

KDOT-REQUIRED DRIVER TRAINING

Registration. The course registration fee of \$45 includes lunch, break refreshments, and workshop materials. To register, complete the registration form, attach the required payment (payable to the KU Transportation Center), and mail to the KU Transportation Center. If your agency needs several days to process the payment internally, please submit the registration form and indicate that the fee will follow. **Registration is required and must be received by the registration deadline.**

DO NOT DELAY submitting your registration form. COURSES FILL UP FAST.

Register online at <http://www.ksrtap.org> — go to the training calendar, and click on the workshop you wish to attend. Or you can **mail in** your registration form or **fax** it to (785) 864-3199, attention: Kristin.

Overnight Accommodations. Hotel reservations, if needed, must be made by the participant. If you have any accommodation questions call the Kristin at the KU Transportation Center at (800) 248-0350 or (785) 864-2594.

Assistance for Participants with Disabilities/Special Dietary Requirements. The KU Transportation Center is committed to accommodating persons with disabilities and those with special dietary needs. Please call our office or mark the registration form and we will call you to discuss your needs. To assure assistance, please register at least 10 days before the workshop you plan to attend.

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS 66045, (785) 864-6414, 711 TTY.

Advance Registration Required

Registrations must be received in advance, by the following deadlines or sooner. Class size is limited.

Courses may fill up before the registration deadline.

Please no more than 12 attendees per agency. Any number after 12 will be put on a waiting list until other agencies have had a chance to register.

Register no later than	Location	Class held
6/27	Winfield	7/6
6/27	Emporia	7/12
7/1	Leavenworth	7/13
7/1	Salina	7/14
7/11	Wellington	7/21
7/18	Pittsburg	7/27
7/18	Hays	7/28
7/25	Garden City	8/3
7/25	Dodge City	8/4
8/1	Burlington	8/9
8/22	Augusta	9/1
8/29	Topeka	9/7
8/29	Pittsburg	9/8

Summer-Fall 2016

Kansas RTAP Training

A Program of the KU Transportation Center • www.ksrtap.org



KDOT-REQUIRED DRIVER TRAINING

Kansas RTAP provides three courses required by the Kansas Department of Transportation for drivers of transit agencies that receive Section 5310 and 5311 funding. Drivers are required to take these courses every two years. This brochure provides details on driver courses offered during Summer-Fall 2016 and information on advanced courses that can be substituted for renewal. [Note: Defensive Driving is one of the three courses that meet the KDOT biennial training requirement, and will be offered again in Winter-Spring 2017.]

- **Responding to Emergencies in Rural Transit**
- **Passenger Assistance for Rural Transit Operators**
- **Advanced Mobility Device Securement Skills and Development: Skills for Securing “Difficult to Secure” Devices**

For More Information

Contact Kristin Kelly at the KU Transportation Center,
(800) 248-0350 or (785) 864-2594

Email: kbkelly@ku.edu



University of Kansas
Transportation Center
1536 West 15th Street, M2SEC, Suite G520
Lawrence, Kansas 66045



Responding to Emergencies in Rural Transit

This course provides tools for transit vehicle operators to better respond to emergency situations as they begin to unfold. The morning session provides basic awareness to help identify emergencies, an orientation to emergency equipment on the vehicle, and a review of seven steps for crisis management during an emergency. The afternoon session covers all-hazards awareness and preparedness for transit employees. It is designed to help transit employees develop the observation, communication, and response skills needed to address all-hazards incidents while ensuring their own safety and that of their customers. Participants will learn the importance of taking an all-hazards approach to transit incidents and events, understand their responsibilities and priorities during such incidents and events, learn to distinguish between notice and no-notice situations, and learn to select appropriate response and reporting strategies for all-hazards incidents and events. **This training satisfies the KDOT-RTAP biennial Driver Training requirement.**

Agenda

9:00 - 9:30 am	Registration
9:30 am - Noon	Responding to Emergencies
Noon - 12:45 pm	Lunch (provided)
12:45 - 4 pm	All-Hazards Awareness & Preparedness for Transit Employees

Dates and Locations:

July 12, Emporia

Flint Hills Technical College
3301 W 18th Ave

July 28, Hays

Fort Hays State
600 Park Street

August 4, Dodge City

Stay Suites of America
2320 Wyatt Earp Blvd.

September 1, Augusta

Butler County Department on Aging
2101 Dearborn

September 7, Topeka

Capital Plaza Hotel
1717 SW Topeka Blvd.

September 8, Pittsburg

Lamplighter Inn
4020 Parkview Drive

Passenger Assistance for Rural Transit Operators

This course provides tools to develop and maintain a safe environment on a transit vehicle by improving passenger assistance procedures on the vehicle. It also covers how to maintain procedures on your vehicle that preserve a healthy environment on your vehicle for you and your passengers. This is a basic awareness course to learn how to safely board and de-board passengers from the vehicle and identify special procedures for those passengers with special needs, including individuals who use mobility devices. The course includes an overview of the Americans with Disabilities Act. This course is based on materials developed by the Community Transportation Association of America and the national Transit Institute. **This training satisfies the KDOT-RTAP biennial Driver Training requirement.**

Agenda

9:00 - 9:30 am	Registration
9:30 - Noon	Passenger Assistance
Noon - 12:45 pm	Lunch (provided)
12:45 - 4:00 pm	Passenger Assistance (Part 2)

Dates and Locations:

July 6, Winfield

Southwestern College
100 College Street

July 13, Leavenworth

Leavenworth County Council on Aging
1830 S. Broadway

July 14, Salina

OCCK, Inc.
340 N. Santa Fe

July 27, Pittsburg

Lamplighter Inn
4020 Parkview Drive

August 3, Garden City

Finney County Transit
1008 N. 11th

On-Site Training by Request

KDOT-required driver training must be renewed every two years. The following RTAP courses are designed with more in-depth training and qualify as renewal courses for their respective topics. The courses are available by request to Kansas rural transit agencies. These hands-on classes require a minimum of 10 participants and will be delivered at a location and date determined by the transit agency requesting the course. Requests for these courses must be made at least six weeks in advance of the anticipated date of the course.

Contact Anne Lowder at (785) 864-1469 or alowder@ku.edu to host and schedule either of the following training opportunities in your area.

Evacuation Techniques for Rural Transit Passengers

This course covers the process of emergency evacuation, including crisis communication techniques, how to identify hazards, how to stay calm, and how to evaluate options for and what to do with non-ambulatory or visually impaired passengers so that all passengers can be safely evacuated from the vehicle. The afternoon session provides hands-on training with simulated evacuations. This course is based on the *Paratransit Emergency Preparedness and Operations Handbook* (TCRP), *Vehicle Evacuation Procedures and Immediate Actions for Transit Agencies for Potential and actual life-threatening incidents* (FTA), and materials developed by the National Transit Institute. **This course qualifies as a KDOT-RTAP Driver Training renewal class for responding to emergencies.**

Agenda

8:00 - 8:30 am	Registration
8:30 - Noon	Crisis Communication
Noon - 12:45 pm	Lunch
12:45 - 4:00 pm	Hands-On Training and Simulated Evacuations

Advanced Mobility Device Securement Skills and Development: Skills for Securing "Difficult to Secure" Devices

This course provides transit operators with strategies and best practices for securing powered mobility devices that often lack traditional securement points. It also covers placing lap belts on passengers who use mobility devices as transit seating. Participants will review pre-trip preparation, on-board tools and equipment, effective strap securement locations, and safe work practices and then practice securement techniques on a variety of mobility devices, e.g. powered wheelchairs, scooters and other difficult-to-secure assisted devices. This course is based on materials developed by the National Transit Institute. **This course qualifies as a KDOT-RTAP Driver Training renewal class for passenger assistance.** Dates and Locations: July 21, Wellington and August 9, Burlington.

Agenda

8:30 - 9:00 am	Registration
9:00 - Noon	Advanced Mobility Securement Part I
Noon - 12:45 pm	Lunch
12:45 - 4:00 pm	Advanced Mobility Securement Part II

KDOT-REQUIRED DRIVER TRAINING Registration

Register online at <http://www.ksrtap.org> or use this form. You must register in advance. See other side for registration deadlines for the courses listed below.

Name: _____

Title: _____

Agency: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Circle or highlight the course(s) you will attend.

• Responding to Emergencies in Rural Transit:

July 12, Emporia	July 28, Hays
August 4, Dodge City	September 1, Augusta
September 7, Topeka	September 8, Pittsburg

• Passenger Assistance for Rural Transit Operators:

July 6, Winfield	July 13, Leavenworth
July 14, Salina	July 27, Pittsburg
August 3, Garden City	

• Advanced Mobility Device Securement Skills:

July 21, Wellington	August 9, Burlington
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Please contact Kristin Kelly at (785) 864-2594 or email kbkelly@ku.edu regarding accommodations for persons with disabilities or special dietary needs.

Registration fee \$45/person

Please make check payable to the University of Kansas.
____ Enclosed ____ To follow ____ Bill my agency

Mail to: Kristin Kelly, Kansas RTAP, KU Transportation Center, 1536 West 15th Street, M2SEC Suite G520, Lawrence, KS 66045
Or fax to: (785) 864-3199, attn: Kristin

Refund Policy. The registration fee is refundable if notice of cancellation is received (in writing) 48 hours prior to the start of the program. Registrations who are unable to attend and DO NOT cancel 48 hours prior are subject to the registration fee. Substitutions may be made at any time. Please notify us of any changes by emailing Kristin at kbkelly@ku.edu.