



Introduction to the Updated Bus Roadeo Toolkit

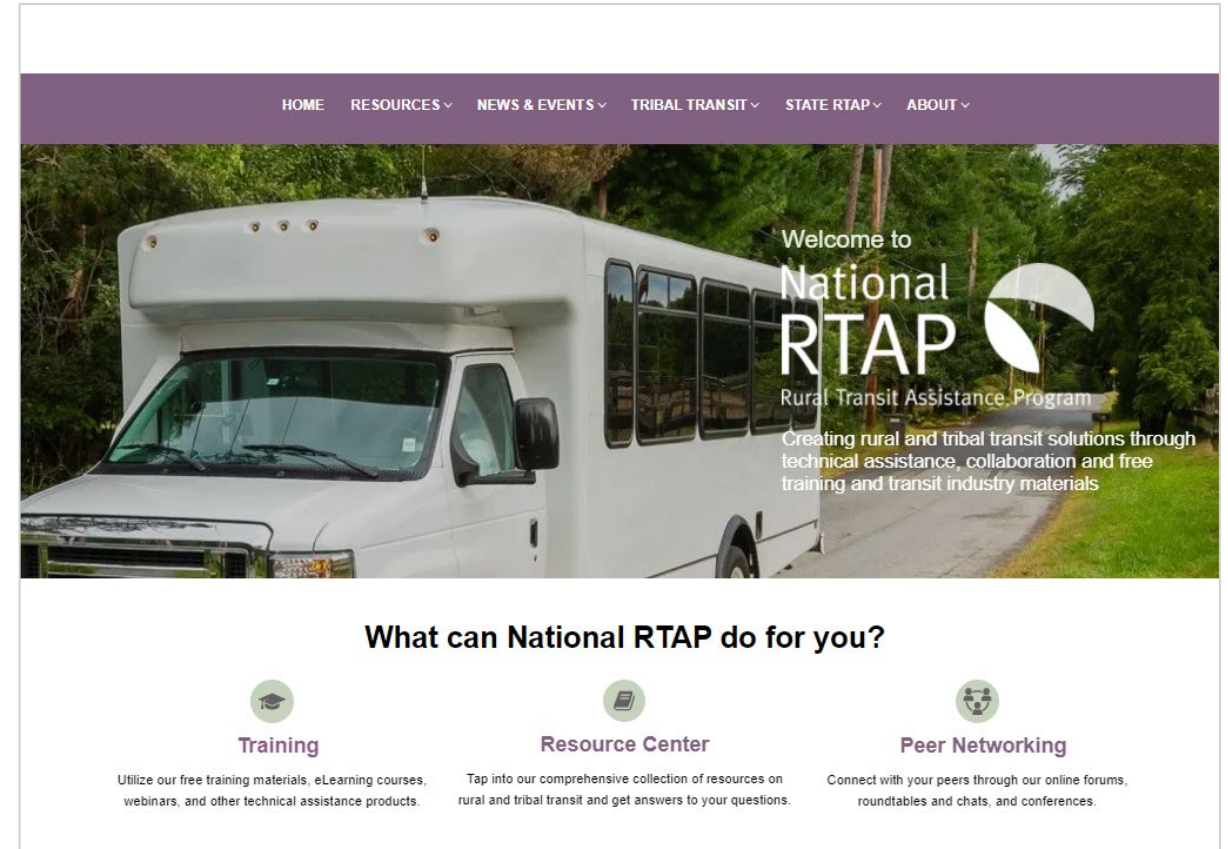
October 23, 2026, 1:00-2:00 P M ET



U.S. Department of Transportation
Federal Transit Administration

National Rural Transit Assistance Program

- Technical assistance center funded by FTA through the Section 5311 Program
- Provides free training materials and technical assistance to rural and tribal transit providers and State RTAPs
- Review Board – 15 State DOT and rural and tribal transit agency managers from across the country
- Learn more at nationalrtap.org



National RTAP Resources and Services

Training

manuals, videos, slides,
and eLearning for front-
line staff and
management

Information

and best practices via
tech briefs, toolkits,
topic guides, articles,
and news

Technology Tools

for procurement, cost
allocation, operations,
website building, and
GTFS

Peer Networking

and training via webinars,
conferences, roundtables,
and online forums

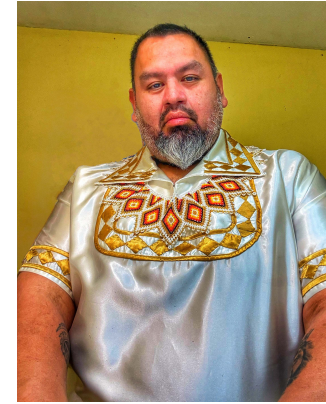
Assistance

through reference services
and tech support – bring us
your questions!

Presenter Panel



Cara Marcus
National RTAP
Knowledge and Resource Manager



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National RTAP
Tribal Transit Liaison



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Acknowledgements

A special thank you to the following advisory group and project team members referenced below. Their expertise and experience helped shape the 2026 updates to the Toolkit and Bus Rodeo Basics video.

Advisory Group Members

- Michele Brooks, TransAction Associates, Inc.
- Dion Knipp, Operating Above the Standard (OATS) Transit
- LaShonda McKinney, Bolivar County Council on Aging, Inc.
- Diana White, Fairfield County Transit System

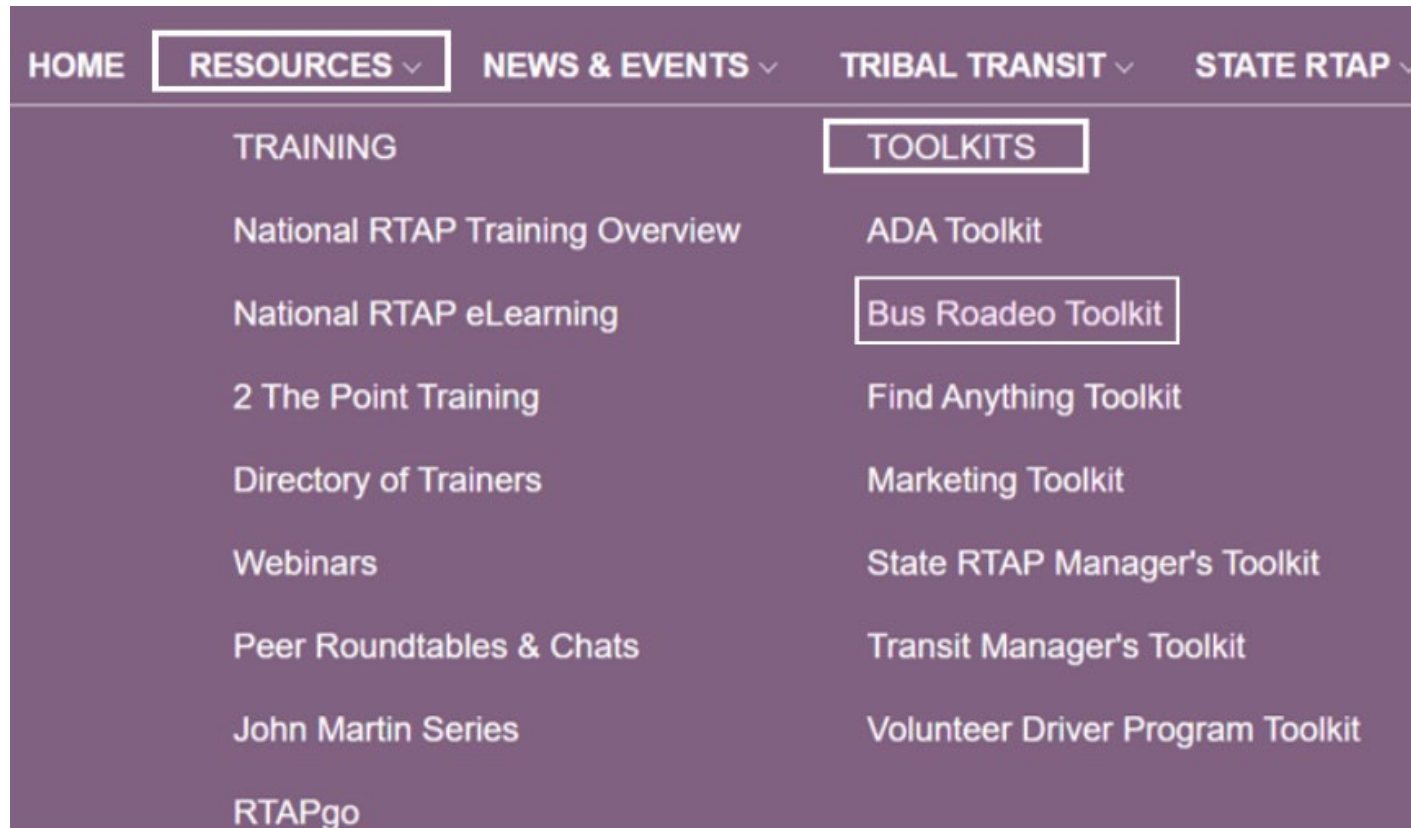
Project Team Members

- Megan Matheny, RLS & Associates, Inc.
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- Russ Parish, RLS & Associates, Inc.
- Julie Schafer, RLS & Associates, Inc.
- Laura Brown, RLS & Associates, Inc.
- Tony Austin, Hill County Transit District

Updated Bus Roadeo Toolkit

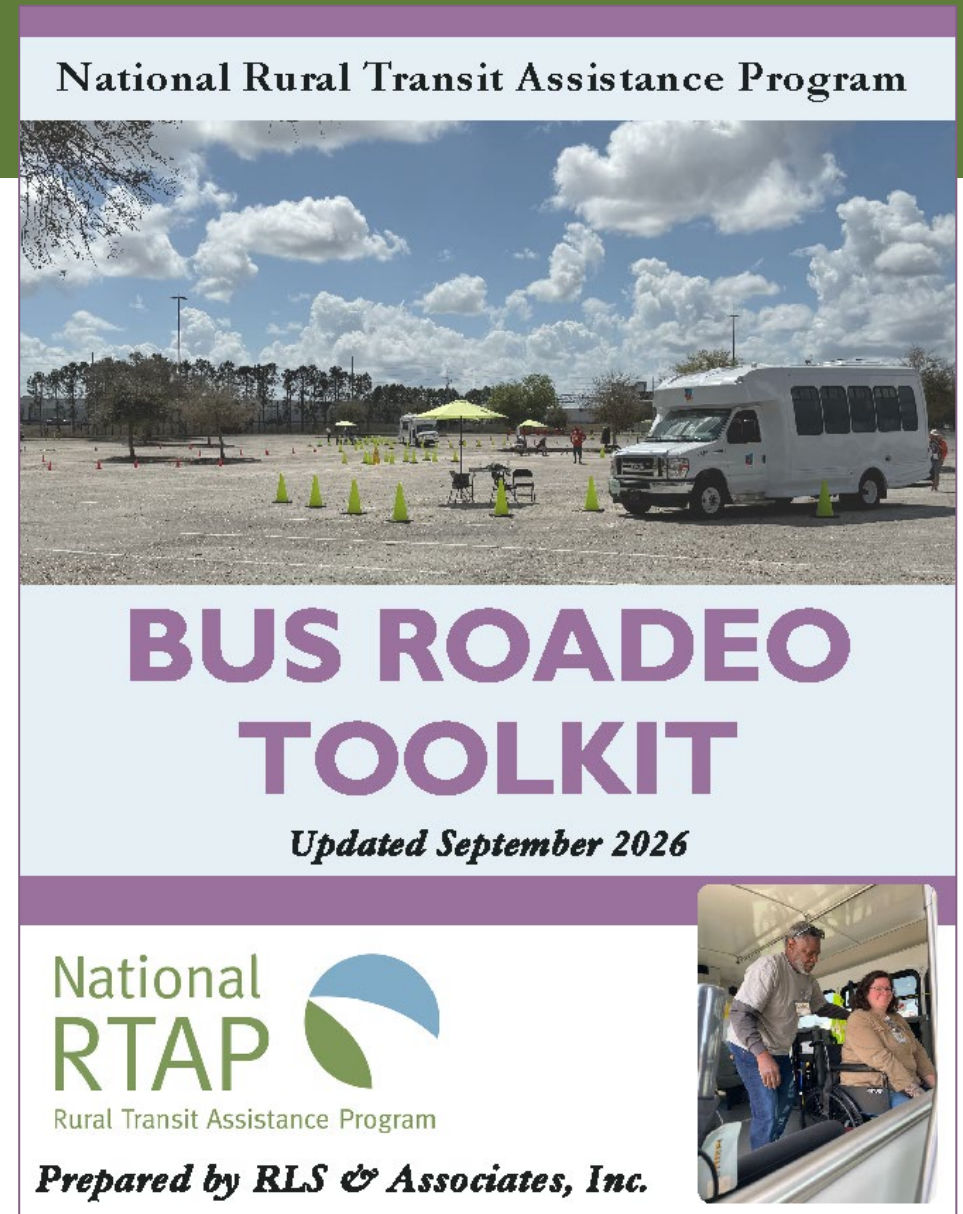
Accessing the Bus Rodeo Toolkit

1. Go to <https://www.nationalrtap.org/>. Mouse over the Resources Megamenu
2. Click on Bus Rodeo Toolkit under the TOOLKITS menu [nationalrtap.org/Toolkits /Bus-Rodeo-Toolkit/Welcome](https://www.nationalrtap.org/Toolkits/Bus-Rodeo-Toolkit/Welcome)



Bus Roadeo Toolkit | Overview

- Online resource established in 2014
- Designed to help transit agencies, transit associations, non-profit social service agencies, and State Departments of Transportation plan and implement a successful Bus Roadeo
- Includes the instructional video, *Bus Roadeo Basics*, developed as a companion resource
- September 2026 update features expanded content, enhanced guidance, and new resources



What's New in the Bus Roadeo Toolkit?

- **Bus Roadeo Planning and Management**
 - Guidance on practice day policies
 - Weather delays and event suspension
 - Code of conduct
 - Performance evaluation
 - Technology considerations
 - Guidance on using consultants to plan and manage roadeos
 - Sample test questions with answers
- **New and Updated Tools**
 - Driver and judge registration templates
 - Budget template and sample budget
 - Updated score sheets
 - New and updated checklists and templates
- **New Resources**
 - Marketing and recruitment resources
 - Customizable Canva templates
 - National, State, and Tribal Transit Roadeo resources



CALLING ALL DRIVERS!

SHOW YOUR SKILLS AT THE 2026 PARATRANSIT ROADEO!

Think you've got what it takes? Come test your driving skills, represent your agency, and have fun in a friendly competition with fellow transit professionals!

WHY PARTICIPATE

- ✓ Chance to advance to regional and national competitions
- ✓ Celebrate the pride of being a professional transit operator
- ✓ Build confidence and teamwork
- ✓ Demonstrate your expertise

REGISTER TODAY! web/email/phone



Planning Your Bus Rodeo | Pre-Planning Activities

A successful Bus Rodeo starts long before event day. The Toolkit outlines key planning steps and provides practical guidance and resources to help you plan and prepare for a successful event.



PLAN

- Establish planning team and key roles
- Set the date and timeline
- Develop the budget and identify sponsors
- Secure equipment, facilities & resources

01



RECRUIT

- Promote the event and build excitement
- Recruit drivers, judges, and volunteers
- Establish eligibility and registration requirements
- Engage sponsors & partners

02



PREPARE

- Finalize registration and participant information
- Assign start times, judges and volunteers
- Prepare equipment, materials and event site
- Plan for safety, weather, & other contingencies

03



Marketing and Recruitment

- **Build Awareness and Participation**

- Promote the Rodeo early and consistently
- Provide clear information on eligibility, registration, deadlines, and event details
- Use multiple outreach channels
- Engage transit agencies, employees, sponsors, and community partners
- Use personal outreach to recruit drivers and judges
- Make registration simple and accessible
- Build excitement with photos, videos, incentives, and recognition

- **New Customizable Marketing Resources**

- Flyer/poster
- Social media post
- Recruitment communication
- Canva templates



Sponsorships, Incentives, and Event Resources

- **Build Support for the Event**

- Identify potential sponsors and co -sponsors
- Develop sponsorship packages and benefits
- Seek financial and in-kind support
- Identify prizes and recognition opportunities
- Secure vehicles, equipment, facilitates, tents, tables, and other supplies
- Use the Toolkit's recommended equipment and budget resources (e.g. materials and supplies list, budget template, and sample budget)

2026 INDIANA STATE ROADEO

Sponsor Information

The 33rd Indiana State Transportation Rodeo brings together transportation professionals from across the state to recognize skill, safety, and excellence in specialized transportation services. Corporate and agency support plays a vital role in making this event successful.

Sponsorship Opportunities

Corporate sponsorships at the \$500, \$300, \$200, or \$100 level help underwrite essential event costs, including t-shirts, pins, trophies, meals, and promotional materials. Contributions of any amount are sincerely appreciated and directly support the quality and success of the 33rd Indiana State Transportation Rodeo.

- If you would like to sponsor all or a portion of a specific item for the Rodeo please check the list below.

- ☐ Cost of t-shirts (total cost of shirts last yr. \$2300.00)
- ☐ Cost of lunch (last yr. \$1000.00)
- ☐ Cost of trophies (last yr. \$200.00)
- ☐ Cost of promo give a-ways (\$800.00)
- ☐ Driver bags



Registration and Participant Preparation

- **Establish a Clear Registration Process**

- Define participant eligibility
- Register drivers, judges, and volunteers
- Collect information needed for scheduling and event materials
- Provide participant information packets
- Establish registration fees, if applicable
- Assign start times and teams, if applicable

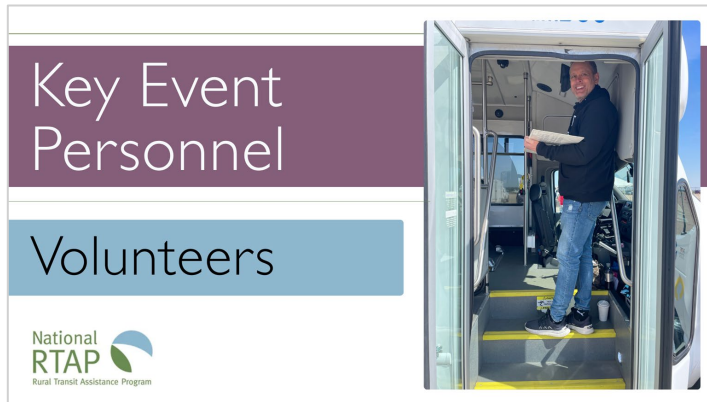


List of Items for Driver and Volunteer Registration Form

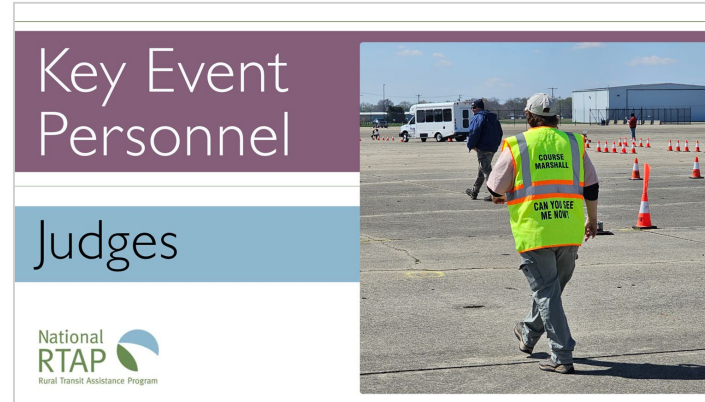
- Name and address of the transit agency.
- Name and contact information for the Transit Agency Coordinator (the individual responsible for distributing information to the agency's rodeo participants).
- List of participants, including first and last name, driver's license information, years of service, vehicle type, and whether this is their first rodeo.
- A participant waiver is recommended for each driver and judge.
- If a fee applies, include information about the fee, the total amount owed to the rodeo sponsor, who to make the check out to, and the address for submitting payment.
- List of volunteers, including first and last name, phone numbers, and email addresses

New and Updated Toolkit Resources: Participant eligibility criteria and templates and guidance for registering drivers, judges, and volunteers. The Toolkit also includes participant information packet examples, registration spreadsheets, sample materials, and other tools to support participant preparation, registration, and event coordination.

Preparing Volunteers, Judges, and Drivers



- Recruit volunteers for event support
- Clearly define roles and responsibilities
- Provide event information and instructions
- Prepare check-in materials
- Plan for safety, logistics, and participant support

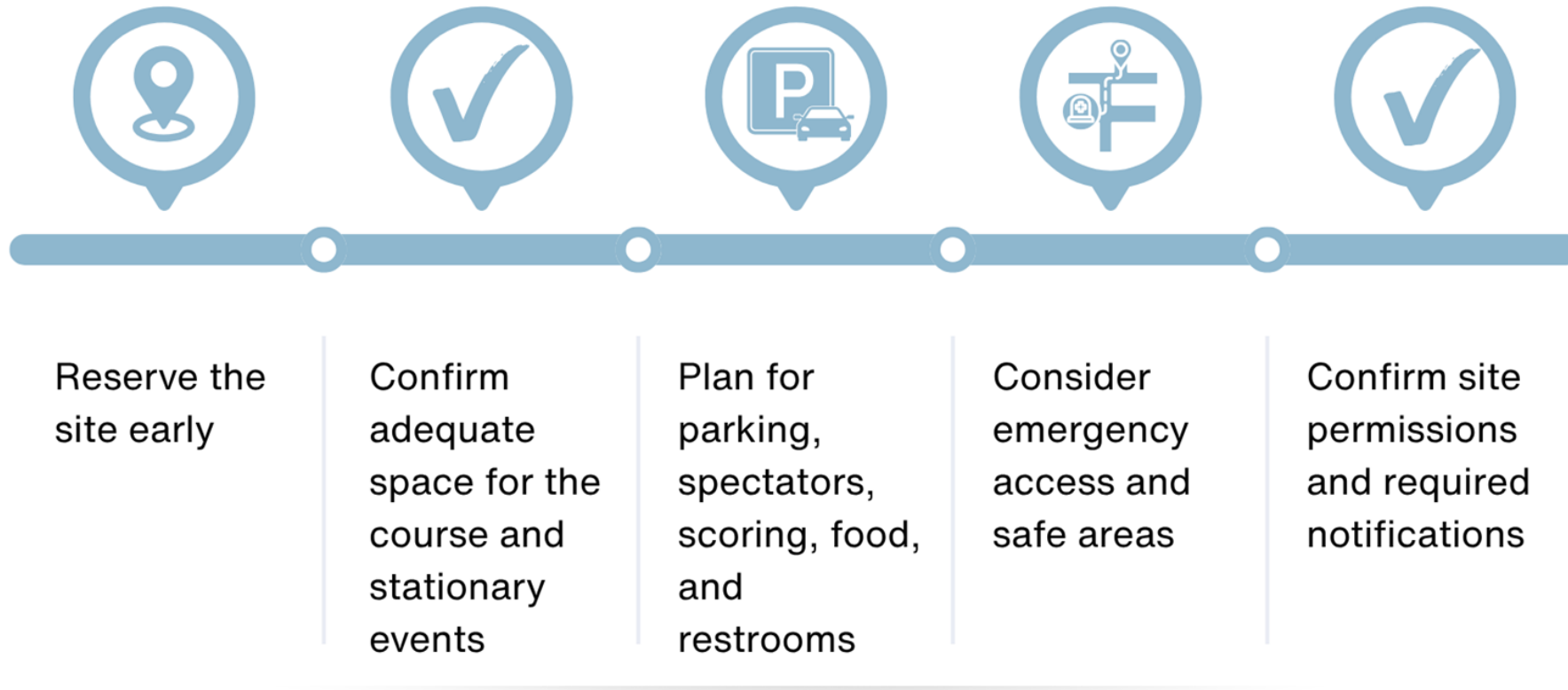


- Recruit a mix of experienced and new judges
- Provide training and judging instructions
- Assign judges to obstacles
- Plan backup volunteers
- Conduct judge check -in



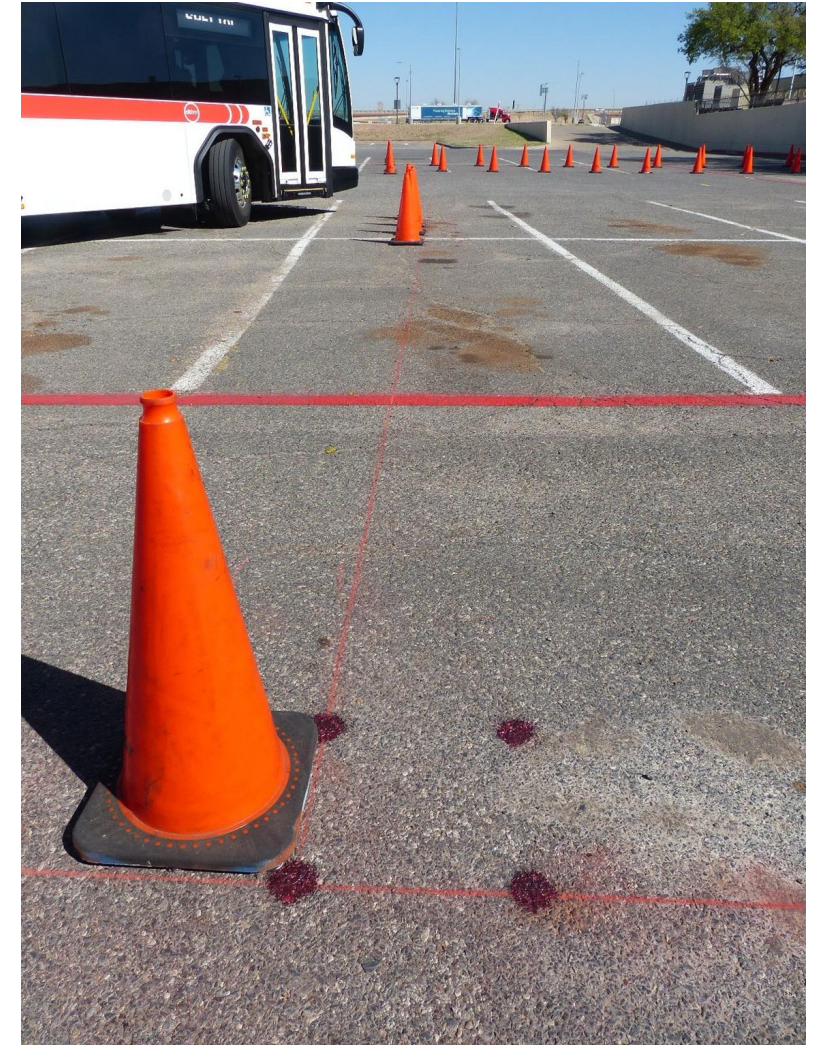
- Confirm driver eligibility requirements and complete registration
- Provide event information, rules, and expectations
- Communicate practice and course - access policies
- Distribute contestant materials
- Communicate event-day schedule and requirements

Selecting the Site



Designing and Setting Up the Course

- Select obstacles based on vehicle class and available space
- Use appropriate measurements and course standards
- Test each obstacle with the competition vehicle
- Adjust for turning radius, vehicle length and tail swing
- Mark cone locations for event-day setup
- Set up and test the course in advance when possible



Course Obstacles and Scoring

- The Toolkit and *Bus Rodeo Basics* video provide detailed guidance on setting up, judging, and scoring the most common Bus Rodeo obstacles, including:
 - Serpentine
 - Offstreet
 - Right Turn
 - Right Hand Reverse
 - Passenger Stop
 - Left Hand Reverse
 - Left Turn
 - Diminishing Clearance
 - Judgement Stop

Offstreet Obstacle

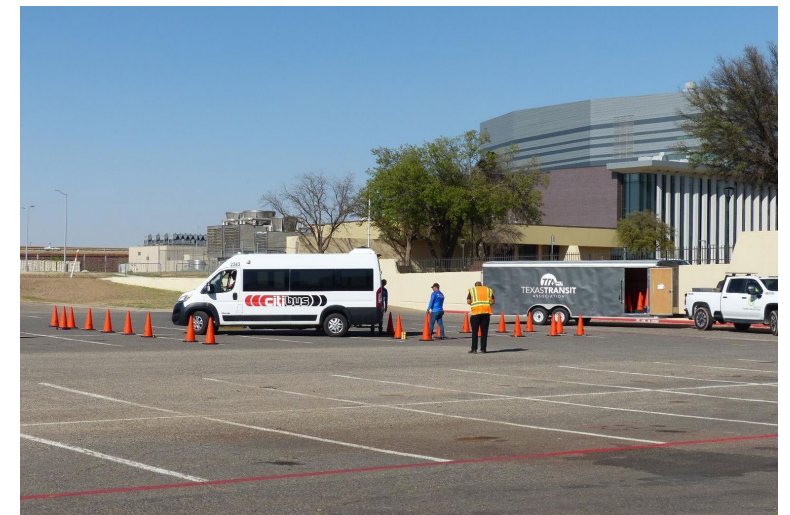


Right Rear Tire Clearance Obstacle



Vehicles and Equipment

- ✓ Secure vehicles early
- ✓ Use consistent vehicles within each class
- ✓ Inspect vehicles before the event
- ✓ Plan for spare or backup vehicles
- ✓ Secure course equipment and supplies
- ✓ Confirm accessibility equipment is operational



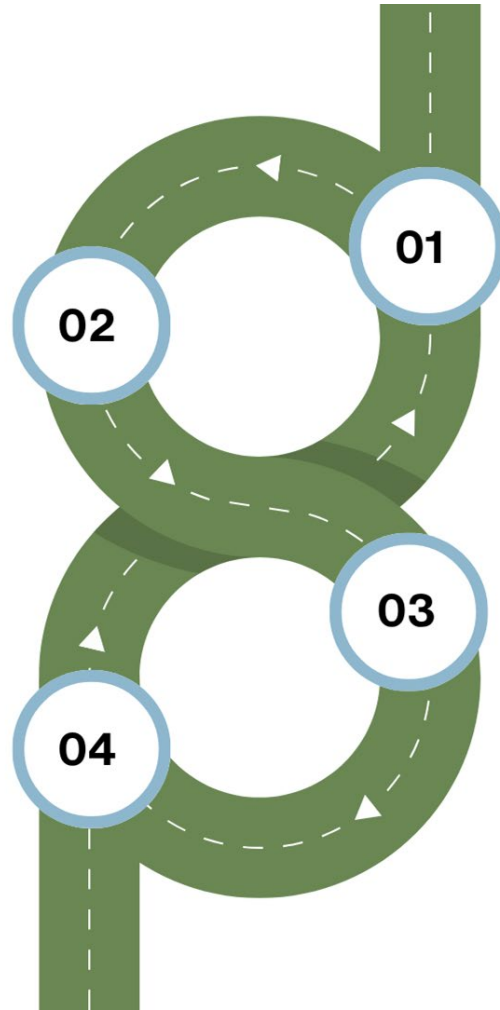
Practice, Walk-Through, and Orientation

01. Orientation

02. Walk Through

03. Practice

04. Competition



- Confirm if practice is allowed
- Provide a consistent driver walk-through
- Train judges on their assigned obstacles
- Review rules, scoring, and event procedures
- Explain weather delay and cancellation procedures
- Protect course integrity and prevent unauthorized access



Event Day Operations

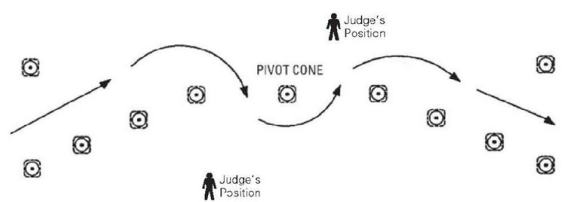


- Participant and volunteer check - in
 - Driver staging and rotation
 - Judge assignments
 - Course communication and timing
- Stationary event flow
 - Score-sheet collection
 - Spectator and traffic management
 - Safety and emergency coordination

Scoring, Fairness, and Event Integrity

- Use standardized scoring procedures
- Train judges
- Maintain consistent conditions for participants
- Keep vehicles and course conditions consistent
- Establish a process for unexpected issues
- Establish grievance procedures

New and Updated Toolkit Resources: Expanded content includes key evaluation criteria and updated score sheets for determining winners, rules of conduct to ensure fairness and integrity of the event.

1 SERPENTINE		CONTESTANT #																
VEHICLE CLASS: BODY-ON-CHASSIS		VEHICLE #																
• Circle each cone that is touched. Touching the base of a cone is the same as touching the side. • Each cone only counts against the contestant once (the first time it is touched).																		
																		
SCORING:																		
Pivot Cone Touched	_____																	
Other Cones Touched	_____																	
Times Shifted Into Reverse	_____																	
Did Not Complete Obstacle as Designed	☐																	
SCORE KEEPERS CALCULATIONS																		
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JUDGE'S SIGNATURE: _____ PRINT NAME: _____																		
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Safety, Weather, and Emergency Planning

- Monitor weather before and during the event
- Establish a communication plan
- Identify safe shelter areas
- Define delay and suspension procedures
- Secure vehicles, tents, and course equipment
- Clearly communicate decisions to participants and spectators



New Toolkit Resource: Detailed guidance for managing weather-related delays and event cancellations.

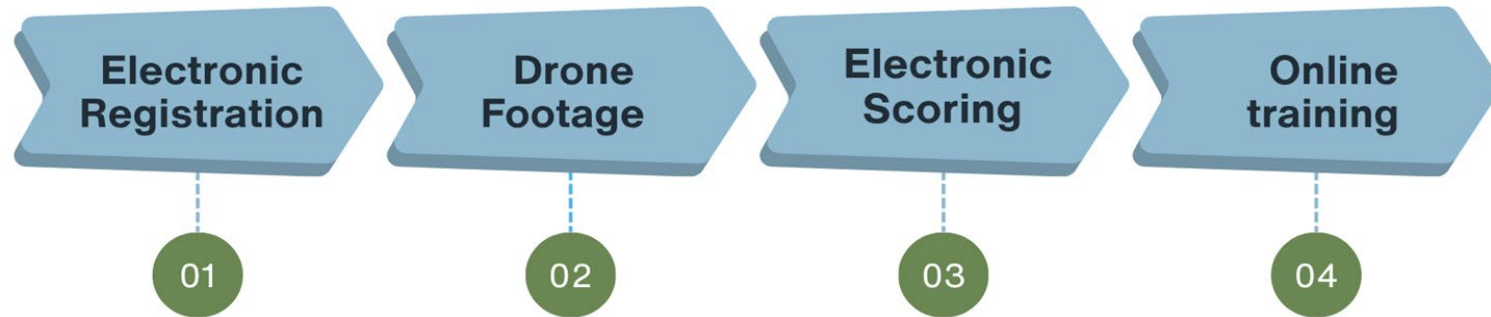
Food, Entertainment, Awards, and Close-Out

- **Plan** to provide food and water for participants, judges, volunteers, and spectators
- **Create** an engaging spectator experience
- **Plan** announcements and entertainment
- **Prepare** awards and recognition (e.g., awards luncheon or dinner depending on size of the size of your event) Define delay and suspension procedures
- **Coordinate** cleanup and equipment removal
- **Document** lessons learned for future events

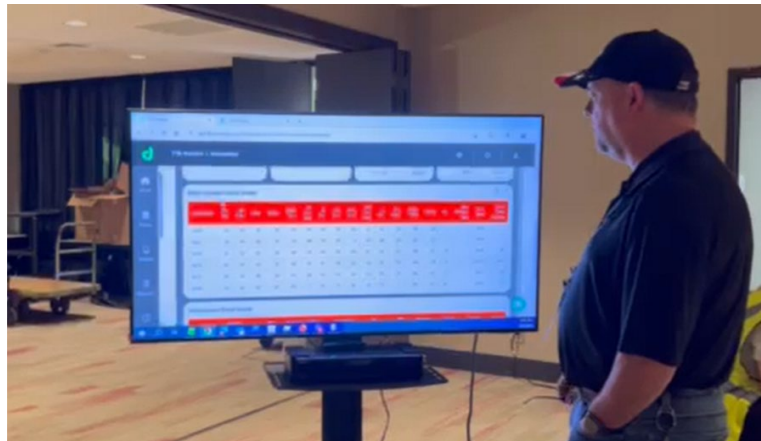


Technology Considerations

The Toolkit outlines existing and emerging technology solutions, along with their potential benefits and limitations, to support Bus Rodeo planning, operations, and scoring.



Texas Transit Association 2026 Roadeo: Electronic Scoring



Texas Transit Association 2026 Roadeo: Electronic Scoring



Indiana State Roadeo (2025): Drone Footage

Putting the Toolkit into Action

- **Start** with the Toolkit as your planning foundation
- **Adapt** the guidance and resources to fit your needs and the size of your event
- **Consider** your agency, participants, vehicles, site, budget, and staffing
- **Scale** the event based on your goals and available resources
- **Plan** a Bus Rodeo that works for your organization and participants



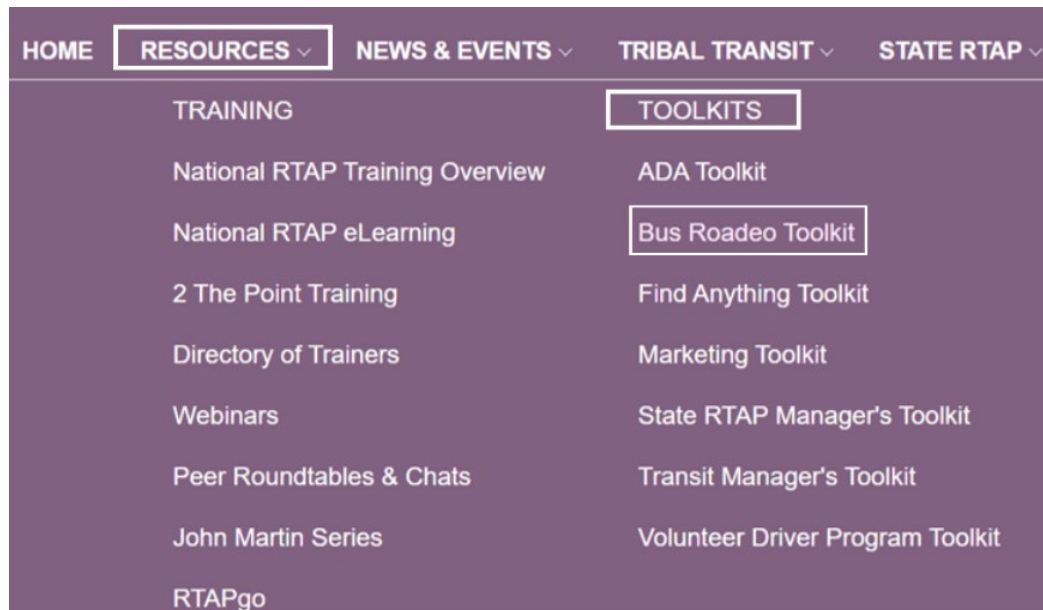
Keys To A Successful Rodeo Event



Bus Rodeo Basics Video

Accessing the Bus Rodeo Basics Video

1. Go to <https://www.nationalrtap.org/>. Mouse over the Resources Megamenu
2. Click on Bus Rodeo Toolkit under the TOOLKITS menu [nationalrtap.org/Toolkits /Bus-Rodeo-Toolkit/Welcome](https://www.nationalrtap.org/Toolkits/Bus-Rodeo-Toolkit/Welcome)
3. Scroll to the Bus Rodeo Basics Video in the navigation pane on the left [nationalrtap.org/Toolkits/Bus-Rodeo-Toolkit/Bus-Rodeo-Basics-Video](https://www.nationalrtap.org/Toolkits/Bus-Rodeo-Toolkit/Bus-Rodeo-Basics-Video)



Video Overview

- Originally created in 2014 as a companion to the Bus Roadeo Toolkit
- Introduces the essential skills, expectations, and preparation needed to take on the Bus Roadeo
- Highlights key content and resources available in the updated Toolkit
- Provides practical guidance and tools to support planning, organizing, and managing a Bus Roadeo



Bus Roadeo Basics Video



New Images and Footage: Bus Roadeo Basics video brings the experience to life with new images and footage from State and National Roadeo events, featuring **Connecticut, Indiana, Mississippi, Pennsylvania, Texas, and the Community Transportation Association of America (CTAA).**

Bus Roadeo Basics Video | What You'll Learn

The video walks through six key areas of a successful Bus Roadeo, providing practical guidance and demonstrations to help you prepare for the event.

01

Planning and
Preparing for a
Successful Roadeo

02

What to Expect on
Event Day

03

Contestant
Knowledge and Skills

04

Course Obstacles and
Judging

05

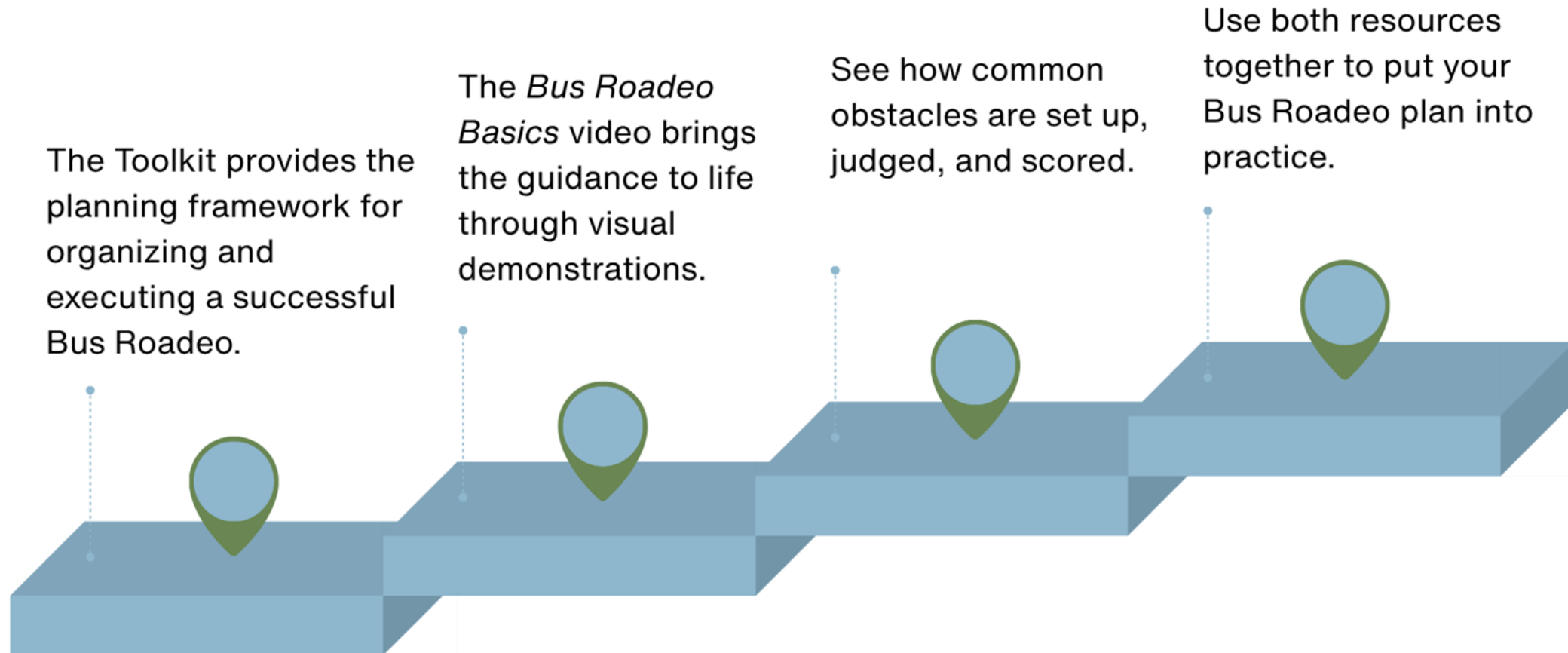
Compiling Scores

06

Post-Event Activities

The video is organized into chapters, allowing you to watch the full video or select individual chapters to explore specific topics.

From Toolkit to Practice



What the Video Demonstrates

- The video provides practical demonstrations of:
 - Positioning judges for effective observation
 - Applying key scoring, including obstacle-specific deductions
 - Setting up the course and obstacles
 - Positioning and maneuvering the vehicle



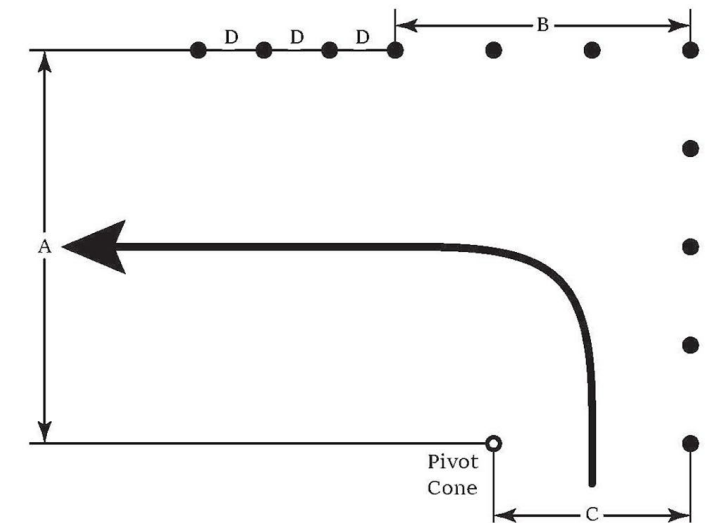
Diminishing Clearance Scoring

50 Possible Points

- 25 points deducted for each 'A' barrel touched
- 16 points deducted for each 'B' barrel touched
- 8 points deducted for each 'C' barrel touched
- 4 points deducted for each 'D' barrel touched
- 2 points deducted for each 'E' barrel touched
- 25 points deducted if contestant does not maintain a speed of 20 MPH
- 50 points deducted if the contestant does not complete the obstacle



Left Turn



Standard Van

A	20'8"	E-E
B	14'	C-C
C	7'10"	E-E
D	28"	C-C

Cutaway (LTV)

A	19'	E-E
B	20'3"	C-C
C	9'2"	E-E
D	28"	C-C

35' Bus

A	32'2"	E-E
B	20'3"	C-C
C	9'2"	E-E
D	28"	C-C

Sample Footage | Serpentine Obstacle

Serpentine Obstacle



https://www.youtube.com/watch?v=0_FEnao6T4g&t=520s

Using the Video and Toolkit Together

Your Roadmap for Success

01

Start with the Toolkit
to plan and organize your Bus Roadeo.

02

Use the video
for visual guidance on course setup, judging, and, scoring.

03

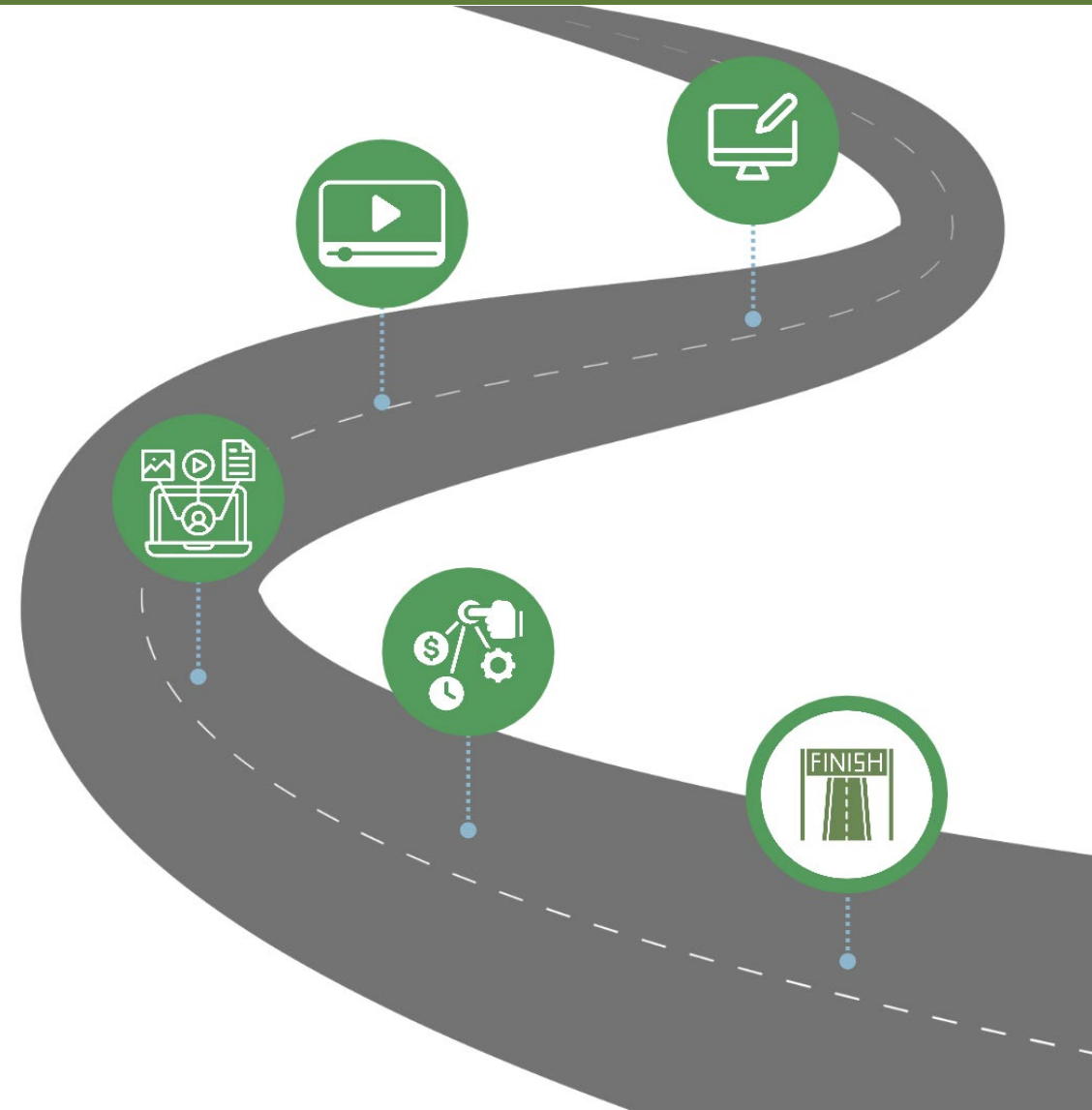
Use both resources together
to prepare for and put your event into practice.

04

Adapt the guidance
to your agency, participants, vehicle classes, site, and available resources.

05

Use the resources as a foundation
to create an event that works for you.



Q&A



Upcoming National RTAP Events

- **Introducing the New National RTAP ELDT for Passenger Endorsement Training**, November 3, 2026, 2:00-3:00 PM ET
- **Transit Manager Peer Roundtable - How to Collaborate with Partners for Local Match**, December 15, 2026, 2:00-3:00 PM
- **Learn About TACL: The Transportation Technical Assistance Coordination Library**, January 9, 2027, 2:00-3:00 PM ET
- **State RTAP Peer Roundtable**, January 28, 2027, 2:00-3:00 PM ET
- **Books in Transit Discussion Group Meeting – All That Road Going**, February 16, 2027, 2:00-3:00 PM ET



7th National RTAP Training Summit
Connecting Ideas, Connecting Communities
December 7-10, 2027 in San Diego, California



To register or to access recordings, slides, or summaries, go to:

nationalrtap.org/Training/Peer-Roundtables-and-Chats and nationalrtap.org/Webinars.

Thank You

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Webinar Survey



U.S. Department of Transportation
Federal Transit Administration