

**TxDOT Public Transportation Division (PTN)
Schedule of Training
January – July 2019**

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. For more information, contact the PTN Training Program Manager at PTN_Training@txdot.gov.

TxDOT provides tuition and travel reimbursement [scholarships](#) for transit agency employees to obtain training as funding allows. Please contact PTN_Training@txdot.gov for scholarship information if there is a note that scholarships are available for a training class.

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

January 2019					
Event	Dates	Location/Host	Event Provider	Fee	Notes
A Crash Course for the First-Time Manager or Supervisor	23	Houston TX	Pryor	\$99	Register: www.pryor.com
Fundamentals of Bus Collision Investigation	28 - Feb 1	San Antonio TX	TSI	\$90	Register: www.tsi-dot.scod.com
February 2019					
Event	Dates	Location/Host	Event Provider	Fee	Notes
Front Desk Safety & Security	21	Austin TX	Pryor	\$99	Register: www.pryor.com
SMS Safety Assurance (12:30 CST) – 2 hours	22	WEBINAR	TSI	FREE	Register: www.tsi-dot.scod.com
Front Desk Safety & Security	26	New Braunfels TX	Pryor	\$99	Register: www.pryor.com
Transit Bus System Safety	25 - Mar 1	Houston TX	TSI	\$115	Register: www.tsi-dot.scod.com
March 2019					
Event	Dates	Location/Host	Event Provider	Fee	Notes
Microsoft EXCEL Beyond the Basics	5	The Woodlands TX	Pryor	\$99	Register: www.pryor.com
2019 SWTA & TTA Freedom Through Transit Annual Conference EXPO & ROADEO	1-6	El Paso TX	SWTA	Varied	Register: www.swta.org (limited scholarships for training)
Substance Abuse Management and Program Compliance	5-7	Denton TX	TSI	\$55	Register: www.tsi-dot.scod.com
Introduction to Transportation Conformity	12-14	San Antonio TX	NTI	FREE	Register: www.nti-rutgers.edu
Paratransit Management and Operations	13-14	Denton	NTI	FREE	Register: www.nti-rutgers.edu

Transit Rail System Safety	18-22	TX Ft. Worth TX	TSI	\$145	Register: www.tsi-dot.scod.com
Microsoft EXCEL Beyond the Basics	21	College Station TX	Pryor	\$99	Register: www.pryor.com
SMS Principles for Transit	27-29	San Antonio TX	TSI	\$60	Register: www.tsi-dot.scod.com
SMS Safety Assurance (11am CST) 2 hours	28	Webinar	TSI	FREE	Register: www.tsi-dot.scod.com

April 2019

Event	Dates	Location/Host	Event Provider	Fee	Notes
14 TH Annual FTA Drug & Alcohol National Conference	2-4	Milwaukee WI	FTA	Varies	Register: www.transit.dot.gov NO SCHOLARSHIPS AVAILABLE
Instructors Course for Transit Trainers	1-5	Ft. Worth TX	TSI	\$145	Register: www.tsi-dot.scod.com
Managing Multiple Priorities, Projects & Deadlines	3	Victoria TX	Pryor	\$149	Register: www.pryor.com
Transit-Oriented Development	9-11	Austin TX	NTI	FREE	Register: www.nti-rutgers.edu
Leadership, Team-Building and Coaching Skills for Managers & Supervisors	15	Waco TX	Pryor	\$249	Register: www.pryor.com
Leadership, Team-Building and Coaching Skills for Managers & Supervisors	25	Houston TX	Pryor	\$249	Register: www.pryor.com
A Crash Course for the First-Time Manager or Supervisor	29	Austin TX	Pryor	\$99	Register: www.pryor.com
SMS Safety Assurance (9am CST) 2 hours	30	Webinar	TSI	FREE	Register: www.tsi-dot.scod.com

May 2019

Event	Dates	Location/Host	Event Provider	Fee	Notes
A Crash Course for the First-Time Manager or Supervisor	1	San Antonio TX	Pryor	\$99	Register: www.pryor.com
Transit Fare Policy	14-15	Austin TX	NTI	Free	Register: www.nti-rutgers.edu
APTA International Bus Roadeo	17-21	Louisville KY	APTA	Varies	Register: www.apta.com NO SCHOLARSHIPS AVAILABLE
CTAA Expo	19-23	Palm Springs CA	CTAA	Varies	Register: www.ctaa.org NO SCHOLARSHIPS AVAILABLE
CASTA Spring Transit Conference	21-24	Denver CO	CASTA	Varies	Register: www.coloradotransit.com NO SCHOLARSHIPS AVAILABLE
A Crash Course for the First-Time Manager or Supervisor	31	Temple TX	Pryor	\$99	Register: www.pryor.com

June 2019

Event	Dates	Location/Host	Event Provider	Fee	Notes
SMS Safety Assurance (12:30pm CST) 2 hours	5	Webinar	TSI	FREE	Register: www.tsi-dot.scod.com
Management & Leadership Skills for New Managers & Supervisors	18-19	Houston TX	Pryor	\$299	Register: www.pryor.com
Business Writing for Results	24	College Station TX	Pryor	\$179	Register: www.pryor.com

July 2019

Event	Dates	Location/Host	Event Provider	Fee	Notes
TxDOT-PTN Semiannual Transit Operators Business Meeting	24	Austin TX	TXDOT	FREE	NO SCHOLARSHIPS AVAILABLE
SMS Safety Assurance (12:30pm CST) 2 hours	28	Webinar	TSI	FREE	Register: www.tsi-dot.scod.com
Effectively Managing Transit Emergencies	23-26	Ft. Worth TX	TSI	\$65	Register: www.tsi-dot.scod.com

ONLINE

Event	Dates	Location/Host	Event Provider	Fee	Notes
PASS Basic Program	Any	Online	CTAA	\$50	www.training.ctaa.org
PASS Basic Recertification Program	Any	Online	CTAA	\$25	www.training.ctaa.org
PASS Full Driver Recertification Program	Any	Online	CTAA	\$35	www.training.ctaa.org

Description of Events

2019 SWTA / TTA Freedom through Transit Annual Conference EXPO and ROADEO: SWTA Freedom through Transit Annual Conference lands in El Paso, TX this year. We will be joining TTA as they put on the Texas State Roadeo. The Roadeo will take place March 1-2, and the Conference will take place March 4-6

A Crash Course for the First-Time Manager or Supervisor: In your previous position, you did a great job. Still, you're smart enough to know the skills that made you a great team player won't necessarily make you a great supervisor. For any new supervisor, training is key to success in this role.

Business Writing for Results: Attend this business writing training and you'll learn, step-by-step, how to shape your thoughts and organize your words. Forget about stuffy grammatical rules that are complicated and hard to remember. This seminar focuses on day-to-day writing, bringing you up to speed with skills that will be useful to you for the rest of your life.

Effectively Managing Transit Emergencies: This course will provide the participant with information on understanding the necessity, purpose, development, and implementation of emergency management and how it relates to the other safety functions of a transit system. Participants will learn how to better understand the emergency management concept and the role of the transit system in responding to emergency/disaster situations in both the community and transit system. The course provides information related to the acquisition and operational phases of a transit system's life cycle. Participants will be prepared to understand the elements of an effective emergency management program and how interaction of these elements affects the management of the emergency situations, as well as the roles and responsibilities of internal transit agency personnel and external stakeholders (e.g. fire, police, EMS, etc.) The course structure includes training related to the U.S. National Response Framework (NRF), National Incident Management System (NIMS), and Incident Command System (ICS). The course concludes with an Advanced Table-Top Exercise (TTX) involving the class participants and utilizing the Homeland Security Exercise and Evaluation Program (HSEEP) format.

Front Desk Safety and Security: In this powerful, eye-opening workshop, you'll discover a variety of tools, techniques, and strategies for securing your front desk area and staying calm and in control when faced with emergency situations. We'll cover preparation and prevention techniques for natural disasters, theft, property damage and other crimes, offer tips for identifying potentially violent or unbalanced individuals, cover building and facility safety measures, and reveal ways to shore up weaknesses in procedures that may leave your organization and employees vulnerable to outside influences

Fundamentals of Bus Collision Investigation: Learn about effective tools and techniques relating to data collection, on-scene evidence documentation, damage and debris evidence analysis, witness interview techniques, computation of simple speed estimates, and report writing. Gain in-depth practical application knowledge of accident reconstruction techniques and the use of mathematical formulas to evaluate the contributing factors associated with bus collisions/investigations. This course also includes an introduction to Safety Management Systems (SMS) principles and basic collision investigation procedures. Knowledge of high school algebra will greatly assist participants to successfully complete this course.

Instructors Course for Transit Trainers: Develop presentation skills and learn facilitation methods and adult learning principles for teaching operators. Become certified to train and order U. S. Department of Transportation certificates for bus/paratransit operators using the DOT's official training manuals. Receive TSI course materials to teach vehicle operations, emergency management, and customer relations. You'll receive course materials and learn how to teach classroom versions of Curbing Transit Employee Distracted Driving and Fatigue and Sleep Apnea Awareness for Transit Employees.

Introduction to Transportation Conformity: The Transportation Conformity course will present basic information about conformity requirements and the relationship of the transportation and air quality planning processes in order to prepare agency staff (federal, state and local) to participate in interagency consultation and work effectively in resolving conformity issues.

Leadership, Team-Building and Coaching Skills for Managers and Supervisors: Forward-thinking managers have discovered the same skills coaches use to create winners in athletics work in a business setting as well. This innovative one-day team-building seminar is designed to teach you powerful employee coaching methods to turn even problem employees into super-productive, motivated winners!

Management and Leadership Skills for New Managers and Supervisors: This powerful management and leadership training will make your transition smoother and more successful. You'll use what you learn right away. If a tough problem comes up, you'll know how to handle it. When you're faced with a crisis, you'll react with confidence. You'll be better equipped to keep your people motivated, productive and on target.

Managing Multiple Priorities, Projects and Deadlines: This powerful one-day seminar teaches you the all-important skills that will help you deal with dozens of top priorities. Filled with practical how-to strategies!

Microsoft EXCEL – Beyond the Basics: One day never delivered so much practical, real-world computer skills training. You'll improve your productivity tenfold. Complicated charts and graphs that once took hours to compile will now take only minutes to set up and assemble. You'll learn when it makes sense to use a macro, how to debug a macro, and how to create and manage a PivotChart. Key code shortcuts you learn will transform multistep processes into single, simple moves. Even the advanced linking and data exchange operations you once dreaded will become easier.

Paratransit Management and Operations: The goal of this course is to teach transit professionals the skills needed to effectively manage and operate paratransit services. Topics include: History of demand response service and where the industry is today; the relationship between managing and providing paratransit service; developing policies and procedures for your paratransit department; management functions needed to operate paratransit service, including planning, resource availability, staffing, scheduling, budgeting, and performance evaluation; operating techniques to provide paratransit service, including contracting vs. in-house, brokerages and call center operations, route deviation, taxi supplements, and feeder service; scheduling techniques that are based on your agency's resources and local transit environment; controlling costs and billing methods; technology's role in paratransit service; and customer service throughout the paratransit department. The course is facilitated by industry professionals with extensive experience in paratransit service and the Americans with Disabilities Act (ADA).

PASS: The (PASS) Driver Certification Program ensures that community transportation drivers have current expertise in passenger assistance techniques and sensitivity skills appropriate for serving persons with disabilities.

SMS Safety Assurance: This Virtual Live Training (VLT) course is designed to examine the Safety Assurance (SA) component of a Safety Management System (SMS) and discuss the three key sub-components and essential SA activities and tools necessary to verify 1) the effectiveness of safety risk mitigations and 2) that no new safety risks have been introduced through implementation of the mitigations or changes.

SMS Principles for Transit: This course includes an introduction to the principles and four components of a Safety Management System (SMS): Safety Policy, Safety Risk, Safety Assurance, and Safety Promotion. Building upon traditional transit system safety, participants will learn about FTA's SMS framework which includes executive leadership and accountability for safety, creating a positive safety culture, preventive risk analysis, and building an effective employee safety reporting program. At the end of this course, participants will have a greater awareness of critical safety practices which are available through SMS integration with transit system safety, including practical applications and exercises to begin SMS implementation.

Substance Abuse Management and Program Compliance: This course is designed to provide the participant with the knowledge to evaluate and self-assess their agency's substance abuse program and compliance with FTA regulations and industry best-practices. The course involves lecture, videos, Q&A sessions with expert instructors, and peer information sharing. This course promotes a better understanding of FTA substance abuse compliance regulations and their application to transit agency policies and procedures.

Transit Bus System Safety: Study the four pillars of Safety Management Systems (SMS) and how SMS and System Safety work together to help create a safer working environment. Discover how the application of engineering and management principles, criteria, and techniques can help to lower safety risk to acceptable levels. Explore the concepts of safety climate, safety risk management, and the hazard reduction matrix as well as the hazard reduction precedence.

Transit Fare Policy: This course provides an overview of transit fare policy, including policy goals and objectives, fare structure, fare collection, and emerging fare technologies. Participants will discuss the importance of fare policy, policy tradeoffs, pricing strategies, and issues influencing fare decisions. The course will discuss fare equity issues, public communication and outreach strategies, and data needs.

Transit-Oriented Development: Transit-Oriented Development (TOD) is defined as compact, mixed-use development near transit that creates sustainable communities where people of all ages and incomes have transportation and housing choices – where people can walk, bike, and take transit. The goal of this

course is to help transportation and land use professionals effectively participate in the planning, funding, and implementation of transit-oriented projects that improve the environment, create a sense of community, and boost transit ridership.

Transit Rail System Safety: Learn basic rail system safety and Safety Management Systems (SMS) principles, as well as the required elements of MAP-21 rule making and the State Safety Oversight Rule *49 CFR Part 659*. Study hazard analysis and its implementation throughout the system life cycle, from planning and design through construction, implementation of revenue service, and disposition. Explore system safety in the acquisition and operations phases, the safety certification program, the certifiable items list, security, and emergency response.