



## Ohio School Boards Association

### Pupil Transportation Administrator Training Program

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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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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.

<b>2019-2020 Pricing</b>	
Individual class attendance	\$100
Master of Transportation Administrator – certification	\$625

Ohio School Boards Association  
 Master of Transportation Administration  
 2019-2020 Class Schedule – Compliance and Safety

<p><b>Sep 18</b> or <b>Oct 2</b></p>	<p><b>Payment in Lieu of Transportation / School Choice Transportation</b>          Ohio’s revised code requires public schools to provide transportation to nonpublic, community and stem schools. This provides logistical challenges. This class will review the service requirements, the exceptions, and then will go in-depth into the procedures that districts may follow to declare transportation for a particular student impractical. When followed successfully, this leads to paying the parent ‘in-lieu-of-transportation’, and subsequently no bus service is required. This class will review the detailed steps that must be followed, discuss the reasons that may be considered, and help the attendees gain a better understanding of this option and how to implement successfully.</p>
<p><b>Oct 23</b> or <b>Oct 30</b></p>	<p><b>Student Management and Training</b>          This class has two focuses: student management and student safety training. In the first part of class we will focus on the elements of student discipline plans, actions within a driver’s authority and responsibility, and effective strategies for working with parents and administrators. In the second part of class we will look at the required safety training, discuss different delivery methods, and consider how to expand our training beyond just the students that ride our buses.</p>
<p><b>Dec 4</b> Or <b>Dec 11</b></p>	<p><b>Rules and Laws Governing Ohio Pupil Transportation</b>          Pupil transportation is one of the most regulated services nationwide as well as in Ohio. This class is devoted to an exploration of the various regulations that transportation administrators need to be familiar with to ensure that transportation is safe, dependable, and compliant with both laws and best practices. A key take-away from this class will be the printed copy of the operating rules, an index to look up regulations that are pertinent, and familiarity with how the pieces fit together and impact operations. This class is offered annually. Each year the focus is varied depending upon current hot topics and issues. Over the 3-year MTA term attendees will have a thorough exposure to the many rules and regulations that are part of this facet of public education.</p>
<p><b>Feb 5</b> or <b>Feb 12</b></p>	<p><b>Driver Records / Background Check / Compliance Needs</b>          None of us can afford for anything to “fall through the cracks,” especially in the area of driver qualifications. Ohio’s regulations governing school bus driver requirements are among the most detailed in the nation. This seminar will present strategies and methods to achieve and maintain compliance. Driver audit forms and hiring checklists will be provided and reviewed.</p>
<p><b>Mar 4</b> or <b>Mar 11</b></p>	<p><b>Emergency Transportation Planning</b>          Transportation departments are required to have a viable emergency plan in place. These plans should be documented. They include not only the major events that we hope will never happen, but also routine incidents that occur in this industry (breakdowns, sick children, minor accidents). This class will help identify what should be included in an emergency plan, how to develop the action plans, and how to write a plan that anyone can follow, even in your absence.</p>
<p><b>Apr 1</b> or <b>Apr 8</b></p>	<p><b>Fleet Compliance</b>          This course will review the Ohio school bus construction standards, approved options for school buses, FMVSS requirements, and the need to keep your fleet compliant with both sets of standards. We will also delve into the value of a preventive maintenance plan, bus purchasing, and the use of data to determine an effective vehicle replacement plan. Finally, we will focus on how to make the best use of the driver pre-trip inspection to meet the need for safety checks and state patrol motor vehicle inspections.</p>

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