



SEAGO presents

BEST PRACTICES FOR
TRANSPORTATION/TRANSIT
PROGRAMS

AGENDA

- ▶ Administration
 - ▶ Sharing what we know
 - ▶ Sharing best practices for Administration
- ▶ Operations
 - ▶ Sharing what we know
 - ▶ Sharing best practices for Operations
- ▶ Management Plans

Best Practices

Getting and
Keeping Funding

- Establish compliance

Business Sense

- Build efficiencies
- Build solid management practices

Program Success

- Improve effectiveness
- Improve performance

What are your biggest management barriers?

- ▶ Grant Management?
- ▶ Finance?
- ▶ Data Management?
- ▶ Asset Management?
- ▶ Insurance?
- ▶ Coordination?
- ▶ Compliance?

Best Practices

- ▶ Review Grant Agreement and Certifications
- ▶ Establish Calendar of Events and Deadlines
- ▶ Establish Electronic or Hard files for all Requirements

Electronic File

- ▶ Application
- ▶ Budget
- ▶ Contract
- ▶ Certifications and Assurances
- ▶ Procurement
- ▶ Asset Management
- ▶ Data Collection
- ▶ Personnel
- ▶ Training
- ▶ Communications
- ▶ Reporting
- ▶ Coordination

What are your biggest operations barriers?

- ▶ Asset Management?
- ▶ Driver Training/Retention?
- ▶ Safety?
- ▶ Rider Training?
- ▶ Technology?
- ▶ Coordination?
- ▶ Dispatch?
- ▶ Other Operations Areas?

Electronic File

- ▶ Driver Handbook
- ▶ Safety Plan and Policies
- ▶ Maintenance Plan and Policies
- ▶ Drug Free Workplace
- ▶ Data Collection
- ▶ Performance Measures

Looking for other best practices

- ▶ FTA will be adding a Best Practices for 5310 section to its website
- ▶ Look on established transit websites
 - ▶ TCRP
 - ▶ NCST
 - ▶ Easter Seals Project Action
 - ▶ RTAP
 - ▶ CTAA
 - ▶ NIT
 - ▶ APTA

Creating a Transportation Management Plan

- ▶ Chapter 1 Organizational Information
- ▶ Chapter 2 Transportation Services
- ▶ Chapter 3 Finance
- ▶ Chapter 4 Personnel
- ▶ Chapter 5 Coordination
- ▶ Chapter 6 FTA Assurances
- ▶ Chapter 7 Public Outreach
- ▶ Chapter 8 System Management
- ▶ Chapter 9 Technology
- ▶ Chapter 10 Data Collection
- ▶ Chapter 11 Performance Measures



Questions?

PLEASE FILL OUT
EVALUATION SHEET