



National RTAP Peer Call: Transit Manager 101

Wednesday, January 27, 2016



U.S. Department of Transportation
Federal Transit Administration

Conversationalists

National RTAP Hosts:

- Robin Phillips and Neil Rodriguez

National RTAP Review Board:

- **George Levitsky, Vice Chair** - General Manager, Fairmont-Marion County Transit Authority
- **Deb Dauenhauer** - Executive Director, Southern Nevada Transit Coalition
- **Sharon Peeler** - Executive Director, JTrans (Jackson County Transit)

Agenda

- Introductions
- Discussion Questions
- Wrap Up: Future Calls
- Contact Information

Transit Manager Toolkit

Call us: 888-589-6821 [Click to chat](#) [Click to Email](#)



Transit Manager's Toolkit

Welcome

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[MAP-21](#)

[FTA Circulars](#)

Administration & Compliance

Operations

Tribal Transit

Section Resources

Transit Manager's Toolkit

Welcome to the Transit Manager's Toolkit! This online toolkit was developed to give new transit managers the information they will need on day one to ensure their transit organizations are operating smoothly and are in compliance with the federal regulations associated with receiving 5311 funding. While this toolkit will cover a number of topics regarding compliance, it is important to note that this list is not exhaustive, and transit managers should not rely on this toolkit alone to ensure they are meeting all federal requirements. Currently, the toolkit focuses on Safe, Accountable, Flexible, Efficient Transportation and Equity Act: A Legacy for Users (SAFETEA-LU) regulations. As Moving Ahead for Progress in the 21st Century Act (MAP-21, which took effect October 1, 2012) guidance becomes available, we will also add the MAP-21 regulations to the toolkit. Both SAFETEA-LU and MAP-21 authorize the transportation programs of the Department of Transportation.

To read more about MAP-21, please [click here](#).

The toolkit has been divided into four sections: Administration & Compliance; Operations; Tribal Transit; and Resources. To view the topics that are included in each section, please see the table of contents below or click on any of the sections in the left toolbar to expand your navigation options. The content of each section can be downloaded as a PDF if you would like to save or print the material. The last section, Resources, contains links to helpful resources, sample forms, and best practices. Federal circulars are referenced throughout the toolkit, and to learn more about what a circular is and see a list of circulars that are relevant to transit managers, please [click here](#).

We will be adding to this toolkit as MAP-21 guidance is issued and new topics arise. If you find that this toolkit does not cover a topic that you are looking for, feel free to use the 'Suggest a Topic' form on any page of the site to submit your topic idea.

If you are interested in participating in an in-person training about the basics of transit management, the Small Urban and Rural Transit Center (SURTC), part of the Upper Great Plains Transportation Institute at North Dakota State University, offers a 3-day,

Suggest a Topic

Didn't see what you needed? Suggest a new topic here!
[Click here to suggest your topic.](#)

Discussion Questions/Topics

General discussion questions:

- What helped you most, especially when you first got started, and what resources or information would have helped if you knew about it?
- How do you get the training drivers are required to have? Especially with the Medicare/Medicaid Transportation Brokerages guidelines.

Discussion Questions/Topics

Questions, issues, or topics received in advance:

- Can a manager provide the online classes available on RTAP? Is there a limit to how many drivers could be trained at the same time online? I have older volunteer drivers that are not computer savvy, and would be more agreeable to a group setting and a projector: is that applicable?
- CPR classes seem to be difficult to find instructor in our county - does RTAP have access to information?
- Being a one stop shop is a challenge: dispatcher, coordinator, maintenance scheduler, volunteer recruiter and HR. I am always in need of ideas that are effective and realistic in our county.

Resources

- [FTA Regional Offices](#)
- American Heart Association, CPR and First Aid Find a Course:
http://cpr.heart.org/AHA/ECC/CPRAndECC/FindACourse/UCM_473162_Find-A-Course.jsp
- National RTAP eLearning

Upcoming Peer Calls

- Every other month at 2:30pm ET, usually the third Wednesday
- What topics would you like to see for upcoming peer calls? Let us know now or in the post-call survey.
- Possible topic ideas:
 - ADA Reasonable Accommodation Change
 - Asset Management for Rural Agencies
- How could we make Peer to Peer conversations better?

Contact Information

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