



**Texas Association for Pupil Transportation  
Aspiring Leadership Academy  
Guidelines and Procedures  
2021-2022**

2021-2022 Leadership Academy Committee

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## Mission

The mission of the Texas Association for Pupil Transportation (TAPT) Aspiring Leadership Academy is to provide additional training, mentoring, and relationships with colleagues to better provide support and information for those aspiring to be leaders in student transportation departments.

## Program Description

Each session is designed to provide a comprehensive overview of responsibilities for those placed in leadership roles for the school district transportation department operations. These sessions are designed to provide participants with knowledge, skills, and professional attributes necessary to support a safe and efficient student transportation system for their school district. Each session will also provide participants tools for effective organizational leadership to promote success for their employees. Each session will include a panel-led discussion of relevant topics. It is important for participants to be active in discussion and promote conducive dialogue for the sessions to be successful.

## Scholarship

The Joe Hart Memorial Scholarship will be provided to one attendee and will cover the registration cost for the Academy. Your letter of intent, submitted at the time of your application, should include how the scholarship will benefit you and your career goals.

## Application

Any current active TAPT member in good standing interested in the aspiring director academy may apply online at [www.tapt.com](http://www.tapt.com). A statement of purpose by the applicant, along with the applicant's resume and a letter of support from the applicant's immediate supervisor is required for the application. There are a limited number of seats available in the Academy so not all applicants may be admitted. **All applications must be submitted by the deadline date and time for consideration.**

The statement of purpose (letter of intent) is expected to include the following:

- Your reasons for wishing to be granted admittance into the Aspiring Leadership Academy
- How completion of the Academy will benefit your department
- How the scholarship would benefit you and why you should be selected for the scholarship

Participants for the Academy will be selected from the received applications by the Leadership Academy Committee. Selection criteria may include, but will not be limited to, experience, statement of purpose, resume, and verified active membership and participation in TAPT and its affiliates.

## Application Guidelines

Applicants must:

- Be a current, active member of TAPT
- Provide a letter of support from Transportation Department director or equivalent
- Pay the Academy fee by the deadline date.
- Be available to attend all FIVE of the Academy full day sessions.

Persons considering application should review the *Aspiring Leadership Academy Guidelines and Requirements* for full understanding of eligibility, expectations, and time commitments to the program and understand and agree that they are expected to attend chapter meetings, TAPT professional development courses, school district Board meetings, and other learning and leadership opportunities.

All applications will be reviewed by the Committee members. Applications to the Aspiring Leadership Academy are due by the deadline date given on the application each year.

If you have any questions, email Dr. Kayne Smith at [kayne@tapt.com](mailto:kayne@tapt.com) or [Marisa@tapt.com](mailto:Marisa@tapt.com).

## Cost and Payment

The cost for the Aspiring Leadership Academy is \$750.00 which covers the course fee for all five sessions and handouts. **Full payment is due by the deadline date. No full or partial refunds will be provided unless before the deadline date AND requested in writing via email to [Marisa@tapt.com](mailto:Marisa@tapt.com).**

## Academy Format

Each of the five full day sessions will begin with a TAPT professional development course (PDC) in leadership. Each course will be relevant to the discussion topic for the specific session. Each participant is required to complete the course successfully with a passing exam score at the end of the course. Upon successful completion of all 5 PDC courses offered as part of the five sessions, participants will receive via email a PDC Certificate of Completion listing all five leadership PDC courses.

The afternoon session of the Academy will include a panel discussion of thought leaders and industry experts who will share their expertise during an informative and interactive topic-related discussion. Participation and dialogue are welcome and expected.

## Attendance

Attendance is mandatory at all sessions.

## Assignments

Depending on the session, assignments may be provided to complete on your own prior to the session. This may include, but not be limited to, research, writing, or a reading assignment.

## Participant Expectations

Participants will be expected to participate in additional activities and events outside of the Leadership Academy, including, but not limited to, local chapter meetings, local School Bus Safety “Rodeos”, local conferences, industry trade shows, serving on committees or local chapter executive committees, or any other events as provided by your program chair and mentor.

You may also be expected to visit other school district transportation operations, including a small district (less than 75 buses) and a large district (more than 200 buses).

Participants will be required to attend the TAPT Annual Conference in June.

Assignments after each event will be provided by the program chair and/or mentor. A record of events attended will be submitted to your mentor before the conclusion of the Academy. Academy attendees are to attend one school board meeting at their district during the academy. Following the meeting, the attendee will meet with their mentor to discuss what they observed at the meeting and to ask any questions regarding the school board process, including best practices for presenting at school board meetings.

## Mentor Assignment

Each Academy participant will be assigned a mentor. Participants will work closely with the mentor throughout their year in the Academy. Mentors may make site visits to the participants district for observation and feedback. The participant may also visit the mentor's district for observation. Mentors will schedule one meeting per month with Academy participant, whether in person or virtually (Zoom).

Mentors will be assigned by the Leadership Academy Committee. Mentors will serve as volunteers to the Academy and will be recognized for their service at the TAPT Annual Conference.

## Completion of Academy

All members of the cohort who successfully completed the Academy will be recognized at the TAPT Annual Conference held in the summer.

## Session Schedule

Every attempt will be made to schedule each of the five sessions in conjunction with other TAPT or regional events such as the state conference, regional conferences and professional development events for ease of travel. Below is an **example** of how the sessions for the Leadership Academy might be scheduled. *Note that the following is an example and not all sessions will follow this exact order. Each session will start with a PDC Leadership course aligned with the session theme.*

### Session One: Transportation Leadership: New Director

- Panel Discussion – Becoming a leader

### Session Two: Transportation and Organizational (HR) Leadership

- Panel Discussion – Human Resources Topics (hiring, recruitment, retention, organizational management, conflict resolution)

### Session Three: Transportation and Operational Leadership

- Panel Discussion – Operations Topics (routing, field trips, fleet maintenance, required reporting, etc.)

### Session Four: Transportation and Customer Service and Effective Communication

- Panel Discussion – effective customer service and communication for your staff, students, parents, and community

### Session Five: Transportation Policy and Financial Leadership

- Panel Discussion – Fiscal Management (budgeting, procurement, fiscal responsibility, bonds, new construction)

## Academy Facilitation

The TAPT Aspiring Leadership Academy will be facilitated by the TAPT Leadership Academy Committee – a sub-committee of the TAPT Professional Development and Certification Committee. The committee is made up of PDC Committee Members and Certified TAPT Instructors. The chairperson of the Leadership Academy sub-committee will also serve as the program chair. Members of the Leadership Academy Committee will be appointed by the chairperson of the committee and all members of the committee are to serve as mentors or other active participatory roles within the Leadership Academy as deemed appropriate by the committee chairperson/program chair.