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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