



INDIANA DISPATCH

*A Newsletter for Indiana's
Transportation Professionals*



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EDITOR'S NOTE: To ensure that
this newsletter is relevant to your
needs, we would appreciate your
input. Please send us article sugges-
tions, agency news, coordination
activities, "best practices," etc.

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Annual 5311 Focuses on Safety & Security

On September 26th the Indiana Department of Transportation's Office of Transit held its annual 5311 meeting in conjunction with the Indiana Council on Specialized Transportation. Safety and Security was the focus of this year's annual meeting with Ream Lazaro from the National Transit Institute providing an intensive session on Securing Community Mobility.

With the transportation industry becoming more and more focused on the need for safety and security, the INDOT and RTAP staff continue to seek more and better resources to assist Indiana's transit providers in establishing solid safety and security programs. In 1999 the Indiana RTAP program developed a Comprehensive Emergency Response Plan boilerplate to assist Indiana providers with implementing plans that met both local emergency management and Federal Transit Administration recommended criteria. To date the RTAP program has received thirty one (31) completed and approved Emergency Response Plans out of forty (40) providers.

Each year since the introduction of the boilerplate safety and security has been on the INDOT and RTAP agenda, and this year was no different. Following Ream's presentation, Jo Bell from the Indiana Office of Homeland Security provided a multitude of training resources available through his office. The INDOT and RTAP staff has been meeting with Mr. Bell over the last few months to discuss the training opportunities and the introduction of a certification program that may be developed for Indiana's transit providers.

Approximately eight different courses have been identified as relative to transit safety and security. The RTAP staff has begun the process of developing a certification program to be introduced in 2008. Over the next two to three years, the RTAP and INDOT staffs hope to be able to offer all of these training programs and certify each provider in the State of Indiana.

Once implemented, the intent for this program is to be on-going in an effort for all transit providers to certify one or more of their staff in safety and security. Certifications for this program will be provided through the Indiana RTAP program, but individual certificates for each course completed will be provided by the organization sponsoring the course. For more information on this future program, please contact Vicky Warner at (800) 709-9981.



INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

Dear RTAP..



Dear RTAP,

We have a passenger that wants to bring a full size oxygen tank to and from the doctor's office. We don't have the ability to tie that type of unit down. Is there any guidance regarding the safe transportation of these type of assistive devices?

Signed, Deep Breath

Dear Deep Breath,

The transportation of individuals who utilize this type of assistive device is becoming more and more common, and the safety concerns surrounding this issue are widespread. The RTAP staff has conducted some research on this issue and spoke with representatives from both the U.S. Department of Transportation's Pipeline and Hazardous Materials Safety Administration and Project ACTION.

Following the accident that occurred on September 23rd, 2005 involving a motor coach evacuating assisted living residents in anticipation of Hurricane Rita, the National Transportation Safety Board (NTSB) issued safety recommendations regarding portable oxygen. It must be noted that the cause of the fire that engulfed the motor coach was not the result of the oxygen tanks on board. Preventive maintenance and pre-trip inspections of the vehicles utilized in transporting passengers is still the single most critical responsibility a transportation provider has.

The guidance provided does not limit the size of the portable oxygen unit individuals may be using, but rather identifies ways to transport these units safely. The following is a summary of the guidance provided by NTSB and the DOT's Pipeline and Hazardous materials safety Administration:

- ◆ Only transport oxygen in a cylinder maintained in accordance with the manufacturer's instructions. The manufacturer's instructions and precautions are usually printed on a label attached to the cylinder.
- ◆ Limit the number of cylinders to be transported on board the vehicle to the extent practicable.
- ◆ Except in emergency situations, the bus or rail operator should consider limiting the number of passengers using medical oxygen on each vehicle.
- ◆ Secure each cylinder to prevent movement and leakage. "Secured" means the cylinder is not free to move when the vehicle or train is in motion. Each cylinder should be equipped with a valve protection cap.
- ◆ Never store or secure oxygen cylinders or other medical support equipment in the aisle. Make sure that the seat of the passenger requiring oxygen does not restrict access to exits or use of the aisle.
- ◆ Since the release of oxygen from a cylinder could accelerate a fire, secure each cylinder away from sources of heat or potential sparks.

In light of these recommendations, several motor coach providers have specified maximum dimensions for each oxygen container brought on board. Those maximum dimensions for each container may not exceed 4.5 inches in diameter and 26 inches in length. In speaking with a representative from the DOT Pipeline and Hazardous Materials Safety Administration, it was indicated that there is no dimension given as guidance for what is safe to transport, but that it is up to the individual provider to make this determination.

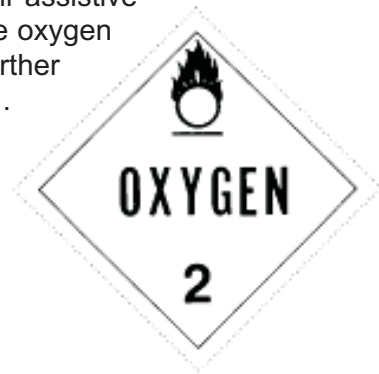
The guidance provided by Project ACTION mimics the recommendations of the NTSB, however, Project ACTION stresses that rides cannot be denied on the basis of inconvenience or difficulty. Transit systems must make every effort to accommodate passengers with different types of assistive devices. In speaking with Project ACTION, it was agreed that the only current justification for denying a trip is if the unit is truly unsafe to load,

continued on page 3

secure, and transport. Systems must be able to fully document and justify this determination.

In the meantime transit providers should train their drivers utilizing the guidance provided by the NTSB to ensure the safe transportation of passengers and their assistive devices. Ensure that drivers understand the importance of securing portable oxygen units, and provide them with the tools to do so (i.e. cargo tie-downs). For further questions or guidance please contact the RTAP program at (800) 709-9981.

To access the full text of the DOT Guidance For The Safe Transportation of Medical Oxygen, please go to the following link: <http://hazmat.dot.gov/files/gstomo.pdf>. Questions may also be directed to Easter Seals Project ACTION at (800) 659-6428.



2008 Regional Training

In our previous issue of The Indiana Dispatch, the Rural Transit Assistance Program (RTAP) announced the introduction of regional training for 2008. That issue also included a survey to provide the RTAP staff with the necessary information to, hopefully, schedule regional training and accommodate as many systems' training needs as possible. Sadly, the RTAP staff received only twenty five (25) survey responses, leaving the input of many rural transit systems unaccounted for. However, we appreciated the time of those who completed the surveys, and took their feedback into account as we planned for 2008.

The survey information was compiled and analyzed and, as stated in RTAP's previous article, past training trends were also taken into consideration. The RTAP Staff then sat down and put together a training calendar for 2008 that reflected this input. The intent of the regional training program is to enhance training opportunities for all of Indiana's public and specialized transportation providers, and the RTAP Staff is confident they have put together a training calendar that will accomplish this.

All regional training sites were contacted to verify the training dates, access to facilities, and the availability of required training equipment. With the regional training sites and dates confirmed, the RTAP staff is now confident in announcing its 2008 Training Calendar, which is included in this issue for easy reference. You may also check out the 2008 regional training schedule on the RTAP web-page at indianartap.com. Revisions to the schedule will be updated on the web monthly.

Again, it is important to note that these regional offerings are the RTAP Program's core classes; other training modules may still be scheduled upon request. A minimum of fifteen (15) participants is required to schedule training. Contact the RTAP Office at (800) 709-9981 if you have questions or to inquire about scheduling a class.

To register your drivers for any of the regional training classes, e-mail Vicky Warner at vwarner@indianartap.com or call the RTAP offices at (800) 709-9981. Please provide the number of drivers that will attend and along with their names. If a sufficient number of participants have not registered for any given training a week prior to the training date that class will be cancelled. Minimum number of participants required to do any training is fifteen (15).



Regional Training Site Dates

Please RSVP the names of drivers that will be attending classes a week in advance to vwarner@indianartap.com or call the RTAP offices at (800) 709-9981.

Location	Day	Date	Training
Kendallville	Sat. Thurs. Wed.	April 12th June 19th October 16th	DD/PAT PAT/Pre-Trip DD/EV
Liberty	Sat. Sat. Sat.	February 23rd March 29th October 11th	PAT/DD PAT/Pre-Trip DD/EV
Plymouth	Tues. Sat. Tues.	May 20th June 28th August 19th	DD/EV PAT/DD PAT/Pre-Trip
Dillsboro	Tues. Sat. Wed.	April 22nd September 13th November 19th	PAT/Pre-Trip DD/EV PAT/DD
Peru	Thurs. Thurs. Sat.	March 13th May 15th August 16th	PAT/DD PAT/Pre-Trip DD/EV
Renssalear	Wed. Fri. Sat.	April 9th May 2nd August 9th	PAT/DD PAT/Pre-Trip DD/EV
Frankfort	Sat. Wed. Sat.	March 15th July 23rd Sept 27th	DD/EV PAT/DD PAT/Pre-Trip
Franklin	Sat. Sat. Sat.	Feb 16th Oct 25th Nov 8th	DD/EV PAT/Pre-Trip PAT/DD
Vincennes	Sat. Sat. Tues.	May 10th July 10th Sept 16th	DD/EV PAT/Pre-Trip PAT/DD
Evansville	Wed. Thurs. Wed.	July 9th Aug 28th Sept 17th	PAT/Pre-Trip PAT/DD DD/EV
Rockville	Wed. Sat. Tues.	April 9th June 21st Nov 25th	PAT/Pre-Trip DD/EV PAT/DD
Muncie	Tues. Tues. Sat.	March 25th June 24th Nov 15th	DD/EV PAT/Pre-Trip DD/PAT
Bluffton	Wed. Thurs. Tues.	June 18th July 24th Oct 21st	PAT/DD DD/EV PAT/Pre-Trip
Corydon	Thurs. Sat. Thurs.	Feb 21st July 19th Nov 20th	PAT/DD DD/EV PAT/Pre-Trip

Paying Tribute to the INCOST Volunteer

(To be continued)

This article is supposed to be a review of our 2007 INCOST Conference, so here's a quick summary of the event – IT WAS TERRIFIC!! Over half the evaluations were returned, and the results indicate that the most important things – like speakers, networking, topics, location, food, rooms, and entertainment – were a 4 or 5 on a scale of 1-5. Although no conference can or will ever be perfect, on a scale of 1-10, this one was about a 9.75. We might have gotten that perfect 10 if I had used the microphone during the Annual Meeting, if the swimming pool had been open, if the ceiling hadn't leaked, and if there had been more freebies in the Resource Room! Everyone's comments were detailed, and there were a slew of suggestions for 2008 topics, which will all be taken into consideration when formulating next year's workshop and conference goals.

What I really want to discuss is what it takes to make and keep INCOST successful: The "behind the scenes" work and dedication of the INCOST Board of Directors, Executive Committee, Technical Advisors, and members. As you can see from the header, this is "to be continued" as the list of contributors never ends.

NUMBERS – NUMBERS – NUMBERS

- 83 INCOST members (currently),
- 15 Board members,
- 70+ attended the conference,
- 30+ attended the workshop,
- 90+ participated in the Rodeo (volunteers, sponsor & drivers),
- 16 volunteered to be on the 2008 ballot,
- 35 member agencies cast a ballot, and
- 100+ volunteers annually made everything happen.

We need everyone who can, to step up to make sure INCOST remains productive and worthwhile for its members.

2007 VOLUNTEERS

I will never be able to do justice in thanking those individuals who worked so hard for INCOST in 2007. Every board meeting was well attended, and every INCOST-sponsored activity was well thought out and executed with the utmost professionalism. Time is one of our most valuable commodities these days, and no one has enough of it. Yet thanks to its volunteers, INCOST met the majority of its 2007 goals and established a clear direction for 2008.

There are the obvious volunteers to thank as we did at the conference: Board Members, Committee Chairpersons, RTAP staff, INDOT staff, FSSA, and our CTTA Rep. Then, there are those not so obvious people who encouraged, chastised, provided ideas, answered the call to assist, and kept the board abreast of what was happening in transit around the state. Three individuals who deserve special

continued on next page 7

Public Transit Expands into Nine Counties for 2008

Beginning in January 2008, public transportation will be available to 305,456 Indiana citizens who currently don't have access to this service. INDOT's Rural Public Transit staff has been working non-stop with community leaders and current rural transit providers to expand public transit to several counties throughout Indiana. Collaboration and coordination between local and regional agencies will improve the quality of life for those citizens who currently have no means of getting around to take care of life's necessities.

DeKalb, LaGrange, and Steuben counties will initiate their services with the Councils on Aging in those respective counties providing the transportation. In Rush County, the Senior Center will provide countywide public transportation. The service will be available to all citizens, regardless of age, in these counties.

Several existing transit providers will be expanding their services into neighboring counties. Lifestream Services, which provides transportation as The New Interurban Transit System, and currently serves Blackford, Jay, Delaware, Randolph, and Henry counties, will expand its service into Grant County. Access Johnson County, which currently serves Johnson and Shelby Counties, will expand into Brown County. The City of Plymouth Transit System will expand countywide in Marshall County. And finally, Four Rivers Resource Services, which provides transit service as Ride Solution and currently serves Sullivan, Greene, Daviess, Martin, Pike, and Gibson Counties, will expand into Warrick and DuBois Counties.

With the expansion of the rural transit program into these counties, 82% of the state's population now has access to public transportation. Since 2000, the rural transit program has increased from 23 to 65 counties now providing rural public transportation.

The INDOT staff commends the transit representatives and local officials who have worked to make this service a reality in their areas and looks forward to working with the transit officials who will be providing this service.

RTAP *News & Notes*

On November 13th and 14th the RTAP staff traveled to Ft. Lauderdale, Florida to attend the annual Q'Straint training and update necessary training credentials. The information received at this training and the training materials obtained will aid in updating Indiana's current securement training program. RTAP is also planning several other updates to its current training modules. Questions, concerns or suggestions regarding training may be sent to vwarner@indianartap.com or call (800) 709-9981.

American National Standard for Wheelchairs

On numerous occasions while teaching wheelchair securement, the issue of how to secure different types of mobility aid devices becomes a constant topic of discussion. Frequently drivers inquire as to why mobility aid devices are not designed to be properly secured in a vehicle. Traditionally, the response is that there are no requirements regarding manufacturers' product design for these devices to be secured for transportation. The conversation then turns to what drivers can do to safely secure the different types of mobility aids and what to look for in doing so.



Over the last few years while attending the Annual CTAA conferences, the RTAP staff has been hearing more and more about something called WC/19. WC/19 is a standard approved by the American National Standards Institute to address the design and performance of wheelchairs relative to their use as seats in motor vehicles. The official name for this standard is Section 19 of ANSI/RESNA WC/Volume 1 Wheelchairs used as seats in Motor Vehicles. This voluntary standard is often referred to as WC/19!

The WC/19 standard has several general requirements that determine whether or not a mobility aid device may be referred to as a transit wheelchair, or wheelchair with the transit option. Those general requirements are:

- ◆ Intended to reduce the risk of injury to wheelchair-seated motor vehicle occupants;
- ◆ Specifies general design requirements, test procedures, and performance requirements for wheelchairs that are suitable for forwardfacing seating in a motor vehicle; and
- ◆ A voluntary industry standard.

The WC/19-compliant wheelchairs, or “transit” wheelchairs, are equipped with several features, such as anchor points for securing the wheelchair to the frame of the bus or van and an attachment point for occupant restraints to protect the safety of the wheelchair occupant. Labeling and documentation are also an important part of the WC/19 standard. Transit operators may distinguish between a WC/19 wheelchair and a non-WC/19 wheelchair by looking for a label with a closed hook. The closed hook identifies the location for placement of the wheelchair securement. A label that identifies an open hook is intended for cargo transport only and is not a securement location.

Although progression towards designing wheelchairs for safe transportation in motor vehicles is on the rise, a large majority of wheelchairs being transported today do not meet the standards described above. Transit systems and their drivers must be properly trained on how to secure wheelchairs in their many forms. For additional information on WC/19 you may visit the Wheelchair Standards Information website at <http://www.wheelchair-standards.pitt.edu> or you may contact the Indiana RTAP program at (800) 709-9981.

INCOST *continued from page 5*

recognition are the Executive Committee members – Dawn Layton, Becky Guthrie and Kelly Bauer. They attended meeting after meeting, kept the books, produced the minutes, worked on committees and wore out their e-mail servers.

None of us had any idea what would be required of us in 2007, but everyone met the challenge, making this one of INCOST's most productive years. Next year promises to be just as challenging and just as fulfilling. See you in 2008!

Thanks to all,
Deb Thornhill
INCOST President

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Who else in your agency could benefit from the Indiana Dispatch?

Route to: _____

In This Issue...

- *Annual 5311 Focuses on Safety & Security*
- *Dear RTAP*
- *2008 Regional Training*
- *Regional Training Site Dates*
- *INCOST CORNER: Paying Tribute to the INCOST Volunteer*
- *INDOT News & Notes*
- *RTAP News & Notes*
- *American National Standard for Wheelchairs*

For additional resources please visit: rlsandassoc.com

CALENDAR

FEBRUARY 2008 CLASSES

- 02/06/08 Defensive Driving @ DSI/RTAP
- 02/16/08 Defensive Driving/Emergency Evac @ Franklin
- 02/21/08 PAT/Defensive Driving @ Corydon
- 02/23/08 PAT/Defensive Driving @ Liberty

MARCH 2008 CLASSES

- 03/05/08 Defensive Driving @ DSI/RTAP
- 03/13/08 PAT/Defensive Driving @ Peru
- 03/15/08 Defensive Driving/Emergency Evac @ Frankfort
- 03/25/08 Defensive Driving/Emergency Evac @ Muncie
- 03/29/08 PAT/Pre-Trip @ Liberty