



City of Muscatine



AGENDA ITEM SUMMARY

DATE: 12-1-20

City Council

STAFF

Amy Fortenbacher, Transit Supervisor
Brian Stineman, Public Work Director

SUBJECT

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

EXECUTIVE SUMMARY

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

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

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

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

Confirmation of Reimbursement from Iowa DOT and TATPCO Course description.



FR21-016 TAPTCO Resources

message

Laurie 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.

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

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



APTCO 2020 Paratransit Operator Development Course Available Now!

message

APTCO, The Transit and Paratransit Company <mgaeta@taptco.com>

Tue, Dec 1, 2020 at 9:00 A

Reply-To: mgaeta@taptco.com

From: afortenbacher@muscatineiowa.gov



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

- 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

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

Group 7: Americans with Disabilities

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

Group 8: Emergency & Accident Procedures

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

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

Unsubscribe

This message was sent to afortenbacher@muscatineiowa.gov from mgaeta@taptco.com

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