



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

August 3, 2006

MEMO TO:

Jonathan Bivens, PE	Dennis Jernigan, PE
Kenny Boggs	Walter McDaniel
Peter Bolton	Robert Memory
Tawana Brooks, PE	Robby Ross
CA Gardner, PE	Michael Taylor
Joe Geigle, PE	Tom Werner, PE, CHMM
Berry Jenkins, PE	

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

SUBJECT: Minutes for Meeting on Work Zone Certification Program

The above listed met on July 26, 2006 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 minutes to the previous meeting were thoroughly reviewed for the benefit of new attendees. There were no corrections.

Final comments on the Qualification and Training Document were provided and reviewed. All comments were addressed and resulting changes are included in the attachment provided. **All attendees are to send all comments on these draft requirements to Meredith McDiarmid by August 18th.** After incorporating those comments as necessary, the draft will become final.

A draft protocol for the levels of requirements was provided and reviewed. Comments were incorporated and reflected as follows:

- A Work Zone Traffic Control Supervisor could substitute for or act as a Work Zone Traffic Control Installer and Flagger, but not simultaneously
- A Work Zone Traffic Control Installer could substitute for or act as a Work Zone Flagger, but not simultaneously
- A Work Zone Traffic Control Installer could not substitute for or act as a Work Zone Traffic Control Supervisor
- A Work Zone Flagger could not substitute for or act as a Work Zone Traffic Control Installer or Supervisor

Once the Qualification and Training Document is finalized, **Meredith McDiarmid will contact both ATSSA and ITRE, providing them information they need to develop training courses to meet the needs of this program, including courses offered to "qualify" instructors for independent companies interested in developing in-house training programs.** The 2007 Work Zone Traffic Control Rodeo will be updated to meet the training requirements for a Work Zone Traffic Control Supervisor.

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

It was agreed that once training is available, the industry would need a winter season to properly train their employees. Six (6) months after that winter season, it is anticipated the Work Zone Traffic Control Supervisor will be required for all Significant Projects. Six (6) months after that implementation, it is anticipated the Work Zone Traffic Control Installer would be required for all traffic control operation installations. Lastly, six (6) months later the Work Zone Flagger would be a requirement for all flagging operations.

Other remaining details of the program were discussed:

- Revise Specifications to include requirements of program (**WZTCU**)
- Revise Encroachment Agreements to include requirements of program which may include review by the Attorney General's Office for Blanket Encroachments (**State Road Maintenance & Utility Coordination**)
- Develop NCDOT procedure for non-DOT entities to obtain approval for in-house training (**WZTCU to lead**)
- Develop NCDOT procedure for DOT entities to obtain approval for in-house training (**WZTCU to lead**)
- Develop proper documentation procedures to be provided to all parties maintaining their own lists of qualified persons (**WZTCU to lead**)

The last topic of discussion was the development of a marketing plan for the program. The committee identified possible avenues of advertisement:

- Presentation/Information to NCDOT Division Engineers
- Presentation to NCDOT Bridge Maintenance and Division Maintenance
- Presentation to NCDOT Office of Civil Rights & Business Development
- Update at July 2006 AGC/DOT Committee Meeting
- Presentation at upcoming AGC/DOT Conference winter 2006
- Presentation at upcoming CAPA Meeting
- Update at ATSSA Carolina's Chapter Committee Meeting
- August 2006 Traffic Engineering Conference Presentation
- Advertisement in Raleigh Let Projects
- Advertisement in Encroachment Agreements
- Advertisement through AGC
- Advertisement through ATSSA
- Advertisement to Developers/Home Builders Association
- Advertisement to Municipalities
- Advertisement on www.nctransport.com
- Other Presentations as Requested/Identified
- Create an Informational Web Site

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 August 30, 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

Attachment

cc:

Jim Babcock
Victor Barbour, PE
Stuart Bourne, PE
Scott Capps, PE
Steve DeWitt, PE
Allen Gray

Brad Hibbs, PE
Kevin Hicks
Dave Hinsley
Chris Howard
David Hurley
Mark Johnnie

Barlow Lee
Jim Lowry
Joe Simpson
Jimmy Travis, PE
Brad Wall, PE
David West
Benita Witherspoon