

## **MAPT Leadership Academy**

The MAPT Leadership Academy is a voluntary program designed by the Professional Development Committee in response to a growing need by our membership for professional development. Classes and topics have been tailored to the specific tracks.

Tracks provide training for transportation professionals: Directors/Supervisors, Future Directors/Supervisors, Trainers, Dispatchers/Secretaries and Technicians.

Stages give the order of sequence. You must complete stage 1 then 2 and finally 3. Additional class choices will be added as curriculums are developed. Please be aware that some courses and/or requirements may change. MAPT and the committees that created this program are continuing to evaluate plans and make minor modifications as deemed appropriate.

### **Enrollment Application**

Initial Certification is \$50.00 and a \$25 renewal fee every five years.

### **Road to Success begins with Professional Development**

## **Future Supervisor**

### **Stage 1:**

Train the Trainer- School Bus Driver  
Pre-requisites (18 Hrs)  
Handling Emergencies (3 Hrs)  
Basic Transportation Issues (18 Hrs)  
Transportation Facilities Administration  
(Garage Operations) (6 Hrs)  
Special Needs (6 Hrs)  
Laws, Rules and Regulations (6 Hrs)  
Human Resource-

- Laws & Regulations Requiring Documentation of School Bus Driver Qualifications (4 Hrs)
- Hiring, Retaining, Firing (4 Hrs)

Bus Stops (6 Hrs)  
Drug and Alcohol (3 Hrs)  
Liability and Tort Law (6 Hrs)

### **Stage 2:**

Time Management (6 Hrs)  
Accident Investigation (6 Hrs)  
Labor Relations/Negotiations  
Principles of Education  
Public Relations/Internal Communications  
Writing Bus Specs

### **Stage 3:**

Designing and Making Presentations  
Advanced Accident Investigation

Electives - 12 Hours

Electives are any MAPT Training Class or MSBO Certification Classes.

## **Dispatch/Secretary**

### **Stage 1:**

Professionalism in the Dispatch Office(3 Hrs)  
Handling Emergencies (3 Hrs)

### **Stage 2:**

Behavior Management  
Public Relations & Internal Comm.

### **Stage 3:**

Future classes totaling 6 hours will be added.

Electives - 6 Hours

## **Technicians**

### **Stage 1:**

Trans. Facilities Administration (6 Hrs)  
ASE/MI Certification  
Working with Transportation Staff

### **Stage 2:**

Writing Bus Specs  
Advanced Garage Operations

Electives - 6 Hours

## **Trainer**

### **Stage 1:**

Special Needs (6 Hrs)  
Operation Lifesaver (4 Hrs)  
School Bus Driver Pre-requisites (18 Hrs)  
Working with Garage Staff

### **Stage 2:**

Future classes totaling 6 hours will be added.

Electives - 6 Hours