

Ohio School Boards Association  
Master of Transportation Administration  
2020-2021 Class Schedule – Operations

*This program meets and exceeds the requirement in administrative code for annual transportation in-service training.*

<p><b>Sept 16</b>  or  <b>Sept 30</b></p>	<p><b>Routing and Technology</b> In today's school environment, it is essential to maximize route efficiency and get the best use out of your buses. This also becomes key as we manage continuing driver shortages. No one can afford to run extra buses, or to run buses with only a few students on them. We will look at some proven strategies for determining how many buses you really need and different styles of routing. This conversation also requires us to look at routing cost analysis. We will look at some of the technologies available to districts to assist with routing, and the costs and benefits of that technology.</p>
<p><b>Oct 28</b>  or  <b>Nov 4</b></p>	<p><b>Personnel Management</b> Employees can either "make or break" any operation. A transportation administrator must have some knowledge of labor practices to effectively manage their staff, especially when there is a bargaining unit. Discussion will include not only working with contracts, but also discipline, grievances, arbitration, negotiations, and practices. We will also review driver qualifications and how to manage issues, evaluations, and monitoring driver license records.</p>
<p><b>Dec 2</b>  or  <b>Dec 9</b></p>	<p><b>Transportation Rules and Regulations</b> Without a working knowledge of the laws and rules, the transportation administrator is flying blind. This class will walk through the key regulations that you might have overlooked, forgotten, or not even known existed. We will explore the relationship between federal, state, and local regulations, talk about policy vs. practice, and then look at a checklist that every transportation department can use to measure their performance and compliance. This class is a favorite not only for brand new supervisors but also veterans and other school administrators who are responsible for pupil transportation services.</p>
<p><b>Feb 3</b>  or  <b>Feb 10</b></p>	<p><b>The Transportation Handbook</b> Transportation administrators cannot afford to "fly by the seat of their pants" or to be inconsistent in management practices. Guidelines and procedures are essential and can be the manager's best friend. Other issues that are related include board policy, administrative guidelines, labor agreements and other local resources. We will discuss the handbook development process as well as what to include in the handbook and how to keep it current.</p>
<p><b>Mar 3</b>  or  <b>Mar 10</b></p>	<p><b>Public Relations and Working with the Media</b> We will have two related focus points for this session. First, we will experience a 'live interview' process to refine our skills in developing talking points and staying on target in an interview about a real event. Second, after focusing on reactive news responses we will then shift focus to proactive news relationships to inform your community about the resources your transportation department offers.</p>
<p><b>Apr 7</b>  or  <b>Apr 14</b></p>	<p><b>Designing Your Operational Plan, and Building Keys for Success</b> We will start this final class of the year by looking at how to put the operational plan together. What is your work calendar? When do you need to do what, and how to schedule or delegate that project? Much of what we do has a critical work path, and unless you plan your work in advance it is easy to get 'behind the curve' and feel like you are trying to catch up. After that, we will focus on building support networks, identifying friends and foes – and how to recognize where you need allies to succeed. Building your stakeholder's group and support network is key to your success, and helps broaden your potential for positive impact.</p>

All classes will be held at the OSBA offices unless indicated otherwise.

**Each class is offered twice to accommodate attendees' schedules.**