

**TxDOT Public Transportation Division (PTN)  
Schedule of Training  
January – August 2018**

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](mailto: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](mailto: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 2018					
Event	Dates	Location/ Host	Event Provider	Fee	Notes
Procurement Series III: NTI RFPs & Competitive Contract Negotiations	15-19	Lewisville, TX	NTI	\$600	<a href="mailto:www.nti_info@nti.rutgers.edu">www.nti_info@nti.rutgers.edu</a>
TxDOT-PTN Semi-Annual Meetings	23-24	Austin, TX	PTN	FREE	<b>NO SCHOLARSHIPS AVAILABLE</b>
ATSSA 48 <sup>th</sup> Annual Convention & Traffic Expo	26-30	San Antonio TX	ATSSA	Varies	<a href="http://www.expo.atssa.com">www.expo.atssa.com</a> <b>NO SCHOLARSHIPS AVAILABLE</b>
February 2018					
Event	Dates	Location/ Host	Event Provider	Fee	Notes
Procurement Series I – Orientation to Transit Procurement	19-23	Houston, TX	NTI	\$600	<a href="http://www.nti.rutgers.edu">www.nti.rutgers.edu</a>
March 2018					
Event	Dates	Location/ Host	Event Provider	Fee	Notes
SWTA Freedom Through Transit	5-8	Denver, CO	SWTA	Varies	<a href="https://activeevent.net/swta/Login.aspx?ec=DENV">https://activeevent.net/swta/Login.aspx?ec=DENV</a> <b>NO SCHOLARSHIPS AVAILABLE</b>
TTA Conference, Rodeo & Expo	20-24	San Antonio TX	TTA	Varies	Info at: <a href="http://www.txtransit.org">www.txtransit.org</a>
April 2018					
Event	Dates	Location/ Host	Event Provider	Fee	Notes
Project Management for Transit Professionals	4-5	Houston TX	NTI	\$600	<a href="mailto:www.nti_info@nti.rutgers.edu">www.nti_info@nti.rutgers.edu</a>
May 2018					
Event	Dates	Location/ Host	Event Provider	Fee	Notes

		Host	Provider		
Title VI and Public Transit	4-5	Lewisville, TX	NTI	\$600	<a href="http://www.nti.rutgers.edu">www.nti.rutgers.edu</a>
APTA Bus & Paratransit Conference	6-9	Tampa, FL	APTA	Varies	Info at: <a href="http://www.apta.com">www.apta.com</a> <b>NO SCHOLARSHIPS AVAILABLE</b>
Procurement Series II – Risk Assessment and Basic Cost or Price Analysis	14-18	Houston, TX	NTI	\$600	<a href="http://www.nti.rutgers.edu">www.nti.rutgers.edu</a>

### June 2018

Event	Dates	Location/ Host	Event Provider	Fee	Notes
CTAA Expo	10-14	Pittsburgh, PA	CTAA	Varies	Info at: <a href="http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=5148&amp;z=5">http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=5148&amp;z=5</a> <b>NO SCHOLARSHIPS AVAILABLE</b>

### July 2018

Event	Dates	Location/ Host	Event Provider	Fee	Notes
TxDOT-PTN Semi-Annual Meetings	9-13	Austin, TX	PTN	FREE	

### ONLINE

Event	Dates	Location/ Host	Event Provider	Fee	Notes
PASS Basic Program	Any	Online	CTAA	\$50	<a href="http://www.training.ctaa.org">www.training.ctaa.org</a>
PASS Basic Recertification Program	Any	Online	CTAA	\$25	<a href="http://www.training.ctaa.org">www.training.ctaa.org</a>
PASS Full Driver Recertification Program	Any	Online	CTAA	\$35	<a href="http://www.training.ctaa.org">www.training.ctaa.org</a>

## Description of Events

**Asset Inventory Module Demonstration:** This session will review the NTD Asset Inventory reporting requirements and demonstrate the new asset inventory forms in NTD reporting.

**Beyond Excel to the Max:** Learn about customizing your workbooks, using data features, custom formats and much more.

**Decision Processes for Asset Condition Assessments:** The webinar will feature presentations from Lou Cripps (Regional Transportation District – RTD, Denver) and Kim Johnson (Michigan Department of Transportation – MDOT) and will highlight, among other topics, how each agency determines which assets to prioritize for condition assessments, and how they developed their condition assessment methodologies.

**Excel Focus on Formulas:** This class is designed for users who would like to focus on learning Excel formulas. We will begin by reviewing formula basics and the day will evolve through the most commonly used Excel formulas.

**Excel for Business Professionals:** This class is designed for the beginner who wants to learn how to create basic formulas. Have you been using a spreadsheet that someone else designed but you don't know how they created the formulas?

**Excel to the Max:** This course is designed for intermediate-to-advanced users. It explores absolute references, creating and using named ranges, working with multiple pages in a workbook, advanced formulas, and much more.

**Finance & Accounting for Non-Financial People:** Finance courses for beginners are developed to meet the specific needs of non-financial people like you. With our training class you'll learn the basics of accounting and finance in easy-to-understand layman's terms. What's more, you'll learn how to apply and use the information to operate more efficiently and successfully.

**Front Desk Safety & 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.

**FTA Substance Abuse Training:** This one-day seminar is designed to provide essential facts and information to facilitate employers' compliance with DOT's 49 CFR Part 40 and FTA's 49 CFR Part 655. While a high-level overview of the regulations will be discussed, this seminar will focus more on the operational side of a transit agency's functions.

**FTA's Passenger Ferry Grant Program and the FY 2017 Notice of Funding:** Join FTA program staff to learn more about the funding opportunity, application eligibility and criteria, and the submission process. FTA issued its [notice of funding opportunity](#) for the ferry program on August 23.

**FHWA Roadway Safety Data & Analysis Toolbox – Finding the Right Tool for the Job:** Use the Toolbox to search for available safety data and analysis tools. Apply advanced search options to narrow the list of tools to support a specific need. Identify appropriate tools based on current safety data and analysis needs and capabilities. Compare the capabilities of different safety data and analysis tools.

**How to Deliver Exceptional Customer Service:** Developed and presented by customer service experts, this seminar teaches ways to work easily with others and create a more pleasant environment. We've drawn from what is working in companies all across America. In this workshop, you'll learn ways to communicate keeping your composure under stress, and much more.

**Keys to NEMT Success:** This course will focus on the nuances of health care transportation. We'll look at how you can be more successful in this arena and the actions you need to take to get you to your goal.

**National Transit Database (Urban Reporting):** The goal of this course is to help transit professionals learn the necessary skills for reporting urban data to the NTD internet reporting website.

**Onboard Camera Applications for Buses:** This webinar, hosted by the [National Transit Institute](#) (NTI), will explore how transit agencies across the country are using onboard camera applications on their buses for safety and security of bus operators and passengers. The webinar will discuss examples of the technologies and opportunities currently in operation at various transit agencies, and how they keep up with the fast advances of surveillance technology, ultimately being used to improve operations, safety, security, training, and customer satisfaction.

**Ongoing Transformation of the Global Transportation System:** *Transforming Transportation* continues the U.S. DOT Volpe Center's long history of convening thought leaders, decision makers, and stakeholders from across the global transportation enterprise to anticipate future transportation issues, generate fresh approaches to emerging issues, anticipate transportation trends, and inform decision making.

**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.

**Procurement Series I – Orientation to Transit Procurement:** The first of a four-part series, this four-day foundational course is an overview of transit procurement and emphasizes "best practices" for contract procurements by FTA grantees. This revised procurement course will focus on good procurement business practices and policies from a broader industry perspective. The course introduces minimum standards for individual agency practices as described in the FTA Circular 4220.1F and the Master Agreement, and provides participants with a framework for examining basic issues pertaining to third-party contracting. This training covers the roles and responsibilities of contracting parties and will explore opportunities for teaming/partnering internally and with transit suppliers. Specific problem areas that may emerge during the procurement process will be identified and addressed. The Best Practices Procurement Manual and Circular 4220.1F are referenced throughout the course. This course is conducted utilizing exercises, case studies, and other interactive training activities.

**Procurement Series II – Risk Assessment & Basic Cost or Price Analysis:** The second of a four-part series, this four-day course is designed to strengthen the procurement practices of transit authorities by improving the ability to perform cost and price analysis. This basic training helps build the sound financial management practices that are expected of organizations and agencies receiving direct grant support from the FTA. This revised course uses "best practices" and several hands-on exercises to augment explanations of acquisition strategies, design-build contracts, using data from cost and price analyses, and price and cost certification. The effects that risk has on different types of contracts and specifications are covered in great detail. The Best Practices Procurement Manual and Circular 4220.1F are referenced throughout the course. This course is conducted utilizing exercises, case studies, and other interactive training activities. A small calculator would be helpful for the class exercises.

**Procurement Series III – RFTs & Competitive Contract Negotiations:** The third course in a four-part series, this three-day course will provide participants with a negotiation skill set. The participants will gain a greater understanding of negotiation, how to build negotiating skillsets and practice their application, when to negotiate, and how negotiations are impacted by what is being procured. Competitive contract negotiations, non-competitive contract negotiations, moving beyond deadlock, and proposal evaluation are covered at length and augmented by best practices and exercises. The Best Practices Procurement Manual and Circular 4220.1F are referenced throughout the course. This course is conducted utilizing exercises, role-playing, case studies, and other interactive training activities. Opportunities will be available to practice negotiating skills and techniques. A small calculator would be helpful for the class exercises.

**Project Management for Transit Professionals:** Upon completion of these training programs, each participant will know how to build, manage, and execute a project, and understand the tools used for a successful project management system.

**Title VI and Public Transit:** This course will help practitioners appreciate the importance of transit equity considerations during the day-to-day life of transit planning, management, and operations. It is designed to provide accurate information on a variety of equity considerations an agency is exposed to on a daily basis.

**Transit & TNC Partnerships, an Alternative Approach:** This webinar will focus on the issues, obstacles, and solutions that encompass Transit's approach to Transportation Network Companies (TNC). Hear about current and planned examples as well as how agencies are partnering for general public subsidy programs. And what about potential ADA paratransit projects?

**Transit Asset Management Implementation for Tier II Providers and Sponsors:** NTI is offering a webinar supplemental to the [Transit Asset Management Implementation for Tier II Providers and Sponsors](#) course which will focus on the [TAM Plan Template for Small Providers](#) excel tool.

The webinar will cover the specific inputs and outputs of the template, highlighting the instructions and limitations of the tool. The current version of the template offers a large asset inventory form, terminology alignment with 49 CFR 625 National TAM System final rule, improved print functions, and the all-new fleet replacement module. The template also includes basic versus comprehensive options and is applicable for group TAM plan sponsors and small transit providers alike.