

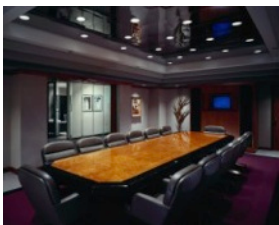
## Training Schedule



Tuition for PennTRAIN classes is \$95 per day with the exception of maintenance courses that are a joint partnership with the Keystone Transit Partnership and PennDOT board training. There is no charge for either program. A new on-line registration is available at [www.penntrain.net](http://www.penntrain.net) for all courses except the board and maintenance trainings.

800-847-0333

[www.penntrain.net](http://www.penntrain.net)



### Board Training

*There is no charge for this course*

PennDOT and PENNTRAIN have developed a board training program to be presented on-site or at a location of your choice. This 3 hour session is designed to emphasize the unique responsibilities of board members and their role in the community. It is important that Pennsylvania's public transportation systems operate effectively and efficiently and be positioned to maximize resources and opportunities. It is the responsibility of the transit board of directors to adequately understand how a system operates, including its legal responsibilities related to funding, planning, Act 44 and other related legislation and regulations. No matter how seasoned your board of directors is, this training will provide a fresh outlook on how a supportive and knowledgeable board of directors can enhance your organization. Brochure at [www.penntrain.net](http://www.penntrain.net)



### Maintenance Training

*There is no charge for course*  
**Air Brake Training**

June 24-25, 2009

COLTS Class 8AM-4PM

North South Rd, Scranton

*Instructor: Bill Zarzycki*

### Basic A/C Training

June 22-23, 2009

STS Class 8AM-4PM

252 Industrial Pk Rd, St. Clair

*Instructor: Mark Catenacci*

## TransitSCORE Program

The award winning, quality program for people in transit! Aimed at trainers and potential trainers in both urban and rural public transportation systems, TransitSCORE courses teach the skills and deliver the information needed by van and bus operators to provide Safe, Courteous, On-time, Reliable, Excellent Service. By also developing skills in recruiting and training programs at their own systems. TransitSCORE is a 100 hour program but individual courses can be taken without enrolling in the entire program.

### System Safety & Evacuation - July 21-23, 2009—Nittany Lion Inn, State College



This course covers how to train operators to think safety and be prepared to handle and large crises. Transit's role within the community's emergency management structure as first responders to any and all hazards will be covered as well as hands-on vehicle evacuation. Instructors: Carmen Daecher, Robert Schmitt and Michael Noel. Class is 8 AM—4 PM

Nittany Lion Inn, 200 W. Park Avenue, State College, PA  
16803 814-865-8500

Room block: PennTRAIN, \$109 per night

Tuition: \$285

### Professional Trainer - September 15-17, 2009—Nittany Lion Inn, State College



Attendees will practice the actual development and delivery of training during this course. The workshop will provide them with confidence, skills, materials, curriculum and training resources that will be used by them once they return to their transit property to train others. Instructors: Robert Schmitt and Michael Noel. Class is 8 AM-4PM

Nittany Lion Inn, 200 W. Park Avenue, State College, PA  
16803 814-865-8500

Room block: PennTRAIN, \$109 per night

Tuition: \$285

## Professional Supervisor Program (PSP)

---

Professional Supervisor/Manager Training is a multi-level series of courses for transit supervisors and managers. Completion of all four levels (100, 200, 300 and 400) leads to a Professional Supervisor/Manager Training Certificate. This program is based on the TransitSCORE model and offers high quality, practical and effective training for transit supervisors and middle managers. Student begin PSP training at Level 100 and move on consecutively through each level. Each course level requires three days of training. Homework assignments given in levels 100, 200 and 300 make up an important component of the program and the amount of time required to complete the assignments is manageable. Brochure is available at [www.penntrain.net](http://www.penntrain.net)

All Classes—Wyndham, 95 Presidential Circle, Gettysburg, PA 17325 -\$285 tuition/level  
Room Block: PennTRAIN \$99/night rate with exception of September/October rate \$114/night

Class schedule: 8:00 AM—4:00 PM, Evening session is included in Levels 200, 300 & 400

PSP 100 - Sept. 29, 30 & Oct. 1, 2009 Instructors: Bob Schmitt, Michael Noel, Jill Nagy

PSP 200 - January 12-14, 2010 Instructors: Bob Schmitt, Michael Noel, Jill Nagy

PSP 300 - February 16-18, 2010 Instructors: Bob Schmitt, Michael Noel, Jill Nagy

PSP 400 - March 2-4, 2010 Instructors: Bob Schmitt, Michael Noel, Carmen

Daecher



### Financial Management, Cost Allocation Techniques

August 19, 2009 The Penn Stater, State College

This workshop will cover the practice of full cost allocation techniques, as embodied in Fully Allocated Cost Analysis and Comprehensive Financial Management Guidelines for Rural and Small Urban Public Transportation Providers, developed by AASHTO/MTAP. This course will provide intensive training on cost allocation and applications.

*Instructor: Richard Garrity, RLS Associates Class is 8 AM-4PM*

*Tuition: \$95*

*The Penn Stater, 215 Innovation Boulevard, State College, PA 16803 814-863-5000*

*Room block: PennTRAIN, \$109/night*



## ADA Training Forum - October 14-15, 2009—Ramada Inn, State College

This workshop will cover the Americans with Disabilities Act to include an update on the ADA law, service requirements, compliance, selected scenarios/case studies, and Q&A Session. Some topics included will be: Responsibility of paratransit drivers, safety everyday, defensive driving, crisis management, accident handling, securing your vehicle, handling ill passengers, fire life safety, evacuation training, securement systems for paratransit vehicles, w/c securement and passenger restraint, and lift uses. There will be an abundance of hands-on demonstrations along with problem solving. A must attend class for drivers and trainers.

*Instructors: Robert Schmitt and Karen Hoesch. Class is 8 AM–4PM Tuition: \$190*  
*Ramada Inn, 1450 S. Atherton Street, State College, PA 16803 814-238-3001*  
*Room block: PennTRAIN, \$70/night Tuition: \$190*



## Hiring Great Employees - November 19, 2009--Wyndham, Gettysburg

**NEW COURSE**— New 1 day course that is **not** a part of the TransitSCORE Program.

Who you hire is, quite possibly, the single most important decision you make. It begins the relationship between an individual and the organization. The right decision results in enhanced performance for the organization, the wrong decision creates hardship, turnover and increased costs. Your process and methods substantially influence the outcome. This presentation will discuss a process that can be used to hire great employees, and will provide tips, suggested documentation, and "know-how" to get the job done right. Potential litigation issues will also be discussed.

Instructor: Carmen Daecher Class is 8 AM–4PM

Wyndham, 95 Presidential Circle, Gettysburg, PA 17325 717-339-0020

Room block: PennTRAIN, \$114 per night Tuition: \$95

## Classes to be announced late summer 2009

- \* **Developing a SSEPP Plan for your Agency**
  - \* **TransitSCORE Refresher 5/19-20/2010**
- 

### **NTI Transit Trainers' Workshop—October 25-28, 2009—Cleveland, OH**

Transit Trainers' Workshop is the national event focused on training in the Transit Industry. Over 200 transit professionals involved in human resources, operations, maintenance, and safety training attend the workshop each year. The program includes a variety of training and networking opportunities. Sessions are facilitated by transit professionals, university faculty and staff, and consultants. Full de-scription and registration at [www.ntionline.com](http://www.ntionline.com)

---



### **National RTAP State Achievement Award**

PennTRAIN was awarded the **2009 Outstanding State RTAP Service Award** for the Professional Supervisor Program (PSP). Presentation was at the Community Transportation Association of America (CTAA) Conference in Providence, RI last week.

**Effective July 1, 2009**, as part of Pennsylvania Public Transportation Association and PennTRAIN's commitment to decreasing our impact on the environment, we are eliminating notebooks at the majority of our training classes. All training materials will be placed on a flash drive provided at the training. Please bring a laptop to the training class to view the documents during the training. If you do not have access to a laptop, please let us know.

Register on line at [www.penntain.net](http://www.penntain.net)