
On-the-Job Training

Program Manual



Employment Diversity in Highway Construction
Vermont Agency of Transportation



Jean Miller, 2005 Equipment Operator OJT with J.A. McDonald, Inc.,
Heavy Equipment Training Graduate - Class of 2005, CDL-B class participant in 2006

Just make sure this is what you want to do. This work isn't easy. You must be up for long days, hot days, cold days, and rainy days. The sense of accomplishment you gain from being part of a quality project is worth the effort. I can drive down Shelburne Road and say to myself, "I helped build this road."



U.S. Department
of Transportation

**Federal Highway
Administration**

P.O. Box 568
Montpelier, VT 05601

April 27, 2006

In Reply Refer To: HDA-VT

Dawn Terrill, Secretary
Vermont Agency of Transportation
National Life Building
Drawer 33
Montpelier, VT 05633-5001

Attn: Ms. Lori Valburn, Civil Rights Program Manager

Dear Ms. Terrill:

I have reviewed and approved the revised Vermont Agency of Transportation (VTrans) On-the-Job Training (OJT) Program Manual. We believe this training manual will serve as an excellent resource for the Agency's contractor community.

The VTrans OJT Program, which was recently recognized by the Federal Highway Administration as a national model, provides a valuable opportunity for the Agency's contractors to achieve the goal of creating a highly skilled, diversified workforce.

This manual, including a list of employment resources and all the forms utilized by the program are available on the VTrans Office of Civil Rights and Labor Compliance website at: www.aot.state.vt.us/civilrights. The manual and forms are in a downloadable format to make it easy and convenient for contractors and program applicants to access the paperwork they need. In addition, there is general information about the program and other employment and training opportunities included on the site.

We are pleased with the accomplishments of the VTrans OJT Program, and look forward to working with you and your staff for continued success in all of the Agency's Civil Rights programs.

Sincerely yours,

Lawrence Dwyer
Assistant Division Administrator



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“Love my job and hope to stay on. Best job I’ve ever had. I have a large respect for all the wonderful people I work with.”

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Program Overview

The primary goal of the On-The-Job Training (OJT) Program is to offer equal opportunity for the training and upgrading of minorities, women, and traditionally socially and economically disadvantaged persons toward journey-level status in the construction trades.

To accomplish this, the Vermont Agency of Transportation (VTrans) has established procedures in accordance with 23 CFR 230.111 to set realistic numbers of training hours as a contract requirement on selected contracts.

The details of these training requirements are outlined in the Training Special Provisions (page 40 of this manual) of Vermont Agency of Transportation construction contracts.

To fulfill this contract requirement, the contractor must make every effort to enroll minorities, women, and disadvantaged persons by recruitment through public and private sources. Contractors may, in some situations, choose to upgrade current employees in the protected classes through enrollment into the OJT Program. Each training program will be designed to provide as much meaningful training as is possible during the life of the contract. In addition to providing training, the contractor will make an effort to retain the trainee after successful completion of training hours.

The contractor should read this *On-The-Job Training Program Manual* and begin recruitment after the project award before starting work on the project. The classification chosen should be one that meets the project needs and which will allow the trainee(s) to work, as a minimum, the required number of hours needed to fulfill the contract requirement. **The contractor is expected to begin the recruitment process well before the start of the project. A list of recruitment sources is provided in this manual**



(pages 21-25, Employment Resources) and on our website: www.aot.state.vt.us/civilrights.

Since we keep a current database of eligible and interested applicants, our office can help with the recruiting process. Please remember that if recruitment does not begin early, the contractor may find it difficult to complete the training requirement and be cited for non-compliance.

Questions or Concerns?

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Letter of Intent

When a contract that contains Item 634.10, Employee Traineeship, is awarded, the contractor has an obligation to fulfill the number of training hours as specified. Prior to starting

construction, the contractor must submit an *OJT Program Letter of Intent* (page 32) to the VTrans Office of Civil Rights for approval. The Letter of Intent specifies the number of trainees that will be used in each selected classification. This form is available on our website

and is provided to the contractor at the project Pre-Construction Conference.

Recruitment

When selecting a trainee, **in addition to the Entrance Requirements listed on Page 7,** the contractor should use the following criteria:

- Select a minority, woman, or disadvantaged person who has a good work ethic and truly wants to work in highway construction;
- Select a craft that meets the needs of the project, will be in use for a reasonable duration, and meets the interests of the trainee.

Until we reach a time when representative numbers of minorities and women complete training and their utilization as journeyworkers meets the participation goals outlined in the Agency's contracts, training required under the Training Special Provisions will be primarily limited to minorities and women. The contractor should use community orga-



nizations and resources which are most likely to reach women and minority populations, like those included in the **Employment Resources** section of this manual (pages 21-25). The Office of Civil Rights & Labor may be able to provide the contractor with the names of potential trainees who have been screened and assessed (see **Participant Assessment**, below).

While our office strongly encourages contractors to do their own marketing and develop recruitment efforts, we can help with these efforts. We keep a current database of qualified OJT candidates. In addition, our office works closely with Vermont Department of Labor Offices and Vocational Rehabilitation Offices throughout the state, Northern New

England Tradeswomen, and others to provide referrals to contractors.

Participant Assessment

Prior to enrollment in the OJT Program, prospective participants should be screened for qualities and work experience that make them desirable

trainees. There are a number of ways to assess someone who is interested in the OJT Program.

- **Office of Civil Rights & Labor Compliance Participant Assessment:**

- After the OJT Program Manager receives an *Interest Survey* (pages 26-27) and a *Pre-Employment Questionnaire* (pages 28-29) from a prospective trainee, she will meet with the applicant for a one-on-one interview to conduct a *Participant Assessment* (pages 30-31). This meeting allows the Program Manager to

While our office strongly encourages contractors to do their own marketing and develop recruitment efforts, we can help in these efforts.

more closely look at the specific skills and interests of the applicant. In turn, she is able to match trainees to projects in a more meaningful way; or

- The contractor locates a potential candidate, conducts an initial interview and has the candidate complete an employment application. At this point, if the contractor believes the candidate is qualified to participate in the OJT program but would like our office to perform an assessment, the contractor may call our office to request one.



- **Contractor Assessment:** The contractor conducts the assessment. To help with this, we have developed a series of three forms (pages 26-31) available for contractors to use. These forms are also available in a downloadable format on our website: www.aot.state.vt.us/civilrights. The OJT Program Manager is available to work with contractors to explain how these forms should be used and/or locate suitable candidates for the program. A contractor may have other forms, in addition to an Application for Employment, for use in screening candidates.

Entrance Requirements

The following requirements are established to comply with the State of Vermont employment requirements and insurance regulations and to ensure the safety and well-being of trainees and their co-workers:

- The applicant must be a minimum of eighteen (18) years of age;
- The applicant must be in good health;

- The applicant should evidence a reasonable amount of intelligence, so he/she will be able to handle the technical requirements of the job;

- The applicant cannot be a current college student on a seasonal break from classes and use the OJT Program as a summer employment opportunity;
- No applicant will be accepted as a trainee in any classification for which he/she has successfully completed a course leading to journeyworker status or in which he/she has been gainfully employed; and
- No applicant who has previously been in the VTrans OJT Program will be accepted as a trainee unless it is in a position which upgrades him/her from semiskilled to skilled craft status. An applicant may enroll in a maximum of two training programs.

Supportive Services

The Office of Civil Rights and Labor Compliance offers a number of supportive services to On-The-Job Trainees. One such service is help with the purchase of necessary clothing and tools for use on the job. Our office has a voucher system (see page 34) with Lenny's

Shoe and Apparel in three locations state-wide, Sam's Outdoor Outfitters in Brattleboro,

If it is a customized training, a job description must be approved by the OJT Program Manager prior to the OJT enrollment.

Aubuchon Hardware and Family Footwear in Bennington, and a few other stores in the state. After speaking with the trainee and the contractor, the OJT Program Manager will authorize a voucher for use at the most convenient location. Use of this Trainee

Voucher eliminates the need for the trainee to pay cash for purchases and submit receipts for reimbursement from the State of Vermont.

The trainee is not obligated to use a voucher if shopping at a store that doesn't accept a Trainee Voucher is preferred. As long as receipts are submitted to our office for reasonable, **pre-approved purchases**, we will reimburse the trainee. This process usually takes a minimum of two weeks.

Probationary Period

All candidates for enrollment in the OJT Program are given a two-week probationary period. This period allows the contractor to view the candidate's work habits and attitudes and also allows the candidate to experience the contractor's work requirements and supervision style. **The contractor should complete and submit OJT Weekly Progress Reports during the probationary period.**

Enrollment & Orientation

Upon satisfactory completion of the two-week probationary period and subject to the approval of the VTrans Office of Civil Rights & Labor, the trainee will be officially enrolled in

the OJT Program. A representative from the Office of Civil Rights & Labor Compliance will conduct the enrollment and orientation at the job site. **Prior to this meeting**, the contractor should complete an OJT Program Enrollment Form (page 33) so it can be approved and signed by the OJT Program Manager, the trainee and the contractor at the OJT enrollment. The start date of the probationary period should be used as the trainee's enrollment date. Until the OJT Program Manager Approves an OJT start date, it is not effective and will not be retroactive.

The following topics/issues will be covered at the OJT enrollment:

- The trainee, contractor, and VTrans Resident Engineer will receive a copy of this manual, which includes a training program outline of the OJT classification (see page 12) into which the trainee is being enrolled. If it is a customized training, a job description must be written and approved by the OJT Program Manager prior to the enrollment.
- The trainee's starting wage rate and the graduated pay scale; signing of the OJT Enrollment Form;
- Basic hours of work, lunch, break; overtime expectations; weekend work expectations;
- The necessity that construction workers be punctual and willing to work extra hours in order to remain steadily employed; possibility of off-site training;
- The seasonality of construction work and the adverse weather conditions under which work may occur; contractor's rain policy;

- Who the trainee will report to (primary supervisor); who the trainee should call in case of absence, including a phone number(s);

- The importance of notifying the supervisor if the trainee will be tardy or absent from work or needs to leave the worksite;



- That, from time to time, the trainee may have an obligation to perform tasks not included in the training program outline;

- The contractor's EEO policy, Affirmative Action Plan, and Complaint and Sexual Harassment policies;

- Appropriate dress on the job site;

- Disciplinary procedures, termination, and layoff policies of the contractor; and,

- The role of the VTrans Office of Civil Rights and Labor Compliance in the OJT Program and on the job site.

Once a trainee is enrolled in a training program, the individual must be trained in the designated trade for the duration of the contract whenever that trade is in use on the project until the trainee has completed the approved training program.

Supervision

The trainee should be assigned to a journeyworker, supervisor, or other knowledgeable employee who will, on a daily and personal basis, direct, review, and observe the trainee.

Until the OJT Program Manager approves an OJT start date, it is not effective and will not be retroactive.

Wage Rates

Trainees will be paid at least 60 percent of the appropriate minimum journeyworker's rate (for the training classification

in which he/she is enrolled) specified in the contract for the first half of the training period, at least 75 percent for the third quarter of the training period, and at least 90 percent for the last quarter of the training program. The ending wage rate should be equal to the federally mandated Davis-Bacon wage rate for that classification. In no case will the trainee be paid less than prevailing rate for general laborer as shown in the contract wage decision.

Trainee wage rates are subject to the approval of the OJT Program Manager prior to the start of the training.

Work Hours

The normal work week is to consist of eight (8) hours per day, five (5) days per week, or that which the journeyworker in the craft



is working. Additionally, a trainee is eligible to work overtime if the opportunity is presented.

Weekly OJT Progress Reports

The contractor is required to submit an original OJT Weekly Progress Report (page 35) to the Resident Engineer on

the project, the yellow copy to the OJT Program Manager (VTrans Office of Civil Rights & Labor Compliance), and the goldenrod copy to the trainee for each week the trainee is enrolled in the program. A supply of this form will be provided at the Pre-Construction Conference and a sample of the completed form is included in this manual (page 35). The Report is to be an accurate reflection of the trainee's work hours, phases of training, and progress to date.

The first OJT Weekly Progress Report should be completed following the first week of the trainee's probation and subsequent Weekly Progress Reports should be submitted each week for the duration of the training. These Progress Reports serve a dual purpose:

- They are the method of reimbursement of training hours for the contractor; and,
- They are used to record and report trainee status to the Agency of Transportation.

Trainees should be evaluated by their immediate supervisor(s). The Progress Reports are to be signed by both the trainee and the trainee's supervisor on a weekly basis. **The original and three copies of each Weekly Progress Report should be distributed at the end of each training week as follows:**

Original (white) copy to: VTrans Resident Engineer

Yellow copy to: OJT Program Manager

Pink copy to: Contractor's Trainee File

Goldenrod copy to: Trainee

It is the responsibility of the contractor to complete and distribute the Progress Reports accordingly. **If OJT Weekly Progress Reports are not submitted to the Resident Engineer, no payment will be made to the contractor for Item 634.10, Employee Traineeship. By not furnishing the Progress Reports on a weekly basis, the contractor risks being cited for non-compliance by VTrans.**

Site Visits

Periodic site visits will be made by a representative of the Office of Civil Rights & Labor Compliance to check on the trainee's progress. These visits will be arranged through the project Resident Engineer. We try to schedule these at a time that is least disruptive to the project.

Change in OJT Hours on a Project

At times, during the course of a project, a contractor may have the need to request the transfer of training hours from one project to

another or to add training hours to a project. This type of request may be needed if:

- A different project offers a more suitable training opportunity;
- The current project is nearing completion sooner than anticipated and there are a number of training hours left to be fulfilled; or
- Additional hours are needed on the current project to accommodate a specific training classification.

For such requests, the OJT Program Hours Change Request Form (page 36) should be used. **Please note that this type of request must be approved by the Resident Engineer on the project(s) and the OJT Program Manager before implementation.**

Off-Site Training of an OJT

Nothing in this program prohibits a contractor from providing off-site training on a temporary basis, provided the work is meaningful to the OJT classification. When a contractor intends to transfer a trainee to another site for a short period of time, the hours trained off-site will be credited to the project on which the trainee has been approved. Prior to any off-site training, the contractor is required to submit an OJT Program Off-Site Training Approval Form (page 37) to the Office of Civil Rights & Labor Compliance detailing the training schedule. **The contractor will remain eligible for reimbursement, provided the OJT Program Manager has signed this form.** Copies will be forwarded to the affected Resident Engineers.

For trainee monitoring purposes, the OJT Weekly Progress Reports should continue to be filled out and submitted to the Resident Engineer on the primary job site during the off-site training.

Termination for Just Cause

The trainee may be terminated at any time during training for: absenteeism, lack of punctuality, working in an unsafe manner, lack of interest, poor attitude, failure to demonstrate his/her ability to perform diligently and faithfully the work of the trade and other pertinent duties as assigned, or failure to conduct him/herself in a creditable, ethical, and moral manner.

Should a problem arise with a trainee, the contractor should immediately notify the Resident Engineer and the OJT Program Manager (802.828.5858 or 800.356.1965) so that every effort can be made to take corrective affirmative action.

Certificate of Training Program Completion

At the completion of the training program, the trainee will receive an OJT Program Completion Letter (page 38) and an OJT Program Completion Certificate (page 39) as a record of his/her accomplishment. Copies of these documents will be sent to the contractor and the Resident Engineer on the project.

The first Weekly OJT Progress Report should be completed following the first week of the trainee's probation and subsequent Weekly Progress Reports should be submitted each week for the duration of the training.

Training Classification	Number of Training Hours	Page
Bridge Construction Trainee (BCT)	520	13
Intermediate Bridge Construction Trainee (IBCT)	520	13
Advanced Bridge Construction Trainee (ABCT)	520	14
Construction Supervisory Trainee (CST)	900	15
Equipment Maintenance Trainee (EMT)	940	15
Equipment Operator Trainee (EOT)	580	16
Foreman Assistant Trainee (FAT)	580	17
Highway Construction Trainee (HCT)	520	18
Traffic Coordinator Trainee (TCT)	520	19
Truck Driver Trainee (TDT)	600	20



If the needs of a particular construction project will not support any of the established trainee classifications found in this manual, the contractor is encouraged to develop a program which will be more appropriate. Our office encourages creativity in developing training classifications to best meet the needs of the project as well as the interests and goals of the trainee. Any new or modified training program must be written by the contractor and reviewed and approved by the OJT Program Manager.

Bridge Construction Trainee (BCT) ~ 520 Hours

The OJT will perform a combination of tasks on bridge construction projects, usually working in a utility capacity. Individuals will transfer from task to task as work requires under general supervision of a skilled bridge construction worker. Activities include but are not limited to:

Laboring	Crane Operation
Carpentry	Guardrail/Fencing
Blasting/Drilling	Curbing
Welding	Traffic Control
Working with Iron	Grading
Placement	Concrete Work
Tying Off	Pile Driving
Re-bar	

A typical training program under this classification will consist of the following:

a) Familiarization (30 hours)

- Safety
- Bridge layout – Blueprints
- Right-of-way lines, alignment stakes, grade stakes, witness stakes, boundary markers, bench markers and tie points
- Tools/Equipment
- Public Relations

b) Form Building and Erection (200 hours)

- Safety
- Basic form design
- Erection and placement of forms

- Construction of forms
- Placement of reinforcing steel

c) Structural Concrete (100 hours)

- Safety
- Concrete materials
- Finishing concrete – pouring/setting



d) Traffic Control (40 hours)

- Safety
- Control of traffic – public/construction vehicles

e) Stripping/Salvage (40 hours)

- Safety
- Removal/Clearing of materials
- Grading and staking

f) Structural Steel (90 hours)

- Safety
- Placement/Fastening
- Exposure to pile driving, welding and cutting and minimum heavy equipment operation

g) Clean-Up (20 hours)

- Safety
- Materials – Equipment maintenance
- Site cleanup

Intermediate Bridge Construction Trainee (IBCT) ~ 520 Hours

This training classification can be used after completion of a Bridge Construction Trainee Program or equivalent. It is the second step of the BCT series, which leads to learning the necessary skills to become a bridge carpenter.

A typical training program under this classification will consist of the following:

a) Safety and Familiarization (40 hours)

- Safety
- Company Policies/Procedures
- Tools/Equipment used in highway and bridge construction
- Maintenance of hand tools

b) Structural Concrete (250 hours)

- Safety
- Erection and placement of forms
- Reinforcing bars
- Finishing concrete/
Curing
- Construction of forms
- Drainage structures
- Deck placement
- Stripping/Salvage

c) Traffic Control (30 hours)

- Safety
- Public traffic/Construction traffic
- Sign erection and maintenance

d) Concrete Demolition (100 hours)

- Safety
- Tools and equipment
- Methods of removal
- Protection of surroundings

e) Site Cleanup (100 hours)

- Safety
- Placing Topsoil/Seed/Mulch
- Equipment/Tool maintenance
- Disposal of material

Advanced Bridge Construction Trainee (ABCT) - 520 Hours

This training classification can be used after completion of an Intermediate Bridge Construction Trainee Program or equivalent. It is the third step of the BCT series, which leads to learning the necessary skills to become a bridge carpenter.

A typical training program under this classification will consist of the following:

a) Familiarization (20 hours)

- Safety on job
- Company procedures
- Tools/Equipment used in highway and bridge construction

b) Concrete Demolition (150 hours)

- Safety
- Tools and equipment
- Methods of removal
- Protection of surroundings

c) Structural Concrete (200 hours)

- Safety
- Form designs
- Reinforcing bars
- Finishing curing

d) Deck Removal and Replacement (150 hours)

- Safety
- Stripping/Salvage
- Metal grading with precast concrete replacement
- Removal and clearing
- Maintenance of traffic



Construction Supervisory Trainee (CST) - 900 Hours

The OJT will be trained to act in a supervisory capacity coordinating activities of work crews on highway and/or bridge construction projects. This training includes, but is not limited to:

- Company policies and procedures; and
- Jobs and personnel functions to gain knowledge of all phases of highway/bridge construction tools and processes including:
 - Blueprints and layouts;
 - Topographical maps and surveying;
 - Scheduling; and
 - Contractors' rules and regulations governing construction activities.

A typical training program under this classification will consist of the following:

a) Familiarization (40 hours)

- Safety
- Company policies/procedure: EEO/AA
- Equipment/materials usage and maintenance
- Recordkeeping

b) Supervisory Responsibilities (160 hours)

- Scheduling
- Employee relations – recognition/motivation
- Conflict resolution
- Public Relations
- Safety and first-aid
- Crew/equipment coordination

c) Job Knowledge (700 hours)

- Safety
- Blueprint/topographical map/layout reading

- Use of transit
- Planning and layout of field office and grounds
- Layout and staking
- Site preparation
- Ground condition analysis and testing
- Excavation
- Drainage
- Pipelaying
- Subgrading
- Fine grading
- Erosion control
- Placement of concrete, asphalt and granite
- Job site cleanup
- Traffic control

Equipment Maintenance Trainee (EMT) - 940 Hours

The OJT will be trained in the maintenance and repair of all types of construction equipment. The trainee will learn how to assemble, set up, adjust, repair and maintain construction equipment, which includes, but is not limited to:

Internal combustion engines	Heavy earth-moving equipment
Air compressor	Rock crushers
Pumps	Paving equipment
Concrete mixers	Hand-held power tools

The OJT may do some welding in the repair of equipment. A typical program under this classification will consist of the following:



a) Familiarization (40 hours)

- Safety
- Observation of various equipment
- Understanding basic function and preparation of equipment
- Understanding use of parts catalog and cost/purchasing of parts
- Learning key parts required
- Learning company purchase, receipts, storage and issuance procedures

b) Shop Functions (600 hours)

- Safety
- Tool care, storage and transportation
- Lubrication – oil, air and fuel filters, grease points – inspection techniques to detect abnormal conditions
- Paint and body work
- Welding and burning equipment and operation of lathes, saws, shapers, grinders and presses
- Operation and service of fuel injector pumps and nozzles
- Assist in complete overhaul and testing of gas and diesel engines
- Assist in complete overhaul of various power transmission mechanisms
- Assist in complete overhaul of various air cooled engines
- Assist in complete overhaul of various starters, generators and voltage regulators

c) Application of Training (300 hours)

- Preventive maintenance – shop and field
- Corrective maintenance – shop and field
- Order, receive, and store tools and equipment under supervision of skilled worker
- Draw, arrange, and transport tools and materials under supervision of skilled worker
- Participate in equipment preparation and maintenance under supervision of skilled worker – both in the shop and field environments
- Use tools of the trade and perform related duties as required

Equipment Operator Trainee (EOT) ~ 580 Hours

The OJT will learn and operate many types of construction equipment used on highway and bridge construction projects. Equipment used may include, but is not limited to, the following:

- Bulldozer
- Roller
- Compactor
- Backhoe
- Grader
- Pile driver
- Crane
- Loader
- Oiler
- Dump truck
- Earth/rock hauler

a) Familiarization (40 hours)

- Safety
- Fueling/lubrication/hydraulic systems
- Operation of vehicle

- Vehicle capabilities and limitations
- Materials/earth work/site preparation
- Public Relations

b) Operation of Equipment (400 hours)

- Safety
- Grading
- Earth moving
- Rolling (compaction/vibration)
- Trenching/pipelaying
- Backfill/curbing
- Rigging/hoisting

c) Maintenance (40 hours)

- Safety
- Maintenance of equipment (minor repairs/parts replacement)

d) Project Support Activities (100 hours)

- Providing direct project support to project superintendent, project engineer, foreperson and other construction personnel, as required. This support will also involve off-vehicle activities.

Foreman Assistant Trainee (FAT) ~ 580 Hours

The OJT will be trained to act in a supervisory capacity, coordinating activities of work crews on construction projects. The trainee will become familiar with all types of heavy equipment, construction tools and processes, blueprints and layouts, topographical maps and survey scheduling, company policies and procedures, job and personnel functions and become knowledgeable in all phases of bridge construction.



A typical program under this classification will consist of the following:

a) Familiarization (100 hours)

- Blueprint reading
- Right-of-way lines, alignment, grade and witness stakes, boundary markers, bench marks and tie points.
- Tools/equipment
- Materials/earth work/site preparation
- Company policies/procedures, EEO/AA
- Recordkeeping
- Public Relations

b) Assistant Responsibilities (40 hours)

- Scheduling
- Crew/equipment coordination
- Employee relations
- Conflict resolution

c) Operation of Equipment (110 hours)

- Rolling (compaction/vibration) and pile driving
- Rigging/hoisting
- Exposure to pile driving, welding and cutting and heavy equipment operation
- Equipment/material usage and maintenance
- Maintenance of equipment (minor repairs/parts replacement)
- Backfill/curbing
- Trenching/pipe laying

d) Job Knowledge (250 hours)

- Blueprint/topographical map/layout reading
- Use of transit, layout and staking
- Site preparation
- Ground condition analysis and testing

- Drainage
- Subgrading and fine grading
- Erosion control
- Placement of concrete, asphalt and granite
- Job site clean-up, excavation
- Traffic control

e) Job Safety (40 hours)

- Traffic safety and first aid
- Structure safety and roadway safety

f) Higher Skill Training (40 hours)

- Provides direct assistance to project superintendent, project engineer, and others as required.

Highway Construction Trainee (HCT) - 520 Hours

The OJT will perform a combination of activities under the supervision of a skilled highway construction worker to familiarize her/him with highway construction. These activities include but are not limited to:

Traffic Control	Curbing
Carpentry	Signing
Guardrail/Fencing	Paving
Pipe Laying	Concrete Structures
Grading	Seeding & Mulching
Blasting & Drilling	Clean-up

A typical program under this classification will consist of the following:

a) Familiarization (30 hours)

- Safety
- Layout, knowledge of right-of-way, alignment stakes, grade stakes, blueprints
- Public relations
- Tools/Equipment used in highway construction

b) Traffic Control (40 hours)

- Safety
- Public traffic/construction traffic
- Sign erection and maintenance

c) Piping (80 hours)

- Safety
- Trenching
- Bedding
- Positioning, joining, aligning and sealing pipe sections, including culvert and multiplate
- Backfill and compaction

d) Concrete Structures (120 hours)

- Safety
- Box culverts, inlets and headwall form work, reinforcing bars
- Placing concrete
- Stripping and salvage (forms)

e) Grading (140 hours)

- Safety
- Providing roadway stake-out assistance
- Grading and marking of stakes
- Rough/fine grading of materials

f) Surfacing (40 hours)

- Safety
- Mixing and placing concrete, asphalt, gravel and other materials using hand tools, and, where appropriate, minimum heavy equipment

g) Curbing (40 hours)

- Curbs and sidewalk placement – granite, asphalt and concrete

h) Clean-up (30 hours)

- Safety
- Placing/spreading loam
- Seeding and mulching
- Equipment/Tool maintenance



Traffic Coordinator Trainee (TCT) - 520 Hours

The OJT will act within a work crew at construction sites and will supervise all job site flag personnel. This individual will be responsible for all of the project's construction signage, blueprint reading and associated layout, proper setup and relocation of construction sign packages, arrow boards and variable message boards, including programming of variable message boards. The trainee will also become familiar with all types of asphalt paving, reclamation, grading, pipe installation, and fence and guardrail and will perform related duties.

A typical program under this classification will consist of the following:

a) Traffic Control Familiarization (40 hours)

- Safety
- Learning company policies and procedures
- Federal and state regulations
- Proper hand and sign signaling
- Public Relations
- Recordkeeping

b) Control of Traffic (40 hours)

- Knowledge of proper equipment and safe signing
- Use of radio equipment
- Control of construction equipment through work area
- Coordination of activities with proper management and supervisory personnel
- Daily start-up and shut-down involving safety equipment
- Maintenance of adequate level of supplies for daily use

c) Supervisory Responsibilities (200 hours)

- Scheduling of all flag personnel
- Employee relations; recognition and motivation
- Conflict resolution
- Public Relations
- Safety and first-aid
- Crew and equipment coordination

d) Traffic Signage Familiarization (40 hours)

- Types of equipment and materials
- Maintenance, operation limitations and capabilities
- Fueling, lubricating and servicing

e) Traffic Control Job Knowledge (200 hours)

- Placing concrete barriers

- Safety and operating procedures
- Blueprint and topographical map reading
- Planning and layout of sign packages
- Excavating, drainage, and pipe laying
- Fence and guardrail
- Compaction and backfilling
- Subgrading, fine grading, and erosion control
- Placement of hot mix asphalt and hot mix asphalt curb
- Cold planning and reclaiming
- Removal of permanent construction signs and job site cleanup
- Temporary pavement markings

Truck Driver Trainee (TDT) 600 Hours

The OJT will learn to operate on- and off-work-site vehicle(s) with a GVWR (Gross Vehicle Weight Rating) of over 26,001 pounds and perform daily safety checks and maintenance on such vehicles. The trucks used for the traineeship can include dump trucks of all kinds (with or without the use of trailers with a GVWR of 10,000 pounds or less), tractor trailer trucks (both flatbed and box), and all off-road trucks such as Cat trucks.

A typical program under this classification will consist of the following:

a) Safety & Familiarization (60 hours)

- Learning company policies and procedures
- Performing daily external and internal vehicle inspection
- Air brake check, proper notation of problems found
- Job site hazards
- Working with traffic personnel and laborers in assisting backups on site
- Entering/exiting job site safety

- Vehicle orientation, gear numbers, weight rating, special instructions, vehicles caps/limitations, fueling, general operation
- Public Relations

b) Vehicle Operation (450 hours)

- On-road driving to and from pick-up and drop-off sites for materials
- Off-road driving
- Loading and unloading materials and equipment, hazardous materials
- Securing and covering loads.
- Working with equipment operators, spacing, signals used, safety

c) Maintenance (50 hours)

- Performing maintenance safely (minor repairs/parts replacement)
- Cleaning vehicle, i.e. windows, lights, cargo area, placing proper placard on truck
- Checking and adding/changing vehicle fluid as necessary

d) Related Activities & Project Support (40 hours)

- Collecting and submitting weight slips to office
- Filling out daily logs, fuel slips, vehicle condition reports
- Providing project support to Superintendent or Resident Engineer

Note: A contractor can require that a Truck Driver Trainee have a valid Class A or Class B CDL (Commercial Drivers License) and appropriate endorsements prior to the enrollment date for the OJT Program. At the least, it is expected that the TDT will have a Class A or B CDL Permit. The Truck Driver Traineeship is designed for persons with little or no professional driving experience, on or off road, who have already obtained their CDL Class A or B or who have recently obtained their CDL Class A or B permit.

Employment Resources

The following organizations may be helpful in locating eligible persons for the OJT Program:

Organization	Contact
Abnaki Self-Help Association PO Box 276 Swanton, VT 05488	802.868.2559
ALANA Community Organization 214 Main Street Brattleboro, VT 05301 <i>(ALANA's mission is to build and reinforce relationships among communities of color.)</i>	Curtis Reed, Jr. 802.254.2972 alana@sover.net
Multiracial Alliance of the Rutland Area (MARA) 20 Jackson Avenue Rutland, VT 05701	Alis Headlam 802.747.3448 headlam@aol.com
Northern New England Tradeswomen 51 Park Street Essex Jct., VT 05401	Katherine Stamper 800.639.1472 802.878.3882 info@nnetw.org
Northland Job Corps Center 100 MacDonough Drive Vergennes, VT 05491	Dave Henderson 802.877.2922
Recycle North Youthbuild Program 266 Pine Street Burlington, VT 05401	John Westie 802.651.9890 jwestie@recyclenorth.org
University of Vermont Women's Center 34 South Williams Burlington, VT 05401	Sharon Snow 802.656.7892 womenscenter@uvm.edu
Vermont Refugee Resettlement Program 1700 Hegeman Avenue Colchester, VT 05446	Bob Sanders 802.654.1700 bsanders@uscrvt.org
Women of Color Alliance PO Box 1534 12 North Street Burlington, VT 05402	Ayana Al-Faruk 802.660.0606

Vermont Department of Labor

5 Green Mountain Drive, PO Box 488
 Montpelier, Vermont 05601-0488
 Phone: 802.828.4000, Fax: 802.828.4022

Directory of Department of Labor Offices

Barre Career Resource Center 47 No. Main Street Barre, VT 05641-0667 Phone: 802.476.2600 Fax: 802.476.2628	Newport Career Resource Center Emory E. Hebard State Office Building 100 Main Street, Suite 120 Newport, VT 05855-0665 Phone: 802.334.6545 Fax: 802.334.3351
Bennington Career Resource Center 200 Veterans Memorial Drive, Suite 2 Bennington, VT 05201-1945 Phone: 802.442.6376 Fax: 802.447.2726	Rutland Career Resource Center 200 Asa Bloomer Building Rutland, VT 05701-9413 Phone: 802.786.5837 Fax: 802.786.5896
Brattleboro Career Resource Center State Office Building PO Box 310 232 Main Street Brattleboro, VT 05302-0920 Phone: 802.254.4555 Fax: 802.257.2896	St. Albans Career Resource Center Room 101, 20 Houghton Street St. Albans, VT 05478-2246 Phone: 802.524.6585 Fax: 802.524.7933
Burlington Career Resource Center 63 Pearl Street Burlington, VT 05402-0310 Phone: 802.863.7676 Fax: 802.863.7655	St. Johnsbury Career Resource Center PO Box 129 1197 Main Street, Suite 1 St. Johnsbury, VT 05819-0129 Phone: 802.748.3177 Fax: 802.748.6620
Middlebury Career Resource Center 700 Exchange Street, Suite 106 Middlebury, VT 05753-1157 Phone: 802.388.4921 Fax: 802.388.4630	Springfield Career Resource Center 56 Main Street., Suite 101 Springfield, VT 05156-2900 Phone: 802.885.2167 Fax: 802.885.2728
Morrisville Career Resource Center PO Box 429 46 Pleasant Street Morrisville, VT 05661-0429 Phone: 802.888.4545 Fax: 802.888.2543	White River Junction Career Resource Center 226 Holiday Drive, Gilman Bldg. 3 White River Junction, VT 05001-0797 Phone: 802.295.8805 Fax: 802.295.8819

Economic Services Division (ESD)
of the Vermont Department for Children and Families Offices
 (Formerly Department of PATH)

<p>Barre McFarland Office Building, Suite 150 5 Perry Street Barre, VT 05641-4160 1.800.499.0113</p>	<p>Newport 100 Main Street, Suite 240 Newport, VT 05855 1.800.775.0526</p>
<p>Bennington 200 Veterans Memorial Drive, Suite 6 Bennington, VT 05201-1918 1.800.775.0527</p>	<p>Rutland 320 Asa Bloomer Building (State Office Building) 88 Merchants Row Rutland, VT 05701 1.800.775.0516</p>
<p>Brattleboro 232 Main Street PO Box 70 Brattleboro, VT 05301 1.800.775.0515</p>	<p>St. Albans 20 Houghton Street, Suite 313 St. Albans, VT 05478 1.800.660.4513</p>
<p>Burlington 1193 North Avenue, Suite 5 Burlington, VT 05401-2749 1.800.775.0506</p>	<p>St. Johnsbury 67 Eastern Avenue, Suite 7 St. Johnsbury, VT 05819 1.800.775.0514</p>
<p>Middlebury 700 Exchange Street, Suite 103 Middlebury, VT 05753 1.800.244.2035</p>	<p>Springfield 100 Mineral Street, Suite 201 Springfield, VT 05156 1.800.589.5775</p>
<p>Morrisville 63 Professional Drive Morrisville, VT 05661 1.800.775.0525</p>	<p>White River Junction 224 Holiday Drive, Suite A White River Junction, VT 05001 1.800.775.0507</p>

Community Action Agencies

<p>Addison Community Action/CVOEO PO Box 82 Middlebury, VT 05753 800.639.2318 802.388.2285</p>	<p>Franklin/Grand Isle Community Action 86 N. Main Street St. Albans, VT 05478 800.300.7392 802.527.7392</p>
<p>Bennington-Rutland Opportunity Council (BROC) 60 Center Street Rutland, VT 05701 800.717.BROC, 802.775.0878</p>	<p>Northeast Kingdom Community Action (NEKCA) 216 Gail Street Canaan, VT 05903 802.266.7134</p>
<p>Central Vermont Community Action Council (CVCAC) 195 US Route 302 - Berlin Barre, VT 05641 800.639.1053, 802.479.1053</p> <p>CVCAC Farmworker Program 197 Harrel Street Morrisville, VT 05661 800.639.8710, 802.888.7993</p> <p>One Lash Road Randolph, VT 05060 800.846.9506, 802.728.9506</p>	<p>PO Box 430 Mill Street Island Pond, VT 05846 802.723.6245</p> <p>PO Box 346 Newport, VT 05855 802.334.7316</p> <p>108 Cherry Street St. Johnsbury, VT 05819 802.748.8997</p>
<p>Champlain Valley Office of Economic Opportunity (CVOEO) 191 North Street PO Box 1603 Burlington, VT 05402 800.642.5078, 802.862.2771</p>	<p>Southeastern Vermont Community Action (SEVCA) c/o CABA 87 Frost Street Brattleboro, VT 05301 802.254.2795</p> <p>14 Clinton Street Springfield, VT 05156 802.885.6153</p> <p>91 Buck Drive Westminster, VT 05158 800.464.9951, 802.463.9951</p> <p>Suite #30, 220 Holiday Drive White River Junction, VT 05001 802.295.5215</p>

Vermont Regional Technical Centers

<p>Barre Regional Vocational-Technical Center 50 Crimson Tide Way Barre, VT 05641 802.476.6237</p>	<p>Patricia A. Hannaford Career Center 51 Charles Avenue Middlebury, VT 05753 802.388.3115</p>
<p>Burlington Technical Center 52 Institute Road Burlington, VT 05401 802.864.8426</p>	<p>Randolph Area Vocational Center 17 Forest Street Randolph, VT 05060 802.728.9595</p>
<p>Center for Technology 3 Educational Drive Essex Junction, VT 05452 802.879.5558</p>	<p>River Bend Career & Technical Center PO Box 618 Bradford, VT 05033-0618 802.222.5212</p>
<p>Cold Hollow Career Center PO Box 530 Enosburg Falls, VT 05450 802.933.4003</p>	<p>River Valley Technical Center 307 South Street Springfield, VT 05156 802.885.8300</p>
<p>Green Mountain Technology & Career Center PO Box 600 Hyde Park, VT 05655-0600 802.888.4447</p>	<p>Southeastern Vermont Career Education Center 131 Fairground Road Brattleboro, VT 05301 802.257.7335</p>
<p>Hartford Area Career & Technology Center 1 Gifford Road White River Junction, VT 05001 802.295.8630</p>	<p>Southwest Vermont Career Development Center 321 Park Street Bennington, VT 05201 802.447.0220</p>
<p>North Country Career Center PO Box 725 Newport, VT 05855-0725 802.334.5469</p>	<p>Stafford Technical Center 8 Stratton Road Rutland, VT 05701 802.773.1990</p>
<p>Northwest Technical Center 71 South Main Street St. Albans, VT 05478-2209 802.527.0614</p>	

INTEREST SURVEY

NAME: _____

DATE: _____

INTERESTS

The following questions are designed to help you focus on what you like and dislike about working conditions on construction projects. Answer as honestly as you can.

	YES	NO
1. Do you enjoy driving?	_____	_____
2. Do you feel comfortable working under and work well under pressure?	_____	_____
3. Do you like doing physically challenging work?	_____	_____
4. Do you have any physical limitations/restrictions? If so, what are they? _____	_____	_____
5. Are you willing/able to COMMUTE to other areas of the state to different job sites? (Some employers need their employees to travel.)	_____	_____
6. Are you willing/able to MOVE to another area of the state to be closer to a job site?	_____	_____
7. Do noises from machinery and/or power tools bother you?	_____	_____
8. Can you do heavy lifting and carrying on a job? Note: If you have a lifting restriction, what is it (how many pounds)? _____	_____	_____
9. Do you mind working at heights?	_____	_____
10. Are you interested in ON-THE-JOB TRAINING ?	_____	_____
11. Which of the following schedules are you willing and able to work? CHECK ALL THAT APPLY: Day Shift (7:00 a.m. – 4:00 p.m.) _____ 12-hour shifts _____ Weekends _____ Overtime _____		
12. Which of the training classifications (i.e. Bridge Construction Trainee, Highway Construction Trainee, Traffic Coordinator Trainee, etc.) as listed in the <i>OJT Manual</i> interest you the most?	List Below: _____ _____ _____	

Name: _____

The reasons for joining this program are many and vary with each individual. Please indicate how the following sentences apply to you.

CHECK THE APPROPRIATE RESPONSE TO THE FOLLOWING SENTENCES: →	YES	NO	MAYBE
1. I just need a job.			
2. I want a job where I can get ahead.			
3. I need job counseling and/or employment planning.			
4. I really want to work in construction.			
5. I need educational counseling.			
6. I need to learn job-seeking skills such as interview techniques and resume writing.			
7. I need help to find good day care for my children.			
8. I need to get a driver's license.			
9. I want to get a Commercial Driver's License (CDL) for truck drivers.			
10. I need personal growth instruction such as decision making, assertiveness, confidence building, time management, etc.			
11. I need basic skill instruction, such as writing, reading, math, GED preparation, etc.			

HOW DID YOU HEAR ABOUT THE EDHC PROGRAM?

- | | | |
|-----------------------------|-----------------------------|--------------------------|
| _____ Program Participant | _____ Social Service Agency | _____ School or College |
| _____ Brochure or Poster | _____ Radio | _____ Relative or Friend |
| _____ Newspaper or Magazine | _____ Television | _____ Other: _____ |

I GIVE MY PERMISSION FOR THIS INFORMATION TO BE SHARED WITH ANY PROSPECTIVE EMPLOYERS.	
_____ SIGNATURE	_____ DATE

PLEASE COMPLETE AND RETURN THIS FORM TO:



MELANIE LOPEZ
 VT Agency of Transportation
 Office of Civil Rights and Labor Compliance
 One National Life Drive
 Montpelier, VT 05633-5001
Phone: (802) 828-5858
Toll Free: (800) 356-1965
Fax: (802) 828-1047

EMPLOYMENT DIVERSITY IN HIGHWAY CONSTRUCTION

PRE-EMPLOYMENT QUESTIONNAIRE

Name: _____	Date: _____
Address: _____	Phone _____
City: _____	State: _____ Zip: _____
E-Mail Address: _____	
Gender: Male Female (Circle one)	Date of Birth: _____

Which of the following do you consider yourself?

White _____ African American _____ Asian American _____ Bosnian _____
Native American _____ Hispanic/Latino _____ Portuguese _____

Do you have a valid driver's license? _____ From which state? _____

WORK HISTORY - List your last three employers, STARTING WITH THE MOST RECENT FIRST.

Employer: _____ Phone Number: _____

Address: _____
(Street) (City) (State) (Zip)

Work Performed: _____ From: _____ To: _____

Wages Received per Hour: _____ Reason for Leaving: _____

May we contact them? _____ Supervisor's Name: _____

Employer: _____ Phone Number: _____

Address: _____
(Street) (City) (State) (Zip)

Work Performed: _____ From: _____ To: _____

Wages Received per Hour: _____ Reason for Leaving: _____

May we contact them? _____ Supervisor's Name: _____

Name: _____

Employer: _____ Phone Number: _____

Address: _____

(Street) (City) (State) (Zip)

Work Performed: _____ From: _____ To: _____

Wages Received per Hour: _____ Reason for Leaving: _____

May we contact them? _____ Supervisor's Name: _____

EDUCATION AND PREVIOUS EXPERIENCE

Highest grade level completed: _____ H.S. Diploma or G.E.D.? (Circle One)

Type of heavy equipment or vehicle experience, if any:

Type of foreman duties performed previously, if any; for example, grade foreman, earth, etc.:

Previous recordkeeping experience, if any; for example, time cards, field reports, etc.:

Any other related experience, including flagging, laborer, other trades:

REFERENCES

LIST THREE WORK-RELATED REFERENCES (NOT PERSONAL FRIENDS or RELATIVES) we may contact.

Name	Phone Number	How do you know this person (i.e. boss, caseworker, etc.)?	How long have you known this person?

I GIVE MY PERMISSION FOR THIS INFORMATION TO BE SHARED WITH ANY PROSPECTIVE EMPLOYERS.

SIGNATURE

DATE

PLEASE COMPLETE AND RETURN THIS FORM TO:

Melanie Lopez
VT Agency of Transportation
Office of Civil Rights and Labor Compliance
One National Life Drive
Montpelier, VT 05633-5001
Phone: (802) 828-5858
Toll Free: (800) 356-1965
Fax: (802) 828-1047



EMPLOYMENT DIVERSITY IN HIGHWAY CONSTRUCTION

PARTICIPANT ASSESSMENT

Participant's Name: _____ Date: _____ Interviewer's Initials: _____

INTERESTS

- How did you learn about the OJT Program?
- Why are you interested in highway construction work?
- What jobs (training classifications) are you specifically interested in? Why?
- Do you have any related experience from previous jobs and/or careers?
- Why do you think you can make a successful career in the trades?
- As an employee, what working style or work ethics do you have to offer an employer/contractor?
- Have you ever been a minority in a group of workers (a crew, division or team of employees)?
- Have you ever experienced sexual harassment, discrimination, or mistreatment on a job? If so, how did you handle it?
- What kind of physical work or activities have you done recently or do you do on a daily basis?
- How much heavy work are you willing and able to do? Approximately how much weight can you lift?
- How do you feel about traveling to a work site(s)? What is the maximum distance/time you are willing to commute to a job site?

WORK HISTORY

- Have you ever been let go or fired? If so, why?
- If called, what will your past employers say about you as an employee?

Name: _____

EDUCATION/TRAINING

Highest grade level completed in school?
If not 12th, do you have a GED?

Any math/vocational classes?

College study?

CONSIDERATIONS

Transportation:

Current driver's license?

Reliable vehicle?

Do you have children/dependent others?

Are you a single parent?

Do you have a Reach Up Worker?

Do you qualify for SRS childcare subsidy?

If you get a job in highway construction, do you need:
Boots/work clothes?
Basic hand tools?

Do you have an arrest record?
If so, explain.

If so, do you have any mandatory programming scheduled during daytime working hours?

Once working, what are your most difficult challenges or obstacles?

How do you plan to address these?

HEALTH

Any physical disabilities or work limitations?

Any injuries or allergies, etc.?

Do you currently take any medications?
If yes, list:

Willing to take drug test/physical?

TRAINING INTERESTS

On-The-Job Training?

CDL-B?

Heavy Equipment Training?

Women's Strength & Fitness Training?

Other training: (Interested in or has completed)

WORKING OUTSIDE

Elements OK? Weather, heat, cold, noise, dust
Heights OK?
Water OK?
Other?

SHORT-TERM GOALS

LONG-TERM GOALS

I GIVE MY PERMISSION FOR THIS INFORMATION TO BE SHARED WITH ANY PROSPECTIVE EMPLOYERS.

SIGNATURE

DATE

Melanie Lopez
VT Agency of Transportation
Office of Civil Rights and Labor Compliance
One National Life Drive
Montpelier, VT 05633-5001
Toll Free: 800.356.1965

Phone: 802.828.5858

Fax: 802.828.1047



LETTER OF INTENT

[This form must be completed and submitted prior to the start of project construction.]

SEND OR FAX TO: Melanie Lopez

Office of Civil Rights & Labor Compliance
 Vermont Agency of Transportation
 One National Life Drive
 Montpelier, Vermont, 05633-5001
FAX: (802) 828-1047
 Phone: (802) 828-5858 or (800) 356-1965
 E-Mail: Melanie.lopez@state.vt.us

VTRANS CONSTRUCTION PROJECT NAME/NUMBER: _____

CONTRACTOR: _____

NUMBER OF TRAINING HOURS ASSIGNED TO THIS PROJECT (Item 634.10): _____

In accordance with the Training Special Provisions of the above contract, we submit the following list of *anticipated training classifications* and the *projected start dates*:

CLASSIFICATION (As listed in OJT Manual: BCT, EOT, TCT, etc.)	NUMBER OF TRAINEES IN CLASSIFICATION	PROJECTED START DATE OF TRAINEE(S)
1.		
2.		
3.		
4.		

SIGNED: _____ **DATE:** _____

TITLE: _____

FOR VTRANS USE ONLY

Approved: _____ Date: _____
Civil Rights Program Manager

(Copies to Resident Engineer, File)



ENROLLMENT FORM

PROJECT NAME & NUMBER: _____

CONTRACTOR: _____

CONTRACTOR'S ADDRESS: _____

OJT SUPERVISOR: _____

OFFICE PHONE: _____

TRAINEE NAME: _____

ADDRESS: _____

PHONE No.: _____

GENDER: M F (CIRCLE ONE)

ETHNIC CLASS: _____

TRAINEE CLASSIFICATION: _____

NUMBER OF HOURS: _____

ENROLLMENT DATE: _____

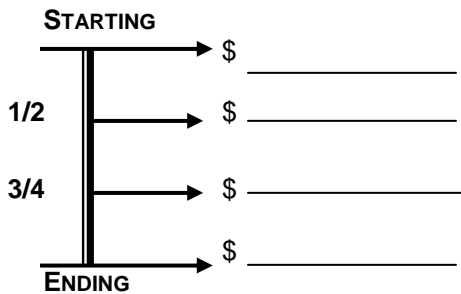
CONTRACTOR'S PROJECT MANAGER: _____

SITE PHONE #: _____

VTRANS RESIDENT ENGINEER: _____

SITE PHONE #: _____

WAGES



SIGNATURES

TRAINEE SIGNATURE: _____

EMPLOYER SIGNATURE: _____

VTRANS OFFICE OF CIVIL RIGHTS SIGNATURE: _____



TRAINEE VOUCHER

LENNY'S SHOE & APPAREL		
359 N. Main Street Barre, VT 05641 (802) 476-7446	2121 Essex Road Williston, VT (802) 879-6640	215 Swanton Road St. Albans, VT (802) 527-0532

Authorization Section

Trainee Name & Address:

Today's Date:

Authorized by:

Melanie Lopez, CR Program Manager

Phone: (802) 828-5858
 Toll Free: (800) 356-1965
 Fax: (802) 828-1047

The above trainee is authorized to purchase the following merchandise: _____

 ----- not to exceed a total dollar amount of: \$ _____

THIS AUTHORIZATION IS VOID 15 DAYS FROM THE ABOVE DATE.

Invoice Information

Please send the invoice (with a copy of this form) to:

Melanie Lopez, CRProgram Manager
 Office of Civil Rights and Labor
 VT Agency of Transportation
 National Life Building, Drawer 33
 Montpelier, VT 05633



OJT WEEKLY PROGRESS REPORT

TRAINEE NAME: Tonya Trainee
CLASSIFICATION: EOT
PROJECT: Brigadoon STP F 017-1(3)S

ENROLLMENT DATE: 4/10/06
WAGE: \$ 13.50
CONTRACTOR: BestInTheBiz Construction Co., Inc.
WEEK ENDING: 5/19/06

TRAINING PHASE	Safety	Productivity	Quality	Understanding	Attendance	Total Hrs This Week	Total Hours Accumulated to Date
Operation of Equipment	E	E	A	A	A	35	189
Maintenance	E	A	A	A	A	10	37
Project Support Activities	E	A	A	A	A	5	62
GRAND TOTALS						50	288

SAMPLE

N = Needs Improvement A = Acceptable E = Excellent

STATUS:

ON BOARD
 Disciplined (Attach Documentation)
 Dismissed
 Quit
 Laid Off
 COMPLETED TRAINING PROGRAM

SUPERVISOR COMMENTS & TRAINEE COMMENTS:

 SUPERVISOR SIGNATURE

 TRAINEE SIGNATURE

Report Distribution: State Resident Engineer
 Vermont Office of Civil Rights & Labor Compliance
 Contractor's Trainee File
 Trainee's Copy
 (White Copy)
 (Yellow Copy)
 (Pink Copy)
 (Goldendrod Copy)

VTRANS 3.06

ON-THE-JOB TRAINING PROGRAM

HOURS CHANGE REQUEST

REQUEST SECTION

Date: _____

I would like to: (circle one) **ADD** **TRANSFER** **REMOVE** _____ training hours:(circle one) **TO** **FROM** the _____ Project
(Name of current project)to the _____ Project.
(Name of new project – ONLY IF TRANSFERRING HOURS)

The reason for this request is: (check all that apply)

- The new project will provide a better training opportunity.
- The trainee has requested to be moved to the new project.
- The current project is near completion and the trainee will not have ample opportunity to complete the training.
- Other (Explain): _____

Name of Contractor: _____

Name of Trainee Involved (if applicable): _____

Name of Person Making Request: _____

Signature of Person Making Request: _____**APPROVAL SECTION***(This section for Civil Rights and Labor Office use only.)*NAME OF RESIDENT ENGINEER – **CURRENT PROJECT:** _____

Signature: _____ Date of Approval: _____

NAME OF RESIDENT ENGINEER – **NEW PROJECT:** _____

Signature: _____ Date of Approval: _____

NAME OF OJT PROGRAM MANAGER: _____

Signature: _____ Date of Approval: _____

ON-THE-JOB TRAINING PROGRAM

OFF-SITE TRAINING APPROVAL

PROJECT NAME/NUMBER: _____

RESIDENT ENGINEER: _____

TRAINEE NAME: _____

ENROLLMENT DATE: _____

TRAINING CLASSIFICATION: _____ TRAINEE HOURS: _____

PROPOSED OFF-SITE TRAINING SCHEDULE:

DATE(S) OF OFF-SITE TRAINING	On Which PROJECT(S)?	RESIDENT ENGINEER	NOTES

COMMENTS:

APPROVED BY
OJT PROGRAM MANAGER: _____ DATE: _____



State of Vermont
Policy & Planning Division
Civil Rights and Labor Compliance
National Life Building - Drawer 33
Montpelier, VT 05633-5001
www.aot.state.vt.us/civilrights

Agency of Transportation

September 15, 2006

Ms. Tonya Trainee
PO Box 000
Anywhere, VT 00000

Re: Brigadoon STP F 017-1(3)S

Dear Tonya:

Congratulations on your successful completion of the Equipment Operator Training Program with BestInTheBiz Construction Company, Inc. on the above project! Enclosed is your Certificate of Completion for the Program.

Good luck to you for a very successful career in the Highway Construction Industry. If I may be of help in the future, please call me at (802) 828-5858 or 800-356-1965.

Sincerely,

Sue Hackney
OJT Program Manager

Enclosure

cc: BestInTheBiz Construction Company, Inc.
Resident Engineer
Central Files



Phone: (802) 828-5858

Toll Free: (800) 356-1965

Fax: (802) 828-1047

Vermont Agency of Transportation
On-The-Job Training Program

certifies that

Tonya Trainee

**has successfully completed the Equipment Operator Training Program
(580 Hours) on the Brigadoon STP F 017-1(3)S Project with
BestInTheBiz Construction Company, Inc.**

Susan B. Hackney
OJT Program Manager
Agency of Transportation

Date



Training Special Provisions

This Training Special Provision supersedes subparagraph 7b of the Special Provisions entitled “*Specific Equal Employment Opportunity Responsibilities*,” and implements 23 U.S.C. 140 (a).

As part of the contractor’s equal employment opportunity affirmative action program, training shall be provided as follows:

The contractor shall provide on-the-job training aimed at developing full journeymen in the type of trade or job classification involved.

The required number of employee traineeship hours to be provided by the Contractor is shown in the Contract Schedule of Prices. In the event that a contractor subcontracts a portion of the contract work, he shall determine how many, if any, of the trainees are to be trained by the subcontractor. However, the contractor shall retain the primary responsibility for meeting the training requirements imposed by this special provision. The contractor shall also insure that this training special provision is made applicable to such subcontract. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training.

The number of trainees shall be distributed among the work classifications on the basis of the contractor’s needs and the availability of journeymen in the various classifications within a reasonable area of recruitment. **Prior to commencing construction, the contractor shall submit to the State highway agency for approval the number of trainees to be trained in each selected classification and training program to be used.** Furthermore, the contractor shall specify the starting time for training in each of the classifications. The contractor will be credited for each trainee employed by him/her on the contract work who is currently enrolled or becomes enrolled in an approved program and will be reimbursed for such trainees as provided hereinafter.

Training and upgrading of minorities and women toward journeymen status is a primary objective of this Training Special Provision. Accordingly, the contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private resources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. The contractor will be responsible for demonstrating the steps that he has taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with this Training Special Provision. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

The minimum length and type of training for each classification will be as established in the training program selected by the contractor and approved by the State highway agency and the Federal Highway Administration shall approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the contractor and to qualify the average trainee for journeyman status in the classification concerned by the end of the training period. Apprenticeship programs registered with the U.S. Department of Labor, bureau of Apprenticeship and Training, shall also be considered acceptable provided they are being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts. Approval or acceptance of a training program shall be obtained from the State prior to commencing work on the classification covered by the program. It is the intent of these provisions that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions, such as office engineers, estimators, time-keepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted if significant and meaningful training is provided and approved by the division office. Some off-site training is permissible as long as the training is an integral part of an approved training

program and does not comprise a significant part of the overall training.

Except as otherwise noted below, the contractor will be reimbursed at the bid amount for Item 634.10, Employee Traineeship, for each hour of training given an employee on this contract in accordance with an approved training program. As approved by the engineer, reimbursement will be made for training persons in excess of the number specified herein. This reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other sources do not specifically prohibit the contractor from receiving other reimbursement. Reimbursement for off-site training indicated above may only be made to the contractor where he does one or more of the following and the trainees are concurrently employed on a Federal-aid project; contributes to the cost of the training, provides the instruction to the trainee or pays the trainee's wages during the off-site training period.

If, in the judgment of the contractor, a trainee becomes proficient enough to qualify as a journeyman before the end of the prescribed training period, and the contractor so employs such trainee, full credit and full payment to the contractor will be made provided that the period of training given, plus the length of employment as a journeyman in the classification for which trained, are equal to, or in excess of, the training period set forth in the approved training program. If the period of training given, plus the period employed as a journey person do not equal or exceed the training period set forth in the approved training program, the contractor will be paid the bid amount for Item 634.10, Employee Traineeship, for each hour the trainee was trained and employed as a journeyman by the contractor.

No payment shall be made to the contractor for the following reasons: failure to provide the required training, failure to hire the trainee as a journeyman, a lack of good faith effort on the part of the contractor in meeting the requirements of this Training Special Provision. It is normally expected that a trainee will begin his training on the project as soon as feasible

after start of work utilizing the skill involved, and remain on the project as long as training opportunities exist in his work classification or until he has completed his training program. It is not required that all trainees be on board for the entire length of the contract. A contractor will have fulfilled his responsibilities under this Training Special Provision if he has provided acceptable training to the number of trainees specified. The number trained shall be determined on the basis of the total number enrolled on the contract for a significant period.

Trainees will be paid at least 60 percent of the appropriate minimum journeyman's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period, unless apprentices or trainees in an existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by the Departments of Labor and Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by this Training Special Provision. In no case will the contractor pay trainees less than the prevailing rate for labor as shown in the contract wage decision.

The contractor shall furnish the trainee a copy of the program he will follow in providing the training. The contractor shall provide each trainee with a certification showing the type and length of training satisfactorily completed.

The contractor will provide for the maintenance of records and furnish periodic reports documenting his performance under this Training Special Provision.

Sanction for Non-Compliance

Failure by the contractor to adhere to these Training Special Provisions may result in contract sanction as specified in **Section 11. Sanction for Non-Compliance, of the contract Specific Equal Opportunity Responsibilities** (Page 42).

Vermont Agency of Transportation Supplemental Specification - Training

Sanction for Non-Compliance

a) If the Vermont Agency of Transportation finds the contractor or subcontractor in non-compliance with the terms of these specific training provisions, it shall issue a “show cause notice” and notify such contractor in writing that within 30 days a written plan outlining the steps that will be taken to bring such contractor into compliance must be submitted to the Vermont Agency of Transportation by the contractor. In the event that such contractor fails or refuses to submit the plan within the specified period or if the contractor does not exercise the corrective actions outlined in the plan, the Agency will commence enforcement proceedings under Executive Order 11246, as amended. Such actions could include:

- The recovery by the State Transportation Agency from the contractor of 1/10 of 1% of the contract award price or \$1,000.00, whichever sum is greater, as liquidated damages for each week the contractor fails or refuses to comply. If a subcontractor is in non-compliance, the recovery by the State Transportation Agency from the contractor, to be assessed by the contractor as a back charge against the subcontractor of 1/10 of 1% of the subcontract price, or \$500.00 whichever sum is greater, in the nature of liquidated damages, for each week that such party fails or refuses to comply; and/or
- The suspension of any payment or part thereof due under the contract until such time as the contractor or subcontractor is able to demonstrate compliance with the terms of the contract; and/or
- The termination, or cancellation of the contract, in whole or in part, unless the contractor or subcontractor is able to demonstrate within a specified time compliance with terms of the contract; and/or

- The denial to contractor or subcontractor of the right to participate in any future contracts awarded by the State Transportation Agency for a period of up to three years.

b) If at any time after the imposition of sanctions 1 and 2 above, a contractor is able to demonstrate compliance with this Section, he/she may request the State Transportation Agency to suspend the sanctions conditionally, pending a final determination by the Agency as to whether the contractor is in compliance. Following the final determination, the State Transportation Agency will either lift the sanctions or reimpose them.

c) The above sanctions for non-compliance will also apply to the “Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246).”

Severability

The provisions of this section are severable, and if any of these provisions shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.



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Sue Hackney, OJT Program Manager

Vermont Agency of Transportation

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