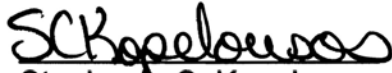


Approved:

Effective: August 6, 2010

Office: Roadway Design

Topic No: 625-010-010-h

  
Stephanie C. Kopelousos  
Secretary

## MAINTENANCE OF TRAFFIC TRAINING

### PURPOSE:

To provide direction as to training requirements for personnel involved in the planning, design, supervising, implementation, and maintenance of work zone safety. These requirements include 1) identifying responsibilities of the Department/Maintenance of Traffic Committees and Providers; 2) providing a method for submittal, review, and evaluation of training courses to become an approved Provider and a process for periodic reevaluation of each course for continued approval or removal from the list of Approved Providers and Courses; and 3) providing description of the different categories of training, the content requirements for each category course, and the category of training necessary for different responsibility duties.

### AUTHORITY:

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

### SCOPE:

Training courses approved in accordance with this procedure or the **Utility Accommodation Manual (UAM), Topic No. 710-020-001** shall be the only training accepted as meeting the standards for qualifying persons to plan, design, implement, inspect, and/or supervise the selection, placement, or maintenance of traffic control schemes and devices in work zones on streets and highways within the State Highway System right of way. Persons possessing current valid and verifiable wallet cards issued by an Approved Provider in accordance with this procedure or identification issued or approved by a certified Utility Agency Owner in accordance with the UAM shall be the only personnel approved to work on the Maintenance of Traffic activities for which they have been trained.

### REFERENCES:

- Sections 337.401 and 316.0745, Florida Statutes (F.S.)
- Florida Administrative Code Rule 14-15.010 and 14-46.001 (F.A.C.)
- Federal-Aid Policy Guide 23 CFR Parts 630J and 655F (Federal Regulations)
- Title 23, Part 630, Sub-Part J Work Zone Safety and Mobility
- Procedure No. 625-010-009 (Maintenance of Traffic Committees)

- Design Standards, Topic No. 625-010-003
- Plans Preparation Manual (FPPM) Topic No. 625-000-007
- Construction Project Administration Manual (FCPAM), Topic No. 700-000-000
- Utility Accommodation Manual, Topic No. 710-020-001
- Standard Specifications for Road and Bridge Construction

## **BACKGROUND:**

Work zone traffic control is an important function necessary in providing a safe environment in those areas where workers and transportation modes may compete for common or adjacent space. Every reasonable effort should be made to reduce the risk of injury to both the worker and the transportation system user in these areas of potential conflicting interests. In order to achieve this goal, proper training of all personnel involved in the planning, design, supervising, implementations and maintenance of work zone traffic control is necessary.

The Department has established a ***Maintenance of Traffic Committees (MOTC), Topic No. 625-010-009***, consisting of representatives appointed by the Chief Engineer from the Department's Central and District Design, Construction, Maintenance offices, Traffic Operations, and from the Federal Highway Administration (FHWA). This Committee's functions include making recommendations on procedures, standards, and specifications involving work zone traffic control issues, and to oversee training courses for approval that are submitted in compliance with this procedure.

## **DEFINITIONS:**

**Administrator** - An individual or group assuming the responsibility of processing courses under the direction of the MOTC. The Administrator will charge the Provider an established fee for processing each course submitted.

**Department** - The State of Florida Department of Transportation.

**District** - Any of the Department's administrative subdivisions that are headed by a District Secretary.

**Institution Training Facility** - Any training facility that has a staff of instructors and offers career advancement and enhancement training. The following shall be considered as meeting these criteria: Members of the State of Florida University System, the Department and other state agencies, and corporate entities that document long term commitment to in-house training programs with qualified and experienced training personnel.

**MOTC and MOTSC**-The Department's Maintenance of Traffic Committees as established by ***Maintenance of Traffic Committees (MOTC), Topic No. 625-010-009***.

**Utilities** – All privately, publicly, or cooperatively owned utilities as established by the *Utility Accommodation Manual, Topic No 710-020-001*.

**May** - This is a permissive condition. It is used to identify allowable alternatives.

**Shall** - This is a mandatory condition or requirement.

**Should** - This is an advisory condition. This refers to the recommended or preferred process to be followed.

**Provider** - One who assumes the responsibility of providing the financial support, training materials, and training for Department approved Maintenance of Traffic training courses.

## 1. RESPONSIBILITIES

### (A) Department/MOTC:

The Department/MOTC shall:

- (1) Have direct responsibility for the content and revision of this procedure and associated attachments.
- (2) Oversee the Administrator responsible for the processing and evaluation of the work zone traffic control training course material in accordance with this procedure submitted by Providers.
- (3) Prescribe work zone traffic control training requirements for Department employees and any other persons performing work within the State Highway System right of way.
- (4) Furnish training course information and requirements to Central Office and District Human Resource Development Managers to coordinate delivery of training.

### (B) Provider:

The Provider shall:

- (1) Submit Training Courses to the Administrator for review and approval. Utility Providers may elect to waive the course review by the Administrator by submitting a utility self-certification letter to the Administrator stating that they certify their course and instructors meet all the requirements contained in this procedure.
- (2) Provide training in the appropriate category.

- (3) Update courses every two years and resubmit for approval.
- (4) Provide resumes and current valid certification of MOT Training as documentation of instructor qualifications.
- (5) Furnish course material for each student.
- (6) Provide the minimum training as required by this procedure for category approved.
- (7) For students' training documentation a wallet size card shall be provided to students after successful completion of the course. Certificates may also be issued at the option of the Provider.
- (8) Document and retain records of all students trained. These records should contain the following information: year course given, course category, Provider name, Provider ID #, students name, course date, date when training or refresher course is required, instructors name, pass/fail status, and location where course was given.
- (9) Submit a yearly report of all students trained during the year. This report should contain the following information: year course given, course category, Provider name, Provider ID #, students name, course date, date when training or refresher course is required, instructors name, pass/fail status, and location where course was given. Submit this report to the MOTC by January 31 of each year following completion of training.
- (10) Document Department students' course training on FDOT **Form260-020-03 TRESS Course Roster (without PDH)** and forward to the appropriate Human Resource Development Manager.
- (11) File and retain the original of each student's evaluation form of the course and instructor(s) to be provided to the MOTC upon request.

## 2. COURSES REVIEW AND EVALUATION

- 2.1 Upon receipt of the training course proposal the Administrator shall review the course content, method of instruction, and conformance to Department standards and determine the appropriate category of the training course. This review should be completed within 60 calendar days and the Administrator shall present its findings to the full MOTC for approval or disapproval. Upon receipt of a utility self certification letter the Administrator shall process within 30 calendar days.
- 2.2 The Administrator shall forward to the course Provider all general comments regarding the approval or disapproval of the pending training course. The course or

utility self certification letter shall be approved by the MOTC before the Provider may implement any training of personnel that work within State Highway System right of way.

- 2.3** Review and approval of course updates or revisions shall follow the same evaluation schedule.

### **3. APPROVED COURSES**

- 3.1** The State Roadway Design Engineer's Office shall maintain a list of approved courses and their Providers. The official list of approved courses, category descriptions, addresses of course Providers, and approved instructors is provided on the Department's Web site at:

<http://www.dot.state.fl.us/rddesign/MOT/MOT.shtm>

- 3.2** A minimum of one current copy of each approved course's materials and accompanying documentation or utility self certification letter shall be maintained by the Administrator including approval dates for the original course and all subsequent revisions.
- 3.3** The Provider is responsible for submitting and monitoring courses to assure that course updates are performed every two years. Failure to keep a course current and updated may result in the course Provider having its course removed from the list of Approved Providers and Courses.
- 3.4** When courses are identified by the Administrator as needing updating, the Administrator shall advise the Provider in writing of the pending removal of its course from the list of Approved Providers and Courses if the course is not made current. If the Provider does not update the course to meet the training requirements of this procedure and submit the update, or utility self certification letter for review by the Administrator within two months of course expiration date, the MOTC chairperson shall advise the State Roadway Design Engineer's Office that the course shall be removed from the list of Approved Providers and Courses or to hold such action pending an ongoing review of a course revision.
- 3.5** Records, utility self-certification letters and course materials for those courses removed from the list of Approved Providers and Courses shall be maintained by the Administrator for a period of four years. Personnel trained utilizing such courses while they were in approved status shall be considered as having met the training requirements of this procedure.

## 4. TRAINING REQUIREMENTS

- 4.1 The objective of these training courses is to provide every person involved with Work Zone Traffic Control with constant and consistent education to ensure that Department standards are followed in planning, designing, supervising, implementing, and maintaining work zone traffic control.
- 4.2 Work zone traffic control schemes and devices shall not be implemented or installed in the field unless performed by or under the direct supervision of a person who has satisfactorily completed the training requirements prescribed herein.
- 4.3 All Department employees, contractors, consultants, surveyors, utility company personnel, local maintaining agency, or any other appropriate person responsible for work zone traffic control planning, design, implementation, inspection, and/or for supervising the selection, placement, or maintenance of traffic control schemes and devices in work zones on the State Highway System right of way shall satisfactorily complete the training requirements of this procedure in the appropriate category of involvement in accordance with the authority identified in the Authority section.
- 4.4 The Department shall require documentation of successful completion of a Work Zone Traffic Control training course. This requirement is included in such documents as construction, maintenance, design or inspection contracts, specifications, special provisions, the ***Utility Accommodation Manual, Topic No. 710-020-001***, and permits.
- 4.5 This procedure does not apply to Law Enforcement Officers.

## 5. TRAINING CATEGORIES

- 5.1 To satisfy the Department's training requirements, the MOTC identified four training categories for Work Zone Traffic Control and Maintenance of Traffic training courses.

### (A) Basic Training

This course is required for all persons flagging traffic.

### (B) Restricted Activities Training

This course is required for all persons with duties that include direct responsibility for placement of work zone traffic control devices for minor work where the work activity complies with the following condition:

- Utilize only work zone setups covered in ***Design Standards Indexes 601, 602, 603, 604, 605, 611, 612, 613, 615, 616, 625,***

**635** and **660**, in accordance with **Index 600** requirements. For work zone setups other than those specifically covered in these indexes, Intermediate or Advanced Training is required as applicable.

**(C) Intermediate Training**

- (1) This course is required for all persons with duties that include any of the following activities:
  - (a) Direct responsibility for placement of work zone traffic control devices;
  - (b) Direct responsibility for field maintenance of work zone traffic control devices;
  - (c) Inspection of the placement or operational function of work zone traffic control devices;
  - (d) Drafting or electronic generation of work zone traffic control plans.

This course is not required for persons having successfully completed the Restricted Activities Training Course for activities limited to those described in **Section 5.1(B)**.

**(D) Advanced Training**

- (1) This course is required for personnel with responsibility or authority to decide on the specific Maintenance of Traffic requirements to be implemented. These positions include the following:
  - (a) The engineer responsible for the work zone traffic control plan development;
  - (b) The work zone traffic control supervisor.

This course is not required for submitting Traffic Control Plans for utility work, unless such persons have to sign and seal the Traffic Control Plans in accordance with the **UAM**.

**5.2** Restricted Activities, Intermediate, and Advanced courses shall provide for a refresher course that contains an overview of the initial course with concentration on any changes to the information that has occurred in the most recent four years.

**5.3** Training or refresher courses, for all 4 category levels, are required every four years for all persons to continue to be qualified to perform their assigned duties. Persons

who have maintained current certification from an approved Provider may take a training or refresher course to comply with this procedure.

- 5.4** Upon successful completion of a training course, each individual shall receive a wallet size card, containing the student's name, Provider's name and ID #, instructor's name, course category, date the course was successfully completed/ issuance date, and the date that training or a refresher course is required. Certificates may also be issued at the option of the Provider.

## **6. SUBMITTAL AND EVALUATION (PROVIDER TRAINING COURSE CRITERIA)**

- 6.1** Submit MOT training courses (Restricted Activities, Restricted Activities Refresher, Intermediate, Intermediate Refresher, Advanced, or Advanced Refresher) or utility self certification letter to the Department's MOT Administrator for review and approval. The Administrator shall review the course content, method of instruction, and the appropriate category of course training prior to approving its use in training of personnel that work within the State Highway System right of way. An Institutional Training Facility or Utility shall provide all courses submitted. The Provider shall meet all training course requirements contained in this procedure before performing MOT training in the State of Florida.

The facility or utility shall also retain copies of all student evaluation forms and test records. In addition, Providers of Restricted Activities Refresher, Intermediate Refresher, or Advanced Refresher courses must develop, submit and implement a policy to document each student's possession of a current (no more than four years old), valid and verifiable wallet card for the appropriate category prior to allowing the student to take a refresher course.

- 6.2** Providers requesting the MOTC to evaluate a training course or a refresher course shall submit two copies of course material, lesson plan, test with answers, instructor qualification documentation, workshop exercises, sample copy of their wallet size card, policy for retesting, and accompanying documentation of their course to the Administrator currently responsible for processing courses under the direction of the MOTC.

The name of the Administrator and contact information can be found on the Department's webpage at:

<http://www.dot.state.fl.us/rddesign/MOT/MOT.shtm>

- 6.3** Minimum qualification requirements for instructor:

(1) Basic: Successful completion of Intermediate or Advanced Course



with a current valid and verifiable wallet card.

- (2) Restricted Activities and Intermediate: Successful completion of an Intermediate or Advanced Course with a current valid and verifiable wallet card. Two years of work zone experience in responsible charge for specific work zone activities in one or more of the following highway categories:
  - (a) Design
  - (b) Construction
  - (c) Maintenance
  - (d) Utilities
  - (e) Traffic Operations
- (3) Advanced: Successful completion of an Advanced Course with a current valid and verifiable wallet card. Documentation describing the instructor's knowledge, skills, and abilities detailing his/her involvement in using the following State of Florida documents: **Design Standards, Plans Preparation Manual, Construction Project Administration Manual, and Standard Specifications** for work zones applications. Two years of appropriate responsible charge of MOT plans preparation, inspection, or supervision. Work zone experience engaged in one or more of the following highway categories:
  - (a) Design
  - (b) Construction
  - (c) Maintenance
  - (d) Utilities
  - (e) Traffic Operations
- (4) Documentation of training experience, qualifications, and a copy of the instructor's current valid wallet card.
- (5) The MOTC has the authority to approve instructors who do not meet the above training requirements. If the MOTC determines the instructor has equivalent education or experience. This will require a two-thirds vote by the full MOTC membership. A waiver will be granted for instructors who do not meet the minimum qualifications for instructors when a District Director of Operations/Production recommends to the MOTC that a DOT employee in their District is qualified to provide training in the appropriate category.

**6.4** The Course Provider provides all necessary course materials (workbooks, study/reference information, and examination). Each student shall be considered based on the training requirements of this procedure. The instructor shall follow the

lesson plan that was submitted to and approved by the MOTC.

**6.5** Training shall be offered in up to four categories: Basic, Restricted Activities, Intermediate, or Advanced. In order to successfully complete Basic Training, the instructor shall determine that the trainee has demonstrated knowledge and proficiency in flagging operations. Successful completion of the Restricted Activities, Restricted Activities Refresher, Intermediate, Intermediate Refresher, Advanced or Advanced Refresher training course by the student shall consist of classroom training, problem solving, and a written test with a score of 70% or greater. Higher course categories may be substituted for lower course categories.

**6.6** Prerequisites:

(1) Basic Training

No experience necessary;

(2) Restricted Activities Training

No experience necessary;

(3) Intermediate Training

No experience necessary;

(4) Advanced Training

One year experience in work zone traffic control or responsible for work zone traffic control plan development;

(5) Refresher Training

Persons that have successfully completed training in the Restricted Activities, Intermediate or Advanced category holding a current valid and verifiable wallet card may take the appropriate category refresher course to comply with this procedure. A failing grade on the refresher test requires that the full course must be taken and successfully completed. A wallet card from an approved Provider must be no more than four years old to be considered current and valid.

**6.7 Course Content** - The minimum requirements for each course shall be as follows:

**6.7.1 Basic Training** - The minimum basic training areas to be covered shall be **Part 6** of the **MUTCD Section 6E (Flagger Control)**, and **Design Standards Index 600 (Flagging Operations and Night Time Flagging)** and **(General Information for Traffic Control through Work Zones)**. The field demonstration shall be a dexterity

test using hand-signaling devices (STOP/SLOW paddle and flag) during flagging type operations and placement of traffic control devices. In order to successfully complete Basic Training, the instructor shall determine that the flagger has demonstrated knowledge and proficiency in flagging operations. A person who has successfully completed the Restricted Activities, Restricted Activities Refresher, Intermediate, Intermediate Refresher, Advanced, or Advanced Refresher Course and holds a current valid and verifiable, wallet card may provide training for flaggers.

The instructor may use training videos, handouts, computer based training, or other methods to ensure that the flagger has demonstrated knowledge and proficiency in flagging operations. No formal submittal of this course to the MOTC for review is required. No time requirement is set for the training, but the instructor will be required to keep a record of persons they have successfully trained and the date they were trained.

- 6.7.2 Restricted Activities Training** - Classroom instruction on the Design Standards and MUTCD. The minimum Restricted Activities training classroom and field demonstration areas to be covered shall be **Part 6** of the **MUTCD, Design Standards Indexes 600, 601, 602, 603, 604, 605, 611, 612, 613, 615, 616, 625, 635 and 660**, and students participating in a workshop exercise shall select and set up a sample work zone. Flagging operations shall be covered in enough detail that a person who successfully completes this course is capable of providing basic training as described above. A written test with at least 15 questions on traffic control devices and 30 questions on the minimum design standards for traffic control on the State Highway System shall be required.
- 6.7.3 Intermediate Training** - Sixteen hours of classroom instruction on the Design Standards and MUTCD. The minimum intermediate training classroom and field demonstration areas to be covered shall be **Part 6** of the **MUTCD, Index 600** series (in detail) of the **Design Standards**, and students participating in workshop exercises shall select and set up two sample work zones. Flagging operations shall be covered in enough detail that a person who successfully completes this course is capable of providing basic training as described above. A written test with at least 15 questions on traffic control devices, and 30 questions on the minimum design standards for traffic control on the State Highway System.
- 6.7.4 Advanced Training** - Twenty hours of classroom instruction on the **Design Standards, MUTCD, Florida's Plans Preparation Manual (FPPM), Florida's Construction Project Administration Manual (FCPAM), and Florida's Standard Specifications for Road and Bridge Construction (FSSRBC)** is required. The minimum advanced training classroom and field MOT review areas to be covered shall be an in-depth and comprehensive review of **Part 6** of the **MUTCD and Design Standards (Index 600 series), FPPM (Vol. I Ch. 10, & Vol. II Ch. 19), FCPAM Ch. 9, FSSRBC (Sections 8-4, 8-6.1, 102)**, and design exercises and problem solving of MOT on traffic control plans. Participating in design work

samples of rural multi-lane, urban multi-lane, interstate, high volume multi-access urban multi-lane, and traffic control plan exercises that include the design of an MOT traffic plan (that requires special treatment not covered in the *MUTCD* or the *Design Standards*), and plan exercises that contain dysfunctional elements that require problem solving is required. Flagging operations shall be covered in enough detail that a person who successfully completes this course is capable of providing basic training as described above. A written test with at least 30 questions on traffic control devices and 30 questions on the minimum design standards for traffic control on the State Highway System is required.

**6.7.5 Refresher Course** - The refresher course shall consist of an overview of the initial course with concentration on the applicable changes that have occurred in the most recent four years to the *Utility Accommodation Manual (UAM)*, *Design Standards, Part 6* of the *MUTCD*, *Florida's Plans Preparation Manual (FPPM)*, *Florida's Construction Project Administration Manual (FCPAM)*, and *Florida's Standard Specifications for Road and Bridge Construction (FSSRBC)*. Course length for refresher courses shall be determined by the Provider. The written test for each refresher course shall meet the same requirements as the initial course test for that category with test questions related to recent changes. Training for refresher courses may be either class room instruction or Computer Based Training (CBT). Course submittals shall be approved in accordance with this procedure. Students shall be tested at a proctored test center identified by the approved Provider. If the Provider elects to provide CBT, the Provider must submit a two part policy on proctored testing with their course submittal. Part one will contain the Provider's policies and procedures on choosing proctored testing sites, the handling and security of the test and a review process by the Provider of the testing procedure put in place by the Provider's policy. Part two shall be provided to the students and shall include at a minimum:

- Notifying students that they are required to complete the training by taking a proctored test prior to the date the student's current certificate expires and that failure on the part of the student to assume this responsibility will result in a certificate not being issued.
- Proctored testing locations.
- Policy for scheduling the testing date and time.
- Process for rescheduling and or cancelling a testing date and time.
- Identifying the acceptable forms of student ID and that failure to provide proper ID and documentation of current valid certification will result in the student not being allowed to take the test.

**6.8 Wallet Card for Completion for Restricted Activities, Restricted Activities Refresher, Intermediate, Intermediate Refresher, Advanced, or Advanced Refresher Training.**

**6.8.1** Successful completion of a course is based on a passing score of 70% or greater on the test and successful completion of class exercises. Upon successful

completion of a training course each individual shall receive a wallet size card, which shows the student's name, the Provider's name and ID #, the instructor's name, the course category, the date the course was successfully completed/issuance date, and the expiration date.

## 6.9 Periodic Evaluation and Course Update

6.9.1 Each course shall be updated every two years. All updates shall be submitted by the course Provider to the Administrator for approval.

6.9.2 The MOTC will require all Providers to update their course content due to a major change in the Department's policy, such as the issuance of new **Design Standards**. This type of update will not require course resubmittal.

## 6.10 Students' Training Documentation

6.10.1 Document and retain records of all students trained. These records should contain the following information: year, course given, course category, Provider name, Provider ID #, students name, course date, date when training or refresher course is required, instructors name, pass/fail status, and location where course was given.

6.10.2 Documentation of Department students' course training for Restricted Activities, Restricted Activities Refresher, Intermediate, Intermediate Refresher, Advanced, or Advanced Refresher shall be accomplished by the course instructor on FDOT **Form No.260-020-03, TRESS Course Roster (without PDH)**, and forwarded to the appropriate Training and Development Manager within one month after the date the course is taught for entry into TRESS.

6.10.2.1 Listings for **Maintenance of Traffic Training** are in the Department's **TRESS** and Catalog System. Each class listed begins with MOT followed by the category Basic/Intermediate, Intermediate Refresher/Advanced, or Advanced Refresher.

Example:

BT-05-0077 (Maintenance of Traffic – Basic)

N/A (Maintenance of Traffic – Restricted Activities)

BT-05-0078 (Maintenance of Traffic – Intermediate)

BT-05-0079 (Maintenance of Traffic – Advanced)

N/A (Maintenance of Traffic – Restricted Activities Refresher)

BT-05-0082 (Maintenance of Traffic – Intermediate Refresher)

BT-05-0083 (Maintenance of Traffic – Advanced Refresher)

6.11 Courses for training categories shall be stand alone. Any higher category may be substituted for a lower course category.

(Example: Basic Training requirements can be met by completing the Restricted Activities, Intermediate, or Advanced Training courses.)

## **7. TRAINING**

- 7.1 This entire procedure addresses availability of training for work zone traffic control for both Department and non-Department personnel and can be found on the Department's Web site at:

<http://www.dot.state.fl.us/rddesign/MOT/MOT.shtm>

## **8. FORMS**

- 8.1 Form260-020-03, TRESS Course Roster (without PDH), is available on the Department's Forms Library at:

<http://infonet.dot.state.fl.us/tlofp/>