



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

THREE-DAYS of Instruction
February 16, March 22 and April 19, 2012
9:00 am – 4:00 pm 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

BASIC TRANSPORTATION ADMINISTRATION ISSUES

One Registration per attendee (Photocopy for additional registrations)

NAME _____
PLEASE PRINT

Signature _____

EMAIL ADDRESS _____

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
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Non-MAPT Member	
\$495.00	Supervisor/Director
\$400.00	Support Staff
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\$599.00	Non-Member
Registration fee includes MAPT/MSBO Joint Membership	
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A late fee of \$20.00 will be added for registrations received after February 2 nd .	
LUNCHES INCLUDED	

NO SHOWS WILL BE INVOICED!

CANCELLATION POLICY

- ◆ No refunds after February 2, 2012.
- ◆ Cancellations received in writing prior to this date will be refunded minus a \$25.00 processing charge.
- ◆ Registration questions: Call MAPT at 517-886-0881

Fax Registration with PO # to 517-886-0882