

Florida Transit Maintenance Consortium Meeting
December 2, 2009
CUTR, Tampa
11:00 AM

Summary

CALL TO ORDER The regular quarterly meeting of the Florida Transit Maintenance Consortium (FTMC) was called to order on Wednesday, December 2, 2009, at CUTR, Tampa. The presiding officer was Paul Starling.

Guests: Jan Davis, CUTR
 Debbie Sapper, CUTR
 Jay Goodwill, CUTR

PRESENT:

Paul Starling, RTS	Alex Bengochea, BCT
Joe Cheney, Lynx	Larry Ralston, LeeTran
Jon Kavaliunas, PalmTran	Jan Davis, CUTR
Billy Johnson, PSTA	Steve Stopiak, CUTR
Rita Wages, LAMTD	Ron Kennedy, MCAT
Michael Brennon, MCAT	Bob Andis, HART
Roje Gonzalez, Community Transit	Todd Parsons, CUTR
Bobby Westbrook, FDOT	Ed Bart, CUTR
Vicki Zambito, CUTR	

1. Welcome and Introductions – Paul Starling
2. Approval of minutes/April 2009:
Joe Cheney moved to approve, second by Jon Kavaliunas, passed unanimously.
3. PSAV Discussion – Ed Bart introduced the new instructor, Todd Parsons.
Ed thanked the committee for the support he has received. There are 13 people signed up in the database with a waiting list of probably the number. Initially the program has been well received and people want to find out what it's all about.

The calendars for December 2009 and January 2010 show the program implementation. A course syllabus for the preventive maintenance course scheduled for Jan. 25. The students currently enrolled in the program are technically Hillsborough Community College (HCC) students.

A meeting is scheduled for next Monday to finalize the memorandum of understanding with HCC. It is a certified transit technician program authorized by the Florida Dept. of

Education, Post Secondary Adult (PSAV) Vocational program. It is currently on their web site for viewing. We will be working with HCC although we will be doing the bulk of the training and resources. The first class will be kicked off at PSTA.

Money will be paid up front from the scholarship fund received from FPTA. It will cost approximately \$3,600 per student to go through the program. Normally community colleges would teach the PSAV, providing all the instructional materials, modules, facilities, expendables, which if paid by student tuition. In our case, we are providing everything needed for the class. We are going to be charging HCC back for all expenses. We will get the majority of the \$50k back.

The program is unique and is not done nationally. We are combining a hybrid program between the classroom instruction and the hands-on piece. The follow-up program will award 33 credit hours for the technical training.

Requirement for getting into the program:

- Residency requirement - The student must show that he/she has lived in Florida for 12 months. A letter from the agency stating that they have been employed for 365+ days.
- They must undergo the Test for Adult Basic Education (TABE) testing. The student is exempt if they have had at least (documented) one math or one English course at the college level.
- Transcripts from high school/college

We have contracted with Jan Davis' group to evaluate the program, not technicians. Traditionally the evaluation is done through classroom training with the pre-post test to evaluate what was gained in the classroom. The technical evaluation will be on-the-job training. Essentially they will be looking for the positive impact of participation in the program and the skills gained. What impact do the agencies experience as a result of having their technician participate in the program? They are exploring what kinds of things can be used to evaluate the impact of the agency. Jan will need to find out from the agencies how they will determine if the program is a good thing. Is it improving the quality of maintenance that you are providing? Jan will be contacting managers to identify the factors so that the proper information is being tracked. What criteria are the agencies using to decide who is selected for the program?

CTT program is more than just a technical training program. As a PSAV program sponsored/authorized by DOE it must meet other certain criteria. Skill USA is a set of skills that must be included in any technical training program that allows a person to become immediately employed. Also with the Secretary on Education Program on skills that are related other than technical. It must all be built into the program. We have to teach skills in all areas such as technical, communication, computer, and customer service.

4. Registration Forms- No discussion

5. CTT Mentor Program – Seventy percent of the program is done at the agency by way of on the job training. Someone at the agency has to be available to mentor the technician. He/she must take ownership of the student and make sure that they are doing the OJT piece because he is going to have to initial/sign off on it along with the maintenance director. The mentor must be rewarded for his/her efforts. They must be shown that the work and time they spend with the student is appreciated. Provide a certificate, newsletter articles, and/or possibly invite the mentor along with the student to FPTA for recognition.
6. Bus Maintenance Staffing Practices – Jay Goodwill and Debbie Sapper discussed the details of the project. The study is being funded by the National Center for Transit Research and FDOT. The program will document what's out there now and how you organize all the different variables that focus on bus maintenance. Areas included are staffing, shifts, number of garages, how positions are identified and maintenance department responsibilities. Your system maintenance plan should include a lot of the information needed by the program. You will be contacted by Jay and Debbie sometime shortly after the first of the year. Six properties will be selected as case studies. The goal is to document the existing practices and see if there are any common variables of size of system, types of vehicles, mix of fleet, number of drivers, and number of shifts. The study will be about 12 months.
7. Old Business –None
New Business-None
8. Next meeting:
March 2010