



Master of Transportation Administrator Series



Student transportation administrator training program

The safety, reliability and efficiency of a district's bus service are maximized when the school transportation manager has the specific knowledge and skills needed to manage the service effectively. The goal of the Master Transportation Administrator (MTA) program is to provide learning opportunities in the many key areas affecting transportation.

OSBA brings its depth of resources in safety practices, fleet management, federal regulations, and state codes for student transportation together to support this training curriculum. This program exceeds the requirement in Ohio Administrative Code for annual transportation in-service training.

Curriculum

The complete curriculum includes classes in each of three proficiencies – compliance, operations management and governance (including policy and fiscal matters). Each year of the curriculum focuses on just one of these proficiencies.

Complete all three-modules and the district project framework question form, to be acknowledged as a Master Transportation Administrator by OSBA.

Dates and sessions



MTA Module 1

T Reports and state funding
Sept. 26, 2024



MTA Module 2

Federal regulations and school transportation
Oct. 24, 2024



MTA Module 3

The budget process
Nov. 21, 2024



MTA Module 4

Transportation rules and regulations
Jan. 23, 2025



MTA Module 5

District policy, laws and regulations
Feb. 27, 2025



MTA Module 6

Hot topics
March 27, 2025



The three-year curriculum will entail the following:

Compliance and safety

This module's six training classes will encompass topics such as drivers' records compliance, emergency planning, rules and laws updates, and fleet compliance. Participants will participate in training classes and demonstrate subject area competency by completing an important project for their district. An example of a district project is developing a department emergency plan, completing a departmental procedures audit, or completing a driver compliance audit.

Operations management

This module's six training classes will comprise topics such as personnel and student management, communication styles and public relations, routing and fleet management, policy, and handbook development. Participants will participate in training classes and demonstrate subject area competency by completing an important project for their district. A district project example is developing a driver handbook or fleet replacement program or demonstrating an efficient district routing scheme.

Governance

This module's six training classes will encompass topics such as state funding and T-reporting requirements, budget development, managing maintenance costs, routing efficiency, and policy development. Participants will participate in training classes and demonstrate subject area competency by completing an important project for their district. A district project example is developing a departmental budget or comprehensive maintenance spending plan or demonstrating cost savings by routing or ensuring compliance with rules and regulations.

Submitting your district project

A project framework outline is adapted for each module to assist in choosing, planning, and incorporating the practice in the department. By completing the questions and submitting it to our transportation team verifies the modules' requirements.

Participation levels

MTA subscription

Districts may purchase a training contract that includes all classes offered in a program year; reference library materials; and supervision and guidance for an approved district project to be completed by the participant that benefits his or her district and is consistent with the competency theme for the training year. Participants who successfully complete the year program will receive an acknowledgement of competency for that year. Participants that complete all three competency programs (a three-year commitment) will be acknowledged as an OSBA Master of Transportation Administration graduate.

Individual

Attendees may participate in individual classes, which include handouts and other materials. Attendees are responsible for downloading related materials referenced in the syllabus.

Additional details

Class time: 10 a.m.-2 p.m.

Location: Virtual or in-person at OSBA's office
8050 N. High Street
Columbus, Ohio 43235

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