

1. Why is VDOT launching a mandated Work Zone Traffic Control Training (WZTCT) program?

FHWA regulations provided in 23 CFR 630 Subpart J states “States shall require that personnel involved in the development, design, implementation, operation, inspection, and enforcement of work zone related transportation management and traffic control be trained, appropriate to the job decisions each individual is required to make.”

2. Who needs to receive the WZTCT?

Anyone who is 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; Department employees, contractors, consultants, permit, utility and others.

3. When must the WZTCT be completed?

The initial Work Zone Traffic Control Training must be completed by July 1, 2009.

4. Will VDOT be offering classes to external customers?

No

5. What are the WZTCT categories?

- Basic WZTCT – one day maintenance base course
 - i. Direct responsibility for placement of work zone traffic control devices
 - ii. Direct responsibility for field maintenance of work zone traffic control devices
 - iii. VDOT maintenance managers
- Intermediate WZTCT – 2 day inspection base course
 - i. Inspection of the placement of operational function of work zone traffic control devices
 - ii. Construction supervisor responsibilities
 - iii. Maintenance of Traffic Coordinators on construction projects
 - iv. Regional Traffic Engineer Work Zone Safety Coordinators
 - v. Regional Safety Engineer (ES&H)
 - vi. Traffic Control Supervisors
 - vii. Personnel with responsibility for the development of work zone safety policies and procedures
- Advance WZTCT – 2 day roadway design base course
 - i. The roadway design or bridge engineer responsible for the work zone traffic control plan development
 - ii. The draft of electronic generation of work zone traffic control plans
 - iii. Residency permits personnel changed with reviewing and approving work zone traffic control

6. Are there prerequisites for WZTCT courses?

The are no prerequisites for the Basic and Intermediate WZTCT course but the Advance WZTCT participant must have hands on experience (preferably two years) in work zone traffic control or responsible for work zone traffic control plan development.

7. How do I get my company's employees trained?

- Become a WZTCT Trainer and train your own employees
 - i. Develop your own training materials
 - ii. Purchase/use the Department training materials
- Virginia Local Technical Assistance Program work shop
<http://ltap.cts.virginia.edu/>
- American Traffic Safety Service Association training class
http://www.atssa.com/cs/course_information/courses_by_state?state=56

8. How often will I and my employees have to be trained?

Work Zone Traffic Control training shall be renewed every four years by attending and successfully passing an approved training course in a given category based on a person's work zone job responsibilities.

9. How do I become a WZTCT Instructor for my company?

- Basic WZTC Instructor
 - i. Complete training, hold valid and verifiable wallet card for:
 1. Intermediate or Advance WZTCT Course
 2. VDOT's Flagger Certification Program or ATSSA's Flagger Instructor Training course
 - ii. Complete Department's Basic Instructor Course or two years of documented experience in conducting training courses
 - iii. Posses two years of work zone activities in one or more: highway design, construction or maintenance of traffic operations.
 - iv. Submit VDOT's Work Zone Traffic Control Training Instructor Application
- Intermediate WZTC Instructor
 - i. Complete training, hold valid and verifiable wallet card for:
 1. ATSSA Traffic Control Supervisor (TCS)
 2. VDOT's Flagger Certification Program or ATSSA's Flagger Instructor Training course
 - ii. Complete Department's Basic Instructor Course or two years of documented experience in conducting training courses
 - iii. Posses two years of work zone activities in one or more: highway design, construction and maintenance of traffic operations
 - iv. Apply for ATSSA certification - number
<http://www.atssa.com/galleries/default-file/Application%20for%20Certification%20rev%2001-2007.pdf>
 - v. Submit VDOT's Work Zone Traffic Control Training Instructor; the application must include the ATSSA certification number.

- Advance WZTC Instructor
 - i. Complete training, hold valid and verifiable wallet card for ATSSA Traffic Control for Design Specialist (TCDS)
 - ii. Complete Department's Basic Instructor Course or two years of documented experience in conducting training courses
 - iii. Documentation describing knowledge, skills, and abilities: Design Standards, Plan Preparation Manual, current edition of the Virginia Work Area Protection Manual, VDOT Stand Specifications for work zone applications
 - iv. Posses two years of work zone activities in one or more: highway design, construction, maintenance, utilities and Traffic Operations
 - v. Submit VDOT's Work Zone Traffic Control Training Instructor Application

10. What are the responsibilities of the trainer?

- Submit self develop training course to WZSTC Chairman for review and approval
- Provide training in the appropriate categories
- Update course when notified and resubmit for approval
- Provide documentation of instructor qualifications
- Furnish course material for each student
- Provide at least the minimum training that is required by this procedure for category approved
- Submit a class schedule listing date, time, location and category of training a minimum of ninety days for VDOT personnel only, or four weeks prior for a closed class, and eight week prior for an open class to the WZSTC chairman. Other than classes for VDOT personnel, alterations to these submittal time frames must be made in writing and approved by the WZSTC chairman. Any training course may be monitored by WZSTC members or their representative.
- Submit a course roster of complete training course to the Chairman of the WZSTC within 30 days of completion of the course as well as the original student evaluation form of the course and the instructor and a *VDOT Training Form & 7 A*
- Mail Submittals to:
 VDOT
 WZS Program Manager
 Room 208
 1401 E. Broad Street
 Richmond, VA 23219