



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 school bus transportation. 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 program is to provide learning opportunities in the many key areas affecting transportation. Recognizing 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. Managers will also become familiar 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 the valuable class curriculum and resource material, individuals whose primary function is the management of school transportation may benefit from pursuing recognition as a Master Transportation Administrator (MTA). Individuals that participate in the class curriculum as well as complete an annual project benefitting the school district will earn the distinction of being a graduate.

The complete curriculum includes classes in each of three proficiencies – **compliance and safety**, **operations management**, and **governance** (including policy and fiscal matters). Each year of the curriculum focuses on just one of these proficiencies.

Districts may contract with OSBA for this program in one-year increments. Individuals who successfully participate in the six seminars, or make-up missed sessions and 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:

Doug Palmer at dpalmer@ohioschoolboards.org

or

Helena Michaels at hmichaels@ohioschoolboards.org

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



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 handouts of PowerPoints and other material presented. Attendees will be responsible for downloading 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.

MTA-2023 Pricing	
Individual class attendance	\$105
Master of Transportation Administrator – certification and access to the MTA on-line resource page	\$700

Ohio School Boards Association
Master of Transportation Administration
2022-2023 Class Schedule – Compliance and Safety

Sep 28 Live streamed	Payment in Lieu of Transportation / School Choice Transportation 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 requirements, the exceptions, and go in-depth into the procedures that districts must follow to declare transportation a student impractical. Procedures followed successfully, will lead to paying the parent "in-lieu-of-transportation" and no bus service is required. This class will review the detailed steps and discuss the reasons considered, to help the attendees gain a better understanding of this option and how to implement successfully.
Nov 2 Live streamed	Student Management and Training This class has two focuses: student management and student safety training. The first part of class 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.
Dec 7 Live streamed	Rules and Laws Governing Ohio Pupil Transportation Pupil transportation is the most regulated service nationwide as well as in Ohio. This class will review the various regulations that transportation administrators need to know. A key take-away from this class will be the handout of the operating rules, an index to look up regulations that are pertinent, and knowing how the pieces fit together, ensuring that transportation is safe, dependable, and compliant. 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.
Jan 25 Live streamed	Driver Records / Background Check / Compliance Needs 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 methods to maintain compliance. Driver audit forms, on-boarding checklists, and task calendars will be provided and reviewed.
Feb 22 Live streamed	Emergency Transportation Planning Overwhelmed in creating an emergency plan? 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. This session will help you create the document. Your plan will include not only the major events that we hope will never happen, but also routine incidents that occur (breakdowns, sick children, minor accidents).
March 29 Live streamed	Fleet Compliance 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.

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