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| **Michigan Association for Pupil Transportation**  **Basic Transportation Administrative Issues** | | | |
| Title/Location | Date | Time | Registration Fee |
| **BTAI-**  **MAPT Office**  **2853 Jolly Road-Suite 2**  **Okemos, MI 48864** | **October 10, 2018**  **November 14, 2018**  **December 12, 2018** | **8:30 am - 4:00 pm** | **$390** MAPT Member  **$450** Non Member-Support Staff  **$550** Non Member-Supervisor    (Non-Member fee includes one year MAPT membership) |

**Train the Trainer - For Beginning School Bus Driver - Pre-Requisite Road Trainers**

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.

**Instructor**: Howard “Mac” Dashney, PTOMI

**TOPICS INCLUDE:**

**Bus Stop Evaluation Routes and Routing Laws, Rules, Regulation**

**Benchmarking fleet operations-data Networking with colleagues & vendors Personnel records and issues**

**collection for management decision Resources you need to know to Successful management-Planning,**

**making: What, When, Why? successfully manage Scheduling & Administering**

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**BASIC TRANSPORTATION ADMINISTRATIVE ISSUES**

On Registration per attendee - Photocopy for additional registrations

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| Registration Fee:    **MAPT Member** $390.00 |
| **MAPT Non-Member**  Supervisor/Director $550.00 Support Staff $450.00  (Price Includes MAPT Membership) |
| \*A late fee of $25.00 will be added for registrations received after 10/01/18.    \***NO REFUNDS** after 10/07/18.  Refunds for cancellations received  IN WRITING prior to 10/04/18 will be charged a $25.00 processing fee.    \***NO-SHOWS WILL BE INVOICED!**    **\***Registration questions:  Call MAPT at (517) 886-0881  Fax registration forms to (517) 886-0882  PRICE INCLUDES LUNCH |

NAME PLEASE PRINT

EMAIL ADDRESS

SCHOOL DISTRICT

SCHOOL ADDRESS

CITY/STATE/ZIP

PHONE FAX

PO # Total $

**Please make checks payable to: Michigan Association for Pupil Transportation**

**Mail to: 2853 Jolly Road Suite 2, Okemos, MI 48864**

**Fax Registration Forms to: (517) 886-0882**

**Charge** my VISA MasterCard American Express Discover

Card #

Expiration Date Security Code Amount

Name on Card

Address CC statement is mailed to

City/State/Zip