

## Out of State Travel/Training Request Presented to Oversight Committee for Approval

Requesting Supervisor/Manager: Dan Koski, Director of Public Works  
 Names of Employees Attending: Kevin Bottesi Transit  
 Department:  
 Other

Name of Training	Dates of Training	Location of Training
Transit Bus System Safety	August 3rd thru 7th , 2026	Chicago, IL

Estimated cost of training	\$ 100
Estimated cost of travel	\$ 100
Estimated cost of meals	\$ 250
Estimated cost of accommodations	\$ 1000
Estimated cost of misc. expenses	\$ None anticipated
Estimated cost of overtime	\$ 0

**Estimated total: \$ 1450**

If applicable, what are the misc. expenses for?

Requesting Supervisor/Manager Comments:

What are the objectives for the training?

Study the four components of Safety Management Systems (SMS) and how SMS and System Safety work together to help create a safer working environment. Discover how the application of engineering and management principles, criteria and techniques can help to lower safety risk to acceptable levels. Explore the concepts of safety climate, safety risk management, the hazard reduction matrix as well as the hazard reduction precedence. (1 of the 4 classes needed for TTSP certification which 1 person needs to have, in transit.)

How will this training be shared/implemented upon return? How will this training benefit the City?

I will apply what I learn to better support, grow and lead the transit system.

Supervisor Approval/Decline

Approved  Declined  Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature:  Dated: 6-10-26

\*Please attach any additional information you would like considered with this request