



# **Temporary Traffic Control (Maintenance of Traffic) Training Handbook**

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OFFICE OF DESIGN - ROADWAY STANDARDS SECTION

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TALLAHASSEE, FLORIDA

## **GENERAL:**

The training and certification process described in this handbook applies to all personnel responsible for the planning, development, design, implementation, operation, enforcement and inspection of work zone related transportation management and temporary traffic control on streets and highways within the State Highway System right-of-way. This process does not apply to Law Enforcement Officers.

## **DEFINITIONS:**

FDOT: Florida Department of Transportation (Department)

MOT: Maintenance of Traffic; Department-wide terminology for Temporary Traffic Control.

MOT Administration website: <http://www.motadmin.com/home.aspx>

MOT Administrator: Entity contracted by the Department to perform administrative duties associated with Temporary Traffic Control Training.

MUTCD: Manual on Uniform Traffic Control Devices for Streets and Highways.

Provider: Department-approved Training Provider.

TMP: Transportation Management Plan; See the FDOT Plans Preparation Manual, Volume 1, Chapter 10 for more information.

TTC: Temporary Traffic Control

TQDBS: Department's Training Qualification Database System; A searchable online database of personnel holding valid certificates of Temporary Traffic Control Training.

## **TRAINING:**

The applicable Department and non-Department personnel must be trained in accordance with the following process for Temporary Traffic Control (TTC) Training.

The Department provides for three categories of training. Determine the required category of training as follow

1. Advanced and Advanced Refresher Training: Required for personnel with the authority and responsibility for making decisions on the specific TTC requirements to be implemented. These positions include the following:
  - a. The Professional Engineer responsible for the development of the Transportation Management Plan (TMP) and design of the TTC Plan.
  - b. The Worksite Traffic Supervisor in accordance with FDOT Standard Specifications, Section 102.

- c. Personnel responsible for supervising the installation, removal and field maintenance of TTC devices, including temporary barriers, end treatments and crash cushions.
  - d. Personnel responsible for inspection of the placement or operational function of temporary traffic control devices, including temporary barriers, end treatments and crash cushions.
2. Intermediate and Intermediate Refresher Training: Required for personnel with duties that include any of the following activities:
  - a. Personnel responsible for supervising the installation, removal and field maintenance of TTC devices, excluding temporary barriers, end treatments and crash cushions.
  - b. Inspection of the placement or operational function of temporary traffic control devices, excluding temporary barriers, end treatments and crash cushions.
3. Flagger Training: Required for all personnel flagging traffic.

Training for the Advanced, Advanced Refresher, Intermediate and Intermediate Refresher categories must be performed by a Provider listed on the [MOT Administration website](#).

Training for the Flagger category must be performed by either a Provider listed on the MOT Administration website or personnel holding a current certificate in the Advanced or Intermediate category. Only personnel trained through a Provider will be listed in the TQDBS.

There is no experience or prerequisite required for any category of training.

Any higher training course category may be substituted for a lower training course category. For example, Flagger training requirements are met by completing the Intermediate or Advanced training courses, and Intermediate training requirements are met by completing the Advanced training course.

Refresher courses, for all categories, are required every four years in order for all personnel to maintain a valid certification.

Successful completion of a training course is defined as the following: The students must pass the course exam with a score of 70% or greater and successfully complete the class exercises. A failing grade on any course exam requires the student to retake that same course prior to retesting.

If a certificate expires prior to passing a refresher course, the full Advanced or Intermediate course must be taken. Students should proactively schedule refresher courses well in advance of their certificate's expiration date.

If a student is registered for a refresher course that will take place prior to their certificate's

expiration date and that same refresher course is cancelled by the Provider, the student may request an extension for qualification to take a refresher course instead of the full Advanced or Intermediate course. This extension request must be made through the MOT Administrator in writing prior to the expiration of the certificate. The determination of whether the request is granted or not will be at the sole discretion of the FDOT State Roadway Design Engineer or a delegate. Once the certificate expires, the student is prohibited from performing any duties associated with the certification until the refresher course is completed and a new certificate is received.

Upon successful completion of a training course, each individual will receive a wallet-sized card, which shows the student's name, the Provider's name and ID # (not applicable for Flaggers when not instructed by a Provider), the instructor's name, the course category, the date the exam was successfully completed, and the expiration date. For all classes taken through Providers, the MOT Administrator will issue Certificates and list the individual in the TQDBS.

Professional Development Hours (PDH) are not automatically provided. It is the responsibility of each Provider to obtain certification by the appropriate board to be able to provide PDH's for attending their class. If available, PDH Certificates will be provided separately from the MOT Certificate.

Department Personnel must contact the District Training Coordinator to register for classes. Non-Department Personnel must search for a Provider on the [MOT Administration website](#).

## **MOT ADMINISTRATOR:**

The MOT Administrator's contract defines the Scope of Services to be provided by the MOT Administrator. The following items are generalized duties for information purposes only. The MOT Administrator may elect to subcontract some of these duties.

- Maintain the TQDBS.
- Enter a student's examination results (pass/fail), and qualification information (including entries related to required submittals) in the TQDBS.
- Grade all MOT training examinations. An electronic grading system similar to the SCANTRON system may be used.
- Create annual summary reports on the pass/fail rate for each MOT examination. Provide copies of those reports to the Department at the beginning of each fiscal year.
- Post the examination grades (for MOT examinations) for limited viewing within two (2) weeks of receiving the answer forms.
- Process any examination appeals within 3 business days of receipt as follows. Review students examination answer sheets for correct scoring, clearly mark on that answer sheet which answers are incorrect and forward copies of exam and answer sheet to the Department. Amend the score of the appealed exam if and when directed to do so by the Department. Where required by an appeal score amendment, amend

- the pass fail information and the qualification information for the student involved.
- Retain all non-appealed examination answer sheets or scanned electronic copies for four years then destroy by shredding. Retain all appealed examination answer sheets or scanned electronic copies for four years or 90 days after being advised from the date of the resolved of the appeal resolution by the Department, whichever is longer and then destroy by shredding.
  - Review the course evaluations. Make periodic summary reports for the Department on the responses to those evaluations sorted by course and instructor.
  - Retain the original copy or scanned electronic copy of completed course evaluation forms for four years after the date of receipt from the Department-approved Training Provider.
  - Provide electronic reports on course attendance/non-attendance, pass/fail percentage, and other information stored in the TQDBS as requested by the Department or the Department's project manager.
  - Within 48 hours of posting examination grades, include any resulting student qualification changes in the daily TQDBS qualification changes file posting.
  - Provide each individual student, upon their successful completion of a training course, with the following :
    - A certificate and wallet-sized card showing the student's name, Provider's name and ID # (not applicable for Flaggers when not instructed by a Provider), instructor's name, course category, issuance date and expiration date.
  - Maintain a list of Providers.
  - Maintain a minimum of one current copy of each approved application and accompanying documentation including approval dates for any original approval and all subsequent revisions.
  - Maintain records of all training courses for a period of four years.

## **DEPARTMENT-APPROVED TRAINING PROVIDER:**

Department-approved Training Providers must meet the requirements of, and follow the process defined in, this section.

To become a Provider, the applicant will need the following:

- Proven ability to manage training
- Written policy for refunds and cancellations (If training public)
- Written policy for Student Identification verification (For example-Check Driver's License or Identification)
- Written policy for Student to Instructor Ratio (For example- 1:20)
- Written Quality Control Policy for your instructors (For example-Complete one formal evaluation for each instructor annually)
- In addition, the applicant must own the following:
  - A computer with PowerPoint capabilities, speakers and a projector for training videos.
  - Stop/Slow Paddle(s) and Red Emergency Flag(s) for hands on flagging

training.

Providers may either be individuals who instruct their own courses or entities with multiple instructors. All instructors must meet the following qualification requirements for each of the categories listed below for which they are applying:

1. Advanced and Advanced Refresher Training Instructor:
  - a. Successful completion of an Advanced Course verifiable through the TQDBS or with a current valid and verifiable wallet-sized card. There are two options for maintaining a valid certification.
    - i. Option 1: Instructors who teach at least four classes over a two-year period will be exempt from taking the refresher course. Instructors that meet this criteria must submit a completed Instructor Recertification Form to the MOT Administrator prior to expiration of their certification.
    - ii. Option 2: Instructor may take the refresher course and pass the test prior to the expiration.
  - b. Documentation describing the instructor's knowledge, skills, and abilities detailing his/her involvement in using the following State of Florida documents: ***Design Standards, Plans Preparation Manual, Construction Project Administration Manual***, and the ***Standard Specifications*** for work zones applications.
  - c. Two years of experience having responsible charge of TTC Plans preparation, inspection, or supervision in one or more of the following highway categories: Design, Construction, Maintenance or Traffic Operations.
2. Intermediate and Intermediate Refresher Training Instructor:
  - a. Successful completion of an Intermediate or Advanced Course verifiable through the TQDBS or with a current valid and verifiable wallet-sized card. There are two options for maintaining a valid certification.
    - i. Option 1: Instructors who teach at least four classes over a two-year period will be exempt from taking the refresher course. Instructors that meet this criteria must submit a completed Instructor Recertification Form to the MOT Administrator prior to expiration of their certification.
    - ii. Option 2: Instructor may take the refresher course and pass the test prior to the expiration.
  - b. Two years of experience having responsible charge of specific work zone activities in one or more of the following highway categories: Design, Construction, Maintenance or Traffic Operations.
3. Flagger Training Instructor:
  - a. Successful completion of Intermediate or Advanced Course verifiable through the TQDBS or with a current valid and verifiable wallet-sized card.

The application process to become a Provider is as follows:

1. Complete the Provider application obtained from the [MOT Administration website](#):
  - a. Complete the MOT Provider Application and Information Sheet (Form 001)
  - b. Provide all supporting instructor and proctor documents (Resume, Current

MOT Certificate, Proctor and Instructor Agreement Form (Form 004))

- c. Submit the completed application form with payment to the MOT Administrator
  - d. The non-refundable application fee is \$300 per course category. (i.e. \$300 for Basic, \$300 for Intermediate/Intermediate Refresher, \$300 for Advanced/Advanced Refresher)
  - e. Once the fee is received, the MOT Administrator will do a preliminary review.
  - f. If there are any omissions, the application package will be returned for corrective action.
  - g. If the package is complete, it will be sent to the Department for approval. This process could take as long as 60 days.
  - h. If approved by the Department, the MOT Administrator will send the applicant a confirmation letter with further instructions.
2. Provider Application Review Process:
- a. Upon receipt of the Provider's training application, the MOT Administrator will review the provider's qualifications, method of instruction, and conformance to Department standards and determine the appropriate category of the training course. Immediately upon receipt of a completed application containing all of the required documentation, the MOT Administrator will submit the completed application to the Department for their review and approval. The Department will notify the MOT Administrator of approval or rejection within 30 calendar days of receipt of the application.
  - b. The MOT Administrator will forward to the course Provider all general comments regarding the approval or disapproval of the pending application. The pending application must be approved by the Department before the Provider may implement any training of personnel.
3. Provider Renewal Process:
- a. The MOT Administrator will send an automatic email notification 90, 60 and 30 days prior to expiration every two years. Once an application with updated information is sent to the MOT Administrator, an invoice for the renewal fee will be sent to the provider in the amount of \$300 per course category.

#### Responsibilities of Providers and their Instructors:

1. Furnish MOT course material for each student.
  - a. The required course content and training materials are developed by the Department and a single electronic file copy is given to the Provider by the MOT Administrator for each MOT course the Provider is approved to teach. The Provider is expected to make the appropriate number of copies of these materials to teach the course. The MOT course materials to be furnished to each student include all necessary copies of the training materials (workbooks, study/reference information, examination, and Standard MOT Course Evaluation Survey).
2. Instruct all students taking an MOT examination that the Standard MOT Course Evaluation Survey is a required part of their exam and must be completed and turned in with their exam. The Provider must retain one copy of the exam and a copy of each individual survey for four years which can either be the original or a scanned

copy.

3. Produce and maintain a class sign in sheet which is to be signed by each student at the completion of the training.
  - a. This sheet must contain the name of the Provider, the name of the Instructor(s), the name of the class being presented, the date and location of class presentation, the printed names and signatures of all class students, their email address (or other designated email address) and the TIN number of all students. The sign in sheet must be accompanied with a consent form (provided by the MOT Administrator) in order to obtain each student's TIN number and email address. For any student that declines to sign the consent form will not be eligible to take the course. The Provider must retain the original or scanned copy of this record for four years. If the Department has not requested the record the Provider must destroy it by shredding at the conclusion of the four year period.
    - i. The TIN number is the first nine numbers of a valid State-issued Driver's License Number, first nine numbers of a valid State-issued Identification Card Number or a valid Passport number.
4. Provide the minimum training content for the applicable course as follows:
  - a. Advanced Training - Twenty hours of classroom instruction on the ***Design Standards, MUTCD, Plans Preparation Manual (PPM), Construction Project Administration Manual (CPAM), and Standard Specifications for Road and Bridge Construction (SSRBC)*** is required. The minimum advanced training classroom and field MOT review areas to be covered must be an in-depth and comprehensive review of Part 6 of the ***MUTCD and Design Standards*** Index 600 series, ***PPM*** (Vol. I Ch. 10, & Vol. II Ch. 19), ***CPAM*** Ch. 9, ***SSRBC*** (Sections 8-4, 8-6.1, 102), and design exercises and problem solving of MOT on temporary traffic control plans. Participating in design work samples of rural multi-lane, urban multi-lane, interstate, high volume multi-access urban multi-lane, and exercises that include the design of a temporary traffic control plan (that requires special treatment not covered in the ***MUTCD*** or the ***Design Standards***), and plan exercises that contain dysfunctional elements that require problem solving is required. Flagging operations must be covered in enough detail that a person who successfully completes this course is capable of providing flagger training as described above.
  - b. Intermediate Training - Sixteen hours of classroom instruction on the ***Design Standards*** and ***MUTCD***. The minimum intermediate training classroom and field demonstration areas to be covered are Part 6 of the ***MUTCD, Design Standards*** Index 600 series (in detail), and students participating in workshop exercises must select and set up two sample work zones. Flagging operations must be covered in enough detail that a person who successfully completes this course is capable of providing flagger training as described above.
  - c. Advanced and Intermediate Refresher Courses - The refresher courses must consist of a minimum of 8 hours of classroom instruction with an overview of the initial course with concentration on the applicable changes that have occurred in the most recent four years to the ***Utility Accommodation Manual (UAM), Design Standards, Part 6 of the MUTCD, Plans Preparation Manual***

- (PPM), Construction Project Administration Manual (CPAM), and Standard Specifications for Road and Bridge Construction (SSRBC).** The written test for each refresher course must meet the same requirements as the initial course test for that category with test questions related to recent changes.
- d. Flagger Training - The minimum flagger training areas to be covered must be Part 6 of the **MUTCD** Section 6E (Flagger Control), and **Design Standards** Index 600 (Flagging Operations and Night Time Flagging) and (General Information for Traffic Control through Work Zones). The field demonstration must consist of a dexterity test using hand-signaling devices (STOP/SLOW paddle and flag). In order to successfully complete Flagger Training, the instructor must determine that the flagger has demonstrated knowledge and proficiency in flagging operations. The instructor may use training videos, handouts, computer based training, or other methods to ensure that the flagger has demonstrated knowledge and proficiency in flagging operations. A training video for flaggers is available for use at the following link:  
<https://www.youtube.com/watch?v=wMCJkMsLVYE&feature=youtu.be>
  5. Within three business days of the completion of the course test, retain copies of and mail or electronically transmit to the MOT Administrator all answer sheets, course evaluation surveys and class sign-in sheets.
  6. Payment:
    - a. Advanced and Intermediate (full and refresher): Submit payment to the MOT Administrator for each test transmitted in the amount of \$20 per test.
    - b. Flagger: Submit payment to the MOT Administrator for listing on the TQDBS in the amount of \$10.
  7. For Department students only, complete FDOT Form No. 260-020-03 (Without PDH) or 260-020-04 (With PDH) and forward to the appropriate Training and Development Manager within one month after the date the course is successfully completed for entry into TRESS. Listings for Temporary Traffic Control (Maintenance of Traffic) Training are in the Department's TRESS and Catalog System as follows:
    - i. BT-05-0077 (Maintenance of Traffic – Flagger)
    - ii. BT-05-0078 (Maintenance of Traffic – Intermediate)
    - iii. BT-05-0079 (Maintenance of Traffic – Advanced)
    - iv. BT-05-0082 (Maintenance of Traffic – Intermediate Refresher)
    - v. BT-05-0083 (Maintenance of Traffic – Advanced Refresher)

## FORMS:

The following information is available to FDOT employees only. Forms 260-020-03 (without PDH) and 260-020-04 (With PDH) are available on the Department's Forms Library at: <http://infonet.dot.state.fl.us/tlofp/>