

### 5.8.2 OJT Monthly Time Report Forms

### NUMERICAL SEQUENCE

FDOT Form No.	Document Title	Workbook Sect
275-020-02	Trenching Machine Operator	5.1, 5.6
275-020-04	Asphalt Luteman Raker	5.1, 5.6
275-020-09	Concrete Curb/Sidewalk Machine Operator	5.1, 5.6
275-020-13	Erosion Control Specialist	5.1, 5.6
275-020-17	Earth Wall Erector	5.1, 5.6
275-020-18	Antenna & Transmission Line Installer/Tester	5.1, 5.6
275-020-19	Roller Operator (Rough or Finish)	5.1, 5.6
275-020-20	Front End Loader Operator 1CY (+ or -)	5.1, 5.6
275-020-22	Ironworker, Reinforcing -Hwy/Bridge	5.1, 5.6
275-020-23	Scraper/ Pan Operator	5.1, 5.6
275-020-24	Form/Curb and Gutter Builder (Structures)	5.1, 5.6
275-020-25	Grade Checker	5.1, 5.6
275-020-26	Asphalt/Bridge Deck Screed Operator	5.1, 5.6
275-020-27	Concrete Finisher ( Highway)	5.1, 5.6
275-020-29	Carpenter-Highway or Bridge	5.1, 5.6
275-020-30	Pipe layer	5.1, 5.6
275-020-31	Backhoe Operator	5.1, 5.6
275-020-35	Painter, Highway or Bridge	5.1, 5.6
275-020-37	Asphalt Distributor	5.1, 5.6
275-020-38	Asphalt Paving Machine Operator	5.1, 5.6
275-020-39	Asphalt Plant Drier Operator	5.1, 5.6
275-020-44	Equipment Maintenance Technician	5.1, 5.6
275-020-45	Motor Grader Operator	5.1, 5.6
275-020-46	Milling Machine Operator	5.1, 5.6
275-020-47	Concrete Paving Finishing Machine Operator	5.1, 5.6
275-020-48	Concrete Paving Machine/Spreader Operator	5.1, 5.6
275-020-49	Deckhand	5.1, 5.6
275-020-51	Mechanic	5.1, 5.6
275-020-58	Truck Driver	5.1, 5.6
275-020-60	Tractor Operator	5.1, 5.6
275-020-64	Stone and Aggregate Spreader Operator	5.1, 5.6
275-020-65	Sign Erector	5.1, 5.6
275-020-67	Pile driver	5.1, 5.6
275-020-70	Pile driver Leadsman	5.1, 5.6
275-020-71	Mixer Operator	5.1, 5.6
275-020-75	Mason	5.1, 5.6
275-020-77	Landscape Worker	5.1, 5.6
275-020-79	Instrument Person	5.1, 5.6
275-020-80	Ironworker, Structural –Hwy/ Bridge	5.1, 5.6
275-020-81	Guardrail Erector	5.1, 5.6
275-020-88	Crane, Clamshell, Backhoe, Derrick, DraglineShovel Operator	5.1, 5.6
275-020-89	Concrete Paving Sub Grade Operator	5.1, 5.6
275-020-93	Bulldozer Operator	5.1, 5.6
275-020-94	Traffic Signalization Installer/Mechanic	5.1, 5.6
275-020-98	Traffic Control Specialist	5.1, 5.6
275-021-16	Sound Wall Erector	5.1, 5.6
275-021-17	Sweeper Operator	5.1, 5.6
275-021-19	Electronics Installer	5.1, 5.6
275-021-20	Asphalt Shuttle Buggy Operator	5.1, 5.6
275-021-22	Pavement Marking Machine Operator	5.1, 5.6

## 5.8.2 OJT Monthly Time Report Forms

## ALPHABETICAL SEQUENCE

Document Title	FDOT Form No.	Workbook Sect
Antenna & Transmission Line Installer/Tester	275-020-18	5.1, 5.6
Asphalt/Bridge Deck Screed Operator	275-020-26	5.1, 5.6
Asphalt Distributor	275-020-37	5.1, 5.6
Asphalt Luteman Raker	275-020-04	5.1, 5.6
Asphalt Paving Machine Operator	275-020-38	5.1, 5.6
Asphalt Plant Drier Operator	275-020-39	5.1, 5.6
Asphalt Shuttle Buggy Operator	275-021-20	5.1, 5.6
Backhoe Operator	275-020-31	5.1, 5.6
Bulldozer Operator	275-020-93	5.1, 5.6
Carpenter-Highway or Bridge	275-020-29	5.1, 5.6
Concrete Curb/Sidewalk Machine Operator	275-020-09	5.1, 5.6
Concrete Finisher ( Highway)	275-020-27	5.1, 5.6
Concrete Paving Finishing Machine Operator	275-020-47	5.1, 5.6
Concrete Paving Machine/Spreader Operator	275-020-48	5.1, 5.6
Concrete Paving Sub Grade Operator	275-020-89	5.1, 5.6
Crane, Clamshell, Backhoe, Derrick, DraglineShovel Operator	275-020-88	5.1, 5.6
Deckhand	275-020-49	5.1, 5.6
Earth Wall Erector	275-020-17	5.1, 5.6
Electronics Installer	275-021-19	5.1, 5.6
Equipment Maintenance Technician	275-020-44	5.1, 5.6
Erosion Control Specialist	275-020-13	5.1, 5.6
Form/Curb and Gutter Builder (Structures)	275-020-24	5.1, 5.6
Front End Loader Operator 1CY (+ or -)	275-020-20	5.1, 5.6
Grade Checker	275-020-25	5.1, 5.6
Guardrail Erector	275-020-81	5.1, 5.6
Ironworker, Reinforcing -Hwy/Bridge	275-020-22	5.1, 5.6
Ironworker, Structural -Hwy/ Bridge	275-020-80	5.1, 5.6
Instrument Person	275-020-79	5.1, 5.6
Landscape Worker	275-020-77	5.1, 5.6
Mason	275-020-75	5.1, 5.6
Mechanic	275-020-51	5.1, 5.6
Milling Machine Operator	275-020-46	5.1, 5.6
Mixer Operator	275-020-71	5.1, 5.6
Motor Grader Operator	275-020-45	5.1, 5.6
Painter, Highway or Bridge	275-020-35	5.1, 5.6
Pavement Marking Machine Operator	275-021-22	5.1, 5.6
Pile driver	275-020-67	5.1, 5.6
Pile driver Leadsman	275-020-70	5.1, 5.6
Pipe layer	275-020-30	5.1, 5.6
Roller Operator (Rough or Finish)	275-020-19	5.1, 5.6
Scraper/ Pan Operator	275-020-23	5.1, 5.6
Sign Erector	275-020-65	5.1, 5.6
Sound Wall Erector	275-021-16	5.1, 5.6
Stone and Aggregate Spreader Operator	275-020-64	5.1, 5.6
Sweeper Operator	275-021-17	5.1, 5.6
Tractor Operator	275-020-60	5.1, 5.6
Traffic Control Specialist	275-020-98	5.1, 5.6
Traffic Signalization Installer/Mechanic	275-020-94	5.1, 5.6
Trenching Machine Operator	275-020-02	5.1, 5.6
Truck Driver	275-020-58	5.1, 5.6

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

275-020-02

Equal Opportunity  
01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 182

Breakdown of Training Trenching Machine Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	2	5								
B. Observation of machine in operation	10	20								
C. Starting and manipulating levers for moving	15	30								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine fueling, lubricating and servicing	40	80								
<b>III. Actual Operation of Equipment</b>										
A. Safety operating procedures	5	10								
B. Evacuation for footings and removal of unsuitable materials	40	80								
C. Loading, unloading, and hoisting materials	60	120								
D. Trenching for pipe, etc.	25	50								
E. Placement of beams, pipe girders, piles, etc.	25	50								
F. Charge hoppers with materials on asphalt and concrete plants	25	50								
<b>Total Hours (Minimum/Maximum)</b>	250	500								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

**FDOT USE ONLY**

Date checked against Payroll \_\_\_\_\_ Initials \_\_\_\_\_

(FDOT)

Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-04  
 Equal Opportunity Office  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 109

Breakdown of Training – Asphalt Luteman Raker	Training Hours		1st Week	2nd Week	3rd Week	4th Week	5th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of Placement of Material	3	5								
C. Performs duties as Asphalt Shoveler/Raker; spreading and smoothing hot mix laid by paver	15	30								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine cleaning, fueling, lubricating and servicing	13	20								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating Procedures	3	5								
B. Perform duties using hand brooms, power brooms, shovels and power blowers	70	110								
C. Adjustment of screed to regulate width and depth of Material, smoothing rough spots and filling depressions	90	220								
<b>Total Hours (Minimum/Maximum)</b>	200	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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 (FDOT)

Compliance Comments: \_\_\_\_\_  
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THIS FORM IS DUE THE 10<sup>TH</sup> OF EACH MONTH FOLLOWING THE ENROLLMENT OF THE TRAINEE UNTIL COMPLETION OR TERMINATION OF THE TRAINEE.

DISTRIBUTION: 1 COPY - RESIDENT ENGINEER (FORWARD TO DISTRICT COMPLIANCE OFFICE)

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-09  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 131

Breakdown of Training Concrete Curb/Sidewalk Machine Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of Setting and Checking Line and Grade	10	20								
C. Observation of Proper Maintenance	10	20								
D. Observation of Proper Machine Operation	10	20								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Helping with Machine Maintenance	20	40								
<b>III. Actual Operation of Curb Machine and Setting Line and Grades</b>										
A. Safe Operating Procedures	5	10								
B. Setting and Driving Pins and Setting Braces in Place (line and grade)	60	80								
C. Set and Operate Machine, Check Lines Before, During and After Each Pour	150	190								
<b>Total Hours (Minimum/Maximum)</b>	275	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O. J. T. MONTHLY TIME REPORT**

FORM 275-020-13  
 Equal Opportunity  
 1/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_

Breakdown of Training EROSION CONTROL SPECIALIST	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Training</b>										
A. Knowledge of Regulating Permits, NPDES/SWPPP.	15	20								
B. Ability to identify erosion control devices.	15	20								
C. Identify conditions which could result in erosion and how to resolve quickly.	15	20								
D. Operation and maintenance of erosion control devices according to the erosion control plan.	15	20								
<b>II. Actual Review of Erosion Control Operations</b>										
A. Observation of in place erosion control devices	20	30								
B. Review of Erosion Control through construction area.	25	30								
C. Field placement of erosion control devices	75	110								
<b>III. Observations</b>										
A. Observation of erosion control devices in proper locations	35	50								
B. Routine inspection procedures	35	50								
<b>Total Hours (Minimum/Maximum)</b>	250	350								

**PERFORMANCE OF TRAINEE:**

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-17  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 036

Breakdown of Training Earth Wall Erector	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of placing wall units	15	25								
C. Observation of tie back placement and backfill procedures	20	30								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Help unload wall sections and clean work area	26	40								
<b>III. Actual Operation of Wall Erection &amp; Backfill</b>										
A. Safety operating procedures	3	5								
B. Hold and help align wall sections. Drive stakes for braces	30	60								
C. Observe and assist in setting precast wall units	70	130								
D. Measures space between walls, fits together, lines, plumbs vertically, sets to elevation.	65	100								
E. Assist in compaction, grading by hand, and operation compactor	65	100								
<b>Total Hours (Minimum/Maximum)</b>	300	500								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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(FDOT)

Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-18  
 Equal Opportunity Office  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 087

Breakdown of Training – Antenna & Transmission Line Installer/Tester	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation &amp; Applied Calculations</b>										
A. Safety Procedures	5	10								
B. Equipment and Tools	15	30								
C. Tower climbing, Fit connectors	10	20								
D. Systems calculations, net path loss, surveying	5	10								
E. Catalog use	10	30								
<b>II. Applied Techniques of the Installation/Testing</b>										
A. Winch truck operation	15	20								
B. Rigging and tagging	10	20								
C. Coax installation, Test Equipment	15	25								
D. Grounding, calibrate path boxes	15	25								
E. Path alignment	20	25								
F. Pressurization	10	25								
<b>III. Contract Administration</b>										
A. Reading plans & special applications and function	10	40								
B. Report writing	10	20								
<b>Total Hours (Minimum/Maximum)</b>	150	300								

PERFORMANCE OF TRAINEE:

**FDOT USE ONLY**

Please check only one

- Poor
- Fair
- Good

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(FDOT)

Compliance Comments: \_\_\_\_\_

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-19  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code (Finish): 166  
 Training Classification Code (Finish): 175

Breakdown of Training – <input type="radio"/> Rough Roller Operator <input type="radio"/> Finish Roller Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	2	5								
B. Observation of machine in operation	5	10								
C. Explanation of rolling procedures	3	25								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	2	5								
B. Routine fueling, lubricating and servicing	20	35								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating Procedures	3	5								
B. <input type="radio"/> ROUGH: Rolls embankment base or surface course to desired compaction <input type="radio"/> FINISH ROLLER: Rolls asphalt surfaces or bases to desired finish and smoothness	215	315								
<b>Total Hours (Minimum/Maximum)</b>	250	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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(FDOT)

Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-20  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code (1 cu. yd. or less): 146

Breakdown of Training Frontend Loader Operator <input type="radio"/> 1 cu. yd. or less <input type="radio"/> Over 1 cu. yd	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of machine in operation	6	10								
C. Starting and manipulating levers for moving	15	25								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine fueling, lubricating and servicing	15	35								
<b>III. Actual Operation of Equipment</b>										
A. Safety Procedures	3	5								
B. Loading Materials	110	230								
C. Excavation	75	150								
D. Special Applications	20	35								
<b>Total Hours (Minimum/Maximum)</b>	250	500								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

**FDOT USE ONLY**

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(FDOT)

Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-22  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 410

Breakdown of Training Ironworker-Reinforcing- Highway or Bridge	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	2	5								
B. Observation of operation	10	15								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Care and maintenance of tools and equipment	20	40								
<b>III. Actual Operation of Reinforcing</b>										
A. Places reinforcing steel in form	50	75								
B. Ties Reinforcing steel in form	80	200								
C. Sets rods in place	50	80								
D. Spaces & wires reinforcing rod	85	180								
<b>Total Hours (Minimum/Maximum)</b>	300	600								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

**FDOT USE ONLY**

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 (FDOT)

Compliance Comments: \_\_\_\_\_

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-23  
 Equal Opportunity Office  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 168

Breakdown of Training – Scraper Pan Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of Machine in Operation	5	10								
C. Starting and manipulating levers for moving equipment and attachments	25	45								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Routine fueling, lubrication, adjusting and servicing	10	20								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating Procedures	20	45								
B. Loading	45	70								
C. Spreading Material	35	50								
D. Rough roadway grading	50	70								
E. Compaction of embankment	50	70								
<b>Total Hours (Minimum/Maximum)</b>	250	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

**FDOT USE ONLY**

Date checked against Payroll \_\_\_\_\_ Initials \_\_\_\_\_

(FDOT)

Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-24  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 020

<b>Breakdown of Training Form/Curb &amp; Gutter Builder (Structures)</b>	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of operations including placing of forms	15	20								
C. Observation of form stripping and setting of precast concrete where power and hand tools are utilized	10	15								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Care and maintenance of Hand and power tools	15	20								
C. Help strip forms and clean work area; steel forms	15	20								
<b>III. Applied Techniques of Building Curb and Gutter and Actual Operation of Formsetting</b>										
A. Safety operating procedures	4	5								
B. Hold, set and help align forms, Drive stakes for braces, and help erect scaffolding.	45	80								
C. Observe and assist in setting precast concrete, place and finish concrete	5	10								
D. Measures space between forms, fits together, lines, plumbs vertically, sets to elevation	100	210								
E. Check forms while concrete is being poured; edge and finish concrete with brush and broom	85	110								
<b>Total Hours (Minimum/Maximum)</b>	300	500								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

**FDOT USE ONLY**

Date checked against Payroll \_\_\_\_\_ Initials \_\_\_\_\_

(FDOT)

Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-25  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 030

Breakdown of Training Grade Checker	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	2	5								
B. Observation of placing grade pins and line; achieving grades and lines	10	20								
C. Observation of setting and checking grade; verifying grades and lines	10	25								
<b>II. Actual Operation of Setting and Checking Grade</b>										
A. Safe Operating procedures	3	5								
B. Helping set grade pins and lines; helping achieve grade and line for pipe and structures	60	100								
C. Setting and driving pins and braces in place	45	80								
D. Observe and assist in setting grade, transferring grades and survey stakes	60	85								
E. Check grade and lines before and after grading; verify grade and lines for pipe and structures	60	80								
<b>Total Hours (Minimum/Maximum)</b>	250	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-26  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 112

Breakdown of Training – Asphalt/Bridge Deck Screed Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of Machine in Operation	10	20								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine servicing	10	20								
<b>III. Actual Operation of Equipment</b>										
A. Safety Procedures	4	5								
B. Making adjustments for proper depth, grade and finish	120	245								
C. Operating Screed Equipment	50	100								
<b>Total Hours (Minimum/Maximum)</b>	200	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

**FDOT USE ONLY:**

Date checked against Payroll \_\_\_\_\_ Initials \_\_\_\_\_  
 (FDOT)

Compliance Comments: \_\_\_\_\_  
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**THIS FORM IS DUE THE 10<sup>TH</sup> OF EACH MONTH FOLLOWING THE ENROLLMENT OF THE TRAINEE UNTIL COMPLETION OR TERMINATION OF THE TRAINEE.  
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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-27  
 Equal Opportunity  
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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 610

<b>Breakdown of Training Highway Concrete Finisher</b>	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of use of straight edges, floats and steel trowels & safety procedures	15	20								
C. Observation of forming and finishing of edges and joints	15	25								
D. Observe use of concrete finishing machine	5	15								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Routine cleaning of work area and materials, holding materials, tools and handling canvas belting or burlap strips	30	50								
<b>III. Actual Operation of Equipment</b>										
A. Safety operating procedures	5	10								
B. Basic operation of tools	65	85								
C. Forming and finishing edges, joints, curbs, gutter, paving and structures	65	85								
D. Operation of trowels, straight edges, floats of finishing machine	65	90								
<b>Total Hours (Minimum/Maximum)</b>	275	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-29**

Equal Opportunity  
 01/11

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 510

Breakdown of Training <input type="radio"/> Highway Carpenter <input type="radio"/> Bridge Carpenter	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation &amp; Safe Use of the Tools of the Trade</b>										
A. Safety Procedures	10	20								
B. Power and Hand Tools	10	20								
C. Materials Selection	3	5								
<b>II. Applied Techniques of Bridge Construction Carpentry</b>										
A. Safety Procedures	3	5								
B. Pier, pile, and cap formwork	25	100								
C. Decking formwork	25	100								
D. Parapet and hand railing formwork	25	100								
E. Endwall formwork, box culverts, inlets and headwall: Wingwall, abutment formwork.	122	185								
<b>III. Blueprint or Construction Plans Reading and Application, Basic Form Design</b>	42	50								
<b>IV. Stripping and Salvage of Forms for Re-Use</b>	85	115								
<b>Total Hours (Minimum/Maximum)</b>	350	700								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-30  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 066

Breakdown of Training Pipelayer	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	2	5								
B. Observation of spade operation and laying of pipe	10	20								
C. Study of various types of pipe and related materials	3	5								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	2	5								
B. Ditch preparation, handles materials and tools	10	20								
<b>III. Actual Handling of Pipe and Spade</b>										
A. Safe Operating Procedures	3	5								
B. Ditch grading with compressed air driven or hand spade	25	50								
C. Handles materials, assist in lowering pipe	25	50								
D. Lays all types of pipe and duct. Adjusts pipe to elevation, inserts spigot end of pipe into bell end of last laid pipe	170	240								
<b>Total Hours (Minimum/Maximum)</b>	250	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-31  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 185

Breakdown of Training – Backhoe Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of Machine in Operation	10	20								
C. Starting, manipulating levers for moving equipment and attachments	10	30								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Routine fueling, lubricating and servicing	50	100								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating Procedures	5	10								
B. Trenching Operations (for pipelaying, etc.)	60	110								
C. Excavation (for structures, footings, etc.)	75	140								
D. Special applications and functions	10	30								
E. Actual Handling of Pipe and Spade	20	40								
<b>Total Hours (Minimum/Maximum)</b>	250	500								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor  
 Fair  
 Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-35  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 910

Breakdown of Training – Painter, Highway or Bridge	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of Operation	10	20								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Care and Maintenance of Tools	10	20								
<b>III. Actual Operation of Equipment</b>										
A. Safety Procedures	4	5								
B. Paints cables and structural steel framework of bridge and other portions of structures requiring painting, using either brush, roller, or spray	170	345								
<b>Total Hours (Minimum/Maximum)</b>	200	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-37  
 Equal Opportunity  
 05/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 104

Breakdown of Training – Asphalt Distributor Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of Machine Operation (as a passenger)	10	30								
C. Starting and manipulating valves and levers to distribute material and move equipment	5	15								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine fueling, lubricating and servicing	16	35								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating Procedures	3	5								
B. Regulates valves and levers to distribute oil or bituminous liquid for highway surfacing	50	100								
C. Operation of Equipment	150	280								
D. On-the-Job Training	10	25								
<b>Total Hours (Minimum/Maximum)</b>	250	500								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-38R  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 106

Breakdown of Training – Asphalt Paving Machine Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of Machine in Operation	12	20								
C. Starting and manipulating levers for moving equipment and attachments	5	15								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine fueling, lubrication and servicing	52	75								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating Procedures	3	5								
B. Screed regulation indoctrination and operation	32	70								
C. Operation of Machine	90	205								
<b>Total Hours (Minimum/Maximum)</b>	200	400								

**PERFORMANCE OF TRAINEE:**

**FDOT USE ONLY**

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll \_\_\_\_\_ Initials \_\_\_\_\_  
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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-39R  
 Equal Opportunity  
 01.10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 108

Breakdown of Training – Asphalt Plant Drier Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of Drier and Conveyors in Operation	10	30								
C. Starting Drier and Conveyors for batching	5	15								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine lubrication, adjusting and servicing	16	35								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating Procedures	3	5								
B. Drier regulation, indoctrination and operation	50	100								
C. Conveyor starting and observation	150	280								
D. Operation of Drier	10	25								
<b>Total Hours (Minimum/Maximum)</b>	250	500								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-44  
 Equal Opportunity **01/10**

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_  
 Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_  
 Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 210

Breakdown of Training

**Equipment Maintenance Technician**

	Training HRS		1 <sup>st</sup> Wk	2 <sup>nd</sup> Wk	3 <sup>rd</sup> Wk	4 <sup>th</sup> Wk	5 <sup>th</sup> Wk	This Mo	Previou s Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of various equipment	4	10								
C. Understanding basic function and preparation of equipment	4	10								
D. Observation of tools in use	4	10								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Storage, care of, transportation, and use of sequence of tools	10	25								
C. Types and sizes of tools required	4	10								
<b>III. Preventive/Corrective Maintenance Techniques</b>										
A. Safety procedures	3	5								
B. Shop procedures - Fixed and mobile equipment	20	40								
C. Tool requirements for fixed and mobile equipment	10	30								
D. Field Procedures – Fixed and mobile equipment	20	50								
<b>IV. Assistance in Maintenance Procedures</b>										
A. Safety procedures	3	5								
B. Selecting and assembling tools for job - fixed and mobile equipment	4	10								
C. Setting up and providing tools for job - fixed and mobile equipment	4	10								
<b>V. Supply and Procurement Procedures (Parts and Tools)</b>										
A. Understanding company purchase, receipt, storage, and issuance procedures	4	10								
B. Learning key parts required	4	10								
C. Observing methods of ordering, receiving, storing, and issuing tools and materials	4	10								
D. Understanding use of parts catalog and cost of parts	4	10								
E. Ordering, receiving, reporting, storing and drawing tools and materials under supervision	4	10								
<b>VI. Shop Functions</b>										
A. Safety Procedures	2	5								
B. Lubrication – oil, air, fuel filtration grease points & capacities, inspection to detect abnormal	10	30								
C. Paint and Body – body work and paint tint procedures	10	30								
D. Familiarization - welding and burning equipment	20	40								
<b>VII. Engines and Power Trains</b>										
A. Safety procedures	3	5								
B. Injector-Governor-the operation of service of fuel injector pumps and nozzles, and engine governors	30	50								
C. Water Cooled Engine Rebuild – assist in the complete overhaul of testing of gas and diesel engines	25	50								
D. Transmissions & Rear Ends – assist w/ complete overhaul of var. mechanisms to transfer engine hp.	50	50								
E. Air cooled engines – assist in complete overhaul of various air cooled engines and their applications	50	50								
F. Starters, Generators, and Voltage regulators – assist in the complete overhauls	30	75								
<b>VIII. Applications of Training</b>										
A. Orders, receives, and stores tools and equipment by direction and under supervision of skilled worker	4	10								
B. Uses tools of trade at direction and under supervision of skilled worker and performs related duties	10	30								
Total Hours (Minimum/Maximum)	360	700								

PERFORMANCE OF TRAINEE: Please check only one:      Poor      Fair      Good

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COMPLIANCE COMMENTS:

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-45  
 Equal Opportunity  
 01/01

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 154

Training Classification Code (fine grade): 156

Breakdown of Training Motor Grader Operator Motor Grader Operator (Fine Grade) 0	Training Hours		1st Week	2nd Week	3rd Week	4th Week	5th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of machine in operation	20	40								
C. Starting, manipulating levers for moving equipment and attachments	20	40								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Routine fueling, lubricating and servicing	10	25								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating procedures	5	10								
B. Scraping and leveling dirt on roadway	25	60								
C. Spreading and mixing materials on roadway	60	95								
D. Shaping and blading subgrades	60	90								
E. Balancing and rough shaping base course materials	60	90								
<b>IV. Fine Grading Operations (fine grade only)</b>										
A. Understanding grading plan requirements and setting grading standards; dressing of shoulders and slopes	30	90								
B. Operation of equipment to fine grade specifications	25	60								
C. Fine grading horizontal surfaces, shoulders and slopes	75	130								
<b>Total Hours (Minimum/Maximum)</b>	<b>400</b>	<b>750</b>								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-46  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 100

Breakdown of Training Milling Machine Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of machine in operation	10	25								
C. Starting and manipulating vehicle	10	20								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Routine fueling, lubrication and servicing	75	125								
<b>III. Actual Operation of Equipment</b>										
A. Safety operating procedures	5	10								
B. Milling, texturizing of existing surface and operation of vehicle	90	150								
<b>Total Hours (Minimum/Maximum)</b>	200	350								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

FORM 275-020-47  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 122

Breakdown of Training Concrete Paving Finishing Machine Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of Machine in operation	15	35								
C. Starting and manipulating levers for moving equipment and attachments	10	30								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Routine fueling, lubrication and servicing	55	80								
<b>III. Actual Operation of Equipment</b>										
A. Safety operating procedures	5	10								
B. Screed regulation indoctrination and operation	80	100								
C. Operation of machine	100	125								
<b>Total Hours (Minimum/Maximum)</b>	275	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

**FDOT USE ONLY**

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 (FDOT)

Compliance Comments: \_\_\_\_\_  
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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-48**  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 128

Breakdown of Training Concrete Paving Machine Spreader/Operator	Training Hours		1st Week	2nd Week	3rd Week	4th Week	5th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of Machine in operation	15	35								
C. Starting and manipulating levers for moving equipment and attachments	25	40								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Routine fueling, lubrication and servicing	55	70								
<b>III. Actual Operation of Equipment</b>										
A. Safety operating procedures	5	10								
B. Screed regulation indoctrination and operation	65	100								
C. Operation of machine	100	125								
<b>Total Hours (Minimum/Maximum)</b>	275	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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Compliance Comments: \_\_\_\_\_

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-49R**

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02/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code (Finish): 005

<b>Breakdown of Training Deckhand</b>	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of overall dredge operation	10	25								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Routine procedure for handling ropes and cable	40	80								
C. Routine procedure for mooring tugs, barges, and other floating equipment	40	80								
D. Routine procedure for adding and removing floating discharge line	50	85								
E. Routine procedures for good housekeeping aboard the dredge and tenders.	50	80								
F. Routine procedure for removal of pump and suction chokes	50	80								
<b>Total Hours (Minimum/Maximum)</b>	250	450								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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(FDOT)

Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-58**  
 Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 330

<b>Breakdown of Training</b> <b>Truck Driver</b> This Training Classification is limited to : a) Trainees not having a current or valid CDL license and b) Training is limited to off the road operations	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	2	5								
B. Observation of vehicle in operation	5	10								
C. Starting and manipulating vehicle	5	10								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine fueling, lubricating and servicing	15	20								
<b>III. Actual Operation Equipment</b>										
A. Safety operating procedures	5	10								
B. Loading and unloading materials and operation of vehicle	215	290								
<b>Total Hours (Minimum/Maximum)</b>	250	350								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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Compliance Comments: \_\_\_\_\_



State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-51 pg2**

Equal Opportunity  
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Breakdown of Training – Page 2 Mechanic (Field Service, Truck or Heavy Equipment)	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
D. Transmissions and Rear Ends – Assist in the complete overhaul of the various mechanisms used to transfer engine horsepower to tractive effort.	40	100								
<b>IV. Equipment Operations and Operation of Oil, Grease and Fuel Service Truck</b>										
A. Safety Procedures	2	5								
B. Equipment Maintenance: Engines, fuel systems, air systems, suspension systems, hydraulic systems, power conversion mechanisms, electrical components, bodies, and their various accessories	60	100								
<b>Total Hours (Minimum/Maximum)</b>	360	700								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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**275-020-58**  
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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 330

<b>Breakdown of Training</b> <b>Truck Driver</b> This Training Classification is limited to : a) Trainees not having a current or valid CDL license and b) Training is limited to off the road operations	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	2	5								
B. Observation of vehicle in operation	5	10								
C. Starting and manipulating vehicle	5	10								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine fueling, lubricating and servicing	15	20								
<b>III. Actual Operation Equipment</b>										
A. Safety operating procedures	5	10								
B. Loading and unloading materials and operation of vehicle	215	290								
<b>Total Hours (Minimum/Maximum)</b>	250	350								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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**O.J. T. MONTHLY TIME REPORT**

**275-020-60**

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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 180

Breakdown of Training Tractor Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	5								
B. Observation of machine in operation	10	15								
C. Starting and manipulating levers for moving equipment and attachments	15	25								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine fueling, lubricating and servicing	20	25								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating procedures	2	5								
B. Pulling compaction and mixing implements	65	90								
C. Pushing other equipment to aid in loading or unloading Operations	65	90								
D. Ground clearing assistance	65	90								
<b>Total Hours (Minimum/Maximum)</b>	250	350								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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**275-020-64**  
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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 172

<b>Breakdown of Training – Stone and Aggregate Spreader Operator</b>	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety procedures	3	5								
B. Observation of machine in operation	15	25								
C. Starting, stopping and manipulating levers for moving equipment and attachments	10	20								
<b>II. Care and Maintenance</b>										
A. Safety operating procedures	2	5								
B. Routine fueling, lubricating and servicing	15	30								
<b>III. Actual Operation of Equipment</b>										
A. Selection and loading of materials	20	40								
B. Spreading of stone or other granular materials on spreadway sub-base or base	85	175								
<b>Total Hours (Minimum/Maximum)</b>	150	300								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 075

Breakdown of Training – Sign Erector	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Power and hand tools	5	15								
B. Special fittings and hardware	5	10								
C. Specifications or design for concrete mixer	10	15								
<b>II. Applied Techniques of Sign Erection</b>										
A. Preparation of layout of signs	15	20								
B. Cuts, ties and sets reinforcing steel for footings	15	20								
C. Sets forms for placing concrete and sets anchor bolts	65	80								
D. Erects wood or metal structures	40	60								
E. Places clamps, brackets or other required hardware structures	60	80								
F. Safety Procedures	3	5								
<b>III. Blueprint or Construction Plans Reading</b>	30	40								
<b>IV. Basic Design Familiarity</b>	2	5								
<b>Total Hours (Minimum/Maximum)</b>	250	350								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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**275-020-67**  
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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 162

Breakdown of Training Pile Driver	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of machine in operation	30	40								
C. Starting and manipulating levers for moving equipment and attachments	30	40								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine fueling, lubricating and servicing	80	160								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating Procedures	4	10								
B. Basic operation of crane or pile driving rig in hoisting and moving	90	140								
C. Placement of pile in preparation for driving	90	100								
D. Seating of pile hammer on pile in preparation for driving	90	100								
E. Driving of pile	80	100								
<b>Total Hours (Minimum/Maximum)</b>	500	700								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-70**

Equal Opportunity  
01/11

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 159

<b>Breakdown of Training Pile Driver Leadman</b>	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Rigging of pile driving equipment	5	10								
C. Observation and basic functions of pile driving and Pile driving rig in operation	10	20								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine servicing of pile driving equipment (Excluding pile driving crane)	10	20								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating Procedures	3	5								
B. Handling of pile	5	10								
C. Pick-up, guiding and seating of pile for driving	20	35								
D. Rigs, leads, hammer and jet	25	65								
E. Signals and guides pile and leads to point of driving	25	65								
F. Aligns and plumbs pile; cut off, splice and realign pile	25	65								
G. Setting up and operation of pile driving equipment	66	95								
<b>Total Hours (Minimum/Maximum)</b>	200	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-71**

Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 152

Breakdown of Training Mixer Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of plant in operation	10	25								
C. Starting and manipulating of levers for dry batching of aggregates	10	20								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Routine adjusting, fueling, lubrication and servicing	75	125								
<b>III. Actual Operations of Equipment</b>										
A. Safety operating procedures	5	10								
B. Batching, mixing and dropping mixes per individual mix design	90	150								
C. Operation of Plant	50	150								
<b>Total Hours (Minimum/Maximum)</b>	250	500								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-75**

Equal Opportunity  
01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 620

Breakdown of Training Mason	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	5								
B. Setting up template and guide lines	5	10								
C. Observation of forming a finishing of edges and joints	15	20								
D. Use of hand trowels, steel trowels, straight edges, floats, & hand level	10	20								
E. Blueprint or Construction Plans Reading and Application	20	30								
<b>II. Applied Techniques/Actual Operation</b>										
A. Safety Procedures	5	10								
B. Excavations	20	40								
C. Masonry work on some or all of the following: Manholes, catch basins, drop inlets, sidewalks, retaining wall ,and/or revetments	60	75								
D. Routine cleaning work and materials, holding materials, tools and handling canvas belting or burlap stripes, curing	20	30								
E. Forming and finishing edges, joints, curbs, gutters, paving and miscellaneous structures	50	60								
F. Operation of trowels, straight edges, floats or finishing machine; basic operation of tools	25	50								
<b>IV. Checking and Inspection</b>										
A. Conformity with specifications and plans	40	60								
<b>Total Hours (Minimum/Maximum)</b>										
	275	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-77**

Equal Opportunity  
01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 040

Breakdown of Training Landscape Worker	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Orientation to and Observation of planting methods	10	20								
C. Observation of Landscape machinery and equipment in operation	10	20								
<b>II. Installation &amp; Maintenance</b>										
A. Safety Procedures	4	5								
B. Techniques of planting and maintenance	20	30								
C. Site preparation and completion activity	60	80								
D. Adjustment and operation of Landscape machinery and equipment	60	80								
<b>III. Actual Plan and Planting Layout</b>										
A. Safe Operating Procedures	3	5								
B. Scale reading procedures & stakeout	20	30								
C. Excavation and planting sequences	5	10								
D. Special applications and functions analysis of design concept	5	15								
<b>Total Hours (Minimum/Maximum)</b>	200	300								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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Compliance Comments: \_\_\_\_\_

State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-79**

Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 095

Breakdown of Training Instrument Person	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Work as rodman or chairman	20	40								
C. Observation of instrument man functions	10	20								
<b>II. Applied Techniques of the Trade</b>										
A. Use of rod	15	20								
B. Use of the chain	10	20								
C. Use of surveying instrument	15	30								
D. Reading plans to establish lines, points and grades	15	30								
E. Compute cross sections	20	30								
F. Making engineering notes and recording data	10	20								
<b>III. Actual Operations</b>										
A. Use of surveying instrument to establish lines, points and grades	110	140								
B. Direct placement of stakes	10	20								
C. Supervising rodman or chainman	10	20								
<b>Total Hours (Minimum/Maximum)</b>	250	400								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-80**

Equal Opportunity  
 01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 410

Breakdown of Training Structural Ironworker-Highway or Bridge	Training Hours		1st Week	2nd Week	3rd Week	4th Week	5th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	2	5								
B. Observation of operation	10	15								
C. Plans Reading	20	40								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Care and maintenance of tools and equipment	20	40								
<b>III. Actual Ironwork</b>										
A. Safety Procedures	50	75								
B. Rigging structural member requiring riveting or welding	75	180								
C. Assembling structural member requiring riveting or welding	45	80								
D. Erection of structural member requiring riveting or welding	75	160								
<b>Total Hours (Minimum/Maximum)</b>	300	600								

**PERFORMANCE OF TRAINEE:**

Please check only one

- Poor
- Fair
- Good

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**O.J. T. MONTHLY TIME REPORT**

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 035

Breakdown of Training Guard Rail Erector	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	3	5								
B. Observation of procedures and equipment in operation	10	20								
C. Starting machinery and manipulating equipment and controls	10	25								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine fueling, lubricating and servicing	20	40								
<b>III. Actual Functions of Guard Rail Erection</b>										
A. Safety procedures	4	5								
B. Incidental concrete pouring and post setting	50	100								
C. Post hole digging and post driving equipment operation	50	100								
D. Guard rail attachment, painting and finishing	50	100								
<b>Total Hours (Minimum/Maximum)</b>	200	400								

**PERFORMANCE OF TRAINEE:**

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- Poor
- Fair
- Good

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**O.J. T. MONTHLY TIME REPORT**

**275-020-88**

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Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code (1.5 C.Y. & over): 138

Training Classification Code (less than 1.5 C.Y.): 140

Breakdown of Training Crane, Clamshell, Derrick, Dragline, Shovel Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of Machine in operation	15	35								
C. Starting and manipulating levers for moving equipment and attachments, including electronic controls	60	130								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	15								
B. Routine fueling, lubricating and servicing	100	140								
<b>III. Actual Operation of Equipment</b>										
A. Safety operating procedures	10	20								
B. Special applications and functions – general	125	200								
C. Special applications and functions – bridge	75	125								
D. Hoisting Materials, Placement of beams, pipe, girders, piles, etc.	75	125								
E. Charge hoppers with materials on asphalt and concrete plants	30	50								
<b>Total Hours (Minimum/Maximum)</b>	500	850								

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**275-020-89**  
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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 134

Breakdown of Training Concrete Paving Sub Grader Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of Machine in operation	15	35								
C. Starting and manipulating levers for moving equipment and attachments, including electronic controls	50	75								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	15								
B. Routine fueling, lubricating and servicing	25	40								
C. Adjustment of controls	30	50								
<b>III. Actual Operation of Equipment</b>										
A. Safety operating procedures	10	20								
B. Cutting and furnishing fine subgrade through manual or automatic template settings	135	155								
<b>Total Hours (Minimum/Maximum)</b>	275	400								

**PERFORMANCE OF TRAINEE:**

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- Good

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-020-93**

Equal Opportunity  
01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code (greater): 118  
 Training Classification Code (less): 116

<b>Breakdown of Training – Bulldozer Operator</b>  <input type="checkbox"/> Less than 80 hp <input type="checkbox"/> greater than 80 hp	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of Machine in Operation	10	20								
C. Starting, manipulating levers for moving equipment and attachments	20	30								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	10								
B. Routine fueling, lubricating and servicing	75	100								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating Procedures	5	10								
B. Movement and stockpiling of material	85	110								
C. Pushing and rough grading	75	100								
D. Clearing and Grubbing	15	30								
E. Finish Grading	25	40								
F. Special Applications	30	40								
<b>Total Hours (Minimum/Maximum)</b>	350	500								

**PERFORMANCE OF TRAINEE:**

**FDOT USE ONLY**

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- Poor
- Fair
- Good

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**O.J. T. MONTHLY TIME REPORT**

**275-020-94**

Equal Opportunity  
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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_

Breakdown of Training Traffic Signalization Installer/Mechanic	Training Hours		1st Week	2nd Week	3rd Week	4th Week	5th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	2	5								
B. Observation in erecting and wiring of poles, span wire control cables, signal heads, loops, conduit, services and controllers of all related parts.	20	40								
C. Observation of operating all necessary tools and equipment in order to accomplish the above.	10	20								
D. Observation of plans, layout of traffic signal system	20	40								
<b>II. Care and Maintenance</b>										
A. Safe operating procedures	2	5								
B. Cleaning and caring for hand tools and routine fueling, lubricating, servicing equipment	24	40								
<b>III. Actual Functions of a Traffic Signalization Installer/Mechanic</b>										
A. Safety Procedures	2	5								
B. Erection of poles	30	40								
C. Blueprint or construction plans reading & applications	50	75								
D. Erection and wiring of span wires, control cables, signal heads, loops & controller cabinet wiring	80	130								
E. Installation of conduit, pull boxes and pulling cable	60	100								
<b>Total Hours (Minimum/Maximum)</b>	<b>300</b>	<b>500</b>								

**PERFORMANCE OF TRAINEE:**

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**275-020-98**

Equal Opportunity  
01/10

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: 085

<b>Breakdown of Training Traffic Control Specialist</b>	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Training</b>										
A. Knowledge of MUTCD, part VI	15	20								
B. Ability to read and understand traffic control plans	15	20								
C. Identify channelizing devices and proper use of these devices	15	20								
D. Operation and maintenance of lighting devices such as flashing arrow boards and flashing lights on barricades	15	20								
<b>II. Actual Review of Traffic Control Operations</b>										
A. Observation of in place traffic control devices	20	30								
B. Review of Traffic Control through work areas	25	30								
C. Field placement of traffic control devices	70	100								
D. Review of pavement markings	5	10								
<b>III. Observations</b>										
A. Observation of signs and devices in proper place	35	50								
B. Routine inspection procedures	35	50								
<b>Total Hours (Minimum/Maximum)</b>	250	350								

**PERFORMANCE OF TRAINEE:**

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State of Florida Department of Transportation  
**O.J. T. MONTHLY TIME REPORT**

**275-021-16**  
 Equal Opportunity  
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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Code: **114**

Breakdown of Training Sound Wall Erector	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	5								
B. Observation of placing wall units / posts	15	25								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	5	5								
B. Assist in unloading wall, posts and work area clean up	25	40								
<b>III. Actual Operation of Wall Erection &amp; Backfill</b>										
A. Safety Operating procedures.	5	10								
B. Hold and assist in aligning posts.	85	105								
C. Observe and assist in setting precast wall units.	75	100								
D. Measures space between walls, fits together, lines, plumbs vertically, sets to elevation	85	110								
<b>Total Hours (Minimum/Maximum)</b>	<b>300</b>	<b>400</b>								

**PERFORMANCE OF TRAINEE:**

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- Good

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**O.J. T. MONTHLY TIME REPORT**

Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Code: **102**

Breakdown of Training <b>Sweeper Operator</b>	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	5								
B. Observation of machine while in operation.	10	15								
C. Starting and manipulating levers for moving equipment and attachment	15	25								
<b>II. Care and Maintenance</b>										
A. Safety Procedures	3	5								
B. Routine fueling, lubricating and servicing.	20	25								
<b>III. Actual Operation of Equipment</b>										
A. Safe Operating procedures.	2	15								
B. Sweep loose gravel and debris from roadway for application or preparation of asphalt.	100	150								
C. Sweep asphalt for application or preparation of lines and/or reflector applications	95	120								
<b>Total Hours (Minimum/Maximum)</b>	<b>250</b>	<b>350</b>								

**PERFORMANCE OF TRAINEE:**

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**275-021-19**  
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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: \_\_\_\_\_

Breakdown of Training – Electronics Installer	Training Hours		1st Week	2nd Week	3rd Week	4th Week	5th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation</b>										
A. Safety Procedures	5	10								
B. Observation of equipment set up and tool use	15	20								
C. Observe/review plans, system layout, system components, and devices	30	60								
<b>II. Safety &amp; Equipment Maintenance</b>										
A. Safety procedures	5	10								
B. Bucket truck set up and operator safety	15	25								
C. Use and interpretation of meters and other testing equipment	40	55								
<b>III. Installations &amp; Testing Techniques</b>										
A. Safety Procedures	5	10								
B. Bucket truck set up and use	20	35								
C. Mounting and positioning of devices	50	60								
D. Wiring and testing devices	50	60								
E. Plans reading & documentation of testing results	40	55								
<b>TOTALS</b>	275	400								

**PERFORMANCE OF TRAINEE:**

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**275-021-20**  
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Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: \_\_\_\_\_

Breakdown of Training – Asphalt Shuttle Buggy Operator	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation</b>										
A. Safety Procedures	5	10								
B. Observation of Machine in operation	5	20								
C. Starting & manipulating levers for operating & moving equipment	20	30								
<b>II. Care and Maintenance</b>										
A. Safety procedures	20	30								
B. Routine fueling, lubricating & servicing equipment	35	45								
C. Operational inspections of machine and product	15	25								
<b>III. Actual Operation of Equipment</b>										
A. Safety procedures	20	30								
B. Perform daily routine maintenance to ensure proper operations	30	40								
C. Coordinate shuttle buggy operation including delivery of material from dump truck and feeding of material into paver	100	170								
<b>TOTALS</b>	250	400								

**PERFORMANCE OF TRAINEE:**

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**275-021-22**  
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Name of Company \_\_\_\_\_ Financial Project No.: \_\_\_\_\_ F.A.P. No. \_\_\_\_\_ County: \_\_\_\_\_

Name of Trainee \_\_\_\_\_ Four Digit Employee Identifier \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Month Ending \_\_\_\_\_ Instructor \_\_\_\_\_ Contract Work Day \_\_\_\_\_ Training Classification Code: \_\_\_\_\_

Breakdown of Training – Pavement Marking Machine Operator ( hand machine & truck mounted)	Training Hours		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	5 <sup>th</sup> Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<b>I. Orientation and Observation &amp; Applied Calculations</b>										
A. Safety Procedures	5	10								
B. Plans reading and layout	15	30								
C. Control Box Operation	20	30								
<b>II. Care and Maintenance</b>										
A. Safety procedures	5	10								
B. Routine fueling, lubricating and equipment servicing	20	30								
C. Maintain, repair & clean equipment	20	30								
<b>III. Operation</b>										
A. Set up & confirm safe work site	5	10								
B. (Hand machine) Carriage set up; load paint & beads according to plans & specification	20	40								
C. (Hand machine) Lay down striping according to plans and specifications	25	50								
D. (Truck) Load dispenser with paint & beads according to plans and specifications	95	130								
E. (Truck) Set up and operate pointer system and controls	20	30								
<b>TOTALS</b>	250	400								

**PERFORMANCE OF TRAINEE:**

**FDOT USE ONLY**

Please check only one

Poor  
 Fair  
 Good

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