

Basic Transportation Administration Issues (New Supervisor Workshop) MAPT Leadership Academy

THREE-DAYS of Instruction
November 11, 2008; December 9, 2008 and January 13, 2009
9:00 a.m. – 4:00 p.m. at the MAPT Office

This class qualifies as 18 hours for the MAPT Leadership Academy and/or
 18 hours for the MSBO Transportation Director's Certification Program
 (Must attend all three sessions)

These three days of instruction are designed to provide a new supervisor with the tools needed to better perform their professional responsibilities.

TOPICS

- Bus Stop Evaluation
- Routes and Routing
- Laws, Rules, Regulations
- Benchmarking fleet operations- data collection for management decision making: What, When and Why?
- Resources Supervisors need to know to successfully manage
- Successful management Planning, Scheduling and Administering
- Networking with colleagues and vendors
- Personnel records and issues



Register for the Laws, Rules and Regulations Class ~ February 10, 2009 and the Liability & Tort Law Class ~ March 10, 2009
 and receive a discounted price of \$530 for all 5 classes. _____ Check here if taking all five classes

BASIC TRANSPORTATION ADMINISTRATION ISSUES

One Registration per attendee (Photocopy for additional registrations)

NAME _____
PLEASE PRINT

Signature _____

SCHOOL DISTRICT _____

SCHOOL ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

Please make checks payable to: Michigan Association for Pupil Transportation
 Mail to: 6250 W. Michigan Avenue Suite A
 Lansing, MI 48917

CHECK _____ PO # _____ Total \$ _____

COST:	
\$360.00	Member of MAPT

Non-Member	
\$485.00	Supervisor/Director
\$390.00	Support Staff

\$584.00	Non-member
Registration fee includes Joint Membership and MSBO Certification	

A late fee of \$20.00 will be added for registrations received after Oct. 28 th .	
LUNCHES INCLUDED	

CANCELLATION POLICY

- ◆ No refunds after Oct. 28th.
 - ◆ Cancellations received in writing prior to this date will be refunded minus a \$25.00 processing charge.
- NO-SHOWS WILL BE INVOICED!**
 Registration questions: Call MAPT at 517-886-0881 Fax Registration to 517-886-0882