



The Ohio LTAP Newsletter

A Publication of the Ohio LTAP Center ∞ <http://www.dot.state.oh.us/Divisions/Quality/LTAP/Pages/>

Ohio's First Level III Roads Scholar Graduate

We are pleased to announce that **Scott Smith**, Road Superintendent for Clearcreek Township in Warren County, is the first person in Ohio to successfully complete the requirements for Roads Scholar Level III ("Road Master"). Ohio LTAP has maintained an active Roads Scholar Training Recognition program since 1998. Originally based on two levels of recognition, the program was updated in 2010 with the addition of Level III.

Mr. Smith joined Clearcreek Township in 2009, and previously was employed with the cities of Miamisburg and West Carrollton. He is responsible for overseeing all maintenance department duties for the township's roads (more than 77 miles), parks and cemeteries.

Originally from Miamisburg, Mr. Smith served in both the U.S. Army and U.S.

Coast Guard. He maintains a CDL Class B license, and his activities outside of work include coaching softball, soccer and volleyball. We congratulate Scott on his achievement in becoming the first Level III graduate in Ohio!

Additional Graduates

Ohio LTAP is also pleased to recognize the following recent Roads Scholar graduates:

- Brian Kuns** (Perkins Township) – Level II
- Troy Nemitz** (Perkins Township) – Level II
- Tony Muscioni** (Perkins Township) – Level I



Scott Smith, RS Level III

For more information about the program, including lists of all Ohio graduates and transcript forms for Levels I, II and III, please visit the Roads Scholar

page of the LTAP website. ♦



It is time once again for our center's biennial customer needs survey. The purpose of the survey is to conduct an assessment of your training needs for the next two years. With this information, we will be able to develop the training you desire and deliver training on relevant topics.

Coming Soon to a Mailbox Near You!

This year's survey will again be conducted via both an online form and in paper form. Surveys will be mailed in late March and we ask that they be returned to us or completed online by the beginning of May. Survey results will be announced in July.

Our survey will again focus on four program areas: Worker/Workplace Safety, Highway Safety, Infrastructure Management, and Workforce Development. Within each category, we

will provide a list of topics for each survey taker to choose from and prioritize as to importance. Additional space will also be provided so survey takers may list topics not already included and upon which they would like to see training offered by LTAP.

So don't miss out on the opportunity to have a voice in planning your available training options. Watch your mailbox in late March for the survey and let your voice be heard!

A New 'Circuit Rider' Class Topic for 2012!

This past July, Ohio LTAP announced a new Circuit Rider class topic called *Working With Other Generations*. The response was positive, and we have already provided four on-site sessions of this class for local agency employees.

There is now another new addition to the roster of available Circuit Rider classes: *Working With Other Personality Types*. The addition of this topic is the most recent example of our efforts in recent years to supplement LTAP's technically-oriented training with other topics relating to workforce development.

Workplace conflict is often caused by a lack of understanding of different personality types. The Myers Briggs Type Indicator (MBTI) process can be used to help people work

together more effectively. Knowing your own preferences can help you understand your strengths. Learning about other people's preferences can help you relate better to people with different preferences, leading to an appreciation of everyone's contribution to the organization. The instructor provides each participant with an MBTI assessment to complete as part of the class.

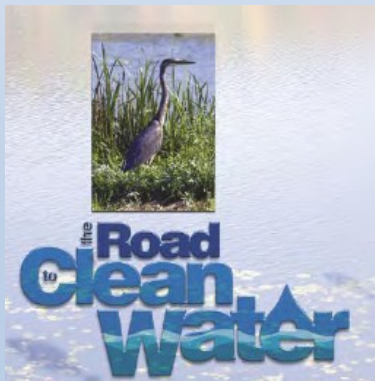
LTAP Circuit Rider classes are conducted on-site and free of charge for Ohio local government agencies (county, city, village and township). Additional information is available from the Circuit Rider page of the LTAP website. If you would like to schedule a session of *Working With Other Personality Types*, or one of the other available class topics, please contact Mike Fitch at (614) 387-7358 or Mike.Fitch@dot.state.oh.us

Did you miss the LID Storm Water Management Workshop?

If you were unable to attend the Low Impact Development (LID) Storm Water Management Workshop sessions held in November and December of 2011, the complete workshop is now available to be viewed on our website at: http://www.dot.state.oh.us/Divisions/Quality/LTAP/Pages/LID_Workshop_Presentations.aspx

The workshop featured national LID expert Bill Hunt, PE, PhD, from North Carolina State University, along with various Ohio presenters. The website contains a link to the entire day's workshop and also features links to each of the presenters' PowerPoints.

The Ohio LTAP Center is planning future Storm Water workshops and courses for 2012 which will be announced through this newsletter and our website.



What is the Highway Safety Manual?

The Highway Safety Manual (HSM) is a publication of the American Association of State Highway and Transportation Officials (AASHTO) and a way of measuring the safety of our roadways. The manual introduces a science based, data-driven approach for roadway safety analysis. It emphasizes the use of mathematically based methods to determine the safety effects of decisions in planning, design, operations and maintenance.

The manual provides the following tools:

- A catalog of Crash Modification Factors (CMFs) for a variety of geometric and operational treatment types, backed by robust scientific evidence.
- A predictive method to estimate crash frequency and severity.
- Methods for developing an effective roadway safety management program and evaluating its effects.

Even though it is named the "Highway Safety Manual" it is really intended for use on all roadways. Over the next few issues of our newsletter, we will be providing more information on the new HSM and upcoming training opportunities to learn how to use the HSM to improve the safety of your roadways!

EDC-Exchange Sessions

Connecting the National Transportation Innovation Network

December 15 marked the start of FHWA's new series of Every Day Counts (EDC) Exchange Webinar meetings, which will continue on a bimonthly basis through August 2012. With LTAP and FHWA personnel as hosts, Ohio participants joined transportation audiences nationwide in viewing and discussing the first webinar topic, Construction Manager / General Contractor.

What is EDC-EXCHANGE? The EDC-Exchange is a regularly scheduled series of free "dynamic webinars", which could also be described as electronic Town Hall meetings. The in-person learning sessions discuss effective project development and delivery practices, tools and "market ready" technologies that local and tribal transportation agencies can readily implement into their programs. FHWA national subject matter experts (SMEs), in conjunction with FHWA and State DOT field office experts, provide information and materials, and facilitate discussions designed specifically for local/tribal transportation managers.

How do attendees participate in EDC-EXCHANGE?

Attendees in seminar rooms across the country can interact with the webinar presenters and subject matter experts by text chat, polls, surveys, or phone calls to ask questions. LTAP, FHWA and State DOT experts will also be available at the individual seminar room locations to facilitate on-site discussions.

Where will EDC-EXCHANGE occur? Each EDC-Exchange will be delivered to easily accessible site locations in each state by broadband internet technology. These sites are to function as webinar meeting rooms where Local Agency, State DOT and FHWA professionals can view and discuss the live EDC presentations.

What is the schedule for the EDC-EXCHANGE? The "Season Premiere" of EDC-Exchange was held December 15, 2011. The four upcoming events are scheduled bi-monthly on the 3rd Thursday of the month through August 2012 as shown below. Each session will typically be presented from 1:00pm to 4:00pm Eastern Standard Time. The schedule is as follows:

- **February 16, 2012:** Exchange #2—Geosynthetic Reinforced Soil—Integrated Bridge Systems
- **April 19, 2012:** Exchange #3—Flexibility in ROW
- **June 21, 2012:** Exchange #4—In Lieu Fees / Mitigation Banking
- **August 16, 2012:** Exchange #5— Adaptive Signal Control

What is the EDC-EXCHANGE format? The proposed format divides the Exchange into three segments. Each segment will include a 20 minute training presentation by the national subject matter experts. This will be followed by a 20 minute facilitated local discussion in each seminar room. These discussions will allow the FHWA, State DOT, and Local Agency participants to talk about the topic and its application in their state. After the local discussion, all rooms will reconvene for a national Question-and-Answer period with the subject matter experts.

What happens after each EDC-EXCHANGE presentation?

FHWA will host and manage an online "community of practice" forum, located on the EDC website at <http://www.fhwa.dot.gov/everydaycounts/>, to field follow-up questions and share additional information after the initial broadcast. After 30 days, all questions and corresponding answers will be moved to the webpage for the specific EDC topic/initiative.

How do we register to attend? Five seminar room locations in Ohio have been scheduled for each EDC Exchange webinar: Columbus, Akron, Bowling Green, Lebanon, and Marietta. Please visit the Training page of the Ohio LTAP website to view the announcement flyer with topic descriptions and registration information for these free sessions.

Asphalt Pavement Preservation

2012



Columbus (CEN)
ODOT Central Office
April 17, 2012

Chillicothe (SW)
ODOT District 9 Office
April 26, 2012

Ashland (NE)
ODOT District 3 Office
May 10, 2012

AGENDA

- 8:30 am Course Introduction
Pavement Preservation Concepts
Introduction to HMA Pavements
Pavement Distress Identification/
Evaluation
- 11:30 am Lunch – on your own
- 12:30 pm *Continue*
Maintenance & Rehab Treatments
Crack Sealing
Surface Treatments
Repairs
Summary & Discussion
- 3:15 pm Certificates & Adjourn

Breaks will be provided as needed. This workshop provides 5 contact hours of instruction (with lunch time & break times subtracted).

Description

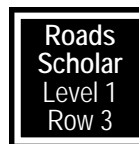
This workshop will address: (a) basic performance characteristics of Hot-Mix Asphalt (HMA) pavements; (b) evaluation of common distress types and their causes; and (c) available maintenance and rehabilitation treatments, including preventive maintenance. Surface treatments such as chip seals, microsurfacing and thin overlays will be addressed.

Who Should Attend?

Road/street maintenance personnel, supervisors/managers, engineers and others who are responsible for maintaining and preserving asphalt pavements.

Instructors

The instructors will be Aric Morse, P.E. (ODOT Office of Pavement Engineering), and Mike Fitch, P.E. (ODOT/LTAP).



Registration Information – This course offering through LTAP is primarily intended for local agency employees (county, city, village and township). Registrations are accepted on a first come, first serve basis. The registration fee is \$45 per person. Lunch is “on your own”. No-shows and late cancellations (< 3 business days) will be charged the full registration fee. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact Ohio LTAP prior to the course date so the appropriate arrangements can be made.

Mail checks to: Ohio LTAP, 1980 W. Broad St., Columbus OH, 43223. Payment is due three business days before course date.

REGISTRATION FORM (please print or type)

Name _____
Title _____
Agency _____
Billing Address _____
City _____
State _____ Zip _____
County _____
Township _____
Phone (____) _____ - _____
Federal ID Number (for refunds) _____
Fee: \$45.00 Select: Check VISA MasterCard
Account: _____ - _____ - _____ - _____
Expiration: ____/____
Signature: _____ Date: _____
E-mail: _____

Asphalt Pavement Preservation

Select Course Date Below (*Location Information Sheet with map & directions will be included with your registration confirmation packet.*)

- Columbus (CEN) – April 17, 2012
- Chillicothe (SW) – April 26, 2012
- Ashland (NE) – May 10, 2012

Make Checks payable to: LTAP
Please mail or fax to:

The Ohio LTAP Center
1980 W. Broad St. (877) 800-0031 Toll Free
Columbus, OH 43223 (614) 466-2120 (Fax)

To reserve a seat, submit this form to LTAP with or without payment. If payment is not provided with the initial registration, LTAP will mail an invoice to the registrant. Payment is due three business days before course date.

Asphalt Pavement Preservation

2012

Chipper/Chainsaw 2-Day Course

On-Site at Local Agency Facilities!

2012
(Type 2)



Available to Ohio's county, city, village and township agencies.

Description

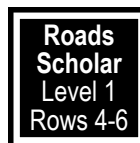
- This course covers chipper and chainsaw operation in a new 2-day format, conducted on-site at local agency facilities.
- This course teaches employees how to safely operate a chainsaw and a chipper machine. Emphasis will be placed on awareness of danger zones, use of personal protective equipment, equipment maintenance and sharpening.

How does it work?

- You provide the equipment, facility and employees to be trained (up to a maximum of **10** students).
- We provide one or more of ODOT's experienced Equipment Trainers to conduct hands-on training at your facility, using the specific equipment your employees will be working with as part of their jobs.
- It is recommended that you have a *brush-cutting job available at the time of the training*, so the students can gain practice in the use of the chainsaw and chipper. Proper safety equipment/PPE is required in order for students to do cutting.

What is the cost?

- ODOT Equipment Trainers will be provided to local agencies at a lump sum fee of **\$400** for the 2-day course (each day provides approximately six hours of instruction). This fee covers all costs associated with the trainer's time, travel, preparation and course materials. The training is typically a combination of classroom instruction and hands-on use of the equipment. Students are asked to provide their own lunches each day.
- We recommend that you have at least five employees who need to be trained. In some cases, you may be able to arrange for employees from neighboring agencies to participate and share the cost of the training. *However, LTAP will only accept payment from the host agency (i.e., one lump sum payment from one agency).* Please note that the **maximum** number of allowable students listed above for each course will be strictly enforced, due to safety considerations, when working with the equipment.



This 2-day course provides one (1) Roads Scholar credit (Row 4, 5 or 6).

How do I obtain more information, or register my agency to participate?

- Locate your agency on the regional map shown below. Review the training dates available for your region and select the date that would be best for your agency. *If your agency is located within Guernsey or Muskingum counties, refer to the dates for the SE region.*
- Contact Ohio LTAP at (877) 800-0031 to register. Requests will be filled on a first-come, first-serve basis.
- Following registration, the ODOT trainers will contact your agency to discuss the scheduled course.

NW Ohio:
May 16 - 17
June 18 - 19

NE Ohio:
April 30 - May 1
July 11 - 12

Central Ohio:
April 30 - May 1
July 11 - 12

SW Ohio:
April 30 - May 1
July 11 - 12

*** SE Ohio (+ GUE & MUS):**
May 16 - 17
June 18 - 19



* **Note** – For dispatching purposes, agencies located in Guernsey and Muskingum counties will use the available dates for the SE region (rather than the Central region), due to their close proximity to the SE regional training site.

Chipper/Chainsaw (2-Day Course)
(Type 2) On-Site at Local Agency Facilities

Commercial Driver's License (CDL) - Upgrade

4-Day Training Course

2012



Available to Ohio's county, city, village and township agencies.

Page 1 of 2

Description

This 4-day CDL Upgrade Course helps to prepare students for the driving skills examination when **upgrading** from a **CDL Class B** license endorsement to a **CDL Class A** license endorsement. The course includes several days of driving skills practice (as weather allows). *Note: completion of this course does not provide a Commercial Driver's License to any student, nor does it guarantee that the student will be able to pass the CDL exam(s). After obtaining the necessary knowledge and skills, each student is responsible for taking the applicable CDL exam(s) through the Ohio Bureau of Motor Vehicles (BMV).*

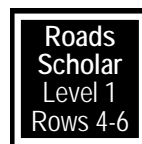
Agenda

This course is scheduled for one 4-day week: Monday through Thursday.

Training is from 8:30 a.m. to approximately 4:00 p.m. each day; lunch is "on your own" at 11:30.

Prerequisites

Important: 1. Each student must already have a valid Ohio CDL Class B license, in good standing (i.e., not suspended), in order to take this course. 2. Each student must obtain their CDL-A permit package prior to taking this course!



Completing this course provides two (2) Roads Scholar credits for Level 1 (Rows 4&5, or Rows 5&6).

How Does it Work?

- This course is available to local government (public sector) agencies only.
- LTAP provides ODOT's experienced Equipment Trainers to instruct the course.
- The local agency provides the **vehicles** and the **employees to be trained**. In order to allow for sufficient 'seat time', a maximum of three students per combination vehicle (dump truck and trailer) are permitted. Training can be provided using 1 or 2 combination vehicles, for up to 3 or 6 students (respectively).
- The cost for the entire four-day course is a flat fee of **\$600**.

Option A – 'Type 1' – Hold Course at ODOT Regional Site

- This course can be conducted at any of the ODOT regional equipment training sites (NW – Beaverdam, SW – Lebanon, CEN – Columbus, SE – Belle Valley, or NE – Ashland). Each of these ODOT sites has the field layouts/setups of traffic cones/devices that are needed for the CDL-A driving skills exercises.
- **Important:** The local agency is responsible for arranging to have **licensed CDL Class A operators** bring one or two combination vehicles (dump trucks and trailers) to the ODOT site. [Note: the CDL-B employees/participants will not be able to bring the combination vehicles with them to the course, as they are not licensed to do so.] The combination vehicles should be delivered to the ODOT site prior to the first day of the course (discuss details with equipment trainers).
- **Important:** Prior to the course, each registrant/participant from the local agency will be required to sign a form releasing the State of Ohio, ODOT, and the ODOT employees/agents from any and all liability claims that could arise from this training. A copy of this form can be viewed/printed from the Ohio LTAP Web site: <http://www.dot.state.oh.us/Divisions/LTAP/Pages/> (click on the link for CDL Upgrade Course).

Option B – 'Type 2' – Hold Course On-site at Local Agency

- **Important:** In order to host this course at their location, the local agency must be able to provide a safe site area of sufficient size (approximately 4 acres) for the driving skills portion of this training. In addition, the local agency must be able to provide and set up traffic cones/devices as needed for the various driving skills exercises. The specific site requirements are illustrated on six pages of layout diagrams, which are posted to the Ohio LTAP Web site: <http://www.dot.state.oh.us/Divisions/LTAP/Pages/> (click on the link for CDL Upgrade Course). *Please review these site requirements before selecting Option B for this course.*
- The local agency shall be responsible for all safety-related items and considerations associated with hosting this training.

How Do I Register My Agency to Participate?

Please see page 2 for available course dates ...

Commercial Driver's License (CDL) - Upgrade

4-Day Training Course

2012



Available to Ohio's county, city, village and township agencies.

Page 2 of 2

How Do I Register My Agency to Participate?

- Locate your agency on the regional map shown below.
- Review the training dates available, and select the week that would be best for your agency (*if your agency is located within Guernsey or Muskingum counties, refer to the dates for the SE region*).
- Contact Ohio LTAP at (877) 800-0031 or (614) 387-7359 to register.
- Registration requests are processed in the order they are received.

Following registration, the ODOT equipment trainers will contact your agency to discuss the scheduled course, including your request for Option A (ODOT site) or B (local agency site). *If choosing Option B (local agency site), please be sure to carefully review the specific site requirements described on page 1 of this announcement.*

NW Ohio:
May 21 – 24
June 25 – 28

NE Ohio:
May 7 – 10
July 16 – 19

Central Ohio:
May 7 – 10
July 16 – 19

SW Ohio:
May 7 – 10
July 16 – 19

* SE Ohio (+ GUE & MUS):
May 21 – 24
June 25 – 28



* Note – For dispatching purposes, agencies located in Guernsey and Muskingum counties will use the available dates for the SE region (rather than the Central region), due to their close proximity to the SE regional training site.

Commercial Driver's License (CDL) - Upgrade
Four-Day Training Course

Defensive Driving

2012
(Type 1)



NW Site
(Beaverdam)
May 7, 2012

SW Site
(Lebanon)
April 23, 2012

Central Site
(Columbus)
April 23, 2012

SE Site
(Belle Valley)
May 7, 2012

NE Site
(Ashland)
April 23, 2012

Agenda (approx. 4 contact hours)

Start time is 8:30 a.m.

Video
Aggressive driving behaviors
Rules & regulations quiz
Collision prevention formula
Questions & discussion
What about you – take stock in yourself
Review course guide

This course is “classroom only” (there are no driving exercises).

Description

The objectives of this four-hour course are to:

- Increase awareness of potentially dangerous driver behaviors.
- Identify defensive driving techniques that may be used to reduce the risk of collisions.

Who Should Attend?

This course is applicable to any employee who drives a motor vehicle, regardless of whether or not they hold a CDL license. *Please note: all persons who attend LTAP training on ODOT property must wear appropriate work clothing. This includes, at a minimum, full-length pants and a shirt with sleeves that covers the torso (short-sleeve shirts are acceptable, but not sleeveless or open-sided shirts).*

Roads Scholar
Level 1
Rows 4-6



Registration Information – This course offering through LTAP is intended for local agency employees (county, city, village and township). Course capacity is limited to **10-12** people at most of the regional training sites. Registrations are accepted on a first come, first serve basis. The registration fee is **\$30** per person. **Lunch is “on your own”**. No-shows and late cancellations (< 3 business days) will be charged the full registration fee. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact Ohio LTAP prior to the course date so the appropriate arrangements can be made.

Mail checks to: Ohio LTAP, 1980 W. Broad St., Columbus, OH 43223. Payment is due three business days before course date.

REGISTRATION FORM (please print or type)

Name _____
Title _____
Agency _____
Address _____
City _____
State _____ Zip _____
County _____
Township _____
Phone (____) _____ - _____
Federal ID Number (for refunds) _____
Fee: \$30.00 Select: Check Invoice PO VISA MasterCard
Account: _____ - _____ - _____ - _____
Expiration: ____/____
Signature: _____ Date: _____
E-mail: _____

Defensive Driving

Select Course Date Below (*Location Information Sheet with map & directions will be included with your registration confirmation packet*).

- NW Site (Beaverdam) – May 7, 2012**
- SW Site (Lebanon) – April 23, 2012**
- Central Site (Columbus) – April 23, 2012**
- SE Site (Belle Valley) – May 7, 2012**
- NE Site (Ashland) – April 23, 2012**

Make Checks payable to: **LTAP**

Please mail or fax to:

Ohio LTAP
1980 W. Broad St. (877) 800-0031 Toll Free
Columbus, OH 43223 (614) 466-2120 (Fax)

To reserve a seat, submit this form to LTAP with or without payment. If payment is not provided with the initial registration, LTAP will mail an invoice to the registrant. Payment is due three business days before course date.

Defensive Driving
(Type 1) Equipment-Related Training at Regional ODOT Sites

Design and Operation of Work Zone Traffic Control

2012

Lima (NW)

ODOT District 1 Office – Room 39
1885 N. McCullough Street
March 6, 2012

Lebanon (SW)

ODOT District 8 Office – Rooms E/F/G
505 S. State Route 741
March 7, 2012

Columbus (CEN)

ODOT Central Office – Room 3010 GA
1900 Broad Street
March 8, 2012

Booked

New Philadelphia (NE)

ODOT District 11 Office – Main Conf. Room
2201 Reiser Avenue
March 21, 2012

Garfield Heights (NE)

ODOT District 12 Office – Upper Level T.C.
5500 Transportation Boulevard
March 22, 2012

Description – This course provides participants with information on the safest and most efficient work zone traffic controls, including the application of effective design and installation concepts; and using signs and markings for detours, construction zones, and maintenance sites. The legal, administrative, and operational aspects also will be discussed. Classroom presentations include lectures, case histories, and workshops.

Who Should Attend? – Design, construction, and maintenance personnel responsible for designing, installing, and monitoring work zone traffic control.

Instructor – The instructor will be Frank Brewer from the Tennessee Technical Assistance Program (TTAP) center.

Registration Information – Registrations are accepted on a first come, first serve basis. This workshop is being offered at **no charge**, thanks to grant funding secured by LTAP in partnership with the Ohio Traffic Safety Office (ODPS) and FHWA / NHI. **Lunch is “on your own”**. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact Ohio LTAP prior to the course date so the appropriate arrangements can be made.

Course Schedule is 8:00am to 4:00 pm

Outcomes – Upon completion of the course, participants will be able to:

- Describe each step involved in providing work zone traffic controls
- Identify and apply workable concepts and techniques for designing, installing, and maintaining controls in construction, maintenance, and utility operations
- Identify appropriate principles in the design of traffic control plans
- Apply traffic control plans to site conditions, monitor traffic controls, and make changes indicated by traffic accidents and incidents
- Discuss techniques and procedures used by different agencies
- Assess the legal consequences of action and inaction relative to work zone traffic control and identify risk management procedures

*Lunch is **on your own**. Breaks will be provided as needed. This course provides 6 contact hours of instruction (with break times subtracted).*

**Roads
Scholar
Level 1
Row 1**

REGISTRATION FORM (please print or type)

Name _____

Title _____

Agency _____

Billing Address _____

City _____

State _____ Zip _____

County _____

Township _____

Phone (____) _____ - _____

E-mail _____

Fee: \$ 0.00 – Free of charge.

Design and Operation of Work Zone Traffic Control

Select Course Date Below (*Location Information Sheet with map & directions will be included with your registration confirmation packet.*)

- Lima (NW) – March 6, 2012
- Lebanon (SW) – March 7, 2012
- Columbus (CEN) – March 8, 2012
- New Philadelphia (NE) – March 21, 2012
- Garfield Heights (NE) – March 22, 2012

Please mail or fax to:

The Ohio LTAP Center
1980 W. Broad St.
Columbus, OH 43223

(877) 800-0031 Toll Free
(614) 466-2120 (Fax)

Please pre-register by submitting this form to Ohio LTAP.

**Design and Operation of
Work Zone Traffic Control**

Hands-On Equipment Training

Various 1-Day Courses – On-Site at Local Agency Facilities!

2012



Available to Ohio's county, city, village and township agencies.

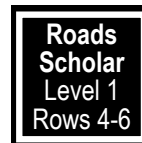
How does it work?

- You provide the equipment, facility and employees to be trained (up to the maximum safe number indicated for each type of equipment).
- We provide one or more of ODOT's experienced Equipment Trainers to conduct hands-on training at your facility, using the specific equipment your employees will be working with as part of their jobs.

What types of Equipment Training are available?

- The following 1-day, on-site, equipment-related courses are available for Spring/Summer 2012.

Note: Defensive Driving and Flagging are "classroom only"; and Trenching Safety is mostly classroom.



Defensive Driving (4 hrs.) – max. 20 students

* **Flagging** (4 hrs.) – max. 20 students

* **Fork Lift** – max. 10 students

* *Except – no EPA credit for these two courses.*

Load Securement – max. 20 Students

Trenching Safety – max. 20 students

See LTAP Web site for [X] and [OM] info.

What is the cost?

- ODOT Equipment Trainers will be provided to local agencies at a fee of **\$200 per training day** (typically 5 contact hours of instruction; except Defensive Driving – 4 hrs. and Flagging – 4 hrs.). This fee covers all costs associated with the trainer's time, travel, preparation & course materials. The training is typically a combination of classroom instruction and hands-on use of the equipment. Students are asked to provide their own lunches.
- We recommend that you have at least five employees who need to be trained. In some cases, you may be able to arrange for employees from neighboring agencies to participate and share the cost of the training. However, LTAP will only accept payment from the host agency (i.e., one lump sum payment from one agency). Please note that the **maximum** number of allowable students listed above for each course will be strictly enforced, due to safety considerations, when working with the equipment.

How do I obtain more information, or register my agency to participate?

- Locate your agency on the regional map shown below. Review the training dates available for your region and select the date that would be best for your agency. If your agency is located within Guernsey or Muskingum counties, refer to the dates for the SE region.
- Contact Ohio LTAP at (877) 800-0031 to register. We can provide additional information about the course content for each type of equipment. Requests will be filled on a first-come, first-serve basis.
- Following registration, the ODOT trainers will contact your agency to discuss the scheduled course.

NW Ohio:

May 10
May 14
May 15
June 20
June 21



NE Ohio:

April 26
May 2
May 3
July 9
July 10

Central Ohio:

April 26
May 2
May 3
July 9
July 10

SW Ohio:

April 26
May 2
May 3
July 9
July 10

* SE Ohio (+ GUE & MUS):

May 10
May 14
May 15
June 20
June 21

* **Note** – For dispatching purposes, agencies located in Guernsey and Muskingum counties will use the available dates for the SE region (rather than the Central region), due to their close proximity to the SE regional training site.

Various 1-Day Courses – On-Site at Local Agency Facilities

Load Securement

2012



NW Site
(Beaverdam)
May 9, 2012

SW Site
(Lebanon)
April 25, 2012

Central Site
(Columbus)
April 24, 2012

SE Site
(Belle Valley)
May 8, 2012

NE Site
(Ashland)
April 24, 2012

Agenda (approx. 5 contact hours)

Start time is 8:30 AM

- Chain and binder strength
- Chain placement
- OSHA regulations
- Operator responsibility
- Pre-trip inspections
- Proper loading

Description

This 1-day course is designed to prepare employees to transport heavy equipment properly. Students will learn the federal and state standards regarding the proper securement of a piece of equipment.

Who Should Attend?

This course is applicable to local agency maintenance workers and equipment operators. NOTE: All persons who attend LTAP training on ODOT property must wear appropriate work clothing. This includes, at a minimum, full-length pants and a short-sleeve or long-sleeve shirt that covers the torso (i.e., no 'open-sided' shirts).



Registration Information

This course offering through LTAP is intended for local agency employees (county, city, village and township). Course capacity is limited to **10-12** people at most of the regional training sites. Registrations are accepted on a first come, first serve basis. The registration fee is **\$40** per person. **Lunch is "on your own"**. No-shows and late cancellations (< 3 business days) will be charged the full registration fee. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact Ohio LTAP prior to the course date so the appropriate arrangements can be made.

Mail checks to: Ohio LTAP, 1980 W. Broad St., Columbus, OH, 43223. Payment is due three business days before course date.

REGISTRATION FORM (please print or type)

Name _____
Title _____
Agency _____
Billing Address _____
City _____
State _____ Zip _____
County _____
Township _____
Phone (____) _____ - _____
Federal ID Number (for refunds) _____
Fee: \$40.00 Select: Check VISA MasterCard
Account: _____ - _____ - _____ - _____
Expiration: ____/____
Signature: _____ Date: _____
E-mail: _____

Load Securement

Select Course Date Below (*Location Information Sheet with map & directions will be included with your registration confirmation packet.*)

- NW Site (Beaverdam) – May 9, 2012
- SW Site (Lebanon) – April 25, 2012
- Central Site (Columbus) – April 24, 2012
- SE Site (Belle Valley) – May 8, 2012
- NE Site (Ashland) – April 24, 2012

Make Checks payable to: **LTAP**

Please mail or fax to:

The Ohio LTAP Center
1980 W. Broad St.
Columbus, OH 43223

(877) 800-0031 Toll Free
(614) 466-2120 (Fax)

To reserve a seat, submit this form to LTAP with or without payment. If payment is not provided with the initial registration, LTAP will mail an invoice to the registrant. Payment is due three business days before course date.

Load Securement
Equipment-Related Training at Regional Locations

Traffic Signs & Pavement Markings

2012



Lebanon (SW)
ODOT District 8 Office
April 11, 2012

Columbus (CEN)
ODOT Central Office
June 5, 2012

Akron (NE)
ODOT District 4 Office
June 12, 2012

AGENDA

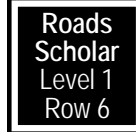
- 8:30 am Welcome and Overview
Introduction to the Ohio MUTCD
General Specifications of
Traffic Control Devices (TCDs)
Traffic Signs
- 11:30 am Lunch – on your own
- 12:30 pm Breakaway Sign Supports
Pavement Markings
Low Volume Road, School Area,
Highway-Rail Grade Crossing,
and Bicycle TCDs
Jurisdictional Responsibilities
Certificates & Adjourn

Breaks will be provided as needed. This workshop provides 5 contact hours of instruction (with lunch time & break times subtracted).

Description – This workshop will address the basics of design, installation and maintenance of traffic signs and pavement markings, and the correlation of these activities to driver needs and responses. The current edition of the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) and the ODOT Sign Design Manual (SDM) will be used as references. In addition to common installations, Traffic Control Devices (TCDs) for use on specialty locations such as low volume roads, school areas, highway-rail grade crossings, and bicycle facilities will be discussed. Upon completion of the workshop, the student will possess a basic understanding of the specifications and functional requirements for traffic signs and pavement markings.

Who Should Attend? – This workshop will be of interest to persons responsible for selection, installation, maintenance and management of traffic signs and pavement markings on local roadways.

Instructor – The instructor will be Jim Roth, P. E., of the Ohio Department of Transportation, Office of Traffic Engineering. Mr. Roth has 25 years of experience as the Signing Engineer at ODOT Central Office in Columbus.



Registration Information – This course offering through LTAP is intended primarily for local agency employees (county, city, village and township). Registrations are accepted on a first come, first serve basis. The registration fee is \$45 per person. Lunch is "on your own". No-shows and late cancellations (< 3 business days) will be charged the full registration fee. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact Ohio LTAP prior to the course date so the appropriate arrangements can be made. *Please note: Ohio LTAP also has a separate, half-day course on Traffic Sign Retroreflectivity Inspection, which will be offered again later in 2012.*

Mail checks to: Ohio LTAP, 1980 W. Broad St., Columbus OH, 43223. Payment is due three business days before course date.

REGISTRATION FORM (please print or type)

Name _____
Title _____
Agency _____
Billing Address _____
City _____
State _____ Zip _____
County _____
Township _____
Phone (____) _____ - _____
Federal ID Number (for refunds) _____
Fee: \$45.00 Select: Check VISA MasterCard
Account: _____ - _____ - _____
Expiration: ____/____
Signature: _____ Date: _____
E-mail: _____

Traffic Signs & Pavement Markings

Select Course Date Below (*Location Information Sheet with map & directions will be included with your registration confirmation packet.*)

- Lebanon (SW) – April 11, 2012
- Columbus (CEN) – June 5, 2012
- Akron (NE) – June 12, 2012

Make Checks payable to: LTAP
Please mail or fax to:

The Ohio LTAP Center
1980 W. Broad St. (877) 800-0031 Toll Free
Columbus, OH 43223 (614) 466-2120 (Fax)

To reserve a seat, submit this form to LTAP with or without payment. If payment is not provided with the initial registration, LTAP will mail an invoice to the registrant. Payment is due three business days before course date.

Traffic Signs & Pavement Markings

2012

Trenching Safety

2012



NW Site
(Beaverdam)
May 8, 2012

SW Site
(Lebanon)
April 24, 2012

Central Site
(Columbus)
April 25, 2012

SE Site
(Belle Valley)
May 9, 2012

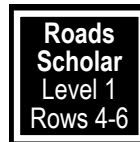
NE Site
(Ashland)
April 25, 2012

Agenda (approx. 5 contact hours)

Start time is 8:30 a.m.

Equipment
Safe practice
Regulations
Shoring and Ditching

Description – Trenching and excavation work presents serious hazards to all workers involved. Unfortunately, trench collapses (cave-ins) cause dozens of fatalities and hundreds of injuries each year. The objective of this 1-day course is to provide guidelines for establishing OSHA-approved protective systems for a variety of common trenching/excavating projects (pipe installation, ditching, etc). This training is mostly classroom-based. At some training sites, examples of protective system equipment may also be available for discussion or demonstration.



Who Should Attend? – This course is applicable to local agency employees involved in trenching operations, including supervisors and field personnel. NOTE: All persons who attend LTAP training on ODOT property must wear appropriate work clothing. This includes, at a minimum, full-length pants and a short-sleeve or long-sleeve shirt that covers the torso (i.e., no 'open-sided' shirts).

Registration Information

This course offering through LTAP is intended for local agency employees (county, city, village and township). Course capacity is limited to **10-12** people at most of the regional training sites. Registrations are accepted on a first come, first serve basis. The registration fee is **\$40** per person. **Lunch is "on your own"**. No-shows and late cancellations (< 3 business days) will be charged the full registration fee. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact Ohio LTAP prior to the course date so the appropriate arrangements can be made.

Mail checks to: Ohio LTAP, 1980 W. Broad St., Columbus, OH 43223. Payment is due three business days before course date.

REGISTRATION FORM (please print or type)

Name _____
Title _____
Agency _____
Billing Address _____
City _____
State _____ Zip _____
County _____
Township _____
Phone (____) _____ - _____
Federal ID Number (for refunds) _____
Fee: \$40.00 Select: Check VISA MasterCard
Account: _____ - _____ - _____ - _____
Expiration: ____/____
Signature: _____ Date: _____
E-mail: _____

Trenching Safety

Select Course Date Below (*Location Information Sheet with map & directions will be included with your registration confirmation packet.*)

- NW Site (Beaverdam) – May 8, 2012**
- SW Site (Lebanon) – April 24, 2012**
- Central Site (Columbus) – April 25, 2012**
- SE Site (Belle Valley) – May 9, 2012**
- NE Site (Ashland) – April 25, 2012**

Make Checks payable to: **LTAP**

Please mail or fax to:

The Ohio LTAP Center
1980 W. Broad St. (877) 800-0031 Toll Free
Columbus, OH 43223 (614) 466-2120 (Fax)

To reserve a seat, submit this form to LTAP with or without payment. If payment is not provided with the initial registration, LTAP will mail an invoice to the registrant. Payment is due three business days before course date.



Walking School Bus Training - 2012



Training for: Local Agency Leaders – SRTS Coordinators – Community Leaders – Educators – Law Enforcement – Parents



Lebanon (SW)
ODOT District 8 Office
3/6/12

Sidney (NW)
ODOT District 7 Office
3/8/12

Chillicothe (SW)
ODOT District 9 Office
3/13/12

Marietta (SE)
ODOT District 10 Office
3/15/12

Jacksontown (CEN)
ODOT District 5 Office
3/20/12

Columbus (CEN)
ODOT Office of Aviation
3/22/12

New Philadelphia (NE)
ODOT District 11 Office
3/27/12

Lima (NW)
ODOT District 1 Office
3/29/12

Ashland (NE)
ODOT District 3 Office
4/17/12

Akron (NE)
ODOT District 4 Office
4/19/12

Garfield Heights (NE)
ODOT District 12 Office
4/24/12

Bowling Green (NW)
ODOT District 2 Office
4/26/12

AGENDA – All sessions run 8:30am to 12 Noon

What is a walking school bus?

Why does my school district need a Walking School Bus program?

How to set up your Walking School Bus program

- WSB Coordinator
- Setting up your program
- Seeking volunteers
- Educating parents and students

Making the Walking School Bus program part of your district's culture

Frequently Asked Questions / On-going support

The start time is 8:30am. Breaks will be provided as needed. This course provides 3 contact hours of instruction (with break times subtracted).

Description – A walking school bus or bicycle train both consist of groups of students accompanied by adults that walk or bicycle a pre-planned route to school. Routes can originate from a particular neighborhood or, in order to include children who live too far to walk or bicycle, begin from a parking lot. They may operate daily, weekly or monthly. Often, they are started in order to address parents' concerns about traffic and personal safety while providing a chance for parents and children to walk or bicycle to school.

Who Should Attend? – Local agency officials/employees and parents, teachers, public health educators, bicycle clubs, Safe Routes to School (SRTS) coordinators, law enforcement officers, and others who care about increasing the number of children who walk and bicycle to school in a safe manner.

**Roads Scholar
Level 2
Row 10**

Instructor – Ray Brushart, Program Manager with Ohio LTAP.

Registration Information – Registrations are accepted on a first come, first serve basis. There is **no cost** to attend this training. No meals are provided. Any

registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact Ohio LTAP prior to the course date so the appropriate arrangements can be made.

REGISTRATION FORM (please print or type)

Name _____

Title _____

Agency _____

Billing Address _____

City _____

State _____ Zip _____

County _____

Township _____

Phone (____) _____ - _____

Fee: \$ 0.00 – Free of Charge

E-mail Address _____

Walking School Bus Training

Select Course Date Below (*Location Information Sheet with map & directions will be included with your registration confirmation packet.*)

- | | |
|---|--|
| <input type="checkbox"/> Lebanon (SW) – 3/6/12 | <input type="checkbox"/> New Philadelphia (NE) – 3/27/12 |
| <input type="checkbox"/> Sidney (NW) – 3/8/12 | <input type="checkbox"/> Lima (NW) – 3/29/12 |
| <input type="checkbox"/> Chillicothe (SW) – 3/13/12 | <input type="checkbox"/> Ashland (NE) – 4/17/12 |
| <input type="checkbox"/> Marietta (SE) – 3/15/12 | <input type="checkbox"/> Akron (NE) – 4/19/12 |
| <input type="checkbox"/> Jacksonstown (CEN) – 3/20/12 | <input type="checkbox"/> Garfield Heights (NE) – 4/24/12 |
| <input type="checkbox"/> Columbus (CEN) – 3/22/12 | <input type="checkbox"/> Bowling Green (NW) – 4/26/12 |

Please mail or fax to:
The Ohio LTAP Center
1980 W. Broad St.
Columbus, OH 43223

(877) 800-0031 Toll Free
(614) 466-2120 (Fax)

Please pre-register by submitting this form to Ohio LTAP.

Walking School Bus Training
2012

Work Zone Traffic Control & Safety

2012



Marietta (SE)

ODOT District 10 Office
February 28, 2012

Jacksontown (CEN)

ODOT District 5 Office
April 24, 2012

Bowling Green (NW)

ODOT District 2 Office
May 3, 2012

Akron (NE)

ODOT District 4 Office
May 9, 2012

Agenda

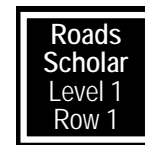
- 8:30 am Overview & Introduction to OMUTCD Part 6
Fundamental Principles
Traffic Control Devices & Safety Hardware
Introduction to Low Speed Traffic Control
Elements of Traffic Control Plans
- 11:30 am Lunch – on your own
- 12:30 pm Designing Work Zone Traffic Control Layouts
Flagging Operations; Street Closures;
Street Maintenance Operations;
Intersection Work; Moving/Mobile Operations
Design Exercises
Questions & Discussion
- 3:15 pm Certificates & Adjourn

Breaks will be provided as needed. This workshop provides 5 contact hours of instruction (with lunch time & break times subtracted).

Description – This workshop is intended to review the basic elements and typical applications of roadway work zones for temporary traffic control. The discussion will address the use of advance warning signs, traffic control devices such as cones/drums/barricades, and flagging procedures. Reference will be made to Part 6 of the current edition of the Ohio Manual of Uniform Traffic Control Devices (OMUTCD). Rural and urban applications for local roadway systems will be emphasized.

Who Should Attend? – This workshop will be of interest to roadway maintenance workers, supervisors, engineers, and others responsible for work zones on local roadways.

Instructor – The instructor will be Ken Linger, P.E., ODOT Maintenance of Traffic Engineer. Mr. Linger has been involved in MOT for 15 years, and has been a Work Zone instructor for six years.



Registration Information – This course offering through LTAP is intended primarily for local agency employees (county, city, village and township).

Registrations are accepted on a first come, first serve basis. The registration fee is \$45 per person. Lunch is "on your own". No-shows and late cancellations (< 3 business days) will be charged the full registration fee. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact Ohio LTAP prior to the course date so the appropriate arrangements can be made.

Mail checks to: Ohio LTAP, 1980 W. Broad St., Columbus, OH, 43223. Payment is due three business days before course date.

REGISTRATION FORM (please print or type)

Name _____
Title _____
Agency _____
Billing Address _____
City _____
State _____ Zip _____
County _____
Township _____
Phone (____) _____ - _____
Federal ID Number (for refunds) _____
Fee: \$45.00 Select: Check VISA MasterCard
Account: _____ - _____ - _____
Expiration: ____/____
Signature: _____ Date: _____
E-mail: _____

Work Zone Traffic Control & Safety

Select Course Date Below (*Location Information Sheet with map & directions will be included with your registration confirmation packet.*)

- Marietta (SE) – February 28, 2012
- Jacksontown (CEN) – April 24, 2012
- Bowling Green (NW) – May 3, 2012
- Akron (NE) – May 9, 2012

Make Checks payable to: LTAP

Please mail or fax to:

The Ohio LTAP Center
1980 W. Broad St. (877) 800-0031 Toll Free
Columbus, OH 43223 (614) 466-2120 (Fax)

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Work Zone Traffic Control & Safety

2012



Ohio Department of Transportation
 Ohio LTAP (Local Technical Assistance Program)
 1980 W. Broad Street
 Columbus, OH 43223

Return Service Requested

Order your free copy of the AASHTO Winter Maintenance DVD Training series from our resources order form! Link to the form at: <http://www.dot.state.oh.us/Divisions/Quality/LTAP/Pages/AvailableResourcesforOhio'sLocals.aspx>

CONTACTING OHIO LTAP

Info & Workshops (614) 387-7359
 Library & Videos (614) 466-7680
 Fax (614) 466-2120
 Toll-free (877) 800-0031
 Email: ltap@dot.state.oh.us



Co-Funded by the Federal Highway Administration and the Ohio Department of Transportation



Save the Date! Vegetation Management Conference

We will once again this year be co-hosting the Annual Vegetation Management conference on March 27th. The conference will provide recertification credits for licensed, Ohio pesticide applicators. This year's event is being held at the Rhoades Center at the state fairgrounds in Columbus. The conference is being co-hosted by ODOT, the central Ohio Chapter of the APWA, and LTAP. As in previous years, there will be no fee to attend.

Presenters will include subject matter experts from the Ohio State University and ODOT. Make certain to mark your calendar and don't miss out on this free opportunity to earn recertification credits for your pesticide applicators license. The registration flyer will be posted to the LTAP website in the coming weeks and distributed on our listserv.

