

APPROVED
WORK ZONE TRAFFIC CONTROL TRAINING
GUIDELINES
TRAINING PROVIDERS / COURSES
FOR
CONTRACTORS / SUBCONTRACTORS

The South Carolina Department of Transportation will require work zone traffic control training for employees of those entities under contract to the SCDOT whose job duties include responsibilities relative to implementation and maintenance of a Transportation Management Plan on all projects let to contract after September 1, 2013. See the supplemental specification, "Work Zone Traffic Control Training Requirements for Contractors / Subcontractors", dated July 1, 2020.

An employee whose job duty responsibilities impact or involve any of or all of the components of a Transportation Management Plan (TMP) must successfully complete an advanced or supervisor work zone traffic control training program comparable to the employee's job duty responsibilities. These components of the TMP are the primary component, the "Temporary Traffic Control" plan, and the secondary components, the "Transportation Operations" plan and the "Public Information" plan.

An employee whose job duties include any of the following responsibilities regarding the TMP shall successfully complete an advanced or supervisor work zone traffic control training program conducted by an SCDOT approved work zone traffic control training provider:

- Supervision of the field installation of any or all components of the TMP
- Supervision of the maintenance of any or all components of the TMP
- Supervision of the removal of any or all components of the TMP
- Design and development of revisions to an existing TMP
- Design and development of a new or alternate TMP
- Any decision-making responsibilities regarding the TMP

Those employees whose job duties do not include responsibilities relative to the TMP as stated above are not required to attend an advanced or supervisor work zone traffic control training program. However, it is recommended that all employees whose job duties place them on the job site within the highway rights-of-way within 30 feet or less of a travel lane open to traffic should attend a basic work zone traffic control training course.

Also, an employee whose job duties include "flagger" shall successfully complete a "Flagger" training course. However, regarding an employee whose job duties includes "flagger" but does not involve any of the responsibilities listed above, successful completion of a "Flagger" training course is the only mandatory work zone traffic control training course required for this employee; other work zone traffic control training courses are elective.

The South Carolina Department of Transportation recognizes the following organizations as approved providers of work zone traffic control training in South Carolina. Contact information for each provider is provided below.

- American Traffic Safety Services Association (ATSSA)
- Carolinas Association of General Contractors (AGC)
- Institute for Transportation Research and Education at North Carolina State University (ITRE)
- J. M. Teague Engineering & Planning
- Southeastern Chapter National Safety Council
- Tri-County Technical College

The approved work zone traffic control training providers conduct work zone traffic control training in compliance with the MUTCD and reference requirements specific to SCDOT. Providers of work zone traffic control training other than those organizations listed above are not considered acceptable providers of work zone traffic control training for contractors / subcontractors conducting work under contract to the SCDOT. However, work zone traffic control training conducted by affiliates of the approved providers in other states will be considered acceptable provided the training is comparable to the employee's job duty responsibilities. For example:

The Southeastern Chapter of the National Safety Council is listed as an acceptable work zone traffic control training provider. Comparable work zone traffic control training conducted in Texas by the Texas Chapter of the National Safety Council will also be considered acceptable. This scenario applies to each approved work zone traffic control provider who conducts training outside of South Carolina.

Acceptable work zone traffic control training courses conducted by approved providers may include courses designated as "Basic", "Intermediate", "Advance", "Supervisor", "Flagger" and/or "Flagger Instructor". Each training course must undergo review and evaluation prior to issue of approval and acceptance by the SCDOT. A listing of approved training courses may be found at the end of this document.

Each provider of work zone traffic control training shall ensure the expertise of its instructors. All instructors shall maintain their training credentials in accordance with the guidelines specified by each work zone traffic control training provider.

Each organization conducting "Flagger Instructor" training courses shall do so under the following guidelines:

- 1) The organization shall endorse those individuals who successfully complete the "Flagger Instructor" training course as "agents" of the organization to conduct "Flagger" training on the behalf of the organization.
- 2) These flagger training instructors shall maintain all training credentials, current and valid, within the guidelines specified by each work zone traffic control training provider through which the instructor achieved their flagger training credentials.
- 3) These flagger training instructors must provide "Flagger" training course materials, instruction books, pamphlets, etc. and issue certificates / cards issued by the work zone traffic control training provider through which the instructor achieved their flagger training credentials.
- 4) "Flagger" training will be the ONLY type of work zone traffic control training that may be conducted by instructors acting as approved "agents" of an approved work zone traffic control training provider; all other work zone traffic control training must be conducted by instructors employed by an approved provider of work zone traffic control training.

December 15, 2021

Approved Work Zone Traffic Control Training Providers - Contact Information

The American Traffic Safety Services Association

15 Riverside Parkway, Suite 100
Fredericksburg, Virginia 22406-1022
Telephone: (800) 272-8772
www.atssa.com

Carolinas AGC / Foundation

1100 Euclid Avenue
Charlotte, North Carolina 28203
Telephone: (704) 372-1450
www.cagc.org

Institute for Transportation Research and Education

North Carolina State University
Centennial Campus Box 8601
Raleigh, North Carolina 27695-8601
Telephone: (919) 515-8899
www.itre.ncsu.edu/

J. M. Teague Engineering & Planning

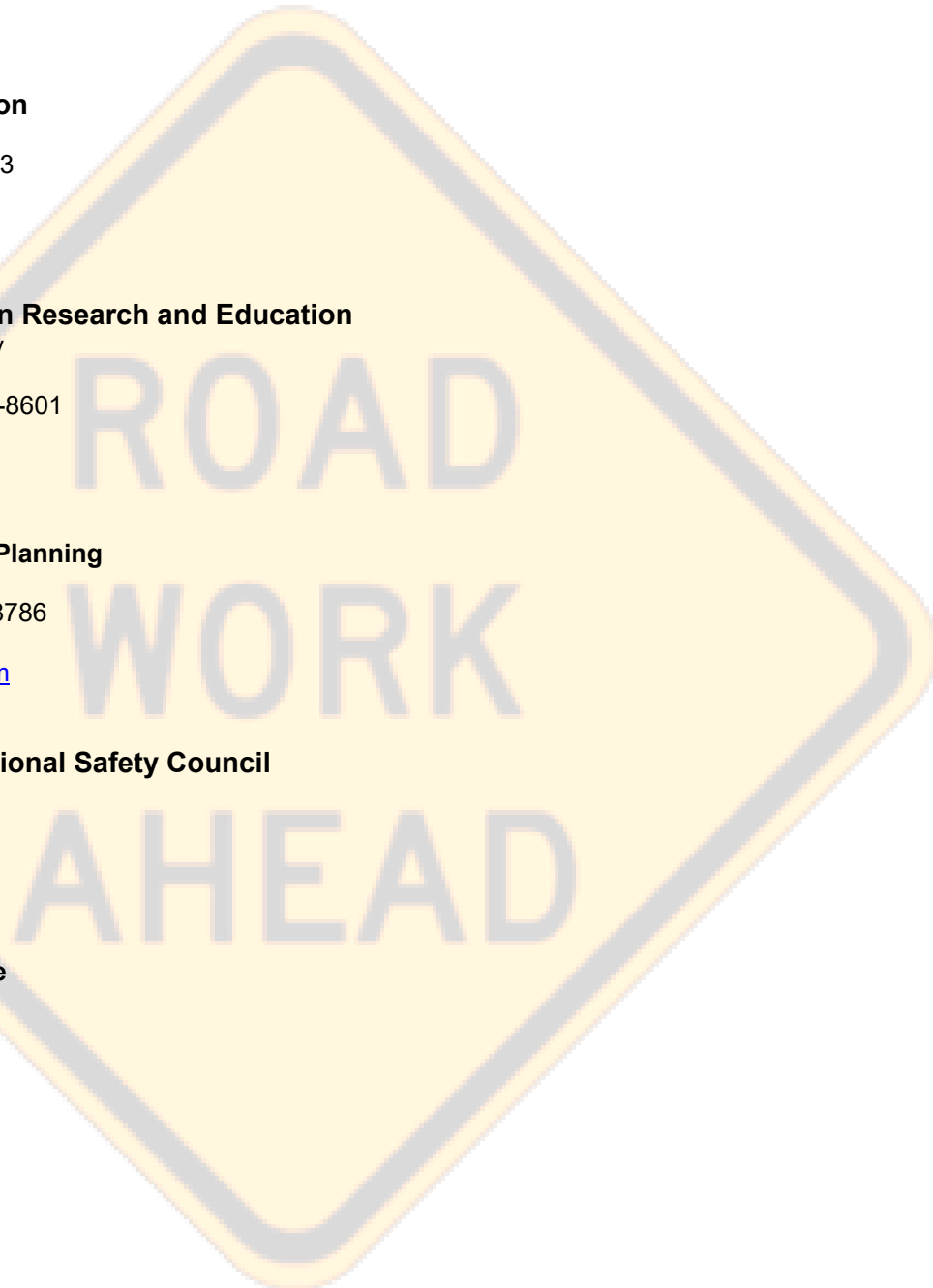
525 North Main Street
Waynesville, North Carolina 28786
Telephone: (828) 456-8383
www.jmteagueengineering.com

Southeastern Chapter National Safety Council

121 Ministry Drive
Irmo, South Carolina 29063
Telephone: (803) 732-6778
www.scnsc.org

Tri-County Technical College

P. O. Box 587
7900 Hwy 76
Pendleton SC 29670
Telephone: (864) 646-1700
www.tctc.edu



Approved Work Zone Traffic Control Training Courses

The following work zone traffic control training course descriptions are general descriptions of the training courses provided by each approved training provider. For specific details and requirements regarding each training course, contact the training provider.

American Traffic Safety Services Association (ATSSA)

Traffic Control Technician (TCT) - This one-day temporary traffic control technician training course provides an introduction to temporary traffic control in work zones for individuals who work in the field installing and removing traffic control devices. The course teaches concepts, techniques and practices in the installation and maintenance of traffic control devices. This course complies with the Manual on Uniform Traffic Control Devices (MUTCD) and provides an ATSSA Guide booklet containing material from the MUTCD in a condensed, simplified and easy to understand and use format. Each class is taught by a highly qualified instructor with years of experience in work zone traffic control. The course is presented through an illustrated Power Point presentation covering material included in the ATSSA Guide booklet along with personal observations and anecdotes from the instructor's experiences. No prerequisites or previous work zone traffic control experience is required for participation in this course. Successful completion of this course will require acquisition of a passing grade on the final written exam.

Traffic Control Supervisor (TCS) - This two-day temporary traffic control supervisor training course provides comprehensive training on work zone standards, guidelines, installation and removal procedures, inspection, documentation and supervisory skills for individuals who supervise traffic control technicians and other field personnel. This course expands on the concepts and techniques taught in the Traffic Control Technician (TCT) course. Participants are taught how to read and interpret traffic control plans for implementation in the field. Several workshops included in this course are designed to provide hands-on experience with implementing and modifying temporary traffic control plans to comply with variable work site conditions. It also teaches how to recognize, analyze, correct and document deficiencies. These workshops also provide the opportunity for students to learn to work together as a team and to present solutions to the class. A further objective of this course is to teach students skills necessary to become effective supervisors so they can effectively oversee personnel in the field. The course is taught by a highly qualified instructor with years of experience in work zone traffic control. The course is presented through an illustrated Power Point presentation of material from the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD). State standards and guidelines are also discussed. Instructors will spend time with each workshop group providing direction and advice to the groups as they work on their assignments. A course notebook containing a Student Reference Guide and workshop materials, a Part 6 of the MUTCD and the ATSSA Quality Guidelines for Traffic Control Devices is provided to each student. Successful completion of the Traffic Control Technician (TCT) course is a prerequisite for this course. Successful completion of this course will require acquisition of a passing grade on the final written exam.

Flagger Instructor Training (FIT) - This two-day course is designed to train and prepare Traffic Control Supervisors to instruct the 4-hour ATSSA Flagger Registration course to individuals wishing to become ATSSA registered flaggers. This course presents basic training in the fundamental concepts of work zone traffic control and flagging as well as presentation, discussion and demonstration of adult training techniques. Course participants will have the opportunity to practice the training techniques and flagging procedures during the course. Successful completion of the ATSSA Traffic Control Technician (TCT) and the Traffic Control Supervisor (TCS) courses is prerequisite for this course. Successful completion of the Flagger Instructor Training (FIT) course will require acquisition of a passing grade on the final written exam.

Flagger Registration Course - This four-hour course is for anyone who intends to control traffic as a flagger at a highway work zone or incident. This course will present training in the proper methods of conducting flagging operations. No prerequisites or previous work zone traffic control experience is required for participation in this course. Successful completion of this course will require acquisition of a passing grade on the final written exam.

Carolinas AGC / Foundation (CAGC)

SCDOT Basic Work Zone Traffic Control - This one-day course teaches the basics of work zone traffic control. The course is designed and intended for the non-supervisory employee (contractor and subcontractor) whose job duties place them on the job site within the highway rights-of-way within 30 feet of the near edge of an adjacent travel lane. Also, this employee has no responsibility for design or development of the Transportation Management Plan (TMP). The course addresses the basics of work zone traffic control, liability and risk, work zone types, durations and component parts, work zone traffic control devices, roles and responsibilities and flagging operations.

SCDOT Advanced Work Zone Traffic Control – Design & Supervisor - This three-day course is designed for contractors, or any company that performs work within the highway rights-of-way on the roads of the South Carolina state highway system. The course is designed and intended for the employee whose job duty responsibilities impact or involve any or all of the components of the Transportation Management Plan (TMP) including:

- Supervision of installation, maintenance and removal of any or all components of the TMP
- Design and development of revisions to an existing TMP
- Design and development of a TMP (New or Alternate)
- Any decision-making responsibilities regarding design, development, revisions, installation, maintenance and removal of a TMP.

Also, the course addresses reading and development of traffic control plans, positive protection, work zone capacity, night work and inspection. Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD), the SCDOT Standard Drawings and State DOT Standard Specifications are used in this course. Successful completion of this course will require acquisition of a passing grade on the final test.

SCDOT Flagging Instructor Training - This one-day class is designed for traffic control supervisor personnel who will teach the four-hour “Flagger Training” course. To attend this course, the individual must have successfully completed an “Advance Work Zone Traffic Control Supervisor” training course conducted by an SCDOT approved work zone traffic control training provider. The course will teach the basics of flagging operations and procedures and how to effectively teach these concepts.

Institute for Transportation Research and Education (ITRE)

Basic Work Zone Safety Course - This one-day course teaches the basics of work zone traffic control. Intended for crew leaders, supervisors, and engineers (contractor, utility, county and municipal), it is designed for anyone working on the highway. The course covers short-term operations (no longer than one work shift) on two-lane, two-way roads, and focuses on daytime activities. Traffic control concepts are presented using models, displays and group exercises.

Intermediate Work Zone Safety Course - This one-day course builds on the information covered in the Basic workshop, with work areas on multi-lane roads and at multi-lane intersections covered in detail. Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD) is used as the principal course text with supplemental information on traffic control devices, legal liability and inspection. The emphasis is on short-term operations, but intermediate-term operations (overnight and up to three days) are also addressed.

Advanced Work Zone Safety Course - This one-day course builds on the Intermediate workshop and covers traffic control plan reading and development, positive protection, work zone capacity, night work and inspection. Intended for supervisors and engineers, this course is designed for those working on high-volume, high-speed, multi-lane roadways and controlled access facilities. Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD), the SCDOT Standard Drawings and the SCDOT Standard Specifications are used in this course, as well as additional handouts to supplement these materials. All work zone durations are covered in this course.

Work Zone Traffic Control Supervisor's Course - This three-day Work Zone Certification course is designed for supervisors and engineers (contractor, utility, county and municipal) that are involved in the work zone traffic control plan development process. This course leads participants from the basics of work zone traffic control to plan reading and development. Topics include human factors, maintenance of traffic strategies, plan development, work zone capacity, night work and inspection. Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD), the SCDOT Standard Drawings and the SCDOT Standard Specifications are used in this course, as well as additional handouts to supplement these materials. This course will enable participants to develop, review and modify complex work zone traffic control plans. A closed-book written exam will be administered at the conclusion of the course.

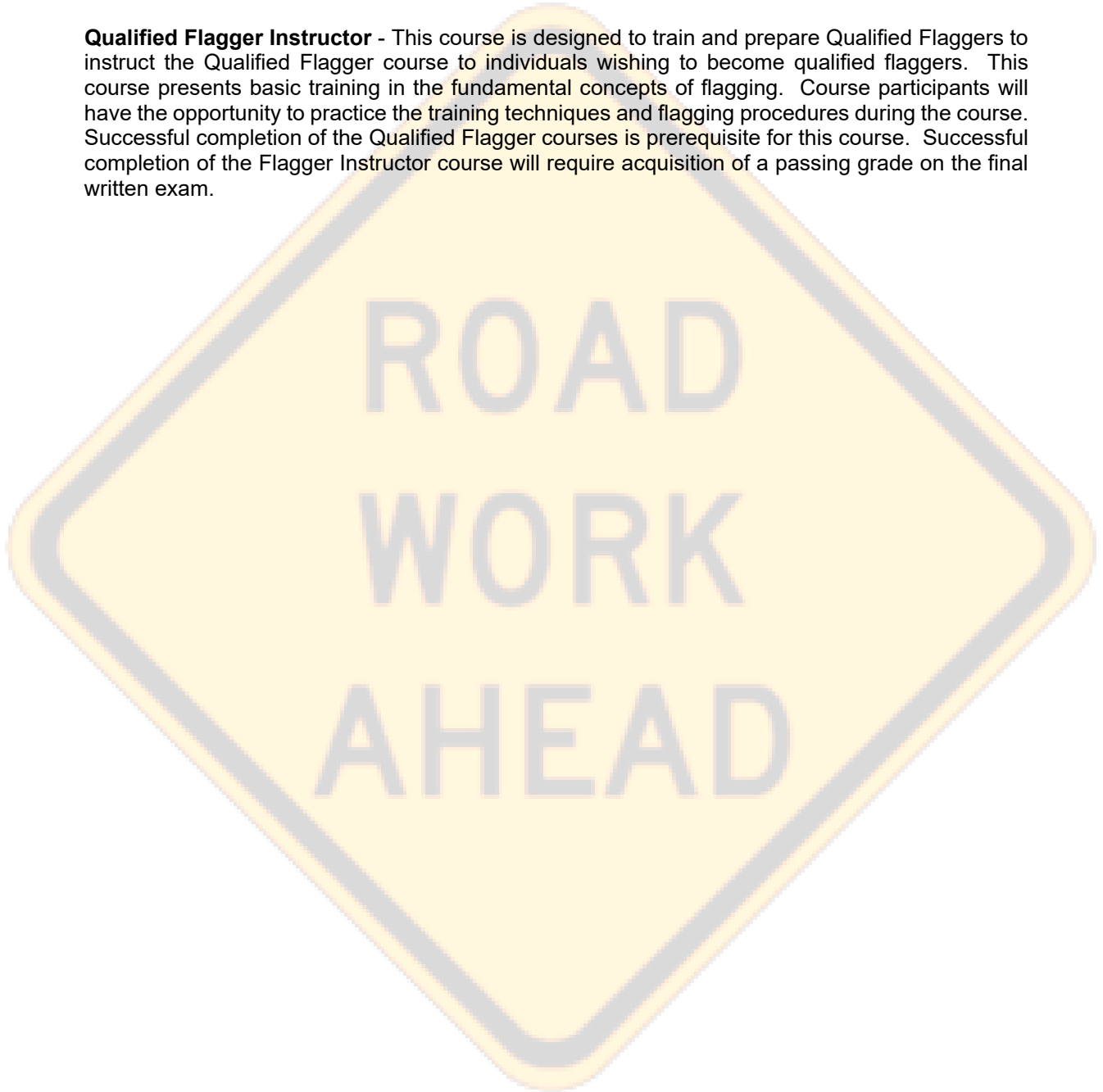
Flagger Training Course - This half-day class is for anyone who controls traffic as a flagger at a highway work zone or incident. It is designed to teach the basics of flagging operations and procedures and addresses equipment requirements, safe positioning, communication with both motorists and other flaggers and the various flagging operations that may be encountered. Flagging concepts are presented using models, displays and group exercises, as well as a field practice and demonstration session.

Flagging Instructor Training Course - This day-and-a-half class is for utility, municipal, county and contractor personnel who will train their employees to become competent flaggers. The workshop first teaches the basics of flagging operations and procedures by presenting the Flagger Training course. Participants are then shown how to effectively teach their own personnel these concepts. Models, displays and group exercises, as well as field practice and demonstration sessions, are incorporated in the course.

J. M. Teague Engineering & Planning

Qualified Flagger Course - This course is for anyone who intends to control traffic as a flagger at a highway work zone or incident. This course will present training in the proper methods of conducting flagging operations. No prerequisites or previous work zone traffic control experience is required for participation in this course. Successful completion of this course will require acquisition of a passing grade on the final written exam.

Qualified Flagger Instructor - This course is designed to train and prepare Qualified Flaggers to instruct the Qualified Flagger course to individuals wishing to become qualified flaggers. This course presents basic training in the fundamental concepts of flagging. Course participants will have the opportunity to practice the training techniques and flagging procedures during the course. Successful completion of the Qualified Flagger courses is prerequisite for this course. Successful completion of the Flagger Instructor course will require acquisition of a passing grade on the final written exam.



Southeastern Chapter National Safety Council

Basic Work Zone Traffic Control Course - This 8 hour basic work zone traffic control course is an introduction to work zone set up, focusing on specific requirements from the MUTCD and the SCDOT Standard Drawings/SCDOT Work Zone Safety Handbook. It is designed for individuals with safety and health responsibilities in highway and street construction; bridge, tunnel, water or sewer construction; concrete, utilities, or paving industries; state transportation, and county or municipal street/public works departments. The course covers:

- How to recognize and utilize the federal guidelines in The Manual on Uniform Traffic Control Devices (MUTCD)
- How to recognize the parts of a temporary traffic control zone
- The different types of tapers and how to set them up
- The different types of temporary traffic control devices and how to set up basic work zones based on the MUTCD and SCDOT guidelines
- Mobile Operations MUTCD and SCDOT requirements
- Flagging Operations MUTCD and SCDOT requirements
- Worker Safety requirements

Attendees participate in tabletop exercises to practice setting up temporary work zones. Previous work zone experience is NOT required to attend this course. Completion of the course and passing exam grade are required for a certificate of completion.

Temporary Traffic Control Design & Supervision - This two-day temporary traffic control supervisor training course is designed for the supervisor with a minimum 1 year of experience in work zone traffic control procedures and highway construction. This course complies with the Manual on Uniform Traffic Control Devices (MUTCD) and will teach how to utilize the MUTCD, specifically Parts 1, 5 and 6, as well as the SCDOT Standard Drawings and the SCDOT Standard Specifications. This course teaches how to interpret, implement and verify accuracy of a traffic control plan. Also, this course teaches how to recognize the need to adapt or modify a traffic control plan to match evolving field conditions when necessary. Successful completion of this course will require acquisition of a passing grade on the final written exam.

Temporary Traffic Control Design & Supervision Refresher - This 6 Hour temporary traffic control supervisor training refresher course is designed for the supervisors who have previously completed the Temporary Traffic Control Design and Supervision Course. This course complies with the Manual on Uniform Traffic Control Devices (MUTCD), and will review how to utilize the MUTCD, and the SCDOT Standard Specifications and Drawings. This course will review how to interpret, implement and verify accuracy of a traffic control plan. This course meets the SCDOT requirements for a refresher course every 5 years. Successful completion of this refresher course will require acquisition of a passing grade on the final written exam.

Flagger Novice 4 Hour - This four-hour flagger training course is designed to instruct an individual the correct procedures for conducting standard flagging operations, including 1 and 2 flagger flagging operations. No prerequisites are required for attending the "Flagger Novice 4 Hour" flagger training course. This course complies with the Manual on Uniform Traffic Control Devices, the MUTCD, and will teach basic guidelines for conducting flagging operations based upon MUTCD, ANSI and SCDOT requirements and regulations. This course teaches how to use specific flagging equipment, how to safely set up a flagger station, how to correctly execute stop / proceed slow directions and how to conduct emergency flagging operations.

Flagger Instructor 1 Day Course - This one-day "Flagger Instructor" training course is designed to teach how to instruct individuals the flagging procedures and requirements for conducting standard flagging operations included in the "Flagger Novice 4 Hour" flagger training course. No prerequisites are required for attending the "Flagger Instructor" course. In addition to the information included in the "Flagger Novice 4 Hour" flagger training course, this course will address administrative responsibilities, how to use the course materials, how to develop effective teaching skills and how to encourage student participation in the classroom. Certification by the South Carolina Chapter, National Safety Council as a certified Flagger Instructor requires successful

December 15, 2021

Southeastern Chapter National Safety Council (continued)

completion of the “Flagger Instructor” course, successful instruction of two (2) sessions of the “Flagger Novice 4 Hour” flagger training course under the supervision of a National Safety Council certified Flagger Instructor and affiliation with an organization maintaining current status as an approved Flagger Training Center. An organization may become an approved Flagger Training Center by signing a Training Center Agreement.



December 15, 2021

Tri-County Technical College

Flagger Training - This course is for anyone who intends to control traffic as a flagger at a highway work zone or incident. This course will present training in the proper methods of conducting flagging operations. No prerequisites or previous work zone traffic control experience is required for participation in this course. Successful completion of this course will require acquisition of a passing grade on the final written exam.

