

## Kansas Approved Trainer Policy

### I. PURPOSE

One function of the Kansas Rural Transit Assistance Program (RTAP) is to ensure all transportation providers receiving Federal Transit Administration (FTA) grant funding through the Kansas Department of Transportation (KDOT) Office of Public Transportation are consistently receiving quality training so they can provide safe, reliable, and equitable transportation to all Kansans.

Kansas RTAP has a trainer on staff who travels to agencies and locations across the state to train drivers. Kansas RTAP has developed a “core” curriculum of three courses offered multiple times each year: Defensive Driving, Passenger Assistance, and Evacuation Procedures. Additional courses are also offered based on recommendations of the Kansas RTAP staff trainer, KDOT, or as requested by the Coordinated Transit District (CTD) administrators and agency managers. The courses offered by Kansas RTAP are supplemented by training from approved trainers at agencies across the state through the Kansas Approved Trainer program. This document outlines policies for the program.

### II. GOALS

**Goal 1:** Provide consistent, high-quality, relevant training for transportation staff at FTA grant recipient and sub-recipient agencies in Kansas.

**Goal 2:** Assure proper training and provide continuing education to approved trainers to ensure drivers are receiving the best possible training and information.

**Goal 3:** Create more training opportunities for drivers in the three core courses to supplement training offered by Kansas RTAP.

**Goal 4:** Increase efficiency by encouraging approved trainers to train staff from other agencies in their general geographic region.

### III. POLICY

#### a. Application

If an agency feels they require training more frequently than it can be provided by Kansas RTAP staff or have other needs not being met by Kansas RTAP staff training, an individual at the agency may apply for approval to offer in-house training through the Kansas Approved Trainer program. The request will be submitted to Kansas RTAP, and final approval or denial will be decided by KDOT. KDOT and RTAP will determine when applications will be made available and the approval timeline.

#### b. Waiting List

KDOT reserves the right to limit the number of approved trainers in the state and approve or deny applications accordingly. If an applicant is deemed eligible to be an approved trainer, but there are already enough trainers in their geographic area or the state as a whole, they may be placed on a waiting list. KDOT will notify the applicant that they have been placed on the waiting list and their position on the list.

**c. Approval Process and Intermediate Approval**

If the application is approved, a candidate will have up to two years to complete all approved trainer requirements. After they have attended the required classes (see Section III-d-1), they will have intermediate approval, which will expire at the end of the two-year period.

Intermediate approval permits a trainer to begin offering training after they have (1) completed the required classes, (2) obtained training materials from Kansas RTAP, and (3) made arrangements to complete the skill demonstration requirement, but have not yet completed it. Upon satisfactory completion of the skill demonstration requirement, the candidate becomes a fully approved trainer.

**d. Requirements**

1. **Classes:** Within two years, attend all three core classes of the Kansas RTAP curriculum. Must attend courses taught by the Kansas RTAP staff trainer. Courses taught by another approved trainer will not count toward this requirement.
2. **Skill Demonstration:** Either co-train a class with the Kansas RTAP staff trainer or have the Kansas RTAP staff trainer visit and evaluate candidate's training. Must receive satisfactory evaluation to become fully approved trainer. Participant feedback/evaluations will be included in the staff trainer's overall assessment of the candidate. In the case that a candidate does not receive a satisfactory evaluation, they may work with the Kansas RTAP staff trainer to improve. Candidate will be asked to stop offering training (lose their intermediate approval) until they are able to co-train a course of satisfactory quality with the Kansas RTAP staff trainer.

**e. Approved Trainer Workshop**

After becoming a fully approved trainer, a trainer must attend mandatory approved trainer workshops scheduled by Kansas RTAP. If a trainer is unable to attend, they must make arrangements with Kansas RTAP staff to "make up" the session in a reasonable timeframe or risk losing approval.

The workshop will provide any updates or changes to training curriculum and offer a forum to discuss best practices in training. Trainers may be asked to demonstrate their training skills through exercises and presentations. Attending a mandatory approved trainer workshop may satisfy the KDOT driver training requirement for the fiscal year in which it is held.

**f. Requirements of Approved Trainers in Practice and Expectations**

1. **Record Keeping:** Approved trainers will be expected to keep track of each training session they offer by keeping attendance records and providing each participant with verification that they completed the course (can be a certificate).
2. **Posting Class Calendar:** Approved trainers will be required to post every class they teach on the Black Cat calendar at least two weeks prior to the class date. There may be emergencies where training must be offered immediately and training can be posted to Black Cat less than two weeks prior. A class must be posted to the

calendar to be considered a valid training (even if it is posted less than two weeks prior in an emergency scenario).

3. **Open Seats:** If another agency contacts an approved trainer about its drivers attending an upcoming class, the trainer must allow the outside drivers to attend if there are open seats remaining in the class.
4. **Traveling to Other Agencies:** An approved trainer may travel to another agency to offer driver training, if they wish. Travel expenses for such training will be reimbursable through KDOT if KDOT is notified ahead of time and approves.
5. **Fees:** An approved trainer's agency may charge a fee less than or equal to the Kansas RTAP rate for drivers from outside agencies to attend an in-house training or if the trainer travels to another agency to offer training.
6. **Content:** Approved trainers are expected to teach all content related to a specific class and fill the appropriate hours. This will be verified at the approved trainer workshops.

#### IV. SUMMARY OF REQUIREMENTS

##### ***To Become an Approved Trainer:***

- a. *Apply:* Submit application form to Kansas RTAP. If approved:
- b. *Attend Classes:* Attend each of the three Kansas RTAP core courses taught by the Kansas RTAP staff trainer within two years.
- c. *Gain Intermediate Approval:* After the three courses are completed, candidate will have intermediate approval and may begin offering training at their agency once they have made arrangements with RTAP to complete the skill demonstration requirement.
- d. *Demonstrate Skills:* Either co-train a course with Kansas RTAP staff trainer or have trainer visit and evaluate candidate's training. Must receive satisfactory evaluation to become fully approved trainer.

##### ***To Retain Approved Trainer Status (Also applies to trainers already approved before implementation of this policy):***

- a. Attend all mandatory approved trainer workshops, as outlined in Section III-e.
- b. Follow the trainer expectations outlined in Section III-f.