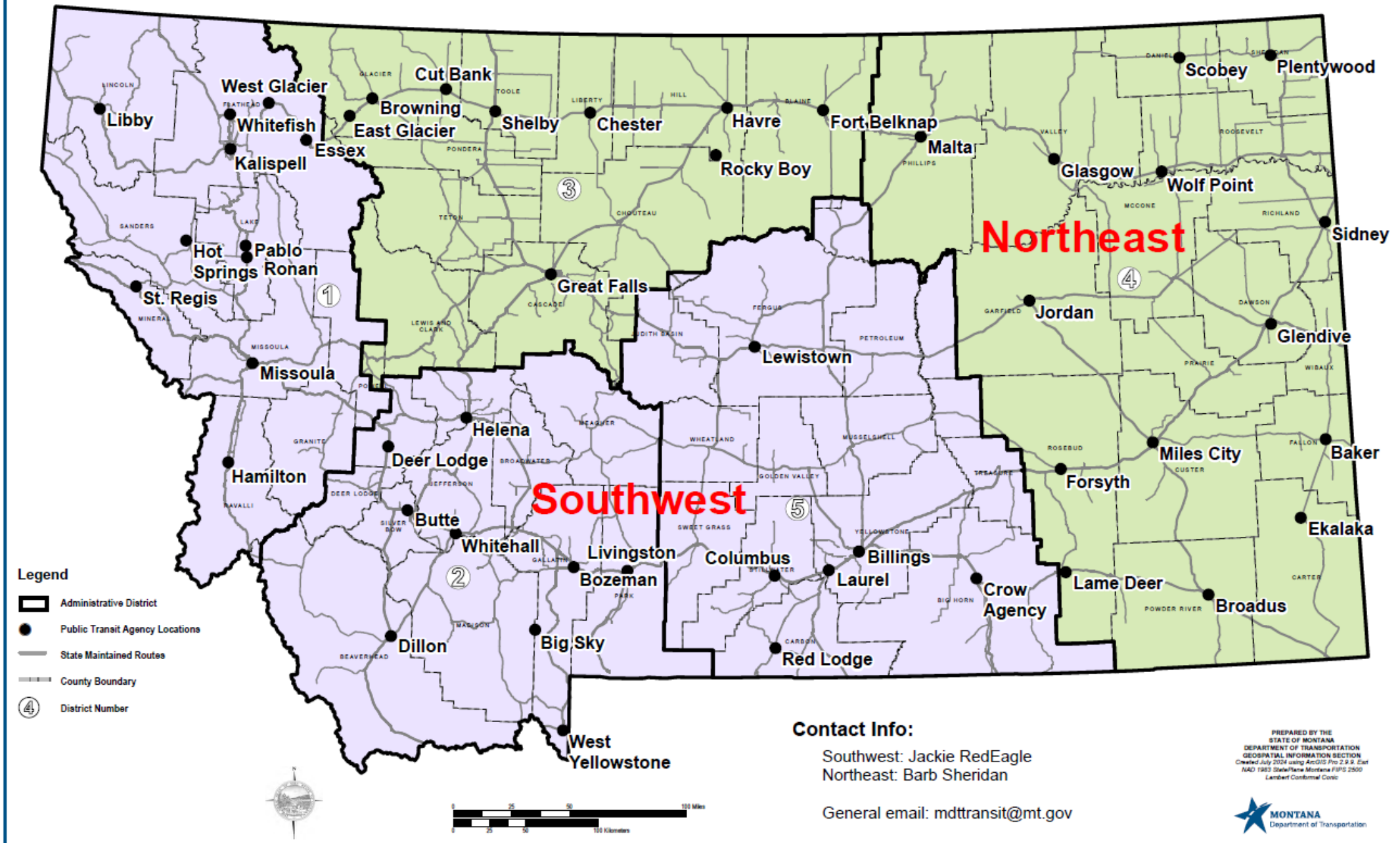
Fall Workshop 2024

Welcome everyone, its good to see you!

MDT Transit Regions 2024



Contact Info:

Southwest: Jackie RedEagle
Northeast: Barb Sheridan

General email: mdttransit@mt.gov

PREPARED BY THE
STATE OF MONTANA
DEPARTMENT OF TRANSPORTATION
GEOSPATIAL INFORMATION SECTION
Created July 2024 using ArcGIS Pro 2.9.9. Esri
NAD 1983 StatePlane Montana FIPS 2500
Lambert Conformal Conic

MONTANA
Department of Transportation

NATIONAL TRANSIT DATABASE (NTD) SFY 2024

- BlackCat NTD reporting module is operational for SFY 2024
- Mode MB - FIXED ROUTES GTFS deadline is October 14, 2024
- NTD SFY 2024 report year will open soon – Please check your data in BlackCat for errors, such as a missed payment that wasn't reported in BlackCat but is in NTD, etc.,
- Subrecipient first validation submittal is due October 14, 2024
- Geographic – Condition assessments
- Assaults
- NTD 2024 Policy Manual –Full reporting

  Transit.dot.gov/ntd/2024-ntd-reporting-policy-manual

PTASP – 5307 funding - NOT – 5311 funding

- The PTASP regulation requires transit agencies to document a process in their ASP to review and update their ASP annually to address needed changes, including regulatory changes.

- Recent Webinar updates available at:

transit.dot.gov/sites/fta.dot.gov/files/2024-08/PTASP-National-Safety-Plan-Webinar-08-13-2024

TRIANNUAL COMPLIANCE REVIEW COMMON MISTAKES

- Internal controls – separation of duties
- No policy or SOP for fare collection from start to finish
- No training records for management and/or employee's
- Pre and Post trips – vehicle, mileage, date, and signature
- Preventative maintenance logs and maintenance supporting documents (invoice, etc.) must tie back to each other with same vehicle, mileage, with an Operator/repair signature
- Vehicle inspection – wheelchair tie-downs left in bus floor, not opening emergency exits regularly, no belt cutters, no Title VI information

TRIANNUAL COMPLIANCE REVIEW GOOD PRACTICES

- Uploaded all Drug and Alcohol certificates and renewals in the agencies BlackCat resource file.
- Uses excel log to chronologically record Preventative Maintenance. The log lists: date, the last four numbers of the vehicle VIN number, mileage, lists the repair, and signature
- Keeps binder containing chronologically filed original documents by vehicle.
- Has Preventative Maintenance computer program.

Resources for training

- DOT-TSI - Transit Supervisor, Certified Driver Instructor, Transit Safety, Security, Reasonable Suspicion, & Substance abuse
- NTI – has a large NTD training base, Procurement, Introductory Transit Management & Planning
- CTAA – PASS Training, PASS Train the Trainer, Certified Safety & Security Officer (CSSO), Certified Community Transit Supervisor (CCTS), Community Managers, Certified Transit Programs Administrators, Vehicle Maintenance Management & Compliance (VMMS) and ADA
- FTA – PTASP (5307) – Fundamentals of Bus Collision investigation and Transit Bus System Security (5311) and much more…
- AASHTO Transit Management

Drug and Alcohol BlackCat Resource Tab

- Please upload all current certificates and renewals in the BlackCat RESOURCES tab for the following:
  - MRO
  - Urine/Alcohol Collectors
  - SAP
  - TPA participation
- Drug Oral Swabs – Delay in using oral swabs is due to not having two separate review labs. Oral swabs can not be used to collect drugs at this time.
- Annual on-line Safety Sensitive Operators training (60 mins on the effects and consequence of prohibited drug use on personal health, safety, and work environment, and the signs and symptoms that may indicate drug use)
- Suggested tri-annual on-line refresher Reasonable Suspicion for Managers training - 60 mins for Alcohol, and 60 mins for Drug - on the physical, behavioral, speech, and performance indicators of probable alcohol misuse and or probable drug use.