Substance Abuse Management and Program Compliance (FT00465 -A)
The Florida Department of Transportation’s Transit Safety and Workforce Development Programs, administered by the USF Center for Urban Transportation Research (CUTR), will be presenting the Substance Abuse Management and Program Compliance (FT00465 -A). This course is sponsored by the Federal Transit Administration Office of Transit Safety and Security and the USDOT Transportation Safety Institute.

Date & Time:
September 18-20, 2018
8:30am – 4:00pm each day

Host Agency/Training Location:
USF Center for Urban Transportation Research (CUTR)
3808 USF Alumni Drive - Room 102
Tampa, FL 33620
Phone: (813) 974-3120

SAM Course Overview:
This course provides the participant with information to evaluate and self-assess their agency’s compliance with Federal Transit Administration (FTA) and USDOT regulations pertaining to drug and alcohol testing programs. Participants are eligible for 14.5 Professional Development Hours through the Employees Assistance Certification Commission (EACC)/Employee Assistance Professional Association (EAPA) and 8 continuing education hours through the Certification Commission for Drug & Alcohol Program Professionals.

How You Will Benefit
- The course will cover all elements of an FTA and USDOT compliant drug and alcohol testing program

What You Will Learn
- How to identify transit employees covered by the regulation (safety-sensitive employees)
- Policy and training requirements for safety-sensitive employees and supervisory personnel
- The testing circumstances (i.e.; pre-employment, random, etc.) and thresholds for each test type.
- The urine specimen collection and analysis process
- Alcohol testing process and consequences for violations of the alcohol prohibition
- How to respond to various drug test results verified by a Medical Review Officer
- The minimum record maintenance and retention requirements
- How to perform oversight of service agents and contractors
- Best practices for managing Rx and OTC medication use in transportation workplaces

Who Should Attend
Transit agency Designated Employer Representatives (Drug & Alcohol Program Managers), human resource managers, safety managers, state DOT representatives, compliance auditors, collection site personnel, Medical Review Officer Assistants, Substance Abuse Professionals.

Fees:
There are no fees to attend this course for current employees of a Florida public transit agency and who meet criteria identified in the Transit Training Policies and Procedures. All participants must have permission from their transit system’s operations manager to attend this course. Upon acceptance of registration, participants will receive a logistical confirmation with travel authorization form via email.

Registration Deadline is Friday, September 7, 2018
How to Register
All registrations must be made through the Florida Department of Transportation’s Office of Freight, Logistics and Passengers Operations Transportation Learning Management System. This online registration and learning management system (LMS) provides Florida’s public transportation professionals a portal to manage their professional development.

Transportation Learning manages training for you by keeping an educational transcript of all new courses that you complete, and a retrievable record is maintained so you may access (with a user id and password) Certificates of Completion, Certificates of Participation, retrieve course materials, etc.

Florida’s public transportation professionals may set up a unique user id and password to register online for upcoming transit training courses, including e-learning courses. Follow the instructions below to log-in or to register for the training course.

Go to: www.transportationlearning.org

Unsure if you have an account? Use the “Forgot Password” link to look up your account information using either your work/personal email address or username. If you cannot locate your account information, please contact Stephanie Lewis at zavacki@cutr.usf.edu or (813) 974-1123 before setting up a new account.

Returning Users: (DO NOT use the enrollment key ID.)
• If you are a returning user, type your username and password.
• Select “Forgot Password” to look up your account by either an email address or username.
• When the dashboard appears, select “My Catalog” to enroll in desired course.
  o Find the course select “Enroll”
  o Select “View”
  o Review the Terms & Conditions and select “I Agree”
  o Select “Enroll” to be in “Pending Approval” status while we receive supervisor approval
• Once enrolled the course will appear under new “My Courses.”

IMPORTANT: You may use your personal or business email address. If you create multiple accounts you will not be able to view a complete record of your training history. In some instances, this may require you to retake or restart a training course.

New Users Only:
• If you are a new user, select the “Sign Up” button.
• In the “Key Name” field enter: fltat
• Select the “Sign Up” button
• Begin by entering the requested information, as well as creating a unique username and password.
• Confirm your new username and password. A copy will also be sent to your registered email.
• When the dashboard appears, select “My Catalog” to enroll in desired course.
  o Find the course select “Enroll”
  o Select “View”
  o Review the Terms & Conditions and select “I Agree”
  o Select “Enroll” to be in “Pending Approval” status while we receive supervisor approval
  o Once enrolled the course will appear under new “My Courses.”

Course Confirmation:
A logistical email confirmation from the LMS will be forwarded to each registrant with class information, travel and hotel information after your registration has been approved by your supervisor.

Travel Reimbursement:
There are no travel reimbursement opportunities available for this training. All travel expenses are that of the traveler or their agency.

USF is an Equal Opportunity/Equal Access Institution. For disability accommodations, please contact Molly Buffington at buffington@cutr.usf.edu a minimum of ten (10) working days in advance to the training session.

Visit www.cutr.usf.edu to learn about additional transit training opportunities, workshops, conferences, and special events. Visit Transit Training Policy & Procedures to review policies and procedures of the training programs. For questions regarding this training course, please contact Molly Buffington at buffington@cutr.usf.edu. For LMS questions or technical assistance, please contact Stephanie Lewis at zavacki@cutr.usf.edu.