

Passenger Service and Safety Certification (PASS) Testing Materials

In accordance with Title VI of the Civil Rights Act of 1964 and Americans with Disabilities Act of 1990, organizations participating with the 5310, 5311, and 5307 grant programs must train their drivers to meet Safety and Sensitivity perspectives. Community Transportation Association of America (CTAA) has developed this program to be in compliance.

5311, 5307, and organizations participating with the 5310 grant program, via the Division of Multimodal Transportation Facilities - Public Transit, are eligible to receive PASS training materials through CTAA at no cost to them (5310 must follow provisions).

Requesting PASS Materials

Passenger Assistance Safety and Sensitivity as managed by:
Community Transportation Association of America (CTAA)

PASS Training materials are purchased by the Division of Multimodal Transportation Facilities -Public Transit (DMTF-PT). **TEST MATERIALS CANNOT BE PURCHASED FROM DMTF-PT.**

To purchase test materials, please go to: <https://ctaa.org/training/>

To apply for test materials at DMTF-PT expense, please follow the instructions below:

Online Basic Codes:

Email Tracy.J.Hager@wv.gov with Division of Multimodal Transportation Facilities - Public Transit (DMTF-PT) requesting Online Basic Codes.

- Include the number of codes needed.
 - Include the names of the drivers and the organization they drive for.
- Tracy will email the code to you upon approval of eligibility.

Hands-On and 2-Day PASS Materials Request Process

A request form has to be completed and submitted using the below link:

[PASS Driver Manual Order Form WV DOT](#)

- CTAA will receive the form after you click submit. They will forward the form to Tracy Hager/DMTF-PT. At this point, it will be reviewed for Approval or Denial based on the Driver's/Employer's eligibility.

What makes the driver eligible?

- Works for an Organization who is currently participating with DMTF-PT 5310 Grant Program and has vehicles that are active.
 - Allotted number of 5310 PASS Codes are available.
- Or
- Works for a 5307 or 5311 Organization.

Formula for 5310 Allotted PASS Test Materials Covered by DPT

- $1\text{-Active Vehicle} \times 2\text{ Drivers} = 2\text{ PASS Tests Covered by DPT}$
 - ❖ When the formula does not account for the number of tests being requested, the requestor will be contacted by Tracy asking as to why there are more tests being requested. Circumstances will be reviewed with the 5310 Grant Manager and decided on a case-by-case basis.
- DMTF-PT/Tracy will send notice of Approved/Rejected Requests to CTAA and to the Requestor.
- ❖ CTAA does not make this decision and should not be contacted regarding this decision.

- Materials will then be sent to the requestor by CTAA and Tracy Hager will be cc'd.
- Once the testing has been completed, the materials are to be scanned and emailed to records@ctaa.org (CTAA) and Tracy.J.Hager@wv.gov
- Subject Line should read as follows:
Test Date/Instructor Name/Number of Driver/Students.
Example: 04/10/23, Joe Q Public, 5 Drivers

A virtual copy of the completed tests and the certificates of completion will be kept at DMTF-PT. If you need copies, please contact Tracy/DMTF-PT.

Please contact Tracy or DMTF-PT with any questions or comments regarding this process.

West Virginia Division of Multimodal Transportation Facilities
Public Transit
Tracy Hager
Senior Administrative Assistant
PASS Coordinator
1900 Kanawha Blvd E
Building 5, Room 663
Charleston, WV 25305

Phone: 304-414-8971

Email: tracy.j.hager@gmail.com