

CUSD PIT Permit Training Instructions

Step One: Complete the on-line training by going to the following website:

<http://learning.syntrio.com/ascip/login.asp>

1. **Log on:** (if you have registered before) or
2. **Register:** (if you have not registered in the past) **please be sure to indicate which department you work in.** **Note User ID Example:** Enter first initial of your first and last name followed by your birth date (mm/dd/yy)
3. **Select:** (in the category section) *Environmental Health and Safety*
4. **Select:** Search
5. **Select:** *Power Industrial Truck, Utility Cart.* Take the online course. After completing the course and passing the on-line test, you **must contact your Site Supervisor, an Authorized Trainer,** (see attached "trainer" list) or the Transportation Department Training/PIT Coordinator (see below) to schedule the Practical Behind-the-Wheel (BTW) portion of your training.



Step Two: Practical training (BTW)

Practical training includes demonstrations performed by the trainer, practical exercises performed by the trainee, and evaluation of the operator's performance including a skills drive test. In most cases the practical training will be conducted by an authorized trainer at your site (usually the Plant Supervisor or Lead Custodian).

Step Three: Documentation

Once both the online training and BTW has been completed, the BTW training documentation must be sent to the Transportation Department, Attention: PIT Coordinator. The PIT Coordinator will verify the online training has been completed (with a passing score)

Step Four: PIT Permit Issued

The PIT permit will only be issued once all training has been verified – the BTW verification of training form must be LEGIBLE and contain the licensee's name, school site, department, and job title.

(Make sure we can read your information or you may not receive your permit – we won't know where to send it!)

Please Note:

Any time you operate a PIT vehicle without a valid Permit in your possession; you are in direct violation of Board Policy 8501.

CONTACT INFORMATION:

Joy Frantz, Driver Training/PIT Coordinator

Office phone number: Ext. 79690 (327-9690) or email address: joyfrantz@cusd.com