



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

May 7, 2008

**MEMO TO:** Work Zone Qualifications and Training Committee Members  
**FROM:** Meredith McDiarmid, PE, Work Zone Traffic Control Project Engineer  
**SUBJECT:** Minutes for Meeting on Work Zone Qualification & Training Program

Committee members met on April 9, 2008 at 10am in the Century Center Work Zone Traffic Control Conference Room in Raleigh to further discuss requirements of a Work Zone Qualification and Training Program. **Action items are recorded in bold.**

A brief overview of recent developments of this program was given for the benefit of new attendees. The draft Work Zone Flagger Minimum Training Elements (Document #6) were reviewed and discussed. The committee had two requested revisions:

- Under the heading II(C), revise the wording so as not to include an "always" statement in the same sentence with an exception.
- Include another required element for Automated Flagger Assistance Devices (AFAD)

**The Work Zone Traffic Control Unit (WZTCU) revised the document and sent it out to the committee members on April 21<sup>st</sup>, 2008 for a final review with a deadline of April 29<sup>th</sup>, 2008.** There were no additional comments, so the document will be finalized and placed on the web site. With the approval of this document, **the WZTCU will be providing approval to several Flagger Training Courses and will list them on the web site as well.**

The draft Work Zone Installer Training Elements (Document #7) were reviewed. The committee had a healthy discussion on the intended differences between the Installer and Supervisor. Changes were proposed for this document and are attached to these minutes for review and comment. **Committee members are asked to review and bring comments to the next committee meeting on May 28<sup>th</sup>.**

The draft Traffic Control Requirements for Encroachers (Document #9) was redistributed. **Committee members are asked to review and bring comments to the next committee meeting on May 28<sup>th</sup>.**

Meredith McDiarmid shared how the WZTCU discussed using the NCDOT WZTC Rodeo in the Qualifications and Training Program which would be to allow some credit to be given towards the Work Zone Traffic Control Installer Training requirements. The committee strongly recommended the WZTC Rodeo be used as recertification for the Work Zone Traffic Control Installer level. **The WZTCU will consider this recommendation and report back to the committee.**

Sample qualification and training approval cards were distributed and discussed. The committee felt it was important to capture both the person's employer as well as their approved trainer on each card as part of the documentation process. **The WZTCU will make these revisions and provide them to the committee for review.**

The WZTCU provided a draft summary document of common work zone traffic control device requirements to serve as a tool for the industry, especially smaller companies that may not be as familiar with the requirements. **Committee members are asked to review and bring comments to the next committee meeting on May 28<sup>th</sup>.**

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The committee had discussion about possibly having requirements and/or prerequisites for potential Trainers. The success of this program will rely greatly on the approved instructors and their ability to effectively teach work zone traffic control elements. It is imperative for trainers to be not only affective instructors, but knowledgeable of the subject matter. It was mentioned that SCDOT had some information about this subject. **The WZTCU will investigate this further and report back to the committee.**

The committee also discussed whether the program would include a course for potential trainers in preparation for their instruction of others. It was suggested that as a minimum, there would be a need for a trainer course at the Flagger level. **The WZTCU will investigate this further and report back to the committee.**

It was agreed that it will be important that tests for all levels that will be provided by the WZTCU be developed with the intended audience in mind. Most tests should be developed at an elementary education level in order for the intended audience to be able to relay their level of competency in this program.

Currently, the proposed implementation dates for the Work Zone Qualifications and Training Program are:

- 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 be prepared to discuss these issues and others at the next meeting on May 28, 2008 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: Steve Varnedoe, PE  
(Attn: Jon Nance, PE)  
(Attn: Lacy Love, PE)  
Jennifer Brandenburg, PE  
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