



## 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>2020-2021 Pricing</b>	
Individual class attendance	\$100
Master of Transportation Administrator – certification	\$650

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.*

<b>Sept 16</b> or <b>Sept 30</b>	<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.
<b>Oct 28</b> or <b>Nov 4</b>	<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.
<b>Dec 2</b> or <b>Dec 9</b>	<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.
<b>Feb 3</b> or <b>Feb 10</b>	<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.
<b>Mar 3</b> or <b>Mar 10</b>	<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.
<b>Apr 7</b> or <b>Apr 14</b>	<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.

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

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