

NATIONAL TRANSIT INSTITUTE ANNUAL REPORT

RUTGERS FISCAL YEAR (RFY) 2012 JULY 1, 2011 – JUNE 30, 2012



INTRODUCTION

A Word from Our Director

NTI is proud to have completed another year of providing training, education and related services in support of public transportation and the professionals working within every level of the industry. Our dedicated staff and instructors worked hard to deliver 285 courses this fiscal year, in accordance with our annual work plan, and an additional 195 sessions through supplemental funding. These educational efforts were made possible through the ongoing investment in public transportation training by the Federal Transit Administration and the individual agencies that hosted our courses and provided participants.

Our accomplishments for the past year extend not just to the training provided throughout the country, but also to the development of new and upcoming courses based on specific needs and trends in the industry. Rutgers Fiscal Year (RFY) 2012 saw the piloting or addition of five new courses to NTI's roster, including topics in advanced technologies, federal compliance, and transit's role during incidents, events and accidents. Funds received during this fiscal year will be used to develop additional courses to meet the specific objectives outlined by NTI's partners and stakeholders.

NTI's commitment to developing and delivering quality curricula would not be possible without the continued support of our partners in the transportation industry. We thank you all and look forward to our continued collaborative efforts in the years ahead.

Paul Larrousse

Director, National Transit Institute



Mission of the National Transit Institute

NTI's mission is to provide training, education, and clearinghouse services in support of public transportation and quality of life in the United States. To that end, NTI identifies needs; promotes, develops, and delivers high quality programs and materials through cooperative partnerships with industry, government, institutions, and associations; and serves as a catalyst for enhancing skills and performance in public transportation.

RUTGERS FISCAL YEAR 2012 HIGHLIGHTS AND ACCOMPLISHMENTS

Overview

Courses

Since its creation in 1992, the National Transit Institute has developed 163 individual and unique courses. Course development is done in consultation with the FTA and transit industry experts by an in-house instructional design team. Courses are continuously reviewed and updated to ensure they are current and serving the needs of public transportation professionals.

Presently, NTI has 106 active courses. A total of 57 courses have been "retired" as they are no longer current, in demand, or they were intended to be used for a short duration.

NTI's course offerings are determined by an annual work program and budget that is developed in consultation with FTA and the public transportation industry. During RFY 2012, NTI conducted a total of 285 offerings that trained 10,266 transportation professionals and successfully addressed the needs of the work program for RFY 2012. NTI also received a number of supplemental grants and contracts that trained an additional 1,750 participants in 195 sessions. In total, NTI held 480 training sessions that trained 12,016 transportation professionals.

When we consider the accomplishments of RFY 2012, combined with the number of courses delivered and those trained since NTI began, there have been 4,691 training sessions with 137,780 people trained, according to our work plan. Included in the totals (in addition to classroom sessions) are NTI-conducted webinars, conferences, and workshops.



Finances

Section 5315 Funding

Annually, NTI receives approximately \$4.3 million in funding from Section 5315 of the Federal Transit Act, under the continuing resolution of SAFETEA-LU. This section of the law establishes NTI, identifies the program areas that NTI is responsible for, establishes the tuition basis for our offerings, and designates that NTI be housed at Rutgers, The State University of New Jersey.

For Rutgers Fiscal Year 2012, our expenditures for Section 5315 related activities were \$3.7 million. NTI finished RFY 2012 under budget by 2.3 million; a cumulative total from unexpended funds in previous years. This unexpended balance will be used to maintain the same level of effort in RFY 2013 as RFY 2012 as Section 5315 funding for RFY 2013 has been reduced.

New Grants and Contracts

In addition to the annual Section 5315 funding, NTI received the following additional funding in RFY 2012:

- **\$250,000 for Terrorist Activity Recognition and Reaction Training**
Employees were trained on how to incorporate routine security checks and monitoring activities into their daily job routines to watch for things that are out-of-the-ordinary or potentially suspicious and what to do when they are confronted with these types of situations.
- **\$46,800 for National Incident Management System (NIMS) Training**
Employees learned a systematic, proactive approach to preventing, protecting against, responding to, recovering from, and mitigating the effects of incidents, regardless of their cause, size, location, or complexity. NIMS training helps transit agencies to work together more effectively with all other agencies responding to incidents and events.

Continuing Grants

During RFY 2012, NTI utilized several other grants to deliver training to the transit industry. These continuing grants and their expenditures are as follows:

- **\$800,000 for Bus Procurement Workshops from the American Recovery and Reinvestment Act (ARRA)** With such a wide variety of buses available today, from traditional buses to articulated and highly technical models, purchasing a vehicle has become more complicated than ever before. Additional discussions of warranty provisions or design considerations are needed, as well as

compliance with a multitude of federal requirements. This new workshop, developed and piloted during RFY 2011, assists FTA grantees to comply with federal bus procurement requirements and also to develop a well thought out bus procurement process. Funds are provided for course development and for holding workshop sessions for the next three years.

- **\$500,000 for Project and Construction Management Training from the American Recovery and Reinvestment Act (ARRA) (A total of \$900,000 when combined with the previous fiscal year funds)**

Since President Obama signed the American Recovery and Reinvestment Act (ARRA) in February 2009, FTA has awarded 1,072 grants for over \$8.78 billion.

The Federal Transit Administration (FTA) is working to ensure capital projects are efficiently completed within budget, on time, and to a high standard of quality. Ensuring this high level of project management involves the sharing of transit management policies, procedures, resources, and best practices with transit agencies. By providing increased project management training, FTA can ensure grantee personnel project management skills are able to meet the increased workload created by the ARRA funds. NTI initially received \$400,000 in funding to deliver 34 offerings of Project Management for Transit Professionals as well as seven offerings of Management of Transit Construction Projects, which were completed in RFY 2011. The \$500,000 supplement is for the delivery of 38 additional courses in RFY 2012 and 2013, including Project Management for Transit Professionals, Management of Transit Construction Projects, Quality Assurance and Quality Control in Transit, and Risk Assessment for Transit Capital Projects.

- **\$300,000 for Asset Management (A total of \$450,000 when combined with the previous fiscal year funding)**

The course covers the principles of asset management and adapts the asset management course offered by the FHWA's Office of Asset Management to transit. Additional funding will be used to hold webinars and to develop a second level, more advanced course.

Individual Course Highlights

NTI training is organized by five main course areas. We were proud to develop and pilot a number of new and revised courses during RFY 2012. Highlights are listed by program area.

Advanced Technologies

This area focuses on enhancing the understanding, knowledge, and technical skills of transit professionals as they explore, procure, implement, and manage innovative systems to improve service, operations, and safety.

New:

Using Regional ITS Architecture(s)

Originally developed and reported as new in FY 2011, this course was piloted in early RFY 2012, and revisions based on the pilot were completed.

The focus of this course is on using a regional ITS architecture to support transit planning and project development in order to enhance business decision-making, assist with long-range agency planning, and provide a more efficient implementation of ITS projects. Participants are provided with the steps necessary for compliance with the FTA National ITS Architecture Policy on Transit Projects.

Customized:

Bus Rapid Transit (BRT) Workshop

This advanced workshop examines regionally-relevant topics to support the practical application of BRT concepts to planning and operations. The course materials highlight current trends in BRT planning and design. Guest speakers share current experiences in planning and implementing BRT systems, and give participants opportunities to share knowledge and experiences.



Revised:

Transit ITS Workshop

This advanced workshop is intended to increase awareness of Intelligent Transportation Systems (ITS) technologies and how they can be used to deliver safer and more efficient transit services. Guest speakers enhance the course curriculum by presenting examples of their agency's successful technology deployments.

FTA Compliance

FTA Compliance courses are designed to help grantees understand processes and learn tools to remain or become compliant with federal guidelines and regulations.

New:

Procurement for Small and Medium Transit Systems

This course, designed for agencies operating less than 50 vehicles, provides an overview of transit procurement, emphasizing "best practices" for contract procurements by small and medium transit systems who are recipients of FTA funding. The course provides participants with a framework for examining basic issues pertaining to third-party contracting and introduces minimum standards for individual agency practices as described in the FTA Circular 4220.1F and other relevant federal guidance documents.

Revised:

National Transit Database

Explains the necessary skills for reporting data to the NTD internet reporting website and discusses the benefits and impacts of annual reporting, what to report, the six standard NTD reporting modules, and the functionality and automation of the website. Yearly updates are made to this course based on new congressional regulations.

Risk Assessment for Transit Capital Projects

Explains FTA's risk review requirements, the purpose of a risk review, the principles of risk assessment methods, the preparations to undertake a risk assessment, and how assessments are applied to the project management process. This course was updated to reflect changes in FTA policies and practices, and to update information relative to Risk Assessment Models.

Multimodal Transportation Planning

The goal of the Multimodal Transportation Planning program area is to enhance multimodal transportation planning processes and practices.

New:

Introduction to Transit Service Planning

This course presents public transit service planning concepts for new and mid-level transit employees. Topics include conceptual service planning/design and redesign, including routing and scheduling, transit budgeting, and calculating levels of service and capacity.

State and Metropolitan Transportation Programming Overview (Online)

A new instructional delivery concept at NTI, this self-paced instructor-less online course presents a condensed overview of the basic concepts, components, and key players in the metropolitan and statewide transportation programming processes required under the transportation planning regulations.

Management and Professional Development

This area provides a variety of management and professional development opportunities for new and experienced public transit supervisors, mid-level managers, and senior staff.

Revised:

Senior Leadership

This course is presented from both an academic and empirical perspective and provides a unique training and educational opportunity for upper level transit managers. It provides participants with comprehensive and integrated concepts and information necessary for successful executive careers.

Workplace Safety and Security

The Workplace Safety and Security program area strives to improve the overall safety culture and system-wide security of transit organizations.

New:

Crisis Communication for Transit Employees

This course equips frontline and supervisory transit personnel with the skills and techniques they need to communicate effectively within their organizations and with passengers throughout a crisis to enable successful response and recovery.

Revised:

National Incident Management System and Incident Command System: An Introduction for Public Transit Personnel

Developed by the Federal Transit Administration, National Transit Institute, and with approval from FEMA, the National Incident Management System, or NIMS course provides a systematic, proactive approach to preventing, protecting against, responding to, recovering from, and mitigating the effects of incidents, regardless of their cause, size, location, or complexity. Transit agencies trained in this approach will be able to work together more effectively with all other agencies responding to incidents and events. The course was piloted in June 2011 in Washington, D.C. and will be scheduled throughout RFY 2013.

Email Notification Systems

Communication about upcoming training opportunities: courses, webinars, workshops, and the availability of educational products, depends on a reliable database. The NTI email database was reconfigured to increase the accuracy of targeted emailing correspondence, ultimately getting the message to the right person the first time.

Webinars

NTI hosted more than 3,000 students in over 20 webinars in RFY 2012. Webinar sessions feature an online, interactive, instructor-led presentation using Adobe Connect and dial-in audio.

Webinar topics offered during RFY 2012 included:

- Funding for Infrastructure Maintenance: Achieving and Sustaining a State of Good Repair (Report on the ITSP Mission – RRD 101)
- Ground-Borne Noise and Vibration in Buildings Caused by Rail Transit (TCRP Web-Only Document 48)
- Strollers, Carts, and Other Large Items on Buses and Trains (TCRP Synthesis 88)
- Public Transportation Systems as the Foundation for Economic Growth (Report on the ITSP Mission – RRD 102)
- Transportation Asset Management Webinar Series, Part 1: Highlights from Transit State of Good Repair Track
- Transportation Asset Management Webinar Series, Part 2: Federal Transit Administration and Transit Cooperative Research Program - Research Results and Initiative
- TCRP Report 153, Part 1 - Planning Process, Case Studies and Design Guidelines
- TCRP Report 153, Part 2 - Station Typologies and Mode of Access Planning Tool
- National Transit Database 2011 Report Year Changes
- National Transit Database Small Systems Webinar
- National Transit Database Rural Reporting
- National Transit Database S&S Reporting Basic Setup/Non-Major
- National Transit Database S&S Reporting Major Incident Reporting
- National Transit Database Sampling and Guidance Webinar
- National Transit Database Census 2010 Updates

Workshops

NTI offered two key national training programs. Conducted annually, the workshops aim to enhance specific skill sets for industry professionals.

WTS Leadership Workshop

February 5-8, 2012, New Brunswick, NJ

14 Attendees (by invitation only)

This annual workshop, sponsored by the Women's Transportation Seminar, is by invitation only, and contributes to the professional development of a group of mid-career professionals who have demonstrated an interest and potential to enhance their skills and advance within the transportation industry. The program provides personal interaction with leading industry professionals who challenge the analytical and creative skills of participants as they tackle case studies and exercises dealing with the complex issues of people, policies and politics. NTI has provided logistical and programmatic support for the workshop since its inception in 2001.

Transit Academy

May 20-24, 2012, Salt Lake City, UT

33 Attendees

The Transit Academy is a comprehensive, behind-the-scenes study of a major transit system, designed to provide those new to transit with an in-depth understanding of the scope of responsibilities, variety of skills, and range of activities that work together to deliver safe and efficient transit service. The academy is presented using lectures, demonstrations, hands-on activities, and facility tours. Key transit agency personnel serve as instructors ready to share their knowledge and experience. The program covers the broad range of responsibilities and functions found in a major transit system—literally transforming the entire organization into a learning laboratory.

Materials Distributed

NTI distributes materials as part of its training mission to the public transportation industry. These materials include CD-ROM and training videos, handbooks, pocket guides, and posters. For RFY 2012, NTI provided 25,854 of these materials to transit agencies and their employees.

Additionally, in June 2012, NTI began posting closed-captioned videos of popular webinar topics on its YouTube channel, www.youtube.com/user/RutgersNTI. A total of 1,198 views were recorded in less than one month. All videos have been updated to include closed-captioning.

The following videos were added in June 2012:

- Livability in Transportation Webinar Series Part 1: Visioning, Planning and Process, and Policy
- Livability in Transportation Webinar Series Part 2: Partnership, Design, Implementation & Funding
- Understanding FTA and its Programs
- The Mark - Terrorist Activity Recognition and Reaction
- Warning Signs - System Security Awareness for Transit Employees

Materials Distributed During RFY 2012

Item	Distributed RFY 2012
Posters	176
CD Roms	810
DVDs	251
Pocket Guides	23,770
Emergency Preparedness Guides	847
TOTAL	25,854

Advisory Board

NTI serves a broad array of stakeholders directly involved in providing public transportation services or supporting organizations that provide these essential services. The Advisory Board is established under the cooperative agreement between FTA and Rutgers, The State University of New Jersey that governs the administration of NTI.

The Advisory Board met in August 2012 and provided valuable guidance in developing the vision of this fiscal year's goals. We would like to take this opportunity to acknowledge and thank the members of our Advisory Board for their continued input and advice in shaping NTI's program. A list of NTI's Advisory Board members appears on page 10.

International Efforts

In April 2012, NTI hosted a delegation from Lagos State and Lagos State University in Nigeria. The purpose of this visit was to learn how NTI was established, how it operates, and how it creates and delivers training programs. The delegation was also interested in other transportation-related training at Rutgers, and were hosted to presentations from the Voorhees Transportation Center in the Edward J. Bloustein School of Planning and Public Policy and the Center for Advanced Infrastructure in Transportation in the School of Engineering.

NTI ADVISORY BOARD MEMBERSHIP

RUTGERS FISCAL YEAR 2012

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