

# Recommended Practice for Transit Bus Operator Training

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**APTA Bus Operations Training & Qualifications Working Group**

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**Abstract:** This recommended practice provides guidelines for training qualified bus operators.

**Keywords:** training, bus operator

## **Introduction**

(This introduction is not a part of APTA BT-RP-001-07, *Recommended Practice for Transit Bus Operator Training*)

This Recommended Practice for the Training & Qualification for Bus Operators reflects the consensus of the APTA Bus Standards Program members on the items, methods, and procedures that have provided the best performance record based on the experiences of those present and participating in meetings of the Program Task Forces and Working Groups. Recommended practices are voluntary, industry-developed, and consensus-based practices that assist transit agencies, transit providers, and training suppliers in the content and best delivery of bus operator training and qualifications. Recommended practices are non-exclusive and voluntary; they are intended to neither endorse nor discourage the use of any product or procedure. APTA recognizes that for certain applications, the practices, as implemented by operating agencies, may be either more or less restrictive than those given in this document.

This recommended practice provides guidelines for transit bus operator training and qualifications. APTA recommends the use of this recommended practice by:

- Individuals or organizations that operate transit vehicles
- Individuals or organizations that contract with others to operate transit vehicles
- Individuals or organizations that influence how transit vehicle operators are trained
- Individuals or organizations that develop transit vehicle operator training programs

## **Participants**

The American Public Transportation Association (APTA) greatly appreciates the contributions of the Bus Operator Training and Qualifications Working Group, who drafted *Recommended Practice for Transit Bus Operator Training*.

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# Recommended Practice for Transit Bus Operator Training

## 1. Overview

This recommended practice provides guidance for standardized transit operator training to assist in the development of professional bus operators resulting in quality service. Individual operating agencies can modify these guidelines to accommodate their specific training goals and operating modes.

### 1.1 Scope

This recommended practice covers guidelines for setting minimum standards in training of transit bus operators.

### 1.2 Purpose

The purpose of this recommended practice is to provide guidance to operating agencies in bus operator training.

- 1) Provide a process to create a qualified operator training program
- 2) Produce a Safe/Professional/Qualified Operator

The areas of importance are regulatory, agency specific requirements, customer service, technical competencies and safety.

## 2. References

This recommended practice should be used in conjunction with the following publications:

## 3. Definitions, abbreviations, and acronyms

For the purposes of this recommended practice, the following terms, definitions, abbreviations, and acronyms apply.

### 3.1 Definitions

**3.1.1 Operator:** a qualified person operating a transit vehicle in transit service.

**3.1.2 Bus:** a vehicle inclusive of all sizes and types providing public transportation.

**3.1.3 Transit:** service inclusive of paratransit and transit bus operations.

### 3.2 Abbreviations and acronyms

ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
CDL	Commercial Driver License
CNG	Compressed Natural Gas
DOT	Department of Transportation
EAP	Employee Assistance Program
EEOC	Equal Employment Opportunity Commission
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
FTA	Federal Transit Administration
HOV	High Occupancy Vehicle
LNG	Liquid Natural Gas
LPG	Liquid Petroleum Gas/Propane
NSC	National Safety Council
NTD	National Transit Database
NTI	National Transit Institute
OSHA	Occupational Safety and Health Act
TSA	Transportation Security Administration
TSI	Transportation Safety Institute
UAP	Unions Assistance Program