



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

October 27, 2006

**MEMO TO:**

Jim Babcock	Jim Lowry
Jonathan Bivens, PE	Walter McDaniel
Kenny Boggs	Robert Memory
CA Gardner, PE	Robby Ross
Joe Geigle, PE	Matt Thompson
Dave Hinsley	Brad Wall, PE
Berry Jenkins, PE	Tom Werner, PE, CHMM, CSP
Michelle Long, PE	David West

**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 October 25, 2006 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 August 30, 2006.

All committee members were asked to share the draft specification revision submitted at the last meeting with others and bring all comments to this committee meeting. There were no comments. These changes will go into contracts once the program is in effect. **If there are any comments in the future, direct those to Meredith McDiarmid for discussion.**

All committee members are asked to share the draft Training Approval and Documentation Procedure revision submitted at the last meeting with others and bring all comments to this committee meeting. There were no comments. **If there are any comments in the future, direct those to Meredith McDiarmid for discussion.**

Meredith McDiarmid reported on her discussion with Beth McKay with the Attorney General's office about the "Administrative Procedures Process" requirements for getting encroachment agreements, including existing blanket agreements. According to Beth, the Attorney General's office would recommend sending any changes to their office for review, although it is not required. David West suggested that if we merely submit a special provision of the document, it would not have to be approved at any other junction. Berry Jenkins suggested there may be some other "rule making process" required and suggested contacting the Secretary's office for clarification. **Meredith McDiarmid will contact Lori Kroll in that office for information. The WZTCU will submit a proposed revision/special provision for encroachment agreements to include the Work Zone Qualification and Training requirements for discussion at the next committee meeting.**

Meredith McDiarmid reported on information concerning what obligations a program such as this would have to the Spanish speaking community. Sharon Lipscomb with Civil Rights and Business Development stated we are required to provide the same services to that community as we do any other community. We are also to make appropriate accommodations to translate, interpret, or otherwise offer interpretation to relay the needed information. **As the program progresses, the WZTCU will work with Civil Rights and Business Development to make sure we are providing reasonable accommodations.**

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

Robert Memory expressed concerns of utility companies that were not directly compensated for the work they do within the NCDOT right of way. After lengthy discussion, the group came to the conclusion that all programs of this nature will have some degree of monetary impact on everyone affected. However, programs such as this are intended to reduce liability and injury to the motorists and workers, which would hopefully save money for everyone involved. **Meredith McDiarmid is committed to consider keeping costs to a minimum while facilitating the development of the program.**

The issue of cost brought up further discussion related to the availability of training. The group emphasized the importance of making training available on local levels on a frequent basis to accommodate smaller businesses. One suggestion was for the DOT to invite businesses to training they were already conducting for themselves. That would allow businesses to be exposed to work zone safety requirements at little or no cost. The group also encouraged the DOT to work on getting the Work Zone Traffic Control Supervisor training available as soon as possible since that will be first and most complicated training to be implemented. Train the trainer courses will also be needed soon so companies can begin to train themselves to be able to offer future training in-house. **Meredith McDiarmid will continue to work on the training aspect of the program to provide needed training at the appropriate times.**

The last item on the agenda was a brainstorming session on ways the effectiveness of this program could be measured. The group came up with the following to be further investigated:

- Existing work zone work site audits could include evaluating the effectiveness of the program
- Data driven crash analysis through existing DOT Units may be able to show positive trends
- Regional Traffic Engineers may be another source of audit to track effectiveness
- Some Insurance Companies who insure contractors keep records of work zone related injuries

**Meredith McDiarmid will follow up on these suggestions to determine if they will be effective measurements of program progress and report to the committee.**

Finally, the group continues to operate under this timeline for program implementation until there becomes an apparent reason to deviate:

- December 2006: Finish Development of Program
- 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 December 6, 2006 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:

Jim Babcock  
Victor Barbour, PE  
Peter Bolton  
Stuart Bourne, PE  
Tawana Brooks, PE  
Marvin Butler

Scott Capps, PE  
Allen Gray  
Brad Hibbs, PE  
Kevin Hicks  
David Hurley  
David Jernigan, PE

Mark Johnnie  
Barlow Lee  
Joe Simpson  
Michael Taylor  
Benita Witherspoon