



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

December 9, 2005

MEMO TO: Peter Bolton
Tawana Brooks, PE
Berry Jenkins, PE

Robert Memory
Robby Ross
Michael Taylor

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

SUBJECT: Minutes for Meeting on Work Zone Certification Program

The above listed met on December 7, 2005 at 10am in the Century Center Work Zone Traffic Control Conference Room in Raleigh to discuss requirements of a Work Zone Certification Program. **Action items are recorded in bold.**

The first item of discussion was the Department's Significant Project definition proposal. The group decided to adopt the definition and require Significant Projects to meet some of the criteria, although not all. It was also agreed to prompt identification of significant projects by adding a question to the Field Inspection Checklist format so identification can be early in the process. The group recognized that this definition might need to be revised over time.

The group then began discussing the Flagger Certification Program and the large task of program administration. The industry feels the volume of certified flaggers will be in the thousands. The group was concerned that central administration of such a large amount of data would be too cumbersome and inefficient. The industry suggested letting each individual contractor keep track of their own certified employees and be accountable to the Department. **The Work Zone Traffic Control Unit will talk to Department administration about the concerns and bring that information back to the next meeting.**

After realizing the complexity, the group decided to start the program by implementing the Work Zone Supervisor and Installer certifications first. The intent would be to introduce the certifications that have smaller impacts to initiate change of the culture of the industry as it pertains to work zone traffic control. As a result all efforts will be focused on these two certifications until they are implemented.

The Work Zone Traffic Control Unit submitted draft application forms for all certification categories. The group has no problem with using applications for documentation. However, there was some question about the need for detailed work history on the application. After discussion, the group proposed to have the contractor list varying types of experience the candidate has that they feel would qualify the candidate for the certification in question. **The Work Zone Traffic Control Unit will draft another application form for the group's review.**

Everyone agreed that an extensive advertisement campaign was in order to inform the industry of upcoming certification requirements. This advertisement would include a letter and/or flyer with a general description of the program, implementation steps, and reasoning behind work zone traffic control certification. Some of the advertisement options suggested are as follows:

- ◆ Advertisement to contractors in the Notice to Bidders through the Project Services Unit
- ◆ Correspondence with the League of Municipalities
- ◆ Advertisement to entities that apply for Encroachment Agreements

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

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

The Work Zone Traffic Control Unit will draft an advertisement for the group's review at the next meeting.

All of the requirements the group identified in our first meeting (August 10, 2005) for the proposed Work Zone Certification Program have been met except the following that will be discussed in future meetings:

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

All the goals identified in our first meeting (August 10, 2005) have been achieved by using this program 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

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 on **February 15, 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

cc:

Victor Barbour, PE
Jim Babcock
Jonathan Bivens, PE
Stuart Bourne, PE
Scott Capps, PE
Steve DeWitt, PE

CA Gardner, PE
Joe Geigle, PE
Allen Gray
Kevin Hicks
Dave Hinsley
David Hurley

Dennis Jernigan, PE
Jim Lowry
Sorrell Saunders
Joe Simpson
Jimmy Travis, PE
Brad Wall, PE