

## Work Zone Training

The requirement in 23 CFR 630 Subpart J specifies that transportation agencies shall require that personnel involved in the development, design, implementation, operation, inspection, and enforcement of work zone related transportation management and traffic control be trained, appropriate to their respective job decisions. Agencies also must require periodic training updates to reflect changing industry practices and the Agency's own processes and procedures. A training plan should be included in the Agency's policy and should identify the sources of training, the frequency that the training should be repeated, and what personnel needs to acquire training in the different areas of the process. The training should include provisions for planning, design, construction, and even maintenance personnel. Law enforcement officers working within the work zone are also required to be trained in the safe practices for performing their duties. The agency's training plan should be reviewed and updated as necessary to ensure effective training is provided and the latest policies and procedures are included.

Some sample questions follow. The responses to these questions should give you an indication of the effectiveness of the training being received by all involved personnel.

- Does the Agency have a training plan? When was it last updated?
- Are all personnel involved in the development, design, implementation, operation, inspection, and enforcement of work zone related transportation management and traffic control aware of the agency's policy and procedures for work zones?
- Have sources of training materials or programs been identified?
- What frequency for retraining has been established and does that seem to be adequate to include any revisions that have been made?
- Have the contractors and consultants involved in design and TMP development and implementation received adequate training?
- How are law enforcement personnel being trained – by the Agency, by their own units, third-party seminars, other?