



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

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June 6, 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 May 28, 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 Installer Minimum Training Elements (Document #7) were reviewed and discussed. After healthy discussion, it seems the key to the next two levels of qualification and training will be much more difficult to distinguish between one another. It was the consensus of the committee that the Installer should be able to use Roadway Standard Drawings (RSDs), typicals and/or details to install required traffic control as specified by Traffic Control Plans. Any alterations of RSDs or Traffic Control Plans will be the responsibility of the Supervisor. **The Work Zone Traffic Control Unit (WZTCU) will revise both the Installer and Supervisor documents and will send it to the committee members for their comment at the next meeting.**

The draft Traffic Control Requirements for Encroachers (Document #9) was redistributed. It was suggested to make sure the users know the lights that are mentioned should be amber and to turn them off and remove their traffic control devices at the end of their work period. The WZTCU would like to finalize this document so we can continue developing other application guidelines for encroachers. **The WZTCU will make these changes and submit to committee members at our next meeting.**

Sample qualification and training approval cards were redistributed and their intent was discussed. **There were no suggested revisions, so this will be posted on the web site as an example.**

The WZTCU redistributed 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. Two minor suggestions were to let companies know where they are allowed to put their company names on devices and to list safety vests under apparel as opposed to flaggers. **The WZTCU will make these changes and submit to committee members at our next meeting.**

The committee had previously discussed 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 effective instructors, but knowledgeable of the subject matter. The committee discussed this again with some more detail based on a draft requirements document that was distributed at the meeting. After this discussion, the WZTCU realized we should do more research before finalizing these requirements. It was mentioned that SCDOT had some information about this subject. **The WZTCU will continue investigate this further and report back to the committee.**

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Work Zone Qualification and Training Program

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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 July 30, 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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