

**Request for
Passenger Service and Safety Certification (PASS) Materials**

PASS materials are provided by the Division of Public Transit for drivers with agencies funded under the Sections 5310 and 5311 grant programs. *If you are training other drivers who do not fall under these programs, manuals and related material must be purchased directly from the Community Transportation Association of America (CTAA) at a cost of \$35.00 per manual/set. The contact person is Len Cahill, telephone 1-800-891-0590. **The manuals cannot be purchased from the Division of Public Transit and are not to be photocopied due to copyright laws. Please note that agencies cannot charge participants for manuals received from the Division of Public Transit.***

The PASS Manuals received from this Division serve two groups of drivers – 1) Section 5310 drivers who take the one day training course and are neither CTAA tested nor certified and 2) Drivers who take the two day training course for certification through CTAA. Those individuals who take the two day course will receive a certificate from CTAA. CTAA does not provide certificates for the one day training course.

A driver is defined as someone who drives at least four hours a day on a regular basis (4-5 days per week). *Please note that individuals who take only the one day training course are not PASS certified.*

Recertification Training Yes No

Number of Manuals Requested _____ Number of Drivers for Training Course _____

Date(s) of Training: _____

Which Agency(ies) are you training: Please be specific - name of Agency(ies)

Instructor's Name: 1. _____

2. _____

Agency: _____

Physical Mailing Address: _____
(UPS delivery requirement)

Telephone: _____ Fax: _____ Email: _____

Submit your request at least two weeks prior to the training date via fax or mail to:

Christina Risk, Administrative Secretary
Division of Public Transit
Building 5, Room 906
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305
Fax: 304.558.0174; Telephone: 304.558.0428