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Transit Cooperative
Research Program

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PROJECT MANAGEMENT

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International Transit Studies Program

www.tcrpstudymissions.com

December 12, 2008

Dear Transit Executive:

In fall 2009, the International Transit Studies Program will conduct a study mission with the theme of "Managing Increasing Ridership Demand." I am writing to enlist your help in identifying a potential leader for the mission.

Rising fuel prices, a weakening economy, and growing concerns about global climate change have pushed transit ridership numbers to record levels in the United States. This welcome increase in ridership, however, comes when transit agencies are grappling with declining revenues and increasing fuel costs, which are severely straining system operations and services. Participants in this study mission will meet with transit operators and agencies in several cities in South America that have successfully managed sudden and significant increases in ridership demand. Topics to be covered include incentives to encourage off-peak travel and distribute demand, coordination of services, route adjustments, communications, marketing, workforce schedules, maintenance strategies, system efficiencies, and innovative new services.

The mission will be held during two weeks in the September-November period (the actual dates will be decided in consultation with the team leader).

We are seeking an experienced, highly motivated transit professional to lead this mission. 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.

If you feel you are qualified to lead the mission and you meet the eligibility requirements (attached), then I encourage you to apply for the team leader position. All travel costs (transportation, hotels, and per diem) for the team leader are paid by the International Transit Studies Program.

The deadline for receipt of applications is Friday, January 23, 2009, at 5 pm (EST).

Applicants must submit a statement of interest (maximum length: 2 pages), describing why they would like to serve as the team leader and why they feel they are particularly qualified to lead this mission. They must also submit a resume and an application cover sheet (attached).

The ITSP Project Panel will convene in February to select the team leader and an alternate for the fall 2009 mission; 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.

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.

The 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.

More than 400 transit managers in urban and rural communities throughout the United States have participated in the International Transit Studies Program since its inception in 1994. More information about the International Transit Studies Program is available at www.tcrpstudiesmissions.com.

Eligibility information and a cover sheet for the application packet are attached. The deadline for receipt of the application package is 5 pm EST on Friday, January 23, 2009.

If you have any questions, please contact me at 410-770-9192 or at khh@tcrpstudiesmissions.com.

Best regards,

A handwritten signature in blue ink, appearing to read "Kathryn Harrington-Hughes".

Kathryn Harrington-Hughes
Program Manager

Attachments:

Eligibility Information
Application Cover Sheet

Eligibility Information
Team Leader—Fall 2009 ITSP Study Mission

Managing Increasing Ridership Demand

Eligibility Criteria

1. The applicant must be a general manager at a U.S. transit agency, and she or he must be known, respected, and active in the transit industry.
2. The applicant should have a background in, and extensive knowledge of, the mission theme.
3. General managers employed directly by a transit agency in the U.S. (or its territories or possessions) or employed full time, on site at the agency under a contract with a service provider are eligible.
4. The applicant must be able to represent the mission and the U.S. transit industry to mission hosts.
5. The applicant must be able to serve as a mentor to participants, helping them interpret what they see and hear and compare it with U.S. applications. In addition, the leader must provide mission participants with guidance on individual report-writing assignments.
6. Members of the TCRP Oversight and Project Selection (TOPS) Committee are not eligible.
7. Participants on previous TCRP International Transit Studies Program missions are not eligible unless the mission occurred more than 7 years ago and the individual has advanced to a higher position than that held when she/he previously participated.
8. The individuals selected as team leader and as the alternate 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.

Send Application Package to:

By U.S. Mail

Kathryn Harrington-Hughes
Manager
International Transit Studies Program
c/o Harrington-Hughes & Associates Inc.
PO Box 1497
Easton, MD 21601

By FedEx, UPS, or other delivery service

Kathryn Harrington-Hughes
Manager
International Transit Studies Program
c/o Harrington-Hughes & Associates Inc.
7588 Easton Club Dr.
Easton, MD 21601
tel: 410-770-9192

By Fax*

Kathryn Harrington-Hughes
Manager
International Transit Studies Program
c/o Harrington-Hughes & Associates Inc.
1-443-433-0854

*Since all materials will be photocopied for the selection panel review, we encourage you to submit the original documents by mail or delivery service; however, fax copies will be accepted.

Deadline

Applications must be received by **5:00 pm EST on Friday, January 23, 2009**.
Applications received after the deadline will not be considered.

PLEASE NOTE: Email confirmation of receipt of application materials will be sent to you; if you do not receive a confirmation by 11 am (EST) on Monday, January 26, call Kathryn Harrington-Hughes at 410-770-9192 immediately.

Questions?

Contact Kathryn Harrington-Hughes, program manager, at 410-770-9192 (khh@tcrpstudymissions.com).
Information about past study missions is available at www.tcrpstudymissions.com.

Team Leader Application Cover Sheet

Managing Increasing Ridership Demand

Fall 2009

An International Transit Study Mission Sponsored by the Transit Cooperative Research Program

Please print or type

Applicant: _____ Title: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Telephone no.: _____ Fax no.: _____

Email: _____

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

If you answered "have," please be sure your statement of interest addresses item #7 on the eligibility information sheet (attached).

Please attach the following items to this form:

1. A statement of interest, describing 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.

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.

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