

**From:** [Chambers, Blair](#)  
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**Subject:** Transit Agency Training Reminders For This Week  
**Date:** Monday, May 5, 2025 4:23:09 PM  
**Attachments:** [image001.png](#)  
**Importance:** High

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Transit Partners,

Because we have three events this week, I thought I would send out one email for all. Please remember that you can view these events and more at our [Transit Communication Hub](#) at any time.

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- On Tuesday May 6<sup>th</sup>, we will have our last **'R-STEP Listening (Feedback) Session'** of this fiscal year. PLEASE PLAN TO ATTEND THIS R-STEP SESSION IF YOU/YOUR SYSTEM HAS NOT ATTENDED A PREVIOUS SESSION.

R-STEP sessions allow Transit Managers and Training Managers an opportunity to offer input and recommendations for the NCDOT-IMD Strategic Training Program and to provide feedback on resources and technical assistance provided. A maximum of 2 participants per system should attend over a one-year period. Staff who should attend include the staff person most involved in training and/or the Transit Manager.

You can accept the TEAMS meeting for this session by clicking here - [R-STEP Listening Session 05-06-25](#)

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- On Wednesday May 7<sup>th</sup>, at 10am, we have our **'Customer Service - Disability Awareness'** class.

This two-hour session focuses on customer service to passengers with various disabilities. Basic knowledge and requirements of the Americans with Disabilities Act (ADA) are addressed. Participants will also obtain tools to demonstrate courtesy and respect, while showing appropriate attention to differences among individuals with disabilities. In addition, this course will empower frontline employees to work confidently with all passengers. In order to receive certification, each participant must successfully complete an exam and evaluation following the presentation.

You can register for this class here - [Customer Service Focused on Disability Awareness](#)

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Also on Wednesday May 7 , at 1pm, we have our **'ProcurementPRO Training Session (General Session)'**.

NCDOT-IMD will host this session for subrecipients of the state that will be utilizing this tool when required. Starting in FY2026, IMD will require it's subrecipients to use this tool for procurements \$10,000 or greater. This training will help with understanding of how this tool works. If you have a procurement that we are aware of in FY26, you will also be invited to a separate training session in June where you will be able to walk through using the tool.

From NRTAP's website: <https://www.nationalrtap.org/Technology-Tools/ProcurementPRO>  
*"ProcurementPRO is a free web-based application that guides rural and Tribal grantees and State DOTs through Federal Transit Administration (FTA) procurement procedures. Using basic project information entered by the user, the program provides the required FTA clauses and certifications that must be included in procurement documents. The application can also provide other helpful resources such as a procurement document template, check lists, and guidance for preparing procurement documents. ProcurementPRO does what it may have taken you days or weeks to do."*

If you have not already accepted your invite and would like to attend, please click here – [ProcurementPRO Training TEAMS Meeting Link](#)

Please also remember that if you have an applicable procurement in FY26, you will be a part of a training session that will be more hands-on and specific to your procurement on June 18<sup>th</sup>.

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Thank you and please let me know if you have any questions.

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