



Ohio School Boards Association

Pupil Transportation Administrator Training Program

Pupil transportation is a vital support service in Ohio's education system, and provides a valuable service to our students and families. Parents, students, school staff and the community have come to depend upon student transportation. The safety, reliability and efficiency of a district's transportation service are maximized when the school administrator responsible has the specific knowledge and competencies needed to manage the service effectively.

In recognition of this need, OSBA offers a training curriculum to support administrators who are responsible for pupil transportation. OSBA brings its depth of resources in labor management, board policy, safety practices and pupil transportation together to support this training curriculum. The goal of the program is to provide learning opportunities in the many key areas affecting transportation, as well as familiarity with the many legal sections and reference materials essential to the transportation professional. This program also meets and exceeds the requirement in administrative code for annual transportation in-service training.

In addition to a class curriculum valuable to school administrators, individuals whose primary function is the management of school transportation may benefit from pursuing recognition as a Master Transportation Administrator (MTA). These individuals must participate in the class curriculum as well as complete focused projects that benefit the school district.

The complete curriculum includes classes in each of three proficiencies – compliance and safety, operations management, and governance (including policy and fiscal matters). This is a three-year curriculum, with each year focused on just one of these proficiencies. For those pursuing the MTA recognition, each year will also include a project related to the year's focus.

Districts may contract with OSBA for this program in one-year increments. Each increment will include attendance at four to five seminars, mentoring and guidance on a related project that will benefit the school district, and reference materials on the subject matter relevant to the focus. Individuals who successfully participate in the seminars and who demonstrate their proficiency through a successful project will be acknowledged with a certificate of competency in that focus area, and will be listed on OSBA's transportation accreditation Web page.

Individuals who successfully complete all three-focus years will be acknowledged as a Master Transportation Administrator by OSBA.

Individuals who have already accumulated knowledge and training in the specific subject matter presented may receive partial credit for equivalent experience based upon proficiency assessments, but in all cases will be required to attend some seminars and complete the focus area project.

District staff and administrators may register and attend seminars without participation in the annual contract for training service, but will not be eligible for accreditation.

For more information, contact:

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You may also reach any of us by phone at (614) 540-4000



The Ohio School Boards Association's Master Transportation Administrator (MTA) Program is offered as a three-year comprehensive training program designed to support the pupil transportation management professional while expanding their knowledge base in all areas of pupil transportation.

The curriculum will be delivered in three focus modules, each over the course of a school year. At the successful completion of each module, the participant will receive a certificate of acknowledgement of competency in that particular modular area. After successful completion of all three modules, the participant will be recognized as a Master Transportation Administrator (MTA). In order to maintain this status, the MTA will be required to complete additional coursework or perform various other assignments (such as presenting at workshops, etc.) at the discretion of OSBA.

The three-year curriculum will entail the following:

Module One-Compliance and Safety: The Compliance module will consist of six training classes that will encompass (but not limited to) such topics as drivers' records compliance, emergency planning, rules and laws updates, fleet compliance, and a peer-driven roundtable relating to the subject area. The successful participant will participate in four out of the five training classes and demonstrate subject area competency by completing a supervised comprehensive project relating to the subject area. Some project examples are: developing a transportation department emergency plan, completing a departmental procedures audit, and completing a driver compliance audit.

Module Two-Operations Management: The Operations Management module will consist of six training classes that will encompass (but not limited to) such topics as personnel and student management, communication styles and public relations, routing and fleet management, policy and handbook development, and a peer-driven roundtable relating to the subject area. The successful participant will participate in four out of the five training classes and demonstrate subject area competency by completing a supervised comprehensive project relating to the subject area. Some project examples are: development of a driver handbook, development of a fleet replacement program, and demonstration of an efficient district routing scheme.

Module Three-Governance: The Governance module will consist of six training classes that will encompass (but not limited to) such topics as state funding and T-Reporting requirements, budget development, managing maintenance costs, routing finance, policy development, and a peer-driven roundtable relating to the subject area. The successful participant will participate in four out of the five training classes and demonstrate subject area competency by completing a supervised comprehensive project relating to the subject area. Some project examples are: development of a departmental budget, development of a comprehensive maintenance spending plan, and demonstration of cost savings by routing.

Participation levels:

Individual Class participation: Attendees may participate in individual classes offered.

Districts will be invoiced for individual classes. Attendance at class will include copies of powerpoints and other material presented. Attendees will be responsible for bringing with them related materials (i.e., state law sections, administrative codes) that are referenced in the syllabus.

MTA level subscription: Districts may purchase a training contract that includes all of the classes offered in a program year, reference library materials related to the training competency for the year, and supervision and guidance for an approved application project to be completed by the participant for the benefit of the district, and consistent with the competency theme for the training year. Participants that 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 a Master of Pupil Transportation by the Ohio School Boards Association.

Eligibility:

Participants must be employed by or be providing services for a member district to be considered for the training level professional development program.

Transfer of class attendance from other programs:

Individuals who have attended a class elsewhere that is compatible with an OSBA offering, and can provide proof of attendance and proficiency in the subject matter may be given credit for that class if they enroll in the training level subscription. The cost of the training level subscription will not be reduced, but up to three classes will be considered for a waiver in a program current year.

Completion of project for competency program:

The project portion of the competency program is intended to allow the participant to demonstrate proficiency in the subject matter covered during a program year. The project selected must be one that benefits the district and must be approved in advance by OSBA program staff. There will be a project for each of the three years that an individual will participate in the training program to achieve their Master Transportation Administrator certificate. The year for classes will be defined as August 1-July 31. Projects should be completed during the class year, but with advance approval may be extended until December 31. Projects will not be considered complete until OSBA staff has acknowledged the project as complete.

2018-2019 Pricing	
Individual class attendance	\$95
Master of Transportation Administrator – certification	\$625

Ohio School Boards Association
Master of Transportation Administration
2018-2019 Class Schedule – Governance
(Classes are scheduled from 10 AM – 2 PM)

Sept 12 or Sep 19	2019-1 T – reports and state funding This class will look at the data that is collected annually and reported to the state, and how to set up a system that works well for each district. We will then look at how that data is converted into funding flow for the district based upon state budget law. We will also look at how the data is valuable to each operation even without the state funding that is related to it.
Oct 15 or Oct 18	2019-2 The budget process – state and local Transportation is one of the more significant cost centers in every school district. This session will look at the local budget, as well as the state education budget. We will also look at cost analyses and how to find them, what to do with them, and what the numbers mean. To prepare for this class, consider bringing along your own department budget—whether or not it is under your control.
Nov 28 or Dec 6	2019-3 Transportation Rules and Regulations Join us for a trip through the rules and regulations that govern pupil transportation in Ohio. The program will look at state law and administrative code, and the role that local policy plays in a successful operation. This course is essential for the new transportation administrator as well as any school administrator that is involved with transportation services. These are the standards to which you are held, and for which liability can be assigned when your department fails to meet them. This course is an annual part of the MTA program, and is different each year to focus on areas that are particularly sensitive in the current environment.
Feb 6 or Feb 13	2019-4 Federal regulations, guidance and agencies School transportation is not only governed by local rules, it is subject to a significant number of federal agencies and rules and regulations. We will look at the external impacts on transportation and consider the federal alphabet soup: including FMCSA, NHTSA, NTSB, TSB, and ODI. Part of this session will look at various federal studies that continue to be landmarks in the pupil transportation industry.
Mar 6 or Mar 13	2019-5 Laws, rules, and policy – what, how and why What is the difference between revised code, administrative code, and department policy? Are they all mandates that must be followed, or are they just best practice that should be followed? What happens when they conflict? We will look at the technical aspects of these various regulatory controls, and also the process that is invoked in moving an idea for change into policy, rule, or revised code. Is this “government 101”? Perhaps . . . but it is also important for you to understand in the event you want to help influence the future.
Apr 3 or Apr 10	2019-6 Hot topics – safety, trends and statistics This final session of the year will look at hot topics in the school transportation industry. As part of that review we will look at the never-ending discussion on passenger restraints, review crash studies completed by NTSB, look at Ohio school bus accident statistics, and leave the door open for attendees to bring up topics that are important in their districts. While we look at these hot topics, an underlying focus is also on how to identify the learning points in each of these areas and to share them with the staff that delivers our front-line transportation services.

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

These classes meet and exceed the requirement in OAC 3301-83-06 (A)(7)
for a minimum of four hours of in-service in school transportation management.