



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

December 21, 2006

**MEMO TO:**

Jim Babcock	Derek Johnson
Kenny Boggs	Jim Kellenberger, PE
Peter Bolton	Chad Lanford, PE
Tawana Brooks, PE	Michelle Long, PE
Ashley Grimes	Robby Ross
Chris Howard	Bruce Sheldon
Mark Jackson	Michael Taylor

**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 December 6, 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 October 25, 2006.

All attendees were provided a copy of two draft revisions submitted to Robert Memory and David West on December 1, 2006 for their review. **All committee members are asked to share these with others and bring all comments to this committee meeting.**

The next item on the agenda was to report on any progress towards determining the effectiveness of this program. There has been no further progress other than what has been previously reported. However, the group came up with additional items for further investigation:

- The increase/decrease of the number of tort liability claims could be a measure of effectiveness
- Existing research Universities may have done on crash data may assist in effectiveness measurement
- OSHA Citations may indicate program effectiveness
- Individual companies may keep crash data that could be helpful in crash analysis
- The number of companies that have an approved qualification and training program would be a measure of effectiveness
- The number of qualified and trained personnel resulting from this program would be a measure of effectiveness

**Meredith McDiarmid will follow up on these suggestions and report to the committee as needed.**

Attendees had a lengthy discussion around training, both internal and external. It was suggested that all training should include protocol and procedures of enforcement, disputes, and disagreements as related to work zone traffic control requirements. The group also felt there would need to be 24 hour availability for Work Zone Traffic Control decisions by all parties. Those in attendance felt that a document with guidelines for when to close lanes based on exposure time and proximity to the travel lane would be a great step towards obtaining uniformity in work zone traffic control. **The WZCTU will develop such a document and have it for review at the next meeting in March 2007.**

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Work Zone Qualification and Training Program

December 21, 2006

Page 2

Lastly, the group had a couple suggestions for Public Information efforts:

- Advertise in traffic control device rental establishments
- Send a letter out to all companies pre-qualified to bid on projects
- Encourage prime contractors to inform their subcontractors of upcoming requirements

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 March 21, 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:

Victor Barbour, PE  
Jonathan Bivens, PE  
Stuart Bourne, PE  
Marvin Butler  
Scott Capps, PE  
CA Gardner, PE  
Joe Geigle, PE  
Allen Gray

Brad Hibbs, PE  
Kevin Hicks  
Dave Hinsley  
David Hurley  
Berry Jenkins, PE  
David Jernigan, PE  
Mark Johnnie  
Robert Memory

Barlow Lee  
Jim Lowry  
Walter McDaniel  
Joe Simpson  
Matt Thompson  
Brad Wall, PE  
David West  
Benita Witherspoon