

## Pennsylvania Public Transportation Maintenance Circuit Rider

*A Pennsylvania Public Transportation Association/  
Keystone Transit Career Ladder Partnership  
R&D Project Sponsored By PENNDOT*

The goal of this project is to provide on-site vehicle maintenance training to support efficient transit operations. The program documents current practices, assesses technological demands, and examines, proposes and implements new approaches to link maintenance practices with evolving technology for improved effectiveness.

This project is a process in which trainers, skilled in transit vehicle maintenance systems and operations, are selected to provide on-site training and advisory services to Class 4 and 5 public transportation systems, and to Class 3 systems who can demonstrate need. This program addresses one of the main barriers transit organizations face in providing training for their vehicle maintenance employees—the inability, because of time and workload constraints, to send employees to training that is located away from their transit system work site location. It must be noted the CR program is not a replacement for training regularly available through the PPTA/PennTRAIN/KTCLP education programs.

This project will be managed by the Pennsylvania Public Transportation Association (PPTA) and involve PennTRAIN and the Keystone Transit Career Ladder Partnership. The Keystone Partnership is funded from federal workforce development funds from the Pennsylvania Department of Labor and Industry and permits fifty percent (50%) reimbursement for transit employees to attend training during working hours.

**\*\*\* PPTA/KTCLP CIRCUIT RIDER \*\*\***



**P P T A / K T C L P**

**SUBMIT TO:**

**PPTA/KTCLP Circuit Rider**

**600 North Third Street, 4th Floor**

**Harrisburg, PA 17101-1113**

**Phone: 717-234-7111 / Fax: 717-234-7176**

**E-Mail: [cconaway@penntrain.net](mailto:cconaway@penntrain.net)**

**TRANSIT DRIVES  
PENNSYLVANIA**

# PPTA/KTCLP CIRCUIT RIDER PROGRAM

*A PENNDOT  
Sponsored R&D Project  
Administered By*

**THE PENNSYLVANIA  
PUBLIC  
TRANSPORTATION  
ASSOCIATION**

*With*

**THE KEYSTONE  
TRANSIT  
CAREER LADDER  
PARTNERSHIP**

*And*

**PENNTRAIN**

**P P T A / K T C L P**

# PPTA/KTCLP CIRCUIT RIDER

## Circuit Rider Host System Guidelines

- The Circuit Rider (CR) host system shall apply to the CR Program Administrator by submitting the application form via fax or e-mail. Phone call requests must be immediately followed by an appropriately submitted form.
- It is strongly recommended that management and labor engage in a joint effort to identify training needs and programming to ensure a more productive and beneficial education experience.
- The CR host system shall encourage and support labor/management cooperation and collaboration.
- The CR host shall discuss training needs and expectations with the CR trainer. The CR host shall supply vehicles, tools and equipment to assist the CR trainer with the delivery of training.
- The CR host system shall provide classroom and shop floor training space, with appropriate necessities.
- The CR host system will be responsible for incidental training costs, i.e., text books, testing fees, etc., as appropriate.
- The CR host shall invite neighboring properties to participate in the CR training. The CR Program Administrator shall assist as needed in this outreach effort.



### CR Host Guidelines (con't)

- Students participating in CR training may be eligible for partial salary reimbursement by KTCLP.
- The CR host system shall assist the CR trainer in securing local lodging, dining and travel directions.
- The CR host system shall notify the CR trainer of any and all cancellations due to weather-related emergencies or any other circumstances.
- The CR host system management and students shall evaluate the CR trainer, the entire CR program experience, and identify both positive and negative outcomes.
- Within three (3) months of the CR training, the CR host shall submit to the CR Administrator data and backup information that demonstrate outcomes as a result of the CR training, i.e., savings and improved vehicle maintenance, etc.
- Reports/assessments are also required for each follow-up visit by the CR trainer. All reports are to be submitted to the CR Program Administrator, who with the joint management/labor committee, will evaluate existing data and criteria to prove or disprove the worth and value of program.
- CR trainers are not employees of PPTA, PennTRAIN or KTCLP. PPTA, PennTRAIN and KTCLP assume no responsibility or liability for CR trainers, host systems or students.



### Request for Circuit Rider Services

Agency Name & Address:

\_\_\_\_\_

Contact Person Name and Title:

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

General Manager Name & Signature:

\_\_\_\_\_

Type of Training Requested:

Basic Electrical \_\_\_\_\_

Advanced Electrical \_\_\_\_\_

HVAC \_\_\_\_\_

Preventive Maintenance \_\_\_\_\_

Engines/Transmissions \_\_\_\_\_

Other: \_\_\_\_\_

Number of Mechanics to Be Trained: \_\_\_\_\_

Proposed Training Dates: \_\_\_\_\_

Describe Expected Training Outcomes:

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