



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

March 30, 2007

**MEMO TO:**

Jim Babcock	Robert Memory
Jeff Bartley	Charle Pirolli
Kenny Boggs	Jennifer Portanova
Grif Bond	Thad Preslar
Brad Ferguson	John Riley
Joe Geigle, PE	Paul Roberts
Ashley Grimes	Robby Ross
Chris Howard	Bruce Sheldon
Jim Kellenberger, PE	Matt Thompson
Walter McDaniel	Mickey Thompson
Chip McDonald	Brad Wall, PE

**FROM:** Meredith McDiarmid, PE, Work Zone Traffic Control Project Engineer

**SUBJECT:** Minutes for Meeting on Work Zone Qualification & Training Program

The above listed met on March 21st at 10am in the Century Center Work Zone Traffic Control Conference Room in Raleigh to discuss requirements of a Work Zone Qualification and Training Program. **Action items are recorded in bold.**

There were no corrections to the meeting minutes for December 6, 2006.

The Work Zone Qualifications and Training web site has been posted and can be found at [www.ncdot.org/~wztc](http://www.ncdot.org/~wztc). Presently, all meeting minutes and committee members are listed on the site as well as the Qualifications and Training Requirements the committee has approved. The site will be updated as developments occur and can be a source for current information relating to this program. In the near future, Approved Training Sources will also be listed on this site.

All attendees were provided a copy of a draft letter to Randy Garris, NCDOT Project Services, as a notice to bidders about the Work Zone Qualification and Training Program requirements. A draft memorandum to NCDOT Division Engineers, Jennifer Brandenburg, State Road Maintenance Engineer, and Robert Memory, State Utility Agent to provide notice to encroachers was also provided. **All committee members are asked review and send comments to Meredith McDiarmid by April 5<sup>th</sup>** at which time the letters will be distributed to the appropriate personnel. **Meredith McDiarmid will work with those involved to provide this information to encroachers and bidders as soon as possible.**

A draft document that includes initial thoughts on Work Zone Traffic Control installation guidelines for Utility Companies was distributed and briefly discussed. **All committee members are asked review and send comments to Meredith McDiarmid by May 1<sup>st</sup>**. This was the first stage of work zone traffic control installation requirements. More will be provided to committee members as they are developed.

The WZTCU has audited classes currently provided by ITRE and ATSSA to determine how they fit into the Work Zone Traffic Control Qualifications and Training Program. WZTCU anticipates officially providing feedback to ITRE and ATSSA by June 1, 2007. Other programs slated to be audited are the National Safety Council's flagger training and the Industrial Commission's work zone traffic control training.

**MAILING ADDRESS:**  
WORK ZONE TRAFFIC CONTROL UNIT  
1592 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-1592

**TELEPHONE:** 919-250-4159  
**FAX:** 919-250-5948  
**WEBSITE:** [WWW.DOH.DOT.STATE.NC.US](http://WWW.DOH.DOT.STATE.NC.US)

**LOCATION:**  
CENTURY CENTER COMPLEX BUILDING B  
1020 BIRCH RIDGE DRIVE  
RALEIGH, NORTH CAROLINA 27610

Work Zone Qualification and Training Program

March 30, 2007

Page 2 of 2

Finally, the committee approved a revised Work Zone Traffic Control Qualifications and Training document. The revision included implementation dates and contact information.

The committee agreed that our mission to increase the work zone traffic control safety and awareness still stands. The group continues to operate under this timeline for program implementation until there becomes an apparent reason to deviate:

- July 2008 Let: Require Work Zone Traffic Control Supervisors on Significant Projects
- January 2009 Let: Require Work Zone Traffic Control Installers on all projects, including encroachments (January 1, 2009)
- July 2009 Let: Require Work Zone Flaggers on all projects, including encroachments (July 1, 2009)
- Implementation starts with Supervisors, then Installers, lastly Flaggers
- 6 months in between 3 levels of requirements

The group agreed to continue to meet to address these and other issues. Please review these minutes and bring all your comments to the next meeting May 23, 2007 at 10:00am in the Traffic Control Conference Room in the Century Center in Raleigh. If you have questions or comments on these minutes, feel free to contact me at (919) 250-4159.

MMM

cc:

Victor Barbour, PE  
Jonathan Bivens, PE  
Peter Bolton  
Stuart Bourne, PE  
Tawana Brooks, PE  
Marvin Butler  
Scott Capps, PE  
CA Gardner, PE

Allen Gray  
Brad Hibbs, PE  
Kevin Hicks  
Dave Hinsley  
David Hurley  
Mark Jackson  
Berry Jenkins, PE  
David Jernigan, PE  
Mark Johnnie

Derek Johnson  
Chad Lanford, PE  
Barlow Lee  
Michelle Long, PE  
Jim Lowry  
Joe Simpson  
Michael Taylor  
David West  
Benita Witherspoon