



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

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SECRETARY

November 14, 2005

MEMO TO: Jim Babcock Steve DeWitt, PE Dennis Jernigan, PE
Jonathan Bivens CA Gardner, PE Robert Memory
Peter Bolton Kevin Hicks Robby Ross
Tawana Brooks, PE Dave Hinsley Brad Wall, PE
Scott Capps, PE Berry Jenkins, PE

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

SUBJECT: Minutes for meeting on Work Zone Certification Program

The above listed met on October 26, 2005 at 10am in the Century Center Work Zone Traffic Control Conference Room in Raleigh to discuss requirements of a Work Zone Certification Program. We began the meeting with a brief review of the last meeting and introductions for those that were unable to attend.

The first item of discussion was to define "Heavy Highway". After lengthy discussion, the group decided that the Department should make decision on a project by project basis. This information would be included in each contract to make prospective bidders aware of the requirements. The Department proposes defining "Heavy Highway" by renaming it "Significant Project" and giving it the following definition:

- A project that will impact the traveling public at the metropolitan or regional level (and possibly more broadly)
- A project that has a high level of public interest
- A project that will directly impact a moderate to high number of travelers
- A project that has high user cost impacts
- A project that has a duration that is moderate to long

These characteristics were defined in the Federal Highway Administration's Final Rule on Work Zone Safety and Mobility. These same characteristics describe a Type I Project in the Federal Highway Administration's Work Zone Self Assessment.

The group suggested that these "Significant Projects" be identified by the Department during the Final Field Inspection of a project. The Work Zone Traffic Control Unit will identify those "Significant Projects" that do not have Final Field Inspections.

Next, the group discussed the enforcement of certification requirements and consequences of non-compliance. It was decided that all projects would use the same administrative procedures to enforce work zone certification requirements as any other requirement. It was suggested that work zone certification requirements could be added as a line item to Encroachment Agreements.

Adding work zone certification as a safety pre-qualification and/or pre-bid requirement was the next topic of discussion. The group agreed that work zone certification would be added to neither safety pre-qualification nor pre-bid requirements. Instead, the group suggested it be a requirement for historical performance measures.

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Proposed specification wording was discussed. It was agreed there would be a project special provision to require the Work Zone Traffic Control Supervisor inserted into each contract of designated Significant Projects. All other work zone certification requirements would be a requirement of all projects and would be included in the specifications. The Department will propose specification wording.

Application forms were discussed and it was decided the Department would develop a draft for the group's review.

Meredith McDiarmid proposed an implementation timeline. The group agreed that the process of implementation should include the following:

- Completion of the development of work zone certification program requirements
- A period of at least 6 months of explanation, outreach, and education for affected parties
- A 2 year minimum grandfather period to allow parties to comply

As a result, a detailed timeline will be developed once the program has been finalized.

The inclusion of a "flagger trainee" status was discussed. The concern was that current practice is to train a flagger and then put him out on the road and get experience. With the proposed 40-hour experience requirement, this would not be acceptable. The concept would be to let a flagger trainee perform the duties of a flagger under the supervision of another certified flagger. The group will further explore this topic in the next meeting.

This proposed Work Zone Certification Program meets all of the requirements the group identified in our first meeting (August 10, 2005) except the following that will be discussed in future meetings:

- Include provisions for those with literacy challenges
- Include certified persons who speak English

By using this Program, we achieve all the goals identified in our first meeting (August 10, 2005) except the following that will be discussed in future meetings:

- Include public education (DMV, Driver's Education, etc.)
- Use police presence in work zones
- Develop a crash reporting system to be able to track specific crash statistics
- Flexibility in testing to allow more than one way to demonstrate competency

Lastly, the entire group agreed to continue to meet to tackle these and other issues. Please review these minutes and the attached document and bring all your comments to the next meeting on **December 7, 2005** 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 / Attachment

cc: Victor Barbour, PE
Joe Geigle, PE
Allen Gray

David Hurley
Dan Lieberman
Sorrell Saunders

Joe Simpson
Michael Taylor
Jimmy Travis, PE