course will receive the necessary information to develop and implement such a plan. They will be shown how to use resources, basic security terms, the five steps in threat and vulnerability identification, and the resolution process.