



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

May 25, 2007

MEMO TO:

Jim Babcock	Ashley Grimes	Wayne Maddox
Jeff Bartley	Dan Grove	Bradley Martin
Jonathan Bivens, PE	Bob Harding	Robert Memory
Jim Blanchard	Mel Harmon	John Riley
Kenny Boggs	Dave Hinsley	Robby Ross
Peter Bolton	Mike Holt	Roy Severt
Grif Bond	Mark Jackson	Bruce Sheldon
Bob Bonner	Jim Kellenberger, PE	Michael Taylor
Brad Ferguson	Jim Lowry	Sherell Williams
Joe Geigle, 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 May 23, 2007 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.**

Meredith McDiarmid began the meeting asking for comments on several documents:

- Memorandum from Stuart Bourne, PE, State Work Zone Traffic Engineer to the Utility Industry giving them until January 2007 to comply to new sign sheeting requirements **(NO REVIEW NECESSARY)** (Document #1)
- Draft memorandum to Randy Garris, NCDOT Project Services, as a notice to bidders about the Work Zone Qualification and Training Program requirements (Document #2)
- Draft memorandum to NCDOT Division Engineers, Jennifer Brandenburg, State Road Maintenance Engineer, and Robert Memory, State Utility Agent to provide notice to encroachers (Document #3)
- Draft memorandum to Robert Memory, State Utility Agent to change encroachment requirements from the MUTCD to the Specifications and Roadway Standard Drawings (Document #4)
- Draft document that includes initial thoughts on Work Zone Traffic Control installation guidelines for Utility Companies (Document #5)
- Draft detailed training requirements for Work Zone Flagger courses (Document #6)

Several attendees asked these be attached to the May minutes. **All applicable attachments should be reviewed and any comments brought back to the next meeting in July.**

There was some discussion on the Work Zone Flagger Training Requirements (Document #6). The consensus of the group was that these detailed requirements were more in depth knowledge than a flagger should be expected to have.

The committee also discussed Document #5, draft initial thoughts on Work Zone Traffic Control installation guidelines for Utility Companies. There were a few suggestions that included:

- Allowing 2 lane, 2 way utility operations to get as close as 2' from the travelway (as opposed to 5') to be consistent with the requirements of the MUTCD
- Allowing utility companies to use "UTILITY WORK AHEAD" instead of "SHOULDER WORK AHEAD" or "SHOULDER CLOSED" signs
- Considering speed limit and volume thresholds when developing these requirements
- Providing decision making documentation to explain why the utility contractors have different shoulder and lane closure guidelines than contractors working on construction projects

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The WZTCU will consider these comments and report back to the committee.

The committee reemphasized the importance of enforcement uniformity of this program. Without uniform and diligent enforcement, there will no incentive for those affected by this program to have their employees properly qualified and trained. It was suggested one way to work towards uniformity was to meet with all the Districts in the State and relay expectations for work zone traffic control. **WZTCU will work with the State Road Maintenance Unit to explore this option.**

Attendees also reemphasized the importance of training uniformity. One suggestion was to offer an introductory video to everyone who provides training to ensure the intent of the training is clear and consistently relayed. **WZTCU will consider this option as training is developed.**

Another topic of discussion was to make sure all of these requirements were relayed to the users. Several avenues of public information can be used to accomplish this task. It is the intent of the WZTCU to ensure all users are aware of lane and shoulder closure requirements.

The committee reiterated that getting these requirements disseminated to smaller subcontractors will be imperative as we strive to increase the safety, education, and awareness of work zone traffic control. **WZTCU will continue to explore avenues of public information for this user.**

The Work Zone Traffic Control Unit (WZTCU) has audited classes currently provided by; the Institute for Transportation Research and Education (ITRE), the American Traffic Safety Services Association (ATSSA), the National Safety Council, and the Industrial Commission to determine how they may fit into the Work Zone Traffic Control Qualifications and Training Program. After reviewing these programs and considering the amount of effort there should be afforded to providing quality training courses to those affected by this program, the WZTCU proposed the following revised implementation dates:

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|--------------------------|--|
| July 2009 Let: | Require properly qualified and trained Work Zone Flaggers on all projects, including encroachments |
| January 2010 Let: | Require properly qualified and trained Work Zone Traffic Control Installers on all projects, including encroachments |
| July 2010 Let: | Require properly qualified and trained Work Zone Traffic Control Supervisors on all Significant Projects and Encroachments |

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 July 25, 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	Chris Howard	Barlow Lee
Stuart Bourne, PE	David Hurley	Walter McDaniel
Tawana Brooks, PE	Berry Jenkins, PE	Chip McDonald
Marvin Butler	Dennis Jernigan, PE	Charle Pirolli
Scott Capps, PE	Mark Johnnie	Thad Preslar
CA Gardner, PE	Derek Johnson	Paul Roberts
Allen Gray	Zachary Kendall	Matt Thompson
Brad Hibbs, PE	Chad Lanford, PE	Brad Wall, PE
Kevin Hicks		David West