Transit Dispatch and Supervisor Training
The Florida Department of Transportation’s Florida Statewide Transit Training and Technical Assistance Program, administered by the Center for Urban Transportation Research (CUTR) will provide this training December 12-13, 2013.

Date & Time:
December 12-13, 2013
8:30am-4:30pm each day

Host Agency:
Jacksonville Transportation Authority
100 N. Myrtle Avenue
Jacksonville, FL 32203

Overview:
This course is being offered to assist transit dispatchers and other professionals within the transit industry to understand the importance, pressures and challenges dispatchers and other first line transportation supervisors experience on a daily basis. The course is a presentation and discussion of the skills and qualities required, such as leadership, communication, multi-tasking, documentation, technology, emergency management and other areas of day-to-day activities that may provide participants the ability to grow within public transit.

Who should attend?
Dispatchers, dispatcher trainees, safety managers, maintenance foreman and management; Finance-to see why there is overtime; HR-to see what skill sets are required for this job; Customer Service-to understands the stress involved with dispatching; Trainers and Technology-to understand the importance of insuring technology is always running at optimum capacity.

Fees:
There are no fees to attend this course for current employees of a Florida public transit agency and who meet the criteria identified in the Transit Training Policies and Procedures.

Participants must have permission from their supervisor/manager to attend this course. Upon acceptance of registration participants will receive an email confirmation.

Registration Deadline is Friday, December 06, 2013

For disability accommodations, please contact Yolanda Moore at 813.974.7748 a minimum of ten (10) working days in advance to the training session. To review policies and procedures of the training programs visit: Transit Training Policy & Procedures
How to Register:

We are pleased to announce the launch of the Florida Department of Transportation’s (Office of Freight, Logistics and Passengers Operations) new Learning Management System (LMS) Transportation Learning. This new, online registration and training management system will provide Florida’s public transportation professional a portal to manage their professional development. Florida’s public transportation professionals may set up a unique user id and password to register online for upcoming transit training courses, including e-learning courses.

Transportation Learning manages training for you by keeping an educational transcript of all new courses that you complete, and a retrievable record is maintained so you may access (with a user id and password) Certificates of Completion, Certificates of Participation, retrieve course materials, etc. Transportation Learning will serve as the new method to register for new, online and classroom training courses.

Please follow the instructions below to setup a unique user id and password. Once you have a user id and password, you can register for courses.

Go to the following website: www.transportationlearning.org

Returning Users

- If you are a returning user, simply type your username and password.
- If you have forgotten your username and/or password select “Lost your Password” to request a copy of your password.
- When the dashboard appears, select “Add New Course” to enroll in desired course. Once enrolled the course will appear under new “My Courses”

IMPORTANT: You may use your personal or business email address, please remember the email account. If you create a separate account with an alternate email, you will have two separate training profiles. In some instances, this may require you to retake or restart a training course. If you already have an account on the Transportation Learning website, you will not need to use an enrollment key again.

New Users

- If you are a new user, select the “Sign Up” button and use the Key ID and Password below to create an account.
  - In the Key ID field please enter: fltat
  - In the password field please enter: tat01
- You will then be prompted to create your own unique username and password begin by entering the requested information
- When you complete this enrollment page you will see a message that confirms your new username and password. This message will also be emailed to you so that you have a copy of it in case you forget
- The last step is to log in with your new username and password
- When the dashboard appears, select “Add New Course” to enroll in desired course. Once enrolled the course will appear under new “My Courses”