



DRIVER TRAINING MATERIALS

PRODUCT CATALOG

TAPTCO has created professional, comprehensive training courses for both Transit and Paratransit operations. These courses have been designed to improve the performance of your drivers.

TRANSIT 2020 OPERATOR DEVELOPMENT COURSE

DVD's or Thumb Drive: \$7,975

Please contact us for online pricing

The most important practice in a safe quality transit operation is the training of the drivers.

This updated course is comprehensive, systematic and focuses on safe, high quality service which is integrated into every one of the 33 subjects. It will help you meet the FTA operational requirements.

Federal Regulations

1. Introduction to Professional Driving
2. Federal Regulations

Safety & Defensive Driving

3. Safety Best Practices
4. LLLC Defensive Driving
5. Hazard Identification & Mitigation

About the Bus

6. Introduction To The Bus
7. Pre & Post Trip Inspections
8. Mirror Adjustment & Reference Points

Driving Situations

9. Preventing Rear End Collisions
10. Preventing Intersection Accidents
11. Railroad Crossings
12. Pedestrian & Bicycle Awareness
13. Preventing Backing Accidents
14. Merging, Lane Changing & Passing
15. Adverse Driving Conditions
16. Operating Electric Powered Buses

About the Driver

17. Preventing Driver Fatigue
18. Preventing Driver Distractions
19. Hazards Communication
20. Injury Prevention - Slips, Trips & Falls
21. Using Maps & GPS
22. Employee Safety Reporting Program
23. Health & Wellness

About the Passengers

24. Professionalism & Customer Service
25. Conflict & Aggression Management

Americans with Disabilities

26. ADA Compliance & Sensitivity
27. Mobility Devices

Additional Programs

28. Whistleblower
29. Preventing Harassment
30. Drug & Alcohol Awareness
31. Bloodborne Pathogens

Emergency & Accident Procedures

32. Emergency Evacuations
33. What To Do In The Event Of An Accident

34. Final Exam

COURSE INCLUDES

- ▶ Creating a Safety Culture Guide
- ▶ Classroom Trainer's Guide
- ▶ Behind the Wheel Trainer's Guide
- ▶ Mastery Test
- ▶ Set of Posters
- ▶ PTASP Guide
- ▶ Large Operator Study Guides (For New Drivers)
- ▶ Small Operator Study Guides (For Existing Drivers)
- ▶ Operator Performance Checklists (For New Drivers)
- ▶ Syllabus



Instructional Time

Classroom	22.3 hrs
Pre-Diving Skills	7 hrs
Observation	22.5 hrs
Behind-the-Wheel	18.5 hrs
Cadetting	40 hrs
Total Time	110.3 hrs

THE PRINCIPLE
PRACTICE OF
LEADERSHIP IS
TRAINING.

PARATRANSIT OPERATOR DEVELOPMENT COURSE

DVD's or Thumb Drive: \$6,000
Please contact us for online pricing

The most important practice in a safe quality transit operation is the training of the drivers.

This course is comprehensive, systematic and continually focuses on safe, high quality service which is integrated into every one of the 28 subjects.

- Introduction to Professional Driving
- Federal Regulations
- Hazards Communication
- Creating a Drug & Alcohol Free W/P
- Preventing Harassment
- Blood-borne Pathogens
- Fatigue Management
- Wellness
- Whistleblower
- Safety Best Practices**
- Introduction To The Bus
- Pre-Trip Inspections
- Mirror Adj & Reference Points
- LLLC Defensive Driving**
- Preventing Driver Distractions
- Following Distance
- Intersections**
- Railroad Crossings
- Pedestrian Awareness**
- Preventing Backing Accidents
- Merging, Lane Changing & Passing
- Special Driving Conditions
- Map Reading
- Intro to ADA & Sensitivity
- ADA, Lifts, Ramps & Securement
- Professionalism/Customer Service**
- Conflict/Aggression Management
- Accident & Emergency Procedures

**Subjects we recommend for existing drivers*

COURSE INCLUDES

- ▶ Classroom Trainers Guide
- ▶ Behind the Wheel Trainers Guide
- ▶ Guide – How To Get The Most From The Course
- ▶ Mastery Test
- ▶ Set of Posters
- ▶ Large Operator Study Guides (For New Drivers)
- ▶ Small Operator Study Guides (For Existing Drivers)
- ▶ Operator Performance Checklists (For New Drivers)



Instructional Time

Classroom	20.5 hrs
Pre-Driving Skills	7.0 hrs
Observation	23.0 hrs
Behind-the-Wheel	21.5 hrs
Total Time	72 hrs

THE QUALITY OF
YOUR TRAINING IS THE
BASIS OF EVERYTHING
ELSE YOU DO.

SAFETY LEADERSHIP

CD's and Thumb Drive: \$2,500
Please contact us for online pricing

The course explains why people have accidents and how leaders can prevent them from happening. Leaders establish and maintain norms, the accepted way of behaving in any situation. By creating safety norms, leaders are able to influence the behavior of their employees to achieve better results.

Every manager and supervisor will benefit from this course.

The course covers these five areas:

- Accidents and Why People Have Them
- Understanding Human Behavior
- Leadership Principles
- Leadership Techniques
- Behavior-Based Safety

COURSE INCLUDES

The Driver Training Course is a complete professional bus driver curriculum. Using a blended approach to adult learning, the course includes:

- ▶ Guide To Create The Safest NORMS
- ▶ Study Guide



Instructional Time

Opening Preview	21 min
Accidents and Why People Have Them	57 min
Understanding Human Behavior	60 min
Leadership Principals	45 min
Leadership Techniques	51 min
Behavior-Based Safety	16 min
Final Exam	10 min
Total Time	260 min

TRAINER CERTIFICATION PROCESS

CD's and Thumb Drive: \$2,000
Please contact us for online pricing

Trainers play a vital role in your overall success. But, great operators don't always make the best trainers.

Training requires different skills.

The Trainer Certification Process is a complete toolkit that helps you interview, test, promote and prepare your best candidates to become professional driver trainers.

The course covers these three areas:

- Learning Basics
- Coaching the Adult Learner
- How to Train a Professional Operator

COURSE INCLUDES

This course includes instructions on understanding the hard and soft skills of trainees and explains the many techniques to teach knowledge and skills. The course also explains the challenges of trying to change the trainees soft skills – their Values, Motivations & Personality.

- ▶ Manager Guide to Trainer Selection & Development
- ▶ The Trainer Selection Process
- ▶ Minimum Qualifications
- ▶ Written Exams
- ▶ Skills Proficiency Assessments
- ▶ Structural Interviews



Instructional Time

Introduction & Behavioral Interviewing	80 min
Learning Basics	32 min
Coaching the Adult Learner	38 min
How to Train New Operators	39 min
Total Time	189 min

BUS GARAGE SAFETY TOOLKIT/ OSHA COMPLIANCE

DVD's and Thumb Drive: \$2,000
Please contact us for online pricing

The OSHA Compliance Toolkit is a single source management tool designed specifically for transit and paratransit operations. Used properly it will help managers quickly and easily achieve compliance with OSHA regulations in the least amount of time and with the least amount of effort.

Working in the shop involves many hazards that can injure or even kill an employee.

OSHA requires that all reasonable steps be taken to protect the employees working in the shop and can take action to enforce compliance with their safety requirements. This may involve substantial fines and even stronger actions, such as jail time or closure.

This course includes an easy to follow process guide that allows you to document all training and actions provided. It takes six hours each year to be in compliance.

The course covers these areas:

For Maintenance

- Emergency Response Plan
- Lockout/Tagout
- Hazards Communication
- Lifts, Pits, Jacks and Stands
- Fire Protection
- Rails, Stairs and Ladders
- Signage
- Slips, Trips and Falls
- Diesel Exhaust
- Electrical Hazards
- Hand Tools
- Machine Guarding
- Fuel Islands
- PPE
- Emergency Eyewash
- Confined Spaces
- First Aid and Blood-borne Pathogens
- Forklift Safety
- Multi-Piece/Single Rim Wheels
- Spray Finishing
- Welding
- Fall Protection
- Storage

For Drivers

- ☒ Lockout/Tagout
- ☒ Blood-borne Pathogens
- ☒ Hazards Communication

COURSE INCLUDES

For Maintenance

- ☒ How to Use This Toolkit Manual
- ☒ Compliance Process Guide with Checklists & Action Plans
- ☒ Safety Meeting Facilitator's Guide
- ☒ Annual Planner Wall Calendar

For Drivers

- ☒ Safety Meeting Facilitator's Guide for Drivers



Maintenance Instructional Time

Manager's Introduction	10 min	Fuel Islands	3 min
Emergency Response Plan	6 min	PPE	14 min
Lockout/Tagout	11 min	Emergency Eyewash	3 min
Hazards Communication	16 min	Confined Spaces	4 min
Lifts, Pits, Jacks & Stands	11 min	First Aid & Blood Borne Pathogens	12 min
Fire Protection	6 min	Forklift Safety	8 min
Rails, Stairs & Ladders	5 min	Multi-Piece/Single Rim Wheels	13 min
Signage	4 min	Spray Finishing	9 min
Slips, Trips & Falls	7 min	Welding	6 min
Diesel Exhaust	4 min	Total Time	170 min
Electrical Hazards	6 min		
Hand Tools	6 min		
Machine Guarding	6 min		

Driver Instructional Time

Lockout/Tagout	5 min
Hazard Communication	13 min
Blood Borne Pathogens	7 min
Total Time	25 min

CDL WRITTEN TEST TRAINING COURSE

CD's and Thumb Drive: \$2,000
Please contact us for online pricing

Passing the CDL written test is very difficult. If interested applicants are left to do this on their own, we lose thousands of potentially great bus drivers. Using this course, either the hard copy or through the web, we can make the learning easier and more interesting to reduce driver shortages.

Turning applicants into qualified bus drivers is always a challenge. Many great applicants are lost due to the difficulty of passing the CDL written test. This new course has made the training far easier to understand and will increase the success in applicants passing the test first time.

Practice tests are taken on a computer to simulate the actual process at the DMV and make the trainee more comfortable.

The course covers these areas:

- Rules & Vehicle Inspections
- General Knowledge Driving Safely
- Cargo & Hazardous Materials
- Transporting Passengers
- Air Brakes
- Practice Tests

COURSE INCLUDES

- ▶ Classroom Trainer's Guide
- ▶ Driver's Study Guide
- ▶ Practice Tests Booklet containing 11 tests with 386 questions



Instructional Time

Rules & Regulations	35 min
General Knowledge - Part 1	55 min
General Knowledge - Part 2	80 min
Cargo & Hazardous Materials	20 min
Transporting Passengers	14 min
Air Breaks	50 min
Practice Tests	91 min
Total Time	331 min



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