

CHAPTER 5

ON-THE-JOB TRAINING PROGRAM

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Section 5.1

THE FDOT ON THE JOB TRAINING PROGRAM

5.1.1 Purpose of On-the-Job Training Program

As part of the contractor's Equal Employment Opportunity affirmative action program, training shall be provided. The contractor shall provide On-the-Job training aimed at developing full journeymen/women in the type(s) of trade or job classification(s) involved in the work. Contractors are encouraged to utilize the On-the-Job Training (OJT) Program to achieve diversity.

FDOT's OJT program is established in accordance with Federal Regulations (23 CFR 230 as authorized under 23 USC 140(a)) and it is detailed in FDOT Standard Specification for Road and Bridge Construction number 7-26, "On-the-Job-Training Requirement". Chapter 5 of the EEO Construction Contract Compliance Workbook details the forms and procedures for achieving compliance with these Training Special Provisions.

The purpose of the FDOT OJT program is the movement of women, minorities, and disadvantaged persons into journey level positions so as to ensure that a competent workforce is available to meet highway construction hiring needs, and to address the historical underrepresentation of members of these groups in highway construction skilled crafts.

5.1.2 On-the-Job Training Requirements

The actual number of trainees required on a project is finalized at a Post-Preconstruction Conference Training Evaluation Meeting. Training requirements are distributed among the work classifications based on the following criteria:

- (a) No trainees will be required for contracts with an original contract time allowance of *less than* 225 calendar days.
- (b) If the original contract time allowance is 225 calendar days or more, the number of trainees is established in accordance with the estimated contract amount.
- (c) No trainees will be required on contracts where no federal funds are assigned.

Table 5.1.2, Maximum Number of Required Trainees Based on Estimated Contract Amount, assigns the maximum number of trainees for various contract amounts. The Producers Product Index for Highway and Street Construction has been used to adjust table data for changes occurring in the five year period since original implementation of

this table in July 2002. The 'Estimated Contract Amount' may vary from the contract award amount due to the elimination of nontrainable pay items.

Table 5.1.2 Maximum Number of Required Trainees Based on Estimated Contract Amount

Estimated Contract Amount	Maximum Trainees Required
Under \$1,000,000	0
Over \$1,000,000 to \$4,000,000	2
Over \$4,000,000 to \$6,000,000	3
Over \$6,000,000 to \$12,000,000	5
Over \$12,000,000 to \$18,000,000	7
Over \$18,000,000 to \$24,000,000	9
Over \$24,000,000 to \$31,000,000	12
Over \$31,000,000 to \$37,000,000	13
Over \$37,000,000 to \$43,000,000	14
Over \$43,000,000 to \$49,000,000	15
Over \$49,000,000 to \$55,000,000	16
Over \$55,000,000 to \$62,000,000	17
Over \$62,000,000 to \$68,000,000	18
Over \$68,000,000 to \$74,000,000	19
Over \$74,000,000 to \$81,000,000	20
Over \$81,000,000 to \$87,000,000	21
Over \$87,000,000 to \$93,000,000	22
Over \$93,000,000 to \$99,000,000	23
Over \$99,000,000 to \$105,000,000	24
Over \$105,000,000 to \$112,000,000	25
Over \$112,000,000 to \$118,000,000	26
Over \$118,000,000 to \$124,000,000	27
Over \$124,000,000 to \$130,000,000	28
One additional trainee per \$6,000,000 of Estimated Contract Amount over \$130,000,000	

5.1.3 Approved Training Classifications

Training curriculums have been designated for typical highway construction craft positions. Each training curriculum is recorded on a “Monthly Time Report” which details the training topics and minimum and maximum hours per topic. Approved training classifications are shown in Table 5.1.3, which lists the approved training classifications, the monthly time report form number, and the overall minimum and maximum hours.

If the contractor wishes to use a training program other than the FDOT Training program, complete details must be submitted for approval by the Department and the Federal Highway Administration prior to commencing construction.

Table 5.1.3 Approved Training Classifications

Training Classification	Monthly Time Report FDOT Form No.	Minimum Total hours	Maximum Total hours
Antennae & Transmission Installer/Tester	275-020-18	150	300
Asphalt/Bridge Deck Screed Operator	275-020-26	200	400
Asphalt Distributor	275-020-37	250	500
Asphalt Lute man Raker	275-020-04	200	400
Asphalt Paving Machine Operator	275-020-38	200	400
Asphalt Plant Drier Operator	275-020-39	250	500
Asphalt Shuttle Buggy Operator	275-021-20	250	400
Backhoe Operator	275-020-31	250	500
Bulldozer Operator	275-020-93	350	500
Carpenter-Highway or Bridge	275-020-29	350	700
Concrete Curb/Sidewalk Machine	275-020-09	275	400
Concrete Finisher (Highway)	275-020-27	275	400
Concrete Paving Finishing Machine	275-020-47	275	400
Concrete Paving Machine/Spreader	275-020-48	275	400
Concrete Paving Sub Grade Operator	275-020-89	275	400
Crane, Clamshell, Backhoe, Derrick, Dragline, Shovel Operator	275-020-88	500	850
Deckhand	275-020-49	250	450
Equipment Maintenance Technician	275-020-44	360	700
Earth Wall Erector	275-020-17	300	500
Electronics Installer	275-021-19	275	400
Erosion Control Specialist	275-020-13	250	350
Form/Curb and Gutter Builder (structures)	275-020-24	300	500

continued on next page

Table 5.1.3 Approved Training Classifications- (continued)

Training Classification	Monthly Time Report FDOT Form No.	Minimum Total hours	Maximum Total hours
Grade Checker	275-020-25	250	400
Front End Loader Operator	275-020-20	250	500
Guardrail Erector	275-020-81	200	400
Installer/Tester –Antenna/Transmission	275-020-18	150	300
Instrument Person	275-020-79	250	400
Ironworker, Reinforcing -Hwy/bridge	275-020-22	300	600
Ironworker, Structural –Hwy/ Bridge	275-020-80	300	600
Landscape Worker	275-020-77	200	300
Mason	275-020-75	275	400
Mechanic	275-020-51	360	700
Milling Machine Operator	275-020-46	200	350
Mixer Operator	275-020-71	250	500
Motor Grader Operator	275-020-45	400	750
Painter, Highway or Bridge	275-020-35	200	400
Pavement Marking Machine Operator	275-021-22	250	400
Pile driver	275-020-67	500	700
Pile driver Leadsman	275-020-70	200	400
Pipelayer	275-020-30	250	400
Roller Operator (Rough or Finish)	275-020-19	250	400
Scraper/ Pan Operator	275-020-23	250	400
Sign Erector	275-020-65	250	350
Sound Wall Erector	275-021-16	300	400
Stone and Aggregate Spreader Operator	275-020-64	150	300
Sweeper Operator	275-021-17	250	350
Tractor Operator	275-020-60	250	350
Traffic Control Specialist	275-020-98	250	350
Traffic Signalization Installer/Mechanic	275-020-94	300	500
Trenching Machine Operator	275-020-02	250	500
Truck Driver	275-020-58	250	350

5.1.4 Requesting Approval for Additional Training Classifications

A contract's work and/or the equipment to be used, provides the opportunity to train in classifications other than the standard approved classifications.

Additional training classifications may be approved for use on a contract under the following conditions:

- a. The Department's project administrator concurs that the work of the contract is sufficient and meaningful enough to support training in the additional classification.
- b. A journeyman is available to instruct the trainee.
- c. The contractor has developed a monthly time report detailing the training curriculum and minimum and maximum hours and proficiency standards have been developed.
- d. A wage determination has been received for the pay rate of the proposed classification at journeyman/woman level.

The Project Request for New OJT Classification, FDOT Form 275-021-14 is provided for the prime contractor's use in summarizing information required for approval of an additional classification. The completed form is forwarded to the DCCM for submission to the Equal Opportunity Office for review and approval. Additional classifications may not be listed on a contract's On-the-Job Training schedule until such time the Equal Opportunity Office issues approval.

If use of the classification is approved for the project, then the prime contractor may submit the Proficiency Record of On-the-Job Training (Form 275-021-01) and the Trainee Enrollment and Notice of Personnel Action (Form 275-020-08).

Additional classifications are approved on a contract specific basis. If the classification proves to be a meaningful addition in the development of the construction industry workforce, the classification may be added to the list of approved classifications.

5.1.5 Directions for Completing the Project Request for New OJT Classification (Form No. 275-021-14)

General:

This form is completed by the prime contractor who wishes to fulfill project OJT requirements by training in a classification that is not on the Department's approved training classification list. All data required for approval is organized on this form and the

approval decision is recorded thereon. If use of the proposed classification is approved, then the form also serves as the trainee's monthly time report.

Requesting New Training Classification

The following sections are completed by the prime contractor and submitted to the District Contract Compliance Manager for submission to the Equal Opportunity Office

1. **Name of Company** – Name of prime and name of company who will do the training (if other than the prime).
2. **County** – County or counties project work is being performed in
3. **F.A.P. No.** – The Federal Aid Project number assigned to federally funded projects
4. **Financial Project Number** – The Florida Department of Transportation's Financial Project Number
5. **Name of Proposed Training Classification**-Job classification for training
6. **Classification Wage Decision**- Indicate the hourly rate shown on the project's wage decision and indicates the wage decision number (e.g. \$8.95; FL 37). If an additional wage decision is needed, attach a copy of Additional Classification Request Form (Form Number 700-010-07) and the wage decision received.
7. **Job Classification**-Indicate under which job category the training classification will be recorded.
8. **Instructor's Name and Classification**- Full name of instructor and their job classification.
9. **Proficiency Standards**- State the proficiency standards to be used for training. Note: these will be the standards recorded on the "Proficiency Record for OJT" (Form Number 275-021-01).
10. **Request Signatures**- Signature and date of Prime Contractor, Project Administrator and District Contract Compliance Manager

Recording Approval/Disapproval

The following section is completed by the Equal Opportunity Office, Tallahassee.

11. **Review**-This section is completed by the Equal Opportunity Office and records the approval or denial decision.
12. **Breakdown of Training**-Record the major training topics (I, II, and III) and subjects under each (A, B, C, D)
13. **Training Hours**- Minimum and Maximum hours to become proficient in the training classification being requested.

Recording a Trainee's Monthly Time Accrual

If use of the classification is approved, the contractor completes the following sections to record monthly time accrual.

14. **Month and Year**- Indicate the month and year that the time was accrued
- Weekly columns** - Record actual hours of training by subject for each week
15. **Total Time This Month**-Record the sum of hours for each week
16. **Previous Time**- Insert the total hours previously reported on each line that training occurred prior to this report

17. **To Date Time** - Insert the total of the current month's training hours and the previous training hours
18. **Total Hours** - Insert the total of each column on this row
19. **Name of Trainee** - Full name of trainee as it appears on Trainee PAF Forms
20. **4 Digit Employee Identifier** –Trainee's 4 digit employee identification number.
21. **Rate of Pay** – Trainee's rate of pay during Month and Year shown in number 14.
22. **Trainee Performance** - Assess the work performance of the trainee for this reporting period and blacken the circle that coincides with that assessment.

Recording RCS' Review of Time Accrual

23. FDOT Checked Against Payroll. The project Resident Compliance Specialist records their initials and the date on which time data was checked against the payroll.

5.1.6 Criteria for Contractor Fulfillment of Trainee Requirements

The following criteria will be used in determining whether or not the Contractor has complied with the Training Special Provision as it relates to the number of trainees to be trained:

1. Full credit will be allowed for each trainee that is both enrolled and satisfactorily completes training on a contract.
2. Full credit will be allowed for each trainee that has been previously enrolled in the Department's approved training program on another contract and continues training in the same classification for a significant period and completes his/her training after the transfer has been processed and approved.
3. Full credit will be allowed for each trainee who, due to the amount of work available in his/her classification, is given the greatest practical amount of training on the contract regardless of whether or not the trainee completes training. The trainee must meet the requirements regarding the proficiency demonstration.
4. Full credit will be allowed for any training position indicated in the approved On-the-Job Training schedule, if the contractor can demonstrate that a good faith effort was made to provide training in that classification.
5. No credit will be allowed for a trainee whose employment by the contractor is involuntarily terminated, unless the contractor can clearly demonstrate good cause for this action.
6. Offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a substantial part of the overall training.

Credit for offsite training may only be given to the contractor where he or she does one or more of the following and the trainees are concurrently employed on a Federal Aid Project: contributes to the cost of the training, provides the instruction to the trainee, and pays the trainee's wages during the offsite training period. No credit shall be given to the contractor if either the failure to provide the required training or the failure to hire the

trainee as a journeyman in the classification training was received, is caused by the contractor and evidences a lack of good faith on the part of the Contractor in meeting the requirements of this Training Special Provision.

The prime contractor is responsible for satisfactorily fulfilling the number of trainees agreed upon for the contract. To ensure overall growth of the workforce versus continuous training of current employees, where feasible, 25% of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training.

5.1.7 Training by Subcontractors

In the event the contractor subcontracts a portion of the contract work, the contractor shall determine how many, if any, of the trainees are to be trained by the subcontractor. The contractor shall retain the primary responsibility for meeting the training requirements imposed by the training special provision. The contractor shall apply the requirements of the training special provision to such subcontract.

5.1.8 Trainee Wages

An Additional Classification Request Form (700-010-07) is to be submitted prior to the enrollment of a trainee in the event the classification to be trained in is not included on the wage decision /wage table of the project the trainee is assigned to.

The contractor shall compensate the trainee at no less than the laborer rate established in the contract at the onset of training. This compensation rate is to be increased to the journeyman's wage for that classification upon graduation from the training program.

5.1.9 Training Program Communication

Prior to beginning training, the contractor shall furnish the trainee a copy of the monthly time report and the approved proficiencies for the training classification. The trainee should be advised they will receive a trainee identification card and a copy of their monthly time report reflecting hours to date. Graduation should be fully explained including required hours, the proficiency observation process, and the graduation certificate.

Section 5.2

TRAINING EVALUATION MEETING

5.2.1 Purpose

A Training Evaluation Meeting is held prior to the start of construction to finalize the number of trainees that will be required on a contract, to identify training classifications to be used, to develop and approve Proficiency Statements for those classifications and to develop and approve the initial On-the-Job Training Schedule.

5.2.2 Meeting Timeframe, Announcement and Attendees

The District Contract Compliance Manager (DCCM) or designee schedules the Training Evaluation Meeting. The Training Evaluation Meeting occurs after the Preconstruction Conference and no more than thirty (30) days prior to the beginning of construction. A date may be set outside of this timeframe provided it is agreeable to all attendees.

Written notification of the meeting is issued by the DCCM or designee along with a proposed agenda. The contractor is informed to bring the following items to the Training Evaluation Meeting:

1. The project work schedule. This will be referenced in the meeting to insure that training is tied to the scope of the work in the project and to insure the length of operations are calculated to qualify the average trainee for journeyman status in the classifications concerned, by at least, the minimum hours prescribed for a training classification.
2. A Company Wide EEO Report (FDOT Form 275-021-07) for the prime contractor and each subcontractor who will enroll employees as trainees. The DCCM will identify the pay period the report is to be based on.

In the event the project work schedule is not available on the date of the meeting, the initial On-the-Job Training Schedule will be established for the number of trainees identified in Table 5.1.2 Estimate of Trainees Based on Contract Amount and may be revised thereafter.

The following persons are required to attend the Training Evaluation Meeting; the DCCM may request attendance of the Resident and/or District Compliance Specialists as well as others who will contribute to the success of the On-the-Job Training activity:

- District Contract Compliance Manager or designee
- Contractor's Project Manager
- Department's Project Administrator for the contract

5.2.3 Agenda for Training Evaluation Meeting

The minimum subjects included as agenda items for the Training Evaluation Meeting are shown in Table 5.2.3., Agenda for Training Evaluation Meeting, below.

Table 5.2.3 Agenda for Training Evaluation Meeting

EEO Contract Compliance Workbook, Chapter 5 On-the-Job Training
Number of trainees required, contract award amount, estimated contract amount, scope and schedule of work
Workforce diversity, underutilization, minority and female availability
Training classifications; minimum length and type of training for each classification
Trainee enrollment criteria including options for contractors whose workforce has reasonable representation of employees by race and sex (particularly minorities, females, and the disadvantaged)
Trainee enrollments, transfers, terminations
Monthly Time Reports
Graduation requirements
The On-the-Job Training Schedule and revision requirements
Proficiencies and proficiency observations
Voluntary OJT and the use of banking credits
Other : including off-site training and apprenticeship programs

5.2.4 Setting the Number of Required Trainees:

A. Estimated Contract Amount Used to Set Maximum Trainee Requirements

A critical element in determining the number of trainees on a contract is the contract award amount as reported on the Contract’s Bid Blank. The contract award amount is discussed at the Training Evaluation Meeting and any contract dollars which do not create training opportunities for craft and labor positions in the highway/bridge construction industry, are identified or estimated.

These monies may be deducted from the contract award amount as those monies are not associated with work traditional to highway and bridge construction and as such do not support on the job training opportunities for the contract.

The resulting dollar number is the Estimated Contract Amount shown in Table 5.1.2, ‘Maximum Number of Required Trainees Based on Estimated Contract Amount’. If there are no such deductions, then the contract award amount is applied to Table 5.1.2. Examples of contract monies which do not support traditional highway and bridge construction on the job training opportunities include: contingency money, partnering

money, project design and engineering, buildings, bascule bridge machinery, off-duty law enforcement, survey services, advanced information technology, advanced telecommunications, and time bid dollars on A + B contracts.

B. Analyzing the Scope and Schedule of Work

A second factor in setting the number of trainees required on the project is the scope and schedule of work to be performed.

Pertinent topics to be considered include: description of work to be performed, scope of work, length of operations, sequence and schedule of work, prime contractor and subcontractor work, etc.

The contractor's intent to pursue an early completion bonus(s) does not warrant a reduction in the required number of trainees.

C. Determining the Level at which Banking Begins

The required number of trainees agreed to by the Department and prime contractor will be compared to the number stated in Table 5.1.2 for the Estimated Contract Amount. The estimated contract amount may be the contract award amount or an amount reduced for non-trainable items.

The estimated contract amount is used to determine the level at which graduates will be counted for banking. If the agreed number of trainees is less than the number associated with the estimated contract amount, banking will not begin until the number specified in TABLE 5.1.2 for the Estimated Contract Amount is exceeded.

Following are examples for calculation of estimated contract amount, the agreed number of trainees and the level at which banking begins.

EXAMPLE 1 Contract Award Amount is reduced for non trainable contract monies. Scope and schedule of work has no impact on trainees. Agreed Number of trainees is set based on at the Estimated Contract Amount.		TABLE 5.1.2 "Maximum Number of Required Trainees Based on Estimated Contract Amount"	
		Estimated Contract Amount	Maximum Trainees Required
Contract Award Amount	\$6,700,000	Over \$6,000,000 to \$12,000,000	5
Less Non Trainable contract monies:			
Engineering Services	\$ 850,000		
Off Duty Officers	\$ 5,000		
Survey Services	\$ 30,000		
Subtotal: Nontrainable contract monies:	(\$ 885,000)		
Estimated Contract Amount	\$ 5,815,000	Over \$4,000,000 to \$ 6,000,000	3
Table 5.1.2 Maximum Number of Trainees	3		
Any Scope/Schedule of Work impact on Trainees?	no		
Agreed Number of Trainees this project	3		
Banking begins with graduate number	4		
		TABLE 5.1.2 Maximum Number of Required	

EXAMPLE 2: Contract Award Amount reduced for Non trainable contract monies. Scope and Schedule of work impacts number of trainees. Agreed Number of trainees is less than Estimated Contract Amount.		Trainees Based on Estimated Contract Amount	
		Estimated Contract Amount	Maximum Trainees Required
Contract Award Amount	\$6,700,000	Over \$6,000,000 to \$12,000,000	5
Less Non Trainable contract monies:			
Engineering Services	\$ 850,000		
Off Duty Officers	\$ 5,000		
Survey Services	\$ 30,000		
Subtotal: Non Trainable contract Monies:	(\$ 885,000)		
Estimated Contract Amount	\$ 5,815,000	Over \$4,000,000 to \$ 6,000,000	3
Table 5.1.2 Maximum Number of Trainees	3		
Any Scope/Schedule of Work Impact on Trainees?	Yes		
Agreed Number of Trainees this project	2	Over \$1,000,000 to \$4,000,000	2
Banking begins with graduate number	4		

5.2.5 Training Evaluation Meeting Outcomes

The following are the minimum outcomes of the Training Evaluation Meeting:

1. The District Contract Compliance Manager will review the contractor's Company-wide EEO Report for reasonable representation of employees by race and sex particularly females and minorities in reported job categories and in typical classifications.
2. The required number of trainees and the level at which graduates will be counted for banking
3. The initial (original) On-the-Job Training Schedule (Form 275-020-96) will be developed and reviewed for concurrence/approval.
4. A Proficiency Record for On-the-Job Training (Form 275-021-01), Section 1 (Project Identification), Section 2 (Proficiency Standards) and Section 3 (Concurrence with Proficiency Standards) will be completed for each training classification included on the OJT Schedule. A minimum of three (3) proficiency standards are required.

In the event the OJT Schedule and some or all of the proficiency records are not finalized at the Training Evaluation Meeting, they shall be due ten (10) days following the meeting.

5.2.6 Meeting Minutes

The District Contract Compliance Manager ensures written minutes of the Training Evaluation Meeting are produced and issued to attendees as soon as practical. Corrections/changes may be requested within 14 days of issuance and the minutes are

to be finalized 14 days thereafter. Minutes are to be retained as official project documents.

The minutes of the Training Evaluation Meeting will reflect the details considered in setting the number of trainees and the level at which graduates will begin being counted for banking.

Section 5.3

ON-THE-JOB TRAINING SCHEDULE

5.3.1 Purpose

The On-the-Job Training Schedule Form No. 275-020-96 and 275-020-96B details the number of trainees to be trained in each training classification, the portion of the contract time during which training of each trainee is to take place, and the beginning and ending dates of training.

5.3.2 OJT Schedule and Concurrence/Approval Process

The initial (or original) On-the-Job Training Schedule is established at the Training Evaluation Meeting or within ten days thereafter. The contractor is responsible for completing the form using the project work schedule.

Care is to be taken to ensure that the schedule reflects the actual title for the Training Classification as shown in Table 5.1.3 and on each Monthly Time Report.

The Project Administrator reviews each schedule for approval considering the following minimum requirements:

1. The project work schedule indicates, for the designated training period, that there is sufficient work available to train in the classification.
2. The length of operations have been calculated so as to qualify the average trainee for journeyman status in the classification by at least the minimum hours prescribed on the Monthly Time Report of the classification.
3. The OJT Schedule allows sufficient time for trainee proficiency demonstration(s).

The DCCM reviews each schedule and issues an approval decision within ten days of receipt. Additional classifications may not be listed on a contract's On-The-Job Training Schedule until such time the Equal Opportunity Office issues approval. The approval of OJT Schedule includes the following minimum considerations:

1. Conformance with the Training Special Provisions.
2. Incorporation of agreements reached at the Training Evaluation Meeting.

5.3.3 Timeframe for Implementation of OJT Schedule

Approval of the On-the-Job Training Schedule shall be obtained from the Department prior to commencing work or prior to implementing Schedule revisions.

5.3.4 OJT Schedule Revisions

The contractor shall, as far as practical, comply with the time frames established in the approved On-the-Job training schedule. When this proves to be impractical, a revised schedule shall be submitted for approval to the Project Administrator and District Contract Compliance Manager

A revised OJT Schedule is required when one or more of the following occur:

- An event on the approved schedule has been missed by 14 or more days.
- A change in training classifications is requested.
- A trainee terminates (voluntary or involuntary).

Failure to submit a revised schedule as indicated above may result in the issuance of noncompliance communications.

5.3.5 Directions for Completing the On-the-Job Training Schedule (Form No. 275-020-96 and 275-020-96B)

Section 1: Project Identification

Box 1: Fin. Proj No. – The Department's Financial Project Number

Box 2: F.A.P. No. – The Federal Aid Project Number assigned to federally funded projects. Leave Blank or insert N/A when training is performed on state funded projects.

Box 3: Contract No. - The project contract number

Box 4: County – County or counties project work is being performed in

Box 5: District – The Department's District Number Designation in which the training documents are being submitted. Districts are 1-7, and the Turnpike District.

Box 6: Contractor Name – The name of the prime contractor.

Box 7: FEID No. – The contractor's Federal Identification Number

Box 8: Training Program to be used – Select FDOT/FTBA program or other; Specify name of other program below the list of Training Classifications

Box 9: Revision No. – If the training schedule that results from the Trainee Evaluation Meeting has to be changed, insert one (1) the first time a request to revise the schedule is submitted to the District Compliance Manager and two (2), etc. for any future requests to change the initial schedule as applicable.

Box 10: Total No. Trainees Required – This is the number of trainees finalized at the Trainee Evaluation Meeting; this number is unchanged if banking certificates are or are not used.

Box 11: No. Banked Certificates Applied to ‘No. of Trainees Required’- If the contractor will fulfill some of the Required Number of Trainees by turning in OJT Banking Certificates indicate the number of certificates.

Box 12: Original Contract Days- Number of days indicated on the Bid Blank; if Design-Build indicates only the build days.

Box 13: Estimated Mo/Yr of Project Completion- State the month and year estimated for project completion at the time each schedule is submitted.

Section 2: Schedule of Training by Classification

Thirteen training classifications may be listed on each page; two data lines are used for each classification. Up to 2100 contract days may be reported.

Training Classification – List in the left column the training classifications in which training will be conducted. On the M/D/Y line record the month day and year training will both begin and end. In the small boxes below, shade the period of training corresponding to contract days. An example follows:

Roller Operator (rough)	M/D/Y	4/25/05	10/22/05

Section 3: Signatures

Box 14- Contractor Signature & Date – The signature of the contractor’s representative submitting the schedule.

Box 15- Approval-Signature of Project Administrator- This signature indicates concurrence with selected training classifications, time periods and the most recent project schedule.

Box 16- Approval-District Contract Compliance Manager- This signature indicates approval authority for the Department.

Section 5.4

TRAINEE PERSONNEL ACTIONS

5.4.1 Purpose

The FDOT On-the-Job Training program requires timely communication and coordination between the contractor and the department. One form is provided for the contractor to communicate all trainee personnel actions to the department and for the department to approve each action. These actions include:

- Enrollment
- Request for Graduation
- Request for Banking
- Transfer of Trainee
- Termination of Trainee.

The Trainee Enrollment and Notice of Personnel Action Form No. 275-020-08, is initiated by the contractor and sent to department for approval of all actions associated with a trainee. This form is due to the Department within seven (7) days of the effective date of each action recorded thereon. Submission time frames can be complied with via mailing or EOR system input.

Personnel actions pertaining to each trainee participating in the On-the-Job Training Program are initiated by the Prime Contractor processed by the Resident Compliance Specialist and forwarded to the District Contract Compliance Manager for action and approval.

5.4.2 Trainee Enrollments

The contractor is responsible for identifying eligible employees to fill the positions on the approved Training Schedule and to insure that sufficient time is allowed for the training and proficiency determination of each trainee. Section 2 (Enrollment and Trainee Identification) of the Trainee Enrollment and Notice of Personnel Action Form No. 275-020-08, is completed by contractor and submitted to the RCS within seven (7) days of the requested Enrollment Date for the Trainee.

5.4.3 Enrollment Requirements

The primary objective of the OJT program is the training and upgrading of women and minorities, and economically disadvantaged persons (including groups which are typically underrepresented in the craft and semi skilled laborer occupations) toward journeyman/woman status.

5.4.3.1 Trainee Affirmative Action Criteria

A contractor's workforce, as reflected on a recent Company Wide EEO Report, is analyzed at the Training Evaluation Meeting to determine if the major job categories reflect utilization of minorities and females.

The major job categories for analysis include equipment operators, mechanics, truck drivers, ironworkers, carpenters, cement masons, electricians, pipe fitters /plumbers, painters, and semi skilled laborers.

The Company Wide EEO Report of the contractor who will provide the trainee is reviewed to determine if minority and female employment is reflective of the available workforce in the MSA (Metropolitan Statistical Area) where the project is located. This may be the Company Wide EEO Report of the prime contractor or a subcontractor. Unskilled laborer employees should be given primary consideration for OJT enrollment in order to upgrade them into craft and semi skilled laborer classifications.

When a contractor's workforce reflects utilization of minorities and female in a job category, then enrollment in training classifications for that job category is open to all employees, including non-minorities who are economically disadvantaged.

5.4.3.2 Trainee Economic Disadvantaged Criteria

An enrollee is determined to have Economic Disadvantaged status if the individual is at or below poverty level as determined by the following;

- (1) Certification from the Florida State Employment Service and/or Workforce Investment Act of 1998
- (2) Prior year unemployment verification using a W-2 or
- (3) Other income tax data reflecting the person's economic status (or) a recipient's verification of AFDC (Aid for Families with Dependent Children) or verification of other public services that enhance family economics or
- (4) Other bona fide verification of economically disadvantaged status.

5.4.3.3 Trainee Work Experience & Training History

In order to qualify for appointment to a specific training classification, the proposed trainee must meet the following criteria:

1. The candidate has not completed a training course leading to journeyman/woman status for the proposed training classification
2. The candidate has not worked as a journeyman/woman in the proposed classification
3. The candidate does not have journeyman/woman experience in the proposed classification
4. The candidate is not enrolled in another FDOT training classification.

To reflect prevailing practices of Florida's highway/bridge construction industry, trainees graduating to journeyman/woman status from one OJT classification may be considered for enrollment in subsequent FDOT training classifications that will promote the achievement of additional knowledge, skills, and abilities. This is not intended to promote the use of career trainees or to exclude the enrollment of others from the OJT program.

A proposed enrollee may be considered a 'career trainee' if (a) after completing training is proposed for enrollment in a subsequent training classification and (b) enrollment is basically continuous with no period after graduation for the application of skills acquired in the previous trainee classification(s).

Where feasible, 25% of the trainees in each occupation shall be in their first year of employment. This supports the addition of new workers into the industry.

5.4.4 Trainee Interviews

The On-the-Job Training Trainee Interview (Form 275-021-02) is used by Resident Compliance Specialists or other project staff, to record information regarding an enrollee's previous work experience and training. Additionally, the proficiencies established for the trainee's proposed classification on the project are reviewed with the enrollee and utilized in determining existing abilities for the proposed classification.

Questions are also asked to determine if the trainee understands the On-the-Job Training program. Answers indicating possible lack of understanding are communicated by the RCS to the contractor for follow up with the trainee. Lack of understanding regarding the OJT program does not affect enrollment eligibility.

The training and work experience information of the enrollee are referenced by the DCCM in determining enrollment approval. Additional interviews may be conducted during an enrollee's training period.

5.4.5 Trainee Identification Card

A Trainee Identification Card (ID Card) is prepared for each enrollee once the District Contract Compliance Manager approves the enrollment in Section 3 of the Trainee Enrollment and Notice of Personnel Action, Form No. 275-020-08. A photo may be added to the identification card.

The ID card is forwarded to the prime contractor for issuance to the trainee. The prime contractor is responsible for insuring that the trainee carries the ID card at all times during training on the project. Attachment 5.4.5.1 is an example of a trainee Identification card.

Attachment 5.4.5.1

Example of a Trainee Identification Card

State of Florida	
Department of Transportation, District No #	
On-the-Job Training Program Identification Card	
District Address	District Telephone
xxxxxxxxxxxxxxxxxxxx	xxx/xxx-xxxx
Xxxxxx, Florida xxxxx	
This is to certify that _____ Trainee Name _____	
is enrolled as a _____ Training Classification _____	
trainee beginning _____ Date _____	
with _____ Company Name _____	
on Financial Project No.: _____ Financial Project No. _____	
District Contract Compliance Manager's Signature	

5.4.6 Trainee Graduation

Graduation from the FDOT OJT program requires attainment of a specified number of training hours on defined topics and the ability to successfully perform, for observation, all proficiencies defined for the training classification. Training hours are subject to verification by the RCS.

Once a successful proficiency observation has been obtained, the contractor may request graduation of the trainee. Section 4 (Graduation Request) of the Trainee Enrollment and Notice of Personnel Action, Form No. 275-020-08 is completed by the contractor and submitted to the RCS who verifies graduation eligibility. The DCCM completes Section 5, (Graduation Approval) of the Trainee Enrollment and Notice of Personnel Action Form

No. 275-020-08 once the verification of training hours and proficiency has been completed.

A graduation certificate stating the trainee's full name, training classification and graduation date is issued to the contractor for presentation to the trainee.

5.4.7 Trainee Transfers

The transfer of trainees from project to project and from district to district is permitted. Reasons for transfers include but are not limited to the following:

- Completion of Training: Transfer from one project to another to meet training requirements.
- Trainee Relocation: The trainee relocates to an area where the contractor has an on-going project where the trainee can continue training.

Trainee Transfers will not be approved when a trainee completes the maximum training hours allowed for a classification and proficiency has not been demonstrated.

Section 8 (Trainee Transfer Request) of the Trainee Enrollment and Notice of Personnel Action Form No. 275-020-08, is completed by the contractor prior to initiating the Transfer. Approval of the DCCM (s) is required and that is recorded in Section 9 (Transfer Approval).

5.4.8 Trainee Terminations

The voluntary or involuntary termination of a trainee at any time following enrollment and prior to the approval of their graduation is communicated to the department by completing Section 10 (Notice of Termination prior to Graduation) of the Trainee Enrollment and Notice of Personnel Action Form No. 275-020-08.

Voluntary terminations occur when the trainee initiates the separation. Examples of voluntary terminations include resignation to accept work elsewhere, resignation due to denial of a request for reassignment, relocation/leaving the area etc

Involuntary terminations occur when the contractor initiates the separation. Examples of involuntary termination include termination for misconduct, absenteeism, failing to maintain employment status, layoffs, staff reductions, etc.

5.4.9 Directions for Completing the Trainee Enrollment and Notice of Personnel Action form (275-020-08)

One form is used to record all personnel actions and approvals for one trainee

Section 1: Project Identification

Box 1: Fin. Proj No. – The Financial Project Number

Box 2: F.A.P. No. – The Federal Aid Project Number assigned to federally funded projects. Leave Blank or insert N/A when training is performed on state funded projects.

Box 3: Contract No. - the project contract number

Box 4: County – County or counties project work is being performed in

Box 5: District – The Department’s District Number Designation in which the training documents are being submitted. Districts are 1-7, and the Turnpike District.

Box 6: Contractor Name – The name of the prime contractor.

Box 7: FEID No. – The contractor’s Federal Identification Number

Section 2: ENROLLMENT & TRAINEE IDENTIFICATION

Box 8: Proposed Training Classification – Training Classification proposed for the enrollee

Box 9: Trainee’s Name-First name, middle initial, last name of enrollee

Box 10: Four Digit Employee Identifier Number– Print or Type the Trainee’s 4 digit number

Box 11: Trainee’s Race- Indicate race

Box 12: Trainee’s Sex- Male or female

Box 13: Date of Birth-Trainee’ month/day/year of birth

Box 14: Trainee’s Mailing Address- Street, City, State, Zip Code of trainee

Box 15: Instructor’s Name and Classification- First and last name of trainee’s instructor and their job classification

Box 16: Income Data-Non Minority Male enrollment –This section is completed only when a trainee is a non minority male and the contractor’s workforce lacks diversity. Record the estimated gross income of the trainee’s family (household) for the last 12 months and the trainee’s gross income (alone), the actual number of dependents of the trainee.

Box 17: Previous FDOT/FTBA OJT Trainee Classifications- Or none; list the classification of each Trainee position the employee has previously been enrolled in and/or completed for any company; or check ‘none’.

Box 18: Enrollment Date Requested- Month/day/year when time accumulation will begin

Box 19: Trainee’s signature- Trainee signs here

Box 20: Contractor’s Signature and Date Contractor -signs here

Section 3: ENROLLMENT APPROVAL

Box 21: Acceptable Trainee Interview? Check yes or no if results of interview indicate eligibility

Box 22: Enrollment Approved Check yes or no if enrollment is approved

Box 23: District Contract Compliance Manager Signature & Date DCCM- signs here

Section 4: GRADUATION REQUEST

The contractor completes this section once a successful proficiency observation has been recorded.

Box 24: Date of Successful Observation- Month/day/year of successful trainee proficiency observation

Box 25: No. of Successful Proficiencies (Minimum of 3) - Total no. of proficiencies satisfactorily performed and recorded (see Form 275-021-01-Proficiency Record for OJT)

Box 26: Total Accumulated training Hours- Hours accumulated at the time of graduation

Box 27: Contractor's Signature and Date Contractor- Signs here

Section 5: GRADUATION APPROVAL

Box 28: Graduation Approved? Check yes or no

Box 29: District Contract Compliance Manager Signature & Date DCCM signs here

Section 6: CONTRACTOR'S REQUEST FOR AWARD OF BANKING CERTIFICATE

This section is completed along with Section 4 (Graduation Request) when the contractor requests a banking certificate for this graduation

Box 30 Contractor's Signature and Date Contractor signs here

Section 7: BANKING APPROVAL

Box 31: Banking Approved? Check yes or no

Box 32: District Contract Compliance Manager Signature & Date DCCM signs here

Section 8: TRAINEE TRANSFER REQUEST

This section is completed if the trainee is unable to complete training on the project indicated in Box 1 and the contractor wishes to transfer the trainee to another project for completion.

Box 33: Financial Project No. Transferred to-Financial Project No. of the project. the trainee will go to.

Box 34: F.A.P No. - The Federal aid project number assigned to federally funded projects. Leave blank or insert NA when the project is wholly state funded.

Box 35: District- the district number of the new project

Box 36: Hrs Prior to Transfer- Contractor's indication of training hours at time of transfer: these are subject to verification

Box 37: Effective Date- Date trainee will begin accumulation hours on new project

Box 38: Contractor's Signature and Date -Contractor on current project signs here

Section 9: TRANSFER APPROVAL

Box 39: Sending District Contract Compliance Manager Signature & Date DCCM of district shown in box 5 signs here

Box 40: Receiving District Contract Compliance Manager Signature & Date DCCM of District shown in box 40 signs here

Section 10: NOTICE OF TERMINATION PRIOR TO GRADUATION

This section is completed if the trainee is voluntarily or involuntarily terminated before successful proficiency observation and time accumulation

Box 41: Type of Termination: Indicate voluntary or involuntary

Box 42: Reason for Termination State the reason for termination such as absenteeism, failed to meet company standards, etc

Box 43: Effective Date Month/day/ year of employee's termination

Box. 44: Accumulated Hours at Termination Contractor's indication of training hours at time of transfer: these are subject to verification.

Section 5.5

TRAINING PROFICIENCIES

5.5.1 Purpose

Graduation from the FDOT OJT program requires accumulation of sufficient hours according to a pre-defined training curriculum and the successful exhibition by the trainee of predefined proficiencies specific to the classification and project on which the trainee is enrolled.

Successful proficiency observations facilitate the attainment of meaningful skills essential to performance in the construction industry.

5.5.2 The Proficiency Statement

A proficiency statement is specific to the job classification for which it is written.

Proficiency statements for a training classification may differ from one contractor to another in order to reflect the unique work responsibilities companies assign to their employees. A contractor may desire to have proficiency statements for a classification be unique from one project to another in order to address project specifics.

A good proficiency statement is one which is clearly defined, unambiguous, observable (or measurable) and skill (not trait) based.

A proficiency statement must be understandable to the trainee, the contractor and the department.

5.5.3 Training Proficiency Statement Development and Concurrence

Proficiencies are developed for each training classification planned for use on a project. They are developed along with the initial OJT Schedule at the Training Evaluation Meeting. If agreed, proficiencies may be submitted up to ten days following the Training Evaluation Meeting.

Prior to approving an OJT Schedule, the proficiency statements for each classification shown thereon are to be developed and concurred with. A minimum of three (3) proficiencies must be developed for a training classification; or a total of four (4) or five (5) may be developed.

proficiency statements for a training classification on a project are recorded in Section 2 (Proficiency Standards) of the Proficiency Record for On-the-Job Training, FDOT form 275-021-01. The form is also used to request observation of a trainee's proficiency and to record the results of observations.

5.5.4 Proficiency Observation Eligibility, Request and Record

Once a trainee has completed at least the minimum number of training hours for each subject listed on the Monthly Time Report for their training classification, the contractor may consider requesting a proficiency observation.

With a contractor's representative present, a trainee is required to demonstrate to a Department observer (e.g. Project Engineer or Inspector) the proficiencies agreed upon and documented on the Proficiency Record for On-the-Job Training, FDOT Form 275-021-01. Up to four proficiency observations may be requested and the results recorded in Sections 5 and 6 (Proficiency Observation Request and Observation Results) Proficiency Record for On-the-Job Training, FDOT form 275-021-01.

The contractor initiates the observation of the trainee's proficiency by completing Section 5 (Proficiency Observation Request) of the Proficiency Record for On-the-Job Training, FDOT Form 275-021-01. The RCS coordinates scheduling the observation which must be attended by both the contractor's project representative and a department representative.

The established proficiencies are reviewed by the observers and compared to the trainee's actual performance during the observation. If three proficiencies have been established, the trainee must successfully exhibit (perform) all three; if four have been established then four proficiencies must be successfully exhibited; if five have been established, then five must be successfully exhibited/performed. Graduation requires the successful performance of all proficiencies during one proficiency observation.

When a trainee has accumulated at least the minimum training hours for each training topic, up to two (2) proficiency observations may be scheduled.

Trainees, who fail to exhibit proficiency during the first two observations, must accumulate the maximum training hours for their classification before additional observations may be requested. If the trainee is not successful during the first two observations, then the contractor must wait until the trainee has accumulated at least the maximum training hours before requesting a third and then a fourth observation. The trainee may continue in the training program until project completion.

5.5.5 Directions for Completing Proficiency Record for On-the-Job Training, (Form 275-021-01)

This form is used to record all proficiency activity associated with training in one specific classification on a project. The form is initiated along with the initial OJT schedule. The proficiency standards for each training classification to be used on a project are defined and concurred with at or before the initial OJT schedule is approved. The proficiency demonstration process is initiated by the contractor and must be successfully completed prior to all graduation requests. This form should be submitted to the Resident Compliance Office in conjunction with the Trainee Enrollment and Notification of Personnel Action Form for graduation actions within 7 days of the trainee's successful completion of the proficiency demonstration.

Section 1: Project Identification

Box 1: Fin. No. – The Department's Financial Project Number

Box 2: F.A.P. No. – The Federal Aid Project Number assigned to federally funded projects. Leave Blank or insert N/A when training is performed on state funded projects.

Box 3: Contract No. –FDOT contract number

Box 4: County – County or counties project work is being performed in

Box 5: District – The Department's District Number Designation in which the training will occur (Districts are 1-7, and the Turnpike District)

Box 6: Contractor Name – The name of the prime contractor are being submitted.

Box 7: FEID No. – The contractor's Federal Identification Number

Section 2: Proficiency Standards:

Box 8: OJT Training Classification – Classification in which the trainee demonstrated proficiency

Box 9: Established Proficiency Standards – Standards established at the Post-Preconstruction Training Evaluation Meeting or submitted with the on-the-job training schedule within 10 days after the conference.

Section 3: Concurrence with Proficiency Standards

Box 10: Contractor's Signature/Date – The Contractor's Representative's signature and date signed

Box 11: Project Administrator's Signature/Date – The Project Administrator for the project and date they sign

Box 12: DCCM's Signature – District Contract Compliance Manager's Signature and date signed.

Section 4: Trainee Identification

Box 13: Trainee's Name – Print or Type the trainee's full name

Box 14: Location of Proficiency Demonstration – Actual location Department representative observes trainee's performance.

Sections 5 & 6: Proficiency Observation Request & Observation Results

General: These sections provide for recording up to four requests for observations and the results of each observation.

Section 6: Request for Observation

Box 15: – The date the first observation of the trainee is requested by the contractor and the contractor's signature and date signed.

Box 16, 17, 18: same data for second, third and fourth observation requests

Section 6: Results Record

Box 19: The date of the first proficiency observation and indication that each proficiency was or was not successfully demonstrated. The Department's Observer and the contractor sign. There are 4 opportunities available to the contractor for a trainee to demonstrate proficiency in a minimum of 3 standards. Each standard is listed in Block #9 and is assigned as Standard A, B, C, D, or E. The Department's Observer is required to indicate by marking yes or no as to the proficiency demonstrated to standard by the trainee.

Observer Signature – The Department's Proficiency Demonstration Observer (e.g. Project Engineer or Inspector) must sign their name here to verify that he/she has observed the trainee.

Contractor Signature – The Contractor's representative will sign the form in this block.

Box 20, 21, 22: same data for second, third and fourth observation results

Trainee's Signature – Collect the Trainee's signature at the end of the observation once the results have been recorded.

Section 5.6

ON-THE-JOB TRAINING MONTHLY TIME REPORT

5.6.1 Purpose

Each training classification in the FDOT On-the-Job Training program has a specific Monthly Time Report which is an FDOT Form (see Table 5.1.3). The Monthly Time Report identifies the training curriculum for the classification and the minimum and maximum hours for each topic.

5.6.2 Responsibilities

The On-the-Job Training Monthly Time Report Form is required for reporting all training hours accumulated on a project by an enrollee of the training program

The contractor is responsible for maintaining records to document the actual hours each trainee is engaged in training.

The contractor completes the monthly time report and submits it to the Resident Compliance Specialist. The form should be completed using information documented on the Daily-Weekly Report, Form 275-021-12, which is used to track and monitor the trainee's progress. It is the responsibility of the prime contractor to pinpoint how each hour of training is spent, such as five (5) hours "oriented in safety procedures."

The certified payroll record of the trainee and project records are referenced by the RCS in verifying monthly time report data.

5.6.3 Timeframe for Submitting the Monthly Time Report

The contractor submits the Monthly Time Report to the Resident Compliance Specialist on or before the 10th of each month for training time accumulated the previous month. Submission time frames can be complied with via mailing or EOR system input. A Monthly Time Report is required beginning with the first month in which the trainee is enrolled and time is accumulated, and continuing through the month in which the trainee graduates or terminates.

In the event a trainee accumulates zero training hours during a month, but remains a viable enrollee of the program, the contractor submits a Monthly Time Report reflecting accumulation of zero hours.

The Resident Compliance Specialist forwards Monthly Time Reports to the District Contract Compliance Manager after verifying that all data is correct.

5.6.4 Directions for Completing the Monthly Time Report Forms

Name of Company – Name of Prime Contractor

Financial Project Number–The Department's Financial Project Number

F.A.P. No. – The Federal Aid Project Number assigned to federally funded projects. Leave Blank or insert N/A when training is performed on state funded projects

County – County or counties project work is being performed in

Name of Trainee –Trainee's full name

Four Digit Employee Identifier Number – Print or Type the Trainee's 4 digit number

Rate of Pay – Trainee's current rate of pay

Month Ending – Ending day of the Month being reported (03/28/03)

Instructor –Trainee's current instructor's name

Contract Work Day – Contract Day that coincides with the month ending date

Training Classification Code – Code that coincides with the trainee's training classification

Breakdown of Training

If two (2) levels of the same classification are included, fill the circle next to the classification that training will be performed, e.g., Front end Loader Operator: ● 1 cu. ud

Training Classification- The training classification and tasks to be performed

Training Hours (Min/Max.)- The minimum and maximum training hours required for each task

Weekly columns- Actual hours trained for each pay period week of the monthly report on the line that coincides with the area in which training occurred

Monthly column- Sum of hours reported for the month on each line that training occurred for weeks 1-5

Previous Time- Total hours previously reported prior to this report

To Date Time- Sum of current month's training hours and the previous training hours

Total Hours (Minimum/Maximum) - Total each column on this row

Performance of Trainee

Poor, Fair or Good: The contractor's assessment of the work performance of the trainee for the period being reported; fill the circle that coincides with that assessment.

FDOT Use Only

The Resident Compliance Specialist completes this section. The contractor's payroll hours is checked to insure training hours are accurate.

Section 5.7

VOLUNTARY OJT AND BANKING

5.7.1 Purpose

The Department provides contractors the opportunity to pursue On-the-Job Training on projects not requiring trainees and on projects where trainee requirements have been fulfilled and the completion of excess trainees is desired. This is referred to as “Voluntary OJT for Banking”.

The graduation of trainees in such circumstances results in the earning of a “Banking Credit” and the issuance of a “Banking Certificate” which the contractor may apply to the fulfillment of trainee requirements on subsequent federal aid projects.

Contractors pursuing Voluntary OJT shall comply with all training criteria set forth in the On-the-Job Training Special Provision for Federal Aid Projects.

5.7.2 Eligibility

The Voluntary On-the-Job Training Program may be initiated by a contractor awarded a state funded (non-federal aid) project having at least 225 contract days, an award amount of at least \$1,000,000 and a Resident Compliance Specialist is available for OJT compliance monitoring. Contractors wishing to pursue Voluntary OJT on state funded contracts will contact the District Contract Compliance Manager to initiate the scheduling of this meeting

If a contractor declares the intent to earn banking credits on a federal aid project requiring trainees, the actual award of a banking certificate will not occur until such time as the required number of trainees has graduated from the project.

In the event the required number of trainees is reduced below the number indicated in Table 5.1.2, Estimate of Trainees based on contract amount, banking credits will not be awarded until the standard number of trainees specified in Table 5.1.2.1 has graduated from the project. Once the numbers of trainees indicated in the table have graduated, Voluntary OJT may be pursued.

All OJT program requirements outlined in the Training Special Provision and this Workbook apply to Voluntary OJT. All program requirements must be satisfied prior to the issuance of Banking Certificate(s).

5.7.3 Weekly Record of Hours and Pay for Trainees on Non–Federally Assisted Projects

Contractors who have trainees approved for OJT enrollment on non federally assisted projects are required to submit a weekly record of hours and pay for each trainees. This data is due to the RCS seven days after the trainees' regular pay day and continues until the trainee's graduation is approved.

Data to be shown on this weekly record of hours and pay includes: Name, four digit identifier, race and sex, training classification, hours worked on the project each day which are being reported as training on a Monthly Time Report, rate of pay, gross wages and total wages.

Trainee payroll records are subject to all certified payroll requirements including Davis Bacon and Copeland Act requirements.

5.7.4 The Banking Certificate

A contractor requests the issuance of a banking certificate concurrent with their request for graduation of a trainee. The contractor completes Section 6 (Contractor's Request to Award Banking Certificate) of the Trainee Enrollment and Notice of Personnel Action Form No. 275-020-08, at the same time Section 4 (Graduation Request) is completed. This form is submitted to the Resident Compliance Specialist.

Banking certificates are retained by the contractor; graduation certificates are presented to the trainee.

A Banking Certificate, Form No. 275-021-03 is issued to the prime contractor for each banking credit. Each banking certificate includes a unique 5-digit serial number as follows:

D (number for district) plus XXX (3 digit sequence number)

Example: D4053: Certificate issued by District 4, sequence number 053

Contractors hold the banking certificate(s) until such time as they are ready to apply the credit toward a Federal Aid contract training requirement.

5.7.5 Redemption of Banking Credits

Banking certificates may be redeemed within three (3) years of issuance.

The issuance and redemption of banking certificates are tracked by each District and the Equal Opportunity Office.

Earned banking credits are redeemed by presenting the original banking certificate to the District Contract Compliance Manager of the district where the project on which the credit is to be applied.

A contractor utilizing banking credit(s) to fulfill agreed upon trainee requirement(s), must present the original banking certificate for redemption. If the contractor has determined at the training evaluation meeting that banked credits will be used to meet trainee requirements, then the certificate(s) is submitted with the initial training schedule. A prime contractor working as a subcontractor to another prime, may redeem their earned banking certificates for another prime.

If the contractor subsequently determines to use banked credit(s) to meet trainee requirements, then the certificate(s) are submitted with the revised training schedule.

The contractor records their intent to use Banking Credits in Box 11 of Section 1, on the On-the-Job Training Schedule, Form 275-020-96.

Section 5.8

ON-THE-JOB TRAINING FORMS

Noted below is a listing of forms for the OJT Program. Copies of all forms are available in the forms library. The link to the library is

<http://www2.dot.state.fl.us/proceduraldocuments/forms/byofficedetail.asp?office=EQUAL+OPPORTUNITY+OFFICE> .

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, Dragline Shovel 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
275-021-16	Sound Wall Erector	5.1, 5.6

5.8.2 OJT Monthly Time Report Forms ALPHABETICAL SEQUENCE

Document Title	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, Dragline Shovel 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
Antenna & Transmission Line Installer/Tester	275-020-18	5.1, 5.6

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**TRAINEE ENROLLMENT &
 NOTICE OF PERSONNEL ACTION**

375-020-02
 EQUAL OPPORTUNITY OFFICE
 01/11
 Page 1 of 1

SECTION 1: PROJECT IDENTIFICATION				
1. Financial Project No.	2. F.A.P. No.	3. Contract No.	4. County	5. District
6. Contractor Name		7. FEID No.		
SECTION 2: ENROLLMENT & TRAINEE IDENTIFICATION				
8. Proposed Training Classification:		9. Trainee's Name (first/middle initial /last)		
10. Four Digit Employee Identifier	11. Trainee's Race <input type="checkbox"/> Black (Not of Hispanic Origin) <input type="checkbox"/> White (Not of Hispanic Origin) <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Nat Hawaiian/PI <input type="checkbox"/> Am. Indian/Al Native <input type="checkbox"/> 2 or more races		12. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	13. Date of Birth
14. Trainee's Mailing Address	15. Instructor's Name & Classification	16. Income Data-Complete only if Non Minority Male enrollment Annual family income Trainees annual income No. of dependents		
17. List previous classifications for which training was received and list classifications worked in			18. Enrollment Date Requested	
19. Trainee's Signature		20. Contractor's Signature & Date		Date
SECTION 3: ENROLLMENT APPROVAL				
21. Acceptable Trainee Interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	22. Enrollment Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	23. District Contract Compliance Manager (DCCM) Signature & Date		
				Date
SECTION 4: GRADUATION REQUEST				
24. Date of Successful observation	25. Proficiency Demonstrated at Milestone <input type="checkbox"/> 100-240 Hrs <input type="checkbox"/> 241-450 Hrs <input type="checkbox"/> 451-650 Hrs <input type="checkbox"/> Completion of all	26. Total Accumulated Training Hours	27. Contractor's Signature	
				Date
SECTION 5: GRADUATION APPROVAL				
28. Graduation Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	29. District Contract Compliance Manager (DCCM) Signature & Date			Date
SECTION 6: CONTRACTOR'S REQUEST TO AWARD BANKING CERTIFICATE				
30. Contractor's Signature & Date				Date
SECTION 7: BANKING APPROVAL				
31. Banking Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	32. District Contract Compliance Manager (DCCM) Signature & Date			Date
SECTION 8: TRAINEE TRANSFER REQUEST				
33. Financial Project No. Transferred to	34. F.A.P. no.	35. District	36. Hrs prior to Transfer	37. Effective Date
38. Contractor's Signature & Date				Date
SECTION 9: TRANSFER APPROVAL				
39. Sending DCCM Signature & Date		Date	40. Receiving DCCM Signature & Date	
SECTION 10: NOTICE OF TERMINATION PRIOR TO GRADUATION				
41. Type of Termination	42. Reason for Termination	43. Effective Date	44. Hrs Accum. At Ter.	

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING SCHEDULE

275-020-86
 EQUAL OPPORTUNITY OFFICE
 04/12

SECTION 1: PROJECT IDENTIFICATION						
1. Financial Project No.:	2. F.A.P. No.:	3. Contract No.	4. County:	5. District	6. Contractor Name	7. FEID No.
8. Name of Training Program	9. Revision No. (Original = 0)	10. Total No. Trainees Required	11. Total Banking Certificates used to fulfill No. Trainees Required		12. Original No. Contract Days	13. Estimated Mo/Yr of Project Completion
<input type="checkbox"/> FDOT/ FTBA <input type="checkbox"/> Other: specify below						

SECTION 2: Schedule of Training by Classification		2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36
Training Classification																			
	M/D/Y																		
	M/D/Y																		
	M/D/Y																		
	M/D/Y																		
	M/D/Y																		
	M/D/Y																		
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	M/D/Y																		
	M/D/Y																		
	M/D/Y																		
	M/D/Y																		
	M/D/Y																		

SECTION 3: SIGNATURES			
14. SUBMITTED BY: CONTRACTOR'S SIGNATURE/DATE	15. CONCURRENCE OF PROJECT ADMINISTRATOR		16. CONCURRENCE/APPROVAL OF DIST. CONTRACT COMPLIANCE MGR
		DATE	DATE

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-02
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety Procedures	2	5								
B. Observation of machine in operation	10	20								
C. Starting and manipulating levers for moving	15	30								
II. Care & Maintenance										
A. Safety Procedures	3	5								
B. Routine fueling, lubricating and servicing	40	80								
III. Actual Operation of Equipment										
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								
TOTALS	250	500								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

THIS FORM IS DUE THE 10TH 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

275-020-04
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
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								
II. Care & Maintenance										
A. Safety Procedures	3	5								
B. Routine cleaning, fueling, lubricating and servicing	13	20								
III. Actual Operation of Equipment										
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								
TOTALS	200	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-13
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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: 013

Breakdown of Training – Erosion Control Specialist	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Training</i>										
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 & maintenance of erosion control devices according to the erosion control plan	15	20								
<i>II. Actual Review of Erosion Control Operations</i>										
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								
<i>III. Observation</i>										
A. Observation of erosion control devices in proper locations	35	50								
B. Routine inspection procedures	35	50								
TOTALS	250	350								

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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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-09
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____
 (FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-17
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety Procedures	3	5								
B. Observation of placing wall units	15	25								
C. Observation of tie back and backfill procedures	20	30								
II. Care & Maintenance										
A. Safety Procedures	3	5								
B. Help unload wall sections and clean work areas	26	40								
III. Actual Operation of Wall Erection & Backfill										
A. Safety operating procedures	3	5								
B. Hold & help align wall sections. Drive stakes for braces	30	60								
C. Observe & 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, & operation of compactor	65	100								
TOTALS	300	500								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
 O.J.T. MONTHLY TIME REPORT

275-200-18
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation & Applied Calculations</i>										
A. Safety Procedures	5	10								
B. Equipment & Tools	15	30								
C. Tower Climbing, Fit connectors	10	20								
D. Systems calculations, net path loss, surveying	5	10								
E. Catalog use	10	30								
<i>II. Applied Techniques of the Installation/Testing</i>										
A. Winch truck operation	15	20								
B. Rigging & 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								
<i>III. Contact Administration</i>										
A. Reading plans & special applications & functions	10	40								
B. Report writing	10	20								
TOTALS	150	300								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____
 (FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-19
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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 (Rough): 175
 Training Classification Code (Finish): 166

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

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-20
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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: 146 _____

Breakdown of Training – Frontend Loader Operator <input type="checkbox"/> 1 cu yd or less <input type="checkbox"/> over 1 cu yd	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	3	5								
B. Observation of machine in operation	6	10								
C. Starting and manipulating levers for moving	15	25								
II. Care & Maintenance										
A. Safety procedures	3	5								
B. Routine fueling, lubricating & servicing	15	35								
III. Actual Operation of Equipment										
A. Safety procedures	3	5								
B. Loading materials	110	250								
C. Excavation	75	150								
D. Special applications	20	35								
TOTALS	250	500								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____
 (FDOT)

Compliance Comments: _____

THIS FORM IS DUE THE 10TH 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

275-020-22
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
A. Safety procedures	2	5								
B. Observation of operation	10	15								
<i>II. Care & Maintenance</i>										
A. Safety procedures	3	5								
B. Care and maintenance of tools and equipment	20	40								
<i>III. Actual Operation of Reinforcing</i>										
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 rods	85	180								
TOTALS	300	600								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

THIS FORM IS DUE THE 10TH 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

275-020-23
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
A. Safety procedures	5	10								
B. Routine fueling, lubrication, adjusting & servicing	10	20								
<i>III. Actual Operation of Equipment</i>										
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								
TOTALS	250	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

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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: 020

Breakdown of Training – Form/Curb & Gutter Builder (Structures)	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
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								
<i>III. Applied Techniques of Building Curb & Gutter & Actual Operation of Formsetting</i>										
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								
TOTALS	300	500								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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- 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: 030 _____

Breakdown of Training – Grade Checker	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Actual Operation of Setting & Checking Grade</i>										
A. Safe operating procedures	3	5								
B. Helping set grade pins and lines; helping achieve grad 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 line for pipe and structures	60	80								
TOTALS	250	400								

PERFORMANCE OF TRAINEE:

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- 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: 112 _____

Breakdown of Training – Asphalt/Bridge Deck Screed Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	3	5								
B. Observation of machine in operation	10	20								
II. Care & Maintenance										
A. Safety procedures	3	5								
B. Routine servicing	10	20								
III. Actual Operation of Equipment										
A. Safety procedures	4	5								
B. Making adjustments for proper depth, grade and finish	120	245								
C. Operating screed equipment	50	100								
TOTALS	200	400								

PERFORMANCE OF TRAINEE:

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- 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: 610

Breakdown of Training – Highway Concrete Finisher	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
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								
<i>III. Actual Operation of Equipment</i>										
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								
TOTALS	275	400								

PERFORMANCE OF TRAINEE:

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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: 066

Breakdown of Training – Pipelayer	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
A. Safety procedures	2	5								
B. Ditch preparation, handles materials and tools	10	20								
<i>III. Actual Handling of Pipe & Spade</i>										
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 into bell end of last laid pipe	170	240								
TOTALS	250	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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- 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: 185

Breakdown of Training – Backhoe Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	5	10								
B. Observation of machine in operation	10	20								
C. Starting, manipulating levers for moving equipment and attachments	10	30								
II. Care & Maintenance										
A. Safety procedures	5	10								
B. Routine fueling, lubricating and servicing	50	100								
III. Actual Operation of Equipment										
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								
TOTALS	250	500								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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- 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: 910

Breakdown of Training – Painter, Highway or Bridge	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
A. Safety procedures	3	5								
B. Observation of operation	10	20								
<i>II. Care & Maintenance</i>										
A. Safety procedures	3	5								
B. Care and maintenance of tools	10	20								
<i>III. Actual Operation of Equipment</i>										
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								
TOTALS	200	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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- 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: 104

Breakdown of Training – Asphalt Distributor Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
A. Safety procedures	3	5								
B. Routine fueling, lubricating and servicing	16	35								
<i>III. Actual Operation of Equipment</i>										
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								
TOTALS	250	500								

PERFORMANCE OF TRAINEE:

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- Fair
- Good

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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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: 060 _____

Breakdown of Training – Electronics Installer	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
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								
II. Safety & Equipment Maintenance										
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								
III. Installations & Testing Techniques										
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								
TOTALS	275	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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- 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: 001 _____

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

PERFORMANCE OF TRAINEE:

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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: 112

Breakdown of Training – Asphalt/Bridge Deck Screed Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	3	5								
B. Observation of machine in operation	10	20								
II. Care & Maintenance										
A. Safety procedures	3	5								
B. Routine servicing	10	20								
III. Actual Operation of Equipment										
A. Safety procedures	4	5								
B. Making adjustments for proper depth, grade and finish	120	245								
C. Operating screed equipment	50	100								
TOTALS	200	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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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: 510

Breakdown of Training – <input type="checkbox"/> Highway Carpenter <input type="checkbox"/> Bridge Carpenter	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Safe Use of Tools of the Trade</i>										
A. Safety procedures	10	20								
B. Power and hand tools	10	20								
C. Materials selection	3	5								
<i>II. Applied Techniques of Bridge Construction Carpentry</i>										
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								
<i>III. Blueprint or Construction Plans reading and Application, Basic Form Design</i>										
	42	50								
<i>IV. Stripping & Salvage of Forms for Re-Use</i>										
	85	115								
Total Hours (Minimum/Maximum)	350	700								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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- 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: 106 _____

Breakdown of Training – Asphalt Paving Machine Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
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								
II. Care & Maintenance										
A. Safety procedures	3	5								
B. Routine fueling, lubrication and servicing	52	75								
III. Actual Operation of Equipment										
A. Safe operating procedures	3	5								
B. Screed regulation indoctrination and operation	32	70								
C. Operation of machine	90	205								
TOTALS	200	400								

PERFORMANCE OF TRAINEE:

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- 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: 108

Breakdown of Training – Asphalt Plant Drier Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
A. Safety procedures	3	5								
B. Observation of drier and conveyors in operation	10	30								
C. Starting drier and conveyors for batching	5	15								
<i>II. Care & Maintenance</i>										
A. Safety procedures	3	5								
B. Routine lubrication, adjusting and servicing	16	35								
<i>III. Actual Operation of Equipment</i>										
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								
TOTALS	250	500								

PERFORMANCE OF TRAINEE:

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- 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: 210

Breakdown of Training – Equipment Maintenance Technician	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
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								
<i>III. Preventive/Corrective Maintenance Techniques</i>										
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								
<i>IV. Assistance in Maintenance Procedures</i>										
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								
<i>V. Supply & Procurement Procedures (Parts & Tools)</i>										
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								

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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 EQUAL OPPORTUNITY OFFICE
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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: 154
 Training Classification Code (fine grade): 156

Breakdown of Training – Motor Grader Operator Motor Grader Operator (Fine Grade)	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	5	10								
B. Observation of machine in operation	20	40								
C. Starting, manipulating levers for moving equipment and attachments	20	40								
II. Care & Maintenance										
A. Safety procedures	5	10								
B. Routine fueling, lubricating and servicing	10	25								
III. Actual Operation of Equipment										
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								
III. Actual Operation of Equipment										
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								
TOTALS	400	750								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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: 100

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

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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- 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: 122 _____

Breakdown of Training – Concrete Paving Finishing Machine Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
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								
II. Care & Maintenance										
A. Safety procedures	5	10								
B. Routine fueling, lubrication and servicing	55	80								
III. Actual Operation of Equipment										
A. Safety operating procedures	5	10								
B. Screed regulation, indoctrination and operation	80	100								
C. Operation of machine	100	125								
TOTALS	275	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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- 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: **128**

Breakdown of Training – Concrete Paving Machine Spreader/Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
A. Safety procedures	5	10								
B. Routine fueling, lubrication and servicing	55	70								
<i>III. Actual Operation of Equipment</i>										
A. Safety operating procedures	5	10								
B. Screed regulation, indoctrination and operation	65	100								
C. Operation of machine	100	125								
TOTALS	275	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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- 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: 005

Breakdown of Training – Deckhand	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
A. Safety procedures	5	10								
B. Observation of overall dredge operation	10	25								
<i>II. Care & Maintenance</i>										
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								
TOTALS	250	450								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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- 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: 290

Breakdown of Training – Mechanic (Field Service, Truck or Heavy Equipment)	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	2	5								
B. Lubrication requirements of mechanical equipment. Oil, air and fuel filtration, grease points and capacities, inspection techniques to detect abnormal conditions	20	40								
C. Materials selection. Familiarization with parts catalogs, procurement, handling, storage and cost of parts for trucks and heavy equipment	20	40								
D. Machine shop familiarization. Welding and burning equipment and its operation; operation of lathes, saws, shapers, grinders and presses	28	40								
II. Applied Techniques of the Mechanic										
A. Safety procedures	3	5								
B. Equipment characteristics and lubrication points	10	25								
C. Oil changes, filter changes, grease guns, hard packing or grease, grease bearing, fueling operation and service of fuel injector pumps and nozzles and engine governors	30	50								
D. Minor adjustments to drive chains and clutches. Learnt the functions to assist in the complete overhaul of various starters, generators and voltage regulators	30	60								
III. Shop & Field Practices										
A. Shop/field procedures – assist in the repair & overhaul of various truck or heavy equipment	75	120								
B. Paint & body – body work and painting procedures	0	30								
C. Water/air cooled engines – assist in the complete overhaul and testing of gas, diesel and air cooled engines and their applications	40	80								
D. Transmissions and rear ends – assist in the complete overhaul of the various mechanisms used to transfer engine horsepower to tractive effort	40	100								

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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**

Breakdown of Training – Truck Driver <small>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 operation</small>	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	2	5								
B. Observation of vehicle in operation	5	10								
C. Starting and manipulating vehicle	5	10								
II. Care & Maintenance										
A. Safety procedures	3	5								
B. Routine fueling, lubrication and servicing	15	20								
III. Actual Operation of Equipment										
A. Safety operating procedures	5	10								
B. Loading and unloading materials and operation of vehicle	215	290								
TOTALS	250	350								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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: **180**

Breakdown of Training – Tractor Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
A. Safety procedures	3	5								
B. Routine fueling, lubrication, and servicing	20	25								
<i>III. Actual Operation of Equipment</i>										
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								
TOTALS	250	350								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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: 172 _____

Breakdown of Training – Stone and Aggregate Spreader Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
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								
II. Care & Maintenance										
A. Safety operating procedures	2	5								
B. Routine fueling, lubrication and servicing	15	30								
III. Actual Operation of Equipment										
A. Selection and loading of materials	20	40								
B. Spreading of stone and other granular materials on spreaderway sub-base or base	85	175								
TOTALS	150	300								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
A. Power and hand tools	5	15								
B. Special fittings and hardware	5	10								
C. Specification or design for concrete mix	10	15								
<i>II. Applied Techniques of Sign Erection</i>										
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								
<i>III. Blueprint or Construction Plans Reading</i>										
	30	40								
<i>IV. Basic Design Familiarity</i>										
	2	5								
TOTALS	250	350								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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: 162

Breakdown of Training – Pile Driver	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
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								
II. Care & Maintenance										
A. Safety procedures	3	5								
B. Routine fueling, lubrication and servicing	80	160								
III. Actual Operation of Equipment										
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								
TOTALS	500	700								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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: 159

Breakdown of Training – Pile Driver Leadman	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
A. Safety procedures	3	5								
B. Routine servicing of pile driving equipment (excluding pile driving crane)	10	20								
<i>III. Actual Operation of Equipment</i>										
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 driving equipment	66	95								
Total Hours (Minimum/Maximum)	200	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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: 152

Breakdown of Training – Mixer Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
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								
II. Care & Maintenance										
A. Safety procedures	5	10								
B. Routine adjusting, fueling, lubrication and servicing	75	125								
III. Actual Operation of Equipment										
A. Safety operating procedures	5	10								
B. Batching, mixing and dropping mixes per individual mix design	90	150								
C. Operation of plant	50	150								
TOTALS	250	500								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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: 620 _____

Breakdown of Training – Mason	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	5	5								
B. Setting up template and guide lines	5	10								
C. Observation of forming and 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 applications	20	30								
II. Applied Techniques/Actual Operation										
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								
III. Checking & Inspection										
A. Conformity with specifications and plans	40	60								
TOTALS	275	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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: 040

Breakdown of Training – Landscape Worker	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	3	5								
B. Orientation to an observation of planting methods	10	20								
C. Observation of landscape machinery and equipment in operation	10	20								
II. Installation & Maintenance										
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								
III. Actual Plan and Planting Layout										
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								
TOTALS	200	300								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

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: **095**

Breakdown of Training – Instrument Person	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	5	10								
B. Work as rodman or chainman	20	40								
C. Observation of instrument functions	10	20								
II. Applied Techniques of the Trade										
A. Use of rod	15	20								
B. Use of the chain	10	20								
C. Use of surveying instruments	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								
III. Actual Operations										
A. Use of surveying instruments to establish lines, points and grades	110	140								
B. Direct placement of stakes	10	20								
C. Supervising rodman or chainman	10	20								
TOTALS	250	400								

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: 410

Breakdown of Training – Structural Ironworker Highway or Bridge	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	2	5								
B. Observation of operation	10	15								
C. Plans reading	20	40								
II. Care & Maintenance										
A. Safety procedures	3	5								
B. Care and maintenance of tools and equipment	20	40								
III. Actual Ironwork										
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								
TOTALS	300	600								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

THIS FORM IS DUE THE 10TH 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

275-020-81
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	3	5								
B. Observation of procedures and equipment operation	10	20								
C. Starting machinery and manipulating equipment and controls	10	25								
II. Care & Maintenance										
A. Safety procedures	3	5								
B. Routine fueling, lubrication and servicing	20	40								
III. Actual Functions of Guard Rail Erection										
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								
TOTALS	200	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-88
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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: 138
 Training Classification Code (less than 1.5 C.Y.): 140

Breakdown of Training – Crane, Clamshell, Derrick, Dragline, Shovel Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
A. Safety procedures	5	10								
B. Observation of machine in operation	15	35								
C. Starting and manipulating of levers for moving equipment and attachments, including electronic control	60	130								
<i>II. Care & Maintenance</i>										
A. Safety procedures	5	15								
B. Routine fueling, lubrication and servicing	100	140								
<i>III. Actual Operation of Equipment</i>										
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								
TOTALS	500	850								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-89
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
A. Safety procedures	5	15								
B. Routine fueling, lubrication and servicing	25	40								
C. Adjustment of controls	30	50								
<i>III. Actual Operation of Equipment</i>										
A. Safety operating procedures	10	20								
B. Cutting and furnishing fine subgrade through manual or automatic template settings	135	155								
TOTALS	275	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____
 (FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-93
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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

Breakdown of Training – Bulldozer Operator <input type="checkbox"/> Less than 80 hp <input type="checkbox"/> greater than 80 hp	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
A. Safety procedures	5	10								
B. Observation of machine in operation	10	20								
C. Starting and manipulating levers for moving equipment and attachments	20	30								
II. Care & Maintenance										
A. Safety procedures	5	10								
B. Routine fueling, lubrication and servicing	75	100								
III. Actual Operation of Equipment										
A. Safety Operating procedures	5	10								
B. Movement and stockpiling 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								
TOTALS	350	500								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____
 (FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-04
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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: **086**

Breakdown of Training – Traffic Signalization Installer/Mechanic	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Observation										
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 systems	20	40								
II. Care & Maintenance										
A. Safety operating procedures	2	5								
B. Cleaning and caring for hand tools and routine fueling, lubrication and servicing equipment	24	40								
III. Actual Functions of a Traffic Signalization Installer/Mechanic										
A. Safety procedures	2	5								
B. Erection of poles	30	40								
C. Blueprint or construction plans reading and 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								
TOTALS	300	500								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____
 (FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-020-88
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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

Breakdown of Training – Traffic Control Specialist	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation & Training										
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								
II. Actual Review of Traffic Control Operations										
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								
III. Observations										
A. Observation of signs and devices in proper place	35	50								
B. Routine inspection procedures	35	50								
TOTALS	250	350								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____
 (FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PROFICIENCY RECORD FOR ON-THE-JOB TRAINING

375-021-01
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 1

SECTION 1: PROJECT IDENTIFICATION				
1. Financial Project No.		2. F.A.P. No.	3. Contract No.	4. County
				5. District
6. Contractor Name		7. FEID No.		
SECTION 2: PROFICIENCY STANDARDS				
8. On the Job Training Classification Title:				
9. Established Proficiency Standards (label as 9A, 9B, 9C, 9D, 9E)				
SECTION 3: CONCURRENCE WITH PROFICIENCY STANDARDS				
10. Contractor's Signature		Date	11. Project Administrator's Signature	Date
				12. DCCM's Signature
				Date
SECTION 4: TRAINEE IDENTIFICATION				
13. Trainee's Name			14. Location Requested For Observation	
SECTION 5 & 6: PROFICIENCY OBSERVATION REQUEST & OBSERVATION RESULTS				
S E C T I O N 5	15. OBSERVATION #1		16. OBSERVATION #2	
	Trainee has completed at least Minimum Hours of training for the classification.		Trainee has completed at least the minimum hours of training for the classification.	
	Date for Observation		Date for Observation	
	Contractor Signature & Date		Contractor Signature & Date	
S E C T I O N 6	19. RESULTS OBSERV #1		20. RESULTS OBSERV #2	
	DATE		DATE	
	Proficiency Demonstrated?		Proficiency Demonstrated?	
	9A. <input type="checkbox"/> Yes <input type="checkbox"/> No		9A. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9B. <input type="checkbox"/> Yes <input type="checkbox"/> No		9B. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9C. <input type="checkbox"/> Yes <input type="checkbox"/> No		9C. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9D. <input type="checkbox"/> Yes <input type="checkbox"/> No		9D. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9E. <input type="checkbox"/> Yes <input type="checkbox"/> No		9E. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Observer Signature		Observer Signature	
	Contractor Signature		Contractor Signature	
	Trainee's Signature		Trainee's Signature	
17. OBSERVATION #3		18. OBSERVATION #4		
The Trainee has completed the maximum hours of training for the classification.		The Trainee has completed the maximum hours of training for the classification.		
Date for Observation		Date for Observation		
Contractor Signature & Date		Contractor Signature & Date		
21. RESULTS OBSERV #3		22. RESULTS OBSERV #4		
DATE		DATE		
Proficiency Demonstrated?		Proficiency Demonstrated?		
9A. <input type="checkbox"/> Yes <input type="checkbox"/> No		9A. <input type="checkbox"/> Yes <input type="checkbox"/> No		
9B. <input type="checkbox"/> Yes <input type="checkbox"/> No		9B. <input type="checkbox"/> Yes <input type="checkbox"/> No		
9C. <input type="checkbox"/> Yes <input type="checkbox"/> No		9C. <input type="checkbox"/> Yes <input type="checkbox"/> No		
9D. <input type="checkbox"/> Yes <input type="checkbox"/> No		9D. <input type="checkbox"/> Yes <input type="checkbox"/> No		
9E. <input type="checkbox"/> Yes <input type="checkbox"/> No		9E. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Observer Signature		Observer Signature		
Contractor Signature		Contractor Signature		
Trainee's Signature		Trainee's Signature		

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
ON-THE-JOB TRAINING TRAINEE INTERVIEW

275-021-02
 EQUAL OPPORTUNITY OFFICE
 01/11
 Page 1 of 2

SECTION 1: PROJECT IDENTIFICATION				
1. Financial Project No.	2. F.A.P. No.	3. Contract No.	4. County	5. District
6. Contractor Name		7. FEID No.		
SECTION 2: TRAINEE IDENTIFICATION				
8. Proposed Training Classification:		9. Trainee's Name (first/ middle initial /last)		
10. Four digit employee Identifier	11. Trainee's Race			12. Sex
	<input type="checkbox"/> Black (Not of Hispanic Origin) <input type="checkbox"/> White (Not of Hispanic Origin) <input type="checkbox"/> Hispanic <input type="checkbox"/> Am. Indian/Nat Al <input type="checkbox"/> Asian <input type="checkbox"/> Nat HI/PI <input type="checkbox"/> 2 or more races			<input type="checkbox"/> Male <input type="checkbox"/> Female
SECTION 3: INTERVIEW TO DETERMINE PRIOR WORK EXPERIENCE IN PROPOSED CLASSIFICATION AND/OR PRIOR TRAINING IN PROPOSED CLASSIFICATION				
13. What company do you work for?		<input type="checkbox"/> Same as #6 above <input type="checkbox"/> Other (specify)		
14. When did you begin working for this company? What Job Class (Title) did you start in?		Yr. Hired	Job Class (title) at hire	
15. Have you worked for other construction Companies? Which companies?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, company names	
16. What kind of work have you done for the past two years for this Co. & or others?		Recent Jobs (title)		
17. Has this or any company ever enrolled you in the FDOT Training program?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what company & what training class (title)?	
18. Do you know that your Company wants to enroll you in a training program for "___" (see #8 above)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who told you and when?	
19. Have you done that type of work before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, for how long, when & for what Company?	
20. Have you been trained for that type of work before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when, for how long & for what Company?	
SECTION 4: PROFICIENCY ASSESSMENT FOR PROPOSED CLASSIFICATION				
Refer to Question # 9 on Form 275-021-01 "Proficiency Record for OJT" for this classification on this project- Read the proficiency one at a time and ask "Have you had experience doing this? Do you know this? Etc"				
Interviewer Read from Form:	"Have you done/ Do you know, etc"		Comments of Enrollee	
Proficiency 9a	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Proficiency 9b	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Proficiency 9c	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Proficiency 9d	<input type="checkbox"/> not listed <input type="checkbox"/> Yes <input type="checkbox"/> No			
Proficiency 9e	<input type="checkbox"/> not listed <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION 5: HAS TRAINEE RECEIVED OJT PROGRAM INFORMATION?				
<i>NOTE: RCS: Inform contractor if data is needed</i>				
21. Have you received a 'Monthly Time Report' listing training topics and hours?			<input type="checkbox"/> Yes <input type="checkbox"/> No*	
22. Have you received information on the total training hours and skills (proficiencies) you will need to achieve for graduation?			<input type="checkbox"/> Yes <input type="checkbox"/> No*	
23. Have you received a Trainee Identification card OR been advised that you will receive one?			<input type="checkbox"/> Yes <input type="checkbox"/> No*	
SECTION 6: SIGNATURES & COMMENTS				
24. Interview Date	25. Interviewer's Signature		26. Trainee's Signature	
27. Comments of Interviewer &/or RCS (optional)				

Serial No.: D _____

Form 275-021-03
Equal Opportunity Office
Page 1 of 2
03/2004

State of Florida Department of Transportation
Banking Certificate of Training

This is to certify that _____
Contractor's Company Name

has exceeded the prescribed on-the-job training requirements for

Financial Project Number _____
Federal Aid Project Number _____
Contract Number _____
County _____

This Program is Approved By
Florida Department of Transportation
And
Federal Highway Administration

_____ Date _____
District Contract Compliance Manager

Date Credit Awarded _____ Banked Credit Expiration Date _____
EORS Data Entry

Credit Earned by _____ Credit Earned for _____
Trainee Name Training Classification

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-021-16
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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: 114

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

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

THIS FORM IS DUE THE 10TH 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 PROJECT REQUEST FOR NEW OJT CLASSIFICATION	275-021-14 EQUAL OPPORTUNITY 01/06 Page 1 of 2
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1. Name of Prime & Co. who will do training	2. County	3. F.A.P. No	4. Financial Project No
5. Name of Proposed Training Classification		6. Is this classification listed on the contract's Wage Decision?	
7. Mark the Job Classification Under which this Trainee will be Reported:		<input type="checkbox"/> Yes-Rate on Wage Decision \$ _____ Decision No. FL _____ <input type="checkbox"/> No Attach copies of (a) Additional Classification form (700-010-07) submitted to the Prevailing Wage Rate Coordinator (b) the wage decision received.	
		8. Instructor's Name & Classification	
<input type="checkbox"/> Equipment Operator <input type="checkbox"/> Mechanic <input type="checkbox"/> Truck Driver	<input type="checkbox"/> Ironworker <input type="checkbox"/> Carpenter <input type="checkbox"/> Cement Mason	<input type="checkbox"/> Electrician <input type="checkbox"/> Pipe fitter, Plumber <input type="checkbox"/> Painter <input type="checkbox"/> Semi Skilled Laborer	
9. State the Proficiency Standards to be applied if use of this Classification is approved for the project (label as 9a, 9b, 9c etc)			
10. REQUEST		Prime Contractor's Signature _____ Date _____	Project Administrator's Signature _____ Date _____
		Dist. Contract Compl Mgr Sign _____ Date _____	
11. REVIEW	Reviewer Signature(s) _____ Date _____		<input type="checkbox"/> Approved <input type="checkbox"/> Denied

12. Breakdown of Training	13. Training Hours		14. Mo ____ Year 2 ____					15. Total This Mo.	16. Previous Time	17. To Date Time
	Min.	Max.	1 st Wk	2 nd Wk	3 rd Wk	4 th Wk	5 th Wk			
I.										
A.										
B.										
C.										
D.										
II.										
A.										
B.										
C.										
D.										
E.										
III.										
A.										
B.										
C.										
18. Total Hours										

If Use of this Classification is Approved complete 19-22 (below) and 14-17 (above) for each Monthly Time Report Submission

19. Name of Trainee	20. Social Security No	21. Pay Rate	22. Trainee Performance <input type="checkbox"/> POOR <input type="checkbox"/> FAIR <input type="checkbox"/> GOOD
23. FDOT Checked Against Payroll		Date: _____	Initials: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-021-17
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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: 102

Breakdown of Training – Sweeper Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
<i>I. Orientation & Observation</i>										
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								
<i>II. Care & Maintenance</i>										
A. Safety procedures	3	5								
B. Routine fueling, lubrication and servicing	20	25								
<i>III. Actual Operation of Equipment</i>										
A. Safety 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								
TOTALS	250	350								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
O.J.T. MONTHLY TIME REPORT

275-021-20
 EQUAL OPPORTUNITY OFFICE
 01/10
 Page 1 of 2

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: 110

Breakdown of Training – Asphalt Shuttle Buggy Operator	Training Hours		1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	Monthly	Previous Time	To Date Time
	Min.	Max.								
I. Orientation										
A. Safety Procedures	5	10								
B. Observation of Machine in operation	5	20								
C. Starting & manipulating levers for operating & moving equipment	20	30								
II. Care & Maintenance										
A. Safety Procedures	20	30								
B. Routine fueling, lubricating & servicing equipment	35	45								
C. Operational inspection of machine and product	15	25								
III. Actual Operation of Equipment										
A. Safety Procedures	20	30								
B. Perform daily 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								
TOTALS	250	400								

PERFORMANCE OF TRAINEE:

FDOT USE ONLY

Please check only one

- Poor
- Fair
- Good

Date checked against Payroll _____ Initials _____

(FDOT)

Compliance Comments: _____

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