



**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.