CENTRAL WASHINGTON UNIVERSITY

PUPIL TRANSPORTATION MANAGEMENT TRAINING PROGRAM

July 10-14, 2023

2023 Registration: $630

On-campus meal / lodging available ranging from $110 – 350k for the week

For more information, contact:
Dan Payne, Program Coordinator
509.454.3105
dan.payne@esd105.org
www.esd105.org

Do you want to increase / enhance your knowledge in the student transportation industry?

Would you like to improve your leadership and communications skills?

Do you want to learn more about being part of a successful team in a student transportation operation?

If you answered yes to any of the above questions, then this is the program for you!!

Student transportation operations have become increasingly complicated over the years. Changing times have created a multitude of state and federal regulations and local school board policies to operate within. In addition, more stringent training and commercial licensing requirements now exist, along with a need to understand risk management and avoiding liability pitfalls. And then there's fleet planning and purchasing, fleet maintenance, budget constraints, and increasingly complicated union contracts.

And if all of that weren't enough, a need for all transportation professionals to have strong leadership, communications, and interpersonal skills to lead and work within the most diverse workforce and student population in history!

Since 1989, the CWU PTMTP program has addressed these topics, and more!!

The certificate program, which is administered by a steering committee representative of the pupil transportation field, coordinates a well-planned professional growth agenda.

The program consists of two sections:

1. The Transportation Core
2. Professional Skills Electives

Completion of both sections will lead to a program **Graduation Certificate**:

The Transportation Core is composed of four thirty-hour levels offered during the summer at Central Washington University, with a term project and presentation due at a follow-up meeting in October. These levels are specific to the needs of school transportation leadership and are offered with the option of obtaining three professional development credits through CWU. A certificate of completion will be given at the conclusion of each of the four levels with *full participation* and a composite passing grade.

The Professional Skills Electives are generic courses offered by community colleges, universities, and in some cases, accredited staff development programs. Program participants complete electives at their own rate during the academic year. Previous credit course work may apply, and online courses offered by accredited institutions may also apply. The program makes use of college credit course work to maximize the potential of applicability to a college degree program.

**CWU professional development credits may not be applicable to degree programs at CWU or other institutions.*

CORE TOPICS

Level 1

- Personality Style to Team Building
- Leadership I
- Basic Transportation Rules & Regulations
- Rules and Regulations for Transporting Special Needs
- Professional Writing

Level 2

- Organizational Management
- Developing & Implementing a Transportation Student Mgmt Prog
- Shop Operations & Records / Vehicle Standards / Fleet Analysis
- Leadership II
- Routing and Scheduling
- Communications – Oral / Written

Level 3

- Human Resources / Performance Based Evaluations
- Bus Replacement Revenue & Forecasting
- Budget
- Risk Management
- Leadership III
- Contracting / Purchased Services

Level 4

- Labor Relations / Contract Negotiations / Grievances
- STARS GIS & Reports
- STARS Efficiency Application
- School Safety & Security
- Transportation Management Nuts & Bolts
- Leadership IV

Note: Core topics subject to change.

CENTRAL WASHINGTON UNIVERSITY

PUPIL TRANSPORTATION MANAGEMENT TRAINING PROGRAM

Steering Committee

Cindy Steigerwald
Chair / Mentor

Chris Jose
Adjunct Professor

Patti Enbody, Director
Student Transportation
OSPI

Dan Payne
Program Coordinator

April Heiser
Mentor
Instructor Relations

Lindahl Grant
Mentor

Scott Logan
Mentor

Troy Lucas
Mentor

Mike Birch
Mentor

APPLICATION INSTRUCTIONS

STEP-1: APPLICATION PROCESS

Application into **Level One** of the Pupil Transportation Management Training Program will require the submission of the following items:

1. Complete Student Data Sheet
2. A letter of application into the program addressing the following topics:
   a. Why are you interested in participating in the program?
   b. What are your short-range and long-range career goals?
3. One or more letters of recommendation from persons knowledgeable about your professional qualifications. The letters should indicate how you would benefit from the Pupil Transportation Management Training Program.

Submit these documents to:

Dan Payne, Regional Transportation
Educational Service District 105
33 S 2nd Ave
Yakima, WA 98902
dan.payne@esd105.org

STEP-2: REGISTRATION

After the Pupil Transportation Management Training Program Steering Committee receives and reviews the application, you will receive a registration form and an invitation to register for the class. Completed registration includes:

1. Completed Registration; and
2. Payment of Total Amount Due

A joint educational program to promote a safer, more efficient pupil transportation system throughout the State of Washington by providing highly trained and skilled management personnel.

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PUPIL TRANSPORTATION MANAGEMENT TRAINING PROGRAM

STUDENT DATA SHEET

CWU PUPIL TRANSPORTATION MANAGEMENT TRAINING PROGRAM

(Student data sheet only required for new registrants wishing to be admitted to Level One)

Last Name _____ First Name _____ M.I.____

School District Name _____

Present Position in District _____

Please provide your preferred contact information and indicate: ❒ WORK or ❒ HOME (check one)

Accurate contact information ensures that you will receive all program correspondence

Address _____

City _____ Zip _____ Phone # (____) _____

Cell # (optional) (____) _____

Email address _____

How did you learn about this course? _____

_____

_____

_____

_____

FOR COMMITTEE USE ONLY – DO NOT WRITE IN THIS SPACE

Application Documentation Received: _____ By _____

❒ Letter of Application

❒ Letter of Recommendation. *(Additional letters accepted.)*

❒ Does applicant meet all course entry requirements? ❒YES ❒No

Date Registration Sent: _____

Comments: _____