



Special Transit's Continuing Education Program

(Established: 12-02)

A. Overview

The safe operation of vehicles and the safe transportation of passengers are Special Transit's highest priorities. As a driver, you have one of the most responsible and important jobs in the Company. Every mile that you are behind the wheel of a Special Transit vehicle, the safety and welfare of our passengers depend on your knowledge, judgment, and skill.

However, retaining the skills and knowledge obtained in training is difficult. Skills that are not used regularly fade; skills that are used often tend to slide away from safety toward convenience. That's where the Continuing Education Program comes in. The goal is to provide learning and practice opportunities for drivers on a regular basis so that their knowledge and skills remain current.

B. Organizational Structure

1. The Office of Safety and Training is responsible for administering the Continuing Education program.
2. A Continuing Education Review Board provides peer review for the Program and offers recommendations for policies, procedures, and practices.
 - a) Composition: 4 Driver reps (1 selected from each service for 1 term)
2 Op Specs (selected for 1 term)
1 Maintenance representative (selected for 1 term)
1 Dispatch representative (selected for 1 term)
1 Safety Supervisor (permanent)
1 Training Coordinator (permanent)
1 Director of Safety and Training (permanent)
 - b) Term of service for non-permanent members: two-year term ending in March and limited to two successive terms.
 - c) The charter Continuing Education Review Board will be drawn from members of the Ad Hoc Committee on Continuing Education and expanded to full membership by administrative appointment.
 - d) The Continuing Education Review Board assumes the responsibility for filling vacancies and selecting replacements for expired terms. The Review Board announces a call for interested applicants to submit letters of interest and then select new members from among them.

- e) The Training Coordinator serves as the chairman of the Continuing Education Review Board.

C. Operational Guidelines

1. Assumptions:

- a) Participants taking C.E. credits on-site will be on the clock for the duration of the session. C.E. credits earned off-site will be the expense of the participant.
- b) Driver re-certification requirements include 12 credits of C. E. credits annually. The credits are distributed among the following categories as follows:

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| 1) Defensive driving (D) | 6 credits |
| 2) Passenger safety and service (P) | 4 credits |
| 3) Elective (E) | 2 credit |

c) Opportunities for earning C.E. credits on-site:

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| 1) Driver's meetings (6 meetings per year @ ½ credit per) | 3 credits |
| 2) Focus on Excellence meetings | 2 credits |
| 3) Free-standing C. E. sessions (3 per year @ 2 credits per) | 6 credits |
| 4) Driver Proficiency Event (Rodeo) | 3-5 credits |
- Written test preparation (1 session for 1 credit)
 - Control skills practice (1 session for 1 credits)
 - Proficiency Event participation (3 credits)

- d) New hires will carry 6 credits into their first year from the six-hour defensive driving course taken during training.

D. Record-keeping and reporting

1. A record is kept for each driver to collect information about C. E. credits earned as well as other licensure data (driver's license expiration date, D.O.T. card, etc.).
2. A quarterly report of the driver's re-certification status is distributed to the driver and his/her supervisor. Information about continuing education credits earned and pertinent deadlines for re-certification will be included in the report.