



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

July 31, 2007

MEMO TO:

Rick Alexander	Junior Godwin	Wayne Maddox
Jonathan Bivens, PE	Dan Grove	Juan Morales
Kenny Boggs	Dave Hinsley	Robby Ross
Peter Bolton	Mike Holt	Roy Severt
Stuart Bourne, PE	Mark Jackson	Bruce Sheldon
Scott Capps, PE	Jim Kellenberger, PE	Michael Taylor
Louis Caraballo	Walter McDaniel	Sherell Williams
Donna Clark	Dale McGowan	Matt Thompson
Brad Ferguson		

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 July 25, 2007 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.**

Meredith McDiarmid began the meeting asking for comments on several documents:

- Memorandum from Stuart Bourne, PE, State Work Zone Traffic Engineer to the Utility Industry giving them until January 2007 to comply to new sign sheeting requirements **(NO REVIEW NECESSARY)** (Document #1)
- Draft memorandum to Randy Garris, NCDOT Project Services, as a notice to bidders about the Work Zone Qualification and Training Program requirements (Document #2)
- Draft memorandum to NCDOT Division Engineers, Jennifer Brandenburg, State Road Maintenance Engineer, and Robert Memory, State Utility Agent to provide notice to encroachers (Document #3)
- Draft memorandum to Robert Memory, State Utility Agent to change encroachment requirements from the MUTCD to the Specifications and Roadway Standard Drawings (Document #4)
- Draft document that includes initial thoughts on Work Zone Traffic Control installation guidelines for Utility Companies (Document #5)
- Draft detailed training requirements for Work Zone Flagger courses (Document #6)

Each document was discussed and these comments were made:

Document #2:

- Implementation dates need to be updated
- Keep options open in explanation to contractors that this may apply to more projects in the future

Document #3:

- Implementation dates need to be updated

Document #4:

- Include reference to the MUTCD as well as the NCDOT Specifications and Roadway Standard Drawings to provide guidance for applications that are not addressed in one or the other.

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

Document #5:

- These requirements should be addressed to all encroachers, not just utility companies
- Include low/no volume road accommodations in these requirements
- Should there be guidance for operations that are stopped less than 15 minutes (UPS, USPS, etc.)
- Should there be guidance for operations such as water or concrete delivery trucks that by nature cannot get out of the travel lane
- Define what an emergency situation is and what isn't to clarify when these requirements apply
- Encourage judgment when these requirements can't be met
- Spell out all acronyms
- Use words instead of symbols in document to provide clear direction
- 5' away from the edge of travelway will be hard to accomplish in some parts of the state (mountains and coast)
- Allow 2 lane, 2 way utility operations to get as close as 2' from the travelway (as opposed to 5') to be consistent with the requirements of the MUTCD (Comment from meeting in May)
- Provide decision making documentation to explain why the utility contractors have different shoulder and lane closure guidelines than contractors working on construction projects (Comment from meeting in May)

Document #6:

- These detailed requirements were more in depth knowledge than a flagger should be expected to have
- A lot of these requirements belong in the installer category
- If we take some of these requirements out of the flagger and put it into the other levels, it will be even more important to have a prerequisite system in place for the 3 levels
- It was suggested to accept existing training venues and offer additional NC specific information as it is developed to make sure potential trainees are knowledgeable in NC requirements

The WZTCU will consider these comments and report back to the committee.

The American Traffic Safety Services Association (ATSSA) provided information and a brief description about a Federal Grant for Roadway Safety training they were awarded this past year. It is a four-year program and we are approaching the end of year one. In short, roadway safety training courses provided by ATSSA can be offered to the states at a lower price. Notice will go out to all contacts ATSSA has at the time for advance registration for these courses. If you would like more information or would like to be added to the contact list, contact Donna Clark with ATSSA at 1-800-272-8772 or donnac@atssa.com.

Meredith McDiarmid reported that an abstract was submitted for presentation at the 2007 NC AWWA-WEA Conference but was denied.

The committee discussed ways to evaluate the effectiveness of the Work Zone Qualifications and Training Program:

- ❖ Before and after study of work zone crashes
- ❖ Number of work zone related complaints (NCDOT and encroachers)
- ❖ Measure the number of people that have been training through the program
- ❖ Determine a level of competency of work zone traffic control supervisors, installers, and flaggers
- ❖ Before and after OSHA statistics (Labor Statistics Survey)
- ❖ Measure NCDOT awareness of requirements and how it is passed down to the encroachers
- ❖ Use of a reporting tool to increase awareness (accountability)

Finally, The WZTCU has proposed and the committee has accepted the following implementation dates:

- | | |
|--------------------------|--|
| 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 |

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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 September 26, 2007 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:

Jim Babcock
Victor Barbour, PE
Jeff Bartley
Jim Blanchard
Grif Bond
Bob Bonner
Tawana Brooks, PE
Marvin Butler
CA Gardner, PE
Allen Gray
Brad Hibbs, PE
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