



# City of Muscatine



## AGENDA ITEM SUMMARY

City Council

DATE: 12-1-20

### STAFF

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Amy Fortenbacher, Transit Supervisor  
Brian Stineman, Public Work Director

### SUBJECT

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Request for Authorization to Issue Purchase Order for Paratransit Operator Development Course.

### EXECUTIVE SUMMARY

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The City of Muscatine Transit (MuscaBus) requests to issue a purchase order to TAPTCO for \$6,975.00 to purchase the 2020 Paratransit Operator Development Course for use in training our drivers. The Iowa DOT will reimburse 100% of the purchase price of these training materials.

### STAFF RECOMMENDATION

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It is the recommendation of the Public Works/Transit staff to approve the request to issue a purchase order for The 2020 Paratransit Operator Development Course to TAPTCO for the total purchase price of \$6,975.00. The Iowa DOT will reimburse 100% of the purchase price.

### BACKGROUND/DISCUSSION

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MuscaBus does not have a set of training materials that meet all the FTA safety practice requirements. Currently, the Transit Supervisor uses materials from several different sources that do not relate to each other. The Iowa DOT has a fellowship fund that helps offset the cost for transit staff trainings and travel. The coronavirus has reduced all in-person trainings, leaving funds available for training materials. The Iowa DOT recommended the TAPTCO material, stating it is the most useful for transit agencies. This training program addresses Federal Regulations, Safety & Defensive Driving, Inspecting the Vehicle, Driving Situations, Driver Awareness, Interacting with Passengers, Americans with Disabilities, and Emergency Procedures.

### CITY FINANCIAL IMPACT

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The City will need to make the initial purchase of \$6,975.00. The Iowa DOT will reimburse the City for the full amount of \$6,975.00.

### ATTACHMENTS

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Confirmation of Reimbursement from Iowa DOT and TAPTCO Course description.



## FR21-016 TAPTCO Resources

message

Carnahan, Laurie <Laurie.Carnahan@iowadot.us>  
: "Fortenbacher, Amy [DOT Contact]" <afortenbacher@muscatineiowa.gov>

Mon, Nov 30, 2020 at 6:01 F

Dear Amy:

Your application for a Public Transit Training Fellowship (Appendix 12 A-1) for the purchase of **TAPTCO training resources to be purchased online on or about November 20, 2020**, has been approved to pay for 100% of the eligible expenses. The program agenda indicates that you should derive substantial benefit from purchasing these resources.

After the training resources are purchased, and after obtaining the required documentation of costs for this training, please prepare a "*Transit Request for Payment*" form (Form No. 020018) itemizing all of your expenses. Please submit scans/copies of documentation for all of your eligible expenses, referencing the approved application number for this training fellowship. All fellowship reimbursement requests must be submitted within (60) days of the training event [January 31, 2021] to Laurie Carnahan by email at [laurie.carnahan@iowadot.us](mailto:laurie.carnahan@iowadot.us).

For more information and policies on the fellowship program please see our website for [Transit Training Resources](#) and the [Transit Manager's Handbook Chapter 12](#). As a designated Iowa transit system, further transit training resources are available to you on a shared basis at the Iowa DOT Library at <http://www.iowadot.gov/research/transitresources.htm>. For more information about the federal Rural Transportation Assistance Program: <https://www.transit.dot.gov/rural-formula-grants-5311>.

Sincerely,

LAURIE CARNAHAN

FELLOWSHIP/CONTRACT ADMINISTRATION

PUBLIC TRANSIT BUREAU

Office: 515.233.7870

[laurie.carnahan@iowadot.gov](mailto:laurie.carnahan@iowadot.gov)

<http://www.iowadot.gov/transit/>



Fortenbacher, Amy <[aftenbacher@muscatineiowa.gov](mailto:aftenbacher@muscatineiowa.gov)>

## APTCO 2020 Paratransit Operator Development Course Available Now!

message

APTCO, The Transit and Paratransit Company <[mgaeta@taptco.com](mailto:mgaeta@taptco.com)>  
Reply-To: [mgaeta@taptco.com](mailto:mgaeta@taptco.com)  
X: [aftenbacher@muscatineiowa.gov](mailto:aftenbacher@muscatineiowa.gov)

Tue, Dec 1, 2020 at 9:00 A



## Available Now - 2020 Paratransit Operator Development Course!

Available on DVD or Thumb Drive

\$6975.00

Online LMS Available For A Per User Price. Call 855-963-3900 for a Quote!

**The Course includes 29 Video Training Programs:**

**Group 1: Federal Regulations**

1. Introduction to Professional Driving

**Group 2: Safety & Defensive Driving**

2. Safety Best Practices

3. LLLC Defensive Driving

4. Hazard Identification & Mitigation

**Group 3: About the Vehicle**

5. Pre & Post Trip Inspections

6. Mirror Adjustment & Reference Points

7. Preventing Rear End Collisions
8. Preventing Intersection Accidents
9. Railroad Crossings
10. Pedestrian & Bicycle Awareness
11. Preventing Backing Accidents
12. Merging, Lane Changing & Passing
13. Adverse Driving Conditions

**Group 5: About the Driver**

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14. Preventing Driver Fatigue
15. Preventing Driver Distractions
16. Drug & Alcohol Awareness
17. Bloodborne Pathogens
18. Wayfinding
19. Hazardous Materials
20. Employee Safety Reporting Program

**Group 6: About the Passengers**

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21. Professionalism & Customer Service
22. Conflict & Aggression Management
23. Duty of Care

**Group 7: Americans with Disabilities**

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24. ADA Compliance & Sensitivity
25. Assisting Customers with Mobility Challenges
26. Mobility Devices
27. Types of Service

**Group 8: Emergency & Accident Procedures**

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28. Emergency Evacuations
29. What To Do In The Event Of An Accident
30. Final Exam

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**WWW.TAPTCO.COM or Call us at 855-963-3900**

[Unsubscribe](#)

This message was sent to [aftenbacher@muscataineiowa.gov](mailto:aftenbacher@muscataineiowa.gov) from [mgaeta@taptco.com](mailto:mgaeta@taptco.com)

TAPTCO, The Transit and Paratransit Company  
School Bus Safety Company  
5611 Hudson Drive  
Hudson, OH 44236

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