



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**
Routing and technology
Sept. 20, 2023
-  **MTA Module 2**
Personnel management
Oct. 18, 2023
-  **MTA Module 3**
Transportation rules and regulations
Nov. 29, 2023
-  **MTA Module 4**
The transportation handbook
Jan. 24, 2024
-  **MTA Module 5**
Public relations and working with the media
Feb. 21, 2024
-  **MTA Module 6**
Designing your operational plan, and building keys for success
March 20, 2024



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

Questions: Doug Palmer
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MTA Module 1
Routing and technology
Sept. 20, 2023

In today's post-pandemic environment, with driver and parts shortages and delays for new buses, efficiency is essential. Discuss proven strategies for determining how big your bus fleet should be and the different routing styles. In addition, this class will examine routing costs and community expectations and explore the available technologies that assist with routing and the costs and benefits of that technology.



MTA Module 2
Personnel management
Oct. 18, 2023

Employees can either "make or break" any operation. A transportation manager must have 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 evaluations and how to manage issues, and monitoring driver license records.



MTA Module 3
Transportation rules
and regulations
Nov. 29, 2023

A working knowledge of the laws and rules is a vital prerequisite. This class will walk through the key Federal, Revised and Administrative regulations that must be complied with. The State has passed a new budget and we explore how this will impact your transportation department. Examining the difference between policy vs. practice. The checklist that every transportation department needs to measure their performance and compliance will be reviewed. Hopefully this class will be a favorite for new supervisors like it has for veterans and other school administrators who are responsible for pupil transportation services.



MTA Module 4
The transportation
handbook
Jan. 24, 2024

Transportation departments must rely on their staff's knowledge and judgement to be successful. Managers cannot afford to "fly by the seat of their pants" or to be inconsistent in management practices. Guidelines and procedures are essential to be written and available along with issues that are related in board policy. Administrative guidelines, labor agreements and other local resources should be included. We will discuss the handbook development process as well as what to include in the handbook and how to keep it current.



MTA Module 5
Public relations and
working with the media
Feb. 21, 2024

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.



MTA Module 6
Designing your
operational plan
and building keys
for success
March 20, 2024

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.