

International Transit Studies Program



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PROJECT MANAGEMENT

This project is sponsored by the
Transit Cooperative Research Program
of the Transportation Research Board
and is conducted by Harrington-
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June 2, 2011

Dear Transit Executive:

I am writing to enlist your help in identifying potential leaders for the two International Transit Studies Program missions that will be conducted by the Transportation Research Board's Transit Cooperative Research Program in 2012. Please review the mission descriptions below and consider whether you might be a good candidate—or if you might know of a suitable candidate—to lead a mission. *Note: the deadline for applications is Monday, July 11, 2011, at 5 pm (eastern time).*

The spring 2012 mission will focus on **Doing More with Less: Best Practices in Bus Operations and Rail Operations**, with an emphasis on small and medium sized cities. Public transportation systems in cities throughout the world are grappling with maintaining aging fleets and infrastructure, retaining and recruiting skilled workers, complying with energy goals and environmental regulations, and providing safe, efficient, and affordable service for riders—all while costs are steadily increasing and resources are diminishing. This mission will study how public transport systems serving several small- and mid-sized communities, as well as a large metropolitan area, in Europe are improving and expanding services despite severe resource limitations. Topics to be covered include coordination and integration of services, operating models, marketing and communications, customer service, service planning and scheduling, fare structures and nonfare revenue sources, energy efficiency, safety, accessibility, and workforce development. The mission will take place over a two-week period during February, March, or April 2012; the exact dates will be set in consultation with the individual who is selected to serve as the team leader.

The theme of the fall 2012 mission will be **Protecting Passengers, Employees, and Property: Building a Safety Culture**. More than 10 billion trips were provided on U.S. public transportation systems in 2009, and that number is expected to increase steadily over the next 5 years as the economy improves, fuel prices remain high, and the population grows. Public transportation is one of the safest ways to travel, according to data compiled by the Federal Transit Administration. Yet keeping the system safe and secure—protecting passengers, employees, and property—is a growing challenge for public transport agencies: their vehicles and infrastructure are wearing out, increasing numbers of their most highly experienced staff members are retiring from the workforce, ever-more sophisticated electronics and technologies call for frequent training and retraining of staff, and the open access that is fundamental to public transport systems leaves them vulnerable to attacks by vandals, terrorists, and other criminals. This mission will examine the organizational, operational, and regulatory practices that underpin a pervasive and effective safety culture and yield a high level of safety and security on public transport systems in several cities in Europe. The mission will take place over a two-week period in September, October, or November 2012; the exact dates will be set in consultation with the team leader.

We are seeking experienced, highly motivated transit general managers or executive-level staff members to serve as the team leaders for these missions. The role of the team leader is threefold:

- To serve as the official spokesperson for the team and the U.S. transit industry during the mission;
- To serve as a mentor to the team members, helping them understand what they see and hear and how it relates to, or might have application to, U.S. practice; and
- To assign report topics to the team members and serve as a resource during the preparation of the reports.

The International Transit Studies Program is sponsored by the Transit Cooperative Research Program and funded by the Federal Transit Administration. The primary purpose of the program is to broaden the professional development of U.S. transit managers by providing them with opportunities to gain firsthand knowledge about transit systems in other countries. Team members return with insight and information that is useful not only to their own careers, but also to their organizations and the transit industry as a whole. All travel costs are paid by the International Transit Studies Program.

If you feel qualified to lead a mission and you meet the eligibility requirements (attached), I encourage you to apply. If you know of a fellow general manager or an executive-level member of your staff who would be a good candidate, I encourage you to forward this information to him or her. Applicants must submit a statement of interest (maximum length: 2 pages), describing why they would like to serve as the team leader for the mission and why they feel they are particularly qualified to lead the mission. Their statement of interest should specifically address their leadership skills and mentoring experience, as well as their knowledge of the mission topic. They must also submit a resume and a completed application cover sheet (attached). *Please note:* If the applicant is not a general manager but a member of the executive staff, a letter of nomination from his/her general manager must be submitted with the application packet.

The project oversight panel will meet in August 2011 to select the team leaders for the 2012 missions; the individuals selected must then submit a letter of endorsement from their Board chair within 10 days of notification, in order for the selection to be final.

Each mission team will be composed of 12 individuals in management-level positions at U.S. transit agencies, state DOTs, or other non-operating agencies that play a major role in planning or financing public transit; the team leader; and the mission coordinator. (Separate calls for nominations for team members will be distributed several months in advance of the mission dates.)

Since its inception in 1994, almost 500 transit managers in urban and rural communities throughout the United States have participated in the International Transit Studies Program. More information about the program is available at www.tcrpstudymissions.com. If you have any questions, please contact me at 443-385-0300 or at khh@tcrpstudymissions.com.

Best regards,



Kathryn Harrington-Hughes
Project Manager

Eligibility Information

Team Leaders for the 2012 Study Missions
To Be Conducted by the TRB/TCRP International Transit Studies Program

“Doing More with Less: Best Practices in Bus Operations and Rail Operations” (*spring 2012 mission*)

“Protecting Passengers, Employees, and Property: Building a Safety Culture” (*fall 2012 mission*)

To be eligible to be considered for the position of team leader, applicants must

1. Be a general manager at a U.S. transit agency, or an executive-level staff person nominated by his/her general manager, and be known, respected, and active in the transit industry at the time of the mission;
2. Have an extensive background in and knowledge of the mission theme and be able to assist team members in interpreting what they see and hear and in understanding how it relates to U.S. practice;
3. Have demonstrated leadership skills and experience in mentoring transit professionals;
4. Be able to provide mission participants with guidance on individual report-writing responsibilities;
5. Be employed directly by a transit agency in the United States (or its territories or possessions) or be employed full-time on-site at the agency under a contract with a service provider; and
6. Be able to represent the mission and the U.S. transit industry to mission hosts.

Please note:

7. In their statement of interest, applicants should specifically address their leadership skills and mentorship experience, as well as their knowledge of the mission topic.
8. Members of the TCRP Oversight and Project Selection (TOPS) Committee are not eligible.
9. Contract employees who are principal officers of the firm and who are actively involved in the solicitation of other business engagements or who provide overall business direction and strategy to the firm are not eligible.
10. Participants on previous TCRP International Transit Studies Program missions are not eligible unless the mission occurred more than 7 years ago.
11. Individuals selected as team leaders and as alternates will be required to submit a letter of endorsement from their board chair within 10 days of notification (if a letter of endorsement is not included with the application), in order for the selection to be considered final.

Deadline

Applications must be received by **5:00 pm eastern time on Monday, July 11, 2011.**

Applications received after the deadline will not be considered.

Please note: Email confirmation of receipt of application materials will be sent to you within 24 hours of receipt; if you do not receive a confirmation within that time frame, call Kathryn Harrington-Hughes at 443-385-0300 before 5 pm (eastern time) on Tuesday, July 12.

Questions?

Contact Kathryn Harrington-Hughes, project manager, at 443-385-0300 (khh@tcrpstudymissions.com).

More information about the International Transit Studies Program is available at www.tcrpstudymissions.com.

Team Leader Application Cover Sheet

2012 Study Missions—International Transit Studies Program

Sponsored by the Transit Cooperative Research Program of the Transportation Research Board

Please print or type (a fillable PDF file is available at www.tcrpstudymissions.com)

Applicant: _____ **Title:** _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Telephone no.: _____ **Fax no.:** _____

Email: _____

I would like to be considered for the team leader position for the (please check one or both boxes):

spring 2012 mission (Doing More with Less: Best Practices in Bus Operations and Rail Operations)

fall 2012 mission (Protecting Passengers, Employees, and Property: Building a Safety Culture)

Please note: If you check both boxes, you must submit two statements of interest, one for each mission theme.

I have have not participated in a previous TCRP International Transit Studies Program mission.

If you answered "have," please refer to item #10 on the eligibility information sheet (attached).

Please attach the following items to this form:

1. A statement of interest for each mission for which you are applying. The statement should specifically address your leadership skills and mentoring experience, as well as your knowledge of the mission topic. It should describe why you wish to serve as a team leader, how you would fill the role as group spokesperson and represent the U.S. transit industry to the mission hosts, and how you would serve as a mentor to the team members. The statement should be no more than 2 pages long. It should also include a brief description of your organization, including fleet size, type, and budget.
2. A current resume.
3. If you are not a general manager, but a member of the executive staff, you must include a letter of nomination from your general manager. (If you are neither a general manager nor an executive staff member nominated by your general manager, then you are not eligible to apply.)

Personal Information (optional)

Gender: Male Female

Ethnicity:

American Indian or Alaskan Native: origin in any of the original peoples of North America.

Black: origin in any of the black racial groups.

Hispanic: Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: origin in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. Includes China, Japan, Korea, the Philippine Islands, Samoa, and the Indian subcontinent.

White: origin in any of the peoples of Europe, North Africa, or the Middle East.

Send Application Package* to:

Kathryn Harrington-Hughes
Project Manager
International Transit Studies Program
c/o Harrington-Hughes & Associates Inc.
28577 Marys Court, Suite 5
Easton, MD 21601
Fax: 1-443-433-0854

A fillable PDF form of this cover sheet is available at
www.tcrpstudymissions.com.

Applications may be emailed (as PDF files), faxed, or sent by mail or courier.

If you would like to send your application as PDF files, but the files are larger than 9 MB or you have difficulty emailing the files, please contact us for a user name and password that will allow you to upload the files to a secure site.

Applications must be received by 5:00 pm EST on Monday, July 11, 2011. NOTE: Email confirmation of receipt of application materials will be sent to you within 24 hours of receipt; if you do not receive a confirmation within that time frame, call Kathryn Harrington-Hughes at 1-443-385-0300 by 5 pm eastern time on Tuesday, July 12. **Questions? Call 443-385-0300.**

*Because all materials will be scanned for distribution to the selection panel, we encourage you to submit the original documents by email (PDF files), mail, or courier service to ensure optimum quality; fax copies will, however, be accepted.