

# Equipment Operator Senior

## Employee Requirement Completion Record for Employees





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# Program Guidelines

## Requirements

All participants in the program will be required to fulfill all seven (7) of the mandatory requirements (Years of Service, Snow and Ice, Safety, Leadership, Traffic Control, Equipment Hauling/Towing and Highway Maintenance Policy and Procedures). The Highway Maintenance Option is for subarea and area operators while the other options are for district crews.

All requirements shall be obtained after an employee signs up for the program. Any activities performed by the employee before the employee signs up to participate will not be counted. The only exceptions are for any of the required training taken while employed by KDOT.

In order to be promoted to EO Senior, the EO must have 2 years of service with KDOT as an EO (since the promotion from Trainee), fulfill all necessary program requirements, and have a current performance evaluation of at least “meets expectations”.

There is a mid-point promotion available for those that have completed a defined portion of the total requirements; have been an EO for at least 2 years, and have a current performance evaluation of at least “meets expectations”.

Once an employee is promoted to EO Senior, he/she may transfer to other work crews and maintain his/her senior status. The only way the EO Senior will be demoted back to EO is voluntarily or through disciplinary action.

Any requirements listed as “if appropriate” or “if applicable” will be required if the District Maintenance Engineer determines (with the concurrence of the District Engineer) that the requirement applies to that work crew.

There may be a need to update or change the program requirements in the future. When this happens, appropriate notification will be given and the EO will be directed to the website to find the most recent version of the program. Any new requirement could then be printed to be inserted into the EO’s manual.

## **Participation**

Participation in this program is strictly voluntary. All Equipment Operators will be required to choose whether they are interested in participating, however, they may change their mind at anytime by submitting a new "Participation" form. EO Trainees may not participate.

## **Successful Tests and Demonstrations**

A passing grade on any written test will be 80% or higher (At least 40 correct answers on a 50 question test).

A successful Demonstration will be one that is done to the satisfaction of the judging person, either the Supervisor or the EO Specialist, based on any written guidelines listed in the EO Senior Program Manual.

It may be possible to get credit for completing multiple tasks in a one-day testing period. Example: While fulfilling the requirement of performing as Lead Worker on an Asphalt Patching Crew (Requirement 8b), the EO sets up a proper Traffic Control Work Zone (Requirement 5c); they may receive credit for BOTH requirements.

## **Test Requirements**

There are multiple tests required for the Senior Program: Safety Test, Traffic Control Test, Highway Maintenance Policy and Procedures Test, and Snow and Ice Test. It will not be a requirement to take all of the tests at once. The EO may request to take any or all the tests when they are offered. If the EO fails any one of the tests, they will only have to take that test again.

The tests will all be written in English and the EO will be required to read the questions and be able to answer the questions without assistance.

## **Test Results**

Testing shall be done consistent with SOM 2.1.11 (Equipment Operator Trainee Program) with the exception that the test results will be reported back to the employee. The number of problems answered incorrectly will be reported directly to the employee and the employee reserves the right to review the questions answered incorrectly.

## **Procedure for Requesting to be Tested**

An EO wishing to be tested on specific requirements should fill out the *Request for Requirement/Training Completion* Form which should be given to the Supervisor with a copy for the Superintendent. Requirements should be listed in priority order. The Supervisor and the EO wishing to be tested must agree before the activity is performed that it will be evaluated. This is done to ensure that the person being tested understands that they are being evaluated and that the person doing the evaluation spends a sufficient amount of time at the worksite to make an informed evaluation.

## **Test Frequency**

Most tests and demonstrations can be taken an unlimited number of times; however, **(UNLESS OTHERWISE SPECIFIED)** the Supervisor may require a wait period of up to one (1) month after a failed attempt before they perform the demonstration again. Written tests may be taken as often as they are offered, however, after the third failed attempt, the EO must wait six (6) months before taking that test again.

## **Accumulation of Hours Performing an Activity**

Hours of credit for an activity such as crack sealing will only be earned if all tasks on that given day are performed satisfactorily, no partial credit. Credit shall be given for the hours spent flagging supporting required activities (crack sealing, patching, etc.) provided the crew is being rotated into the flagger role throughout the day. If someone is out mowing for 6 hours and hits a guard fence end during the last hour, they will not get credit for any hours that day.

## **Prerequisites**

A prerequisite is something that must be completed before another component can be attempted. EXAMPLE: An EO must perform certain activities a minimum number of hours (as a prerequisite) before they are allowed to receive credit for successfully performing as a lead worker on that activity.

## **Supervisor's Responsibilities**

A Supervisor should not discourage any EO who wishes to participate and is willing to make an earnest effort to succeed. The supervisor is responsible for providing the opportunities for his/her EOs to progress through the program as work allows. The Supervisor must prioritize these opportunities and assign them to his/her crew based on who has requested the opportunity, seniority, time remaining before EO is eligible to promote, which of his/her crew is ready to be tested, and who is eligible to be tested. If the work in a crew is not providing the necessary opportunities, the Supervisor should visit with the Superintendent to discuss options for finding opportunities (transfer employee, combine crews, etc.).

Supervisors must make a reasonable amount of study time and training time available during work hours, and at the employee's request.

The Supervisor should ensure that anyone tested be fairly and accurately judged base on the work that the employee did. The supervisor should report back to the employee in a timely fashion by either approving the test or by failing it with comments as to what was done wrong and how it could be corrected.

### **Equipment Operator Responsibilities**

The EO will be responsible for progressing through this voluntary program at his/her own pace. The documentation for the completion of all requirements will be kept in the EO's notebook. It is the EO's responsibility to request the Supervisor or EO Specialist to sign off on each completed requirement soon after the requirement is completed (within 5 working days) and to maintain the documentation.

### **Leaving KDOT Employment or Demotion**

Any EO that leaves KDOT employment and decides to return may retain all the requirements he/she previously acquired provided he/she returns to KDOT within a year from leaving and has retained his/her documentation as proof of his/her progress.

Any EO Senior that is demoted to EO must start over in the program to promote again to Senior. It will not be necessary to wait an additional 2 years, but all the requirements listed must be completed again.

### **Years of Service**

**Requirement:** Only years employed by the Kansas Department of Transportation as an Equipment Operator will be counted. Outside experience will not be substituted.

### **Safety Requirements**

There is no limit on how often safety presentations may be given. A written outline must be submitted to the District Safety Specialist (see example in book) and approved before presenting. The presentation should last at least 5 minutes and be followed by questions and comments. The presenters must effectively communicate the message of safety and take the presentation seriously. The work done by the presenter must be original. Presentations will be followed by a discussion of the day's activities and any safety issues related to that work.

### **Leadership Requirements**

The EO must attend *Transition to Leadership* class. This class must be successfully completed before attending *You'll Catch On*, the "on the job" training and *You'll Catch on Demonstration* (requirement 4b).

# **Composite Requirement Listing**

MANDATORY REQUIREMENTS	MID-POINT	FINAL
<p><b>1. <u>YEARS OF SERVICE</u></b></p> <p>Must have 2 years of Highway Maintenance experience after being promoted to Equipment Operator.</p>	√	√
<p><b>2. <u>SNOW AND ICE</u></b></p> <p>a. Must pass a written test on Snow and Ice. (closed book)</p> <p>b. Demonstrate Controller Operations and Brine Tank Operations to HMS or EO Specialist.</p> <p>c. Demonstrate Brine Mixing to HMS or EO Specialist.</p> <p>d. Demonstrate Post Storm Cleaning to HMS or EO Specialist in accordance with checklist.</p> <p>e. Demonstrate Plow and Spreader Set-up to HMS or EO Specialist.</p> <p>f. Perform Preventive Maintenance Presentation using the “On-The-Job training” format for Dump Truck and Loader</p> <p>g. Perform Tire Chain Installation on Dump Truck, Motor Grader or Loader</p> <p>h. Successfully complete the Anti-ice/RWIS Computer Based Training course.</p>	√ √ √ √ √ √ √	√
<p><b>3. <u>SAFETY</u></b></p> <p>a. Pass written test on Safety Manual and PPE requirements. (open book)</p> <p>b. Successfully complete OSHA 10 hour course</p> <p>c. Successfully develop and present 4 Safety Demonstrations for maintenance crew.</p>	√ √ √	
<p><b>4. <u>LEADERSHIP</u></b></p> <p>a. Successfully complete (Transition to Leadership Training).</p> <p>b. Successfully complete You'll Catch On (On The Job Training), and You'll Catch On Demonstration</p>		√ √
<p><b>5. <u>TRAFFIC CONTROL</u></b></p> <p>a. Pass written test on Traffic Control. (open book)</p> <p>b. Successfully complete Temporary Traffic Control for Maintenance.</p> <p>c. Complete 5 consecutive correct stationary lane closures (mix of 2 lane and multi-lane as appropriate). 1<sup>st</sup> traffic control setup must be written out using the traffic control description sheet.</p>	√ √ √ 3 consecutive	√ 5 consecutive (may include previous 3)
<p><b>6. <u>EQUIPMENT HAULING AND TOWING</u></b></p> <p>a. Watch Landoll video in LMS</p> <p>b. Demonstrate correct load/lash on four-wheel loader to HMS or EO Specialist satisfaction.</p> <p>c. Perform a minimum of 40 one way trailer hauls or tows. Minimum 10 towing self-contained equipment and 10 load/lash equipment on separate trailer.</p>	√ √ √ 20 with minimum of 10 each	√ remainder of 40
<p><b>7. <u>HIGHWAY MAINTENANCE POLICY AND PROCEDURES</u></b></p> <p>a. Pass written test on Highway Maintenance Policy and Procedures. (closed book)</p>	√	

## HIGHWAY MAINTENANCE OPTION REQUIREMENTS

<b>HIGHWAY MAINTENANCE REQUIREMENTS</b>	<b>MID-POINT</b>	<b>FINAL</b>
	Must entirely complete at least 3 of the following 12 requirements - (8 thru 19)	Must entirely complete at least 4 additional of the following 12 requirements (total of 7)
<p><b>8. <u>PERMENENT PAVEMENT PATCHING</u></b></p> <p>a. Perform a minimum of 80 hours of a mix of the following activities below. Perform a minimum of 5 of the following. <u>HMS or EO Specialist should initial each activity as they are achieved</u></p> <ol style="list-style-type: none"> <li>1. Identify, mark and or saw location. (Asphalt/Concrete).</li> <li>2. Figure material quantities. (Asphalt/Concrete).</li> <li>3. Removal of material (partial/full depth) using impact hammer, backhoe, loader, skid steer including milling head attachment/zipper. (Asphalt/Concrete)</li> <li>4. Check, prepare and compact sub-grade (if appropriate) and clean around patch. (Asphalt/Concrete)</li> <li>5. Insert dowels/tie bars. Pour, vibrate, screed and finish using bull float and trowel. (Concrete)</li> <li>6. Oil distributor operation. (Loading, heating, application techniques including the hand wand, clean up and shut down). (Asphalt)</li> <li>7. Place bituminous material. (Laydown machines, motor grader, spray patcher, patch truck, asphalt recycler). (Asphalt)</li> <li>8. Compact bituminous material with roller. (Asphalt)</li> </ol> <p>b. Serve as lead worker for a day's operation on permanent patching crew. (Supervisors discretion to determine when EO is ready to attempt this requirement)</p>		
<p><b>9. <u>RIGHT OF WAY MOWING</u></b></p> <p>a. Perform a minimum of 160 hours of Right of Way Mowing. Credit only given if done without equipment or property damage and if done to standards. Hours include daily maintenance and travel to and from job site.</p>		
<p><b>10. <u>ROADSIDE SIGNING</u></b></p> <p>a. Complete a minimum of 20 sign and post installations. Delineators or temporary do not count. Must be done to current sign manual standards (height, plumb, etc.). Mix of single and double post. Overhead signs included.</p>		

HIGHWAY MAINTENANCE REQUIREMENTS	MID-POINT (3 of 12)	FINAL (4 additional)
<p><b>11. <u>CRACK SEALING</u></b></p> <p>a. Perform a minimum of 40 hours of the prescribed tasks. 11a is a prerequisite for 11b. Must successfully perform each of the following required activities at least once throughout the 40 hrs. Hours to include sealing bridge ends and expansion joints. <u>HMS or EO Specialist should initial each activity as they are achieved</u></p> <ol style="list-style-type: none"> <li>1. Operate and Maintain crack router or saw (if appropriate).</li> <li>2. Operate and Maintain hot air lance with air compressor (if appropriate)</li> <li>3. Start up, operate and shut down, cleanup of a crack seal machine. Minimum of 20 hours. (required)</li> <li>4. Operate wand. (required)</li> <li>5. Operate Squeegee. (if appropriate)</li> <li>6. Start up, operate and shut down, cleanup of spray patcher. (optional)</li> </ol> <p>b. Serve as Lead Worker for a day's operation on a Crack Sealing crew. (Supervisors discretion to determine when EO is ready to attempt this requirement. See Lead Worker checklist)</p>		
<p><b>12. <u>DROP OFF REPAIR (edge ruts and shoulder work)</u></b></p> <p>a. Performed a minimum of 100 hours of repairing edge ruts or blading shoulders using a motor grader, box blade, shoulder machine/rock box, spreader box, shoulder retriever or roller. Roller will only count for a max 20 hrs. (12a is a prerequisite for 12b.)</p> <p>b. Serve as Lead Worker for a day's operation on a shoulder crew. (Supervisors discretion to determine when EO is ready to attempt this requirement. See Lead Worker checklist)</p>		
<p><b>13. <u>DRAINAGE AND DITCH WORK</u></b></p> <p>a. Perform a minimum of 80 hours operation of a loader, motor grader, backhoe, culvert cleaner, flush truck or skid steer to repair an erosion or drainage problem to include the replacement or repair of culvert pipe leaving the area in a neat and drainable condition.</p> <p>b. Served as lead worker for a day's operation on Drainage or Ditch Cleaning Crew. (Supervisors discretion to determine when EO is ready to attempt this requirement. See Lead Worker checklist)</p>		
<p><b>14. <u>Guardrail and Attenuators</u></b></p> <p>a. Perform a minimum of 80 hours of Guardrail, Attenuators or Cable repair and or installation.</p> <p>b. Serve as Lead worker for a day's operation on Guardrail, Attenuators or Cable repair and or installation. (Supervisors discretion to determine when EO is ready to attempt this requirement. See Lead Worker checklist)</p>		
<p><b>15. <u>Fencing</u></b></p> <p>a. Repair or replace wood/wrought iron fence for a minimum of 80 hours.</p> <p>b. Serve as lead worker for a day's operation of repair or replacement to wood/wrought iron fence. (Supervisors discretion to determine when EO is ready to attempt this requirement. See Lead Worker checklist)</p>		

<p align="center"><b>HIGHWAY MAINTENANCE REQUIREMENTS</b></p>	<p align="center"><b>MID-POINT (3 of 12)</b></p>	<p align="center"><b>FINAL (4 additional)</b></p>
<p><b>16. <u>Concrete Structures</u></b></p> <p>a. Complete a minimum of 10 concrete repairs or replacements to concrete structures. Bridge patching, barrier wall, bridge handrail, hub guard, box, wing wall, web wall, stem wall, footings and/or retaining wall.</p> <p>b. Serve as lead worker for a day's operation on concrete repairs or replacements. (Supervisors discretion to determine when EO is ready to attempt this requirement. See Lead Worker checklist)</p>		
<p><b>17. <u>Permanent Pavement Markings</u></b></p> <p>a. Perform a minimum of 80 hours of permanent pavement markings</p> <p>b. Serve as Lead worker for a day's operation on permanent pavement markings. (Supervisors discretion to determine when EO is ready to attempt this requirement. See Lead Worker checklist)</p>		
<p><b>18. <u>Specialty Equipment</u></b></p> <p><b>MUST COMPLETE AT LEAST 5 OF THE FOLLOWING</b></p> <p>a. Operate Aerial lift (Digger Derrick) truck for 3 digs or lifts.</p> <p>b. Operate single man Bucket Truck for 3 operations</p> <p>c. Operate a Skid Steer for 3 different days operations</p> <p>d. Operate a Backhoe for 3 days operation performing a digging operation and loading material into the dump truck</p> <p>e. Operate a Motor Grader for a 3 days performing a ditch grading operation</p> <p>f. Operate a Track Loader or Dozer on the right of way for 3 days operation</p> <p>g. Operate Guardrail Post Puller/Driver Truck for 3 days operation</p>		
<p><b>19. <u>EROSION CONTROL</u></b></p> <p>a. Complete course "Erosion Control for maintenance" 19a is a prerequisite to 19b</p> <p>b. Perform a minimum of 40 hours of installing and/or maintaining erosion control devices such as blankets, waddles, ditch checks and mulching. (seeding not included)</p>		





<ul style="list-style-type: none"> <li>i. Operated scissor lift truck to the satisfaction of the Supervisor/Specialist <ul style="list-style-type: none"> <li>1. Pre-start check per manufacturer's recommendations</li> <li>2. Safe operation knowing grade/slope restrictions</li> <li>3. Wear proper PPE</li> <li>4. Proper shut down</li> </ul> </li> <li>j. Perform each of following while on the job to the Supervisor/Specialist's satisfaction: <ul style="list-style-type: none"> <li>1. Demonstrate the proper operation of portable engine driven welder including proper PPE</li> <li>2. Demonstrate the proper operation of Oxy-Acetylene cutting torch including proper use of PPE</li> </ul> </li> <li>k. Operate and maintain mud jack or mud pump machine (if applicable) <ul style="list-style-type: none"> <li>1. Pre-start check per manufacturer's recommendation</li> <li>2. Wear proper PPE</li> <li>3. Hook up equipment and hoses</li> <li>4. Start up</li> <li>5. Proper mixing of material being pumped (if applicable)</li> <li>6. Pump material to fill void and raise slab as desired (if applicable)</li> <li>7. Perform tear down and proper cleaning of equipment and hoses</li> </ul> </li> <li>l. Perform and on-the-job training session on the proper PM for the mud jack or mud pump machine (if applicable)</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	
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**SPECIAL EQUIPMENT OPTION**

<b>SPECIAL EQUIPMENT REQUIREMENTS</b>	<b>MID-POINT</b>	<b>FINAL</b>
<p><b>22. <u>SPECIAL CREW EQUIPMENT OPTION</u></b></p> <ul style="list-style-type: none"> <li>a. Perform a minimum of 30 hours each on 5 of the following: <ul style="list-style-type: none"> <li>1. Low boy tractor trailer</li> <li>2. Rock cutter</li> <li>3. Excavator</li> <li>4. Bridge snooper</li> <li>5. Truck mounted sweeper</li> <li>6. Derrick truck (cherry picker)</li> <li>7. Dozer</li> <li>8. Crawler loader</li> <li>9. Rotary snow plow</li> <li>10. Chemical spray truck</li> <li>11. Other equipment as approved by DME</li> </ul> </li> <li>b. Perform OJT on proper Preventive Maintenance (PM) on 5 of the following pieces of equipment: <ul style="list-style-type: none"> <li>1. Low boy tractor trailer</li> <li>2. Rock cutter</li> <li>3. Excavator</li> <li>4. Bridge snooper</li> <li>5. Truck mounted sweeper</li> <li>6. Derrick truck (cherry picker)</li> <li>7. Dozer</li> <li>8. Crawler loader</li> <li>9. Rotary snow plow</li> <li>10. Chemical spray truck</li> <li>11. Other equipment as approved by DME</li> </ul> </li> </ul>	<p>√ minimum of 30 hours on at least 3 of the following</p>	<p>√ minimum of 30 hours on the remaining 2</p> <p>√</p>

# **EO Senior Program Participation Form**





## Equipment Operator Senior Participation Request

**Please Check One:**

- I wish to participate in the Equipment Operator Senior program. I hereby acknowledge receipt of the EO Senior Manual with requirements.

**NOTE:** I understand that all time spent studying for this program must be pre-approved by my supervisor, and must be done during my regular work schedule per program guidelines. Failure to follow request for overtime as established in SOM 2.2.3, "Overtime and Other Compensation" will result in disciplinary action up to and including termination.

- I **do not** wish participate in the Equipment Operator Senior program at this time. I understand that I may decide later to participate and will receive the EO Senior Manual with requirements, at that time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Distribution: Reviewer, Supervisor and Employee



**Request for Certification for an Equipment  
Operator Mid-point/Senior Promotion Form  
D.O.T. Form 0049**



**EQUIPMENT OPERATOR SENIOR**

Distribution:  
Supervisor  
Superintendent  
Employee



**CERTIFICATION REQUEST**

**CHECK ONE**

Request for Mid-point Promotion \_\_\_\_\_

Request for Final EO Senior Promotion \_\_\_\_\_

**Part I**

I hereby request Equipment Operator Mid-point/Senior Certification and certify that I have met all requirements for completion as outlined in the EO Senior Program guidelines. **NOTE: EO SR candidate please obtain HMS signature and take your EO SR notebook to your Area Superintendent for review)**

Name (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Equipment Operator

District: \_\_\_\_\_ Area: \_\_\_\_\_ Subarea \_\_\_\_\_

**Part II**

I hereby certify that on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Name (Print) \_\_\_\_\_

has completed all requirements for Equipment Operator Mid-point/Senior as outlined in the Equipment Operator Senior Program Guidelines.

Signed: \_\_\_\_\_  
Highway Maintenance Supervisor

DISTRICT: \_\_\_\_\_ Area: \_\_\_\_\_ Subarea \_\_\_\_\_

**Part III**

I hereby certify that on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, I reviewed and verified

Name Print) \_\_\_\_\_ has completed all requirements for Equipment Operator Mid-point/Senior as outlined in the Equipment Operator Senior Program Guidelines. (Please forward this form to the Area for processing to HRP in District Office upon completion.)

Signed: \_\_\_\_\_  
Highway Maintenance Superintendent

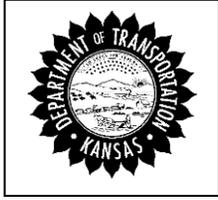
DISTRICT: \_\_\_\_\_ Area: \_\_\_\_\_



**Request Forms for EO Senior Requirement  
Completion, Practice Time, or Training**

**(Three-part form available from supervisor; copy in  
book is for sample only)**





# Kansas Department Of Transportation

**Distribution:**  
 White: Supervisor  
 Yellow: Superintendent  
 Pink: Employee

## EO Testing/Training Request Form

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Instructions:** All training or completion of requirements will be scheduled according to seniority, availability of training, staffing, or work requirements.

**Part I:**

List EO SR requirements, in priority order, you are ready to demonstrate. These may include written tests, demonstrations, or presentations to your supervisor or EO Specialist.

**Part II:**

Indicate those areas that you would like additional training and/or practice time in order to become more proficient prior to demonstrating your knowledge, skills, or abilities.

**Part I: Requirement Completion**

Number (example: 2e.1)	Description (example: Demonstrate salt sand mixing to HMS or EO Spec)	# of Hrs Needed (example: 45 hr)

**Part II: Practice Time/Training**  
 (Example: practice with motor graders on performing edge ruts)

- Description:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_

I am willing to temporarily transfer within the District for training.  Yes  No

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received by- Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Employee Record of Completion**



# 1. Years of Service

## KDOT MAINTENANCE

### Equipment Operator Senior Requirements

<u>Name</u>	<u>District</u>	<u>Area</u>
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### 1. YEARS OF SERVICE

Requirement: 2 years of Highway Maintenance Experience as a KDOT Equipment Operator (KDOT EO Trainee time does not apply).

Completed 2 years of KDOT Highway Maintenance experience.

EO Initial: \_\_\_\_\_ Supervisor Initial: \_\_\_\_\_

Please complete the following information obtained from the District HRP or District Administrative Officer or Area Office Manager:

A. EO promotion date (from Trainee): \_\_\_\_/\_\_\_\_/\_\_\_\_

B. EO Mid-point promotion eligible date: \_\_\_\_/\_\_\_\_/\_\_\_\_

C. EO Senior promotion eligible date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Example:

A. Employee promoted from EO Trainee to EO: 06/01/2013

B. EO Mid-point promotion eligible date (Line A. plus two years' experience as a KDOT Equipment Operator):  
Example (06/01/13 plus 2 years): 06/01/2015

C. EO Senior promotion eligible date (Line A. plus 2 years' experience as a KDOT Equipment Operator):  
Example (06/01/13 plus 2 years): 06/01/2015



## 2. SNOW AND ICE

### 2. Requirement: Pass written test on Snow and Ice (CLOSED BOOK)

#### 2a. Passed written test on Snow and Ice (CLOSED BOOK)

**Attempts:**

After 3 attempts, the employee must wait 6 months from last attempt and each subsequent test.

Certificate received: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

**Comments:**

### 2. Requirement: Demonstrate Controller Operations and Brine Tank Operations to HMS or EO Specialist

#### 2b. Demonstrated Controller Operation and Brine Tank Operations to HMS or EO Specialist satisfaction. (See checklist)

1. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
2. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
3. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
4. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____

**Comments:**

### 2. Requirement: Demonstrate Brine Mixing to HMS or EO Specialist

#### 2c. Demonstrate Brine Mixing to HMS or EO Specialist.

1. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
2. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
3. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
4. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____

**Comments:**

## 2. SNOW AND ICE

### 2. Requirement: Demonstrate Post Storm Cleaning to HMS or EO Specialist in accordance with checklist

#### 2d. Demonstrate Post Storm Cleaning to HMS or EO Specialist in accordance with checklist

1. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_
2. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_
3. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_
4. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

Comments:

### 2. Requirement: Demonstrate Plow and Spreader Set-up to HMS or EO Specialist

#### 2e. Demonstrated Plow and Spreader Set-up to HMS or EO Specialist. (See checklist)

1. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_
2. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_
3. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_
4. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

Comments:

### 2. Requirement: Perform Preventive Maintenance on-the-job training for Dump Truck and Loader

#### 2f. Performed Preventive Maintenance on-the-job training for Dump Truck and Loader.

1. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_
2. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_
3. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_
4. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

Comments:

## 2. SNOW AND ICE

### 2. Requirement: Perform Tire Chain Installation on Dump Truck, Motor Grader or Loader

#### 2g. Performed Tire Chain Installation on Dump Truck, Motor Grader or Loader

1. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_  
2. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_  
3. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_  
4. Date \_\_\_\_\_ P      F (see comment section below) EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

#### Comments:

### 2. Requirement: Successfully complete the Anti-Ice/RWIS computer based training course

#### 2h.1 Successfully complete the Anti-Ice/RWIS computer based training course

Certificate received: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

#### Comments:



# Making Salt Brine

- Step 1** Check all hoses and valves for cracks or breaks
- Step 2** Add salt to tank (if salt is chunky use loader bucket to break down larger chunks of salt)
- Step 3** Hook up water source to main intake valve (turn water on)
- Step 4** Continuously run water through rock salt until holding tank is nearly full
- Step 5** Test salt brine using either a Hydrometer or Salometer.  
Hydrometer will read 23% by weight  
Salometer will read 91% by saturation
- Step 6** Depending on salt level, if brine level is too high you will need to add more water to solution, if brine level is too low you will need to recirculate through salt
- Step 7** Pump brine from holding tank to storage tank
- Step 8** Clean all equipment by rinsing with water

**Note:** To learn more about making salt brine refer to Bureau of Maintenance website, under training you will find two you tube video's on procedures for making salt brine.



# **CHECKLIST FOR PLOW AND SPREADER SET-UP** **DEMONSTATION**

Circle  
one

## **INSTRUCTION TO EO: Perform Proper Plow Shoe Adjustment**

**Y or N**

Able to properly adjust plow shoes using one of the two following methods:

1. Plow Bits (cutting edge) Installed – With plow mounted on the truck and the plow bits installed, park the truck on a flat level surface. Place a 2 x 4 under each plow shoe and adjust the shoes (if adjustable) so that the plow (bit) is just touching the ground.
2. Plow Bits (cutting edge) removed – With the plow mounted on the truck and the plow bits removed, park the truck on a flat level surface. Adjust each shoe (if adjustable) so that the mold board is 2” off of the ground.

## **INSTRUCTION: Perform Proper Walk around Inspection on Snow Plow**

**EO SHOULD DEMONSTRATE PERFORMING EACH OF THE FOLLOWING WITHOUT HELP (while describing what they are looking for)**

**Y or N**

1. Check plow bits for wear, missing or loose bolts

**Y or N**

2. Check that locking device on plow quick attach is properly engaged and pinned

**Y or N**

3. Check pivot bolt for excess wear and make sure bolt and nut are locked together (cotter pin or equivalent)

**Y or N**

4. Inspect plow push framework for cracks (including quick attach framework back to the truck frame)

**Y or N**

5. Ensure that lifting arm assembly is pinned and locked (cotter pin or equivalent) and extended to proper position (chain is vertical over lifting point on plow).

**Y or N**

6. Check hydraulic hoses for cuts or breaks and make sure connections are locked

# CHECKLIST FOR PLOW AND SPREADER SET-UP DEMONSTATION (continued)

**INSTRUCTION: Perform Proper Walk around Inspection on Spreader**

Circle one	<b>EO SHOULD DEMONSTRATE PERFORMING EACH OF THE FOLLOWING WITHOUT HELP (while describing what they are looking for)</b>
<b>Y or N</b>	1. Check for gate setting to be at proper (calibrated) height
<b>Y or N</b>	2. Check for flaps to be set at proper position for route assigned and wind conditions
<b>Y or N</b>	3. Check hydraulic hoses for cuts or breaks and make sure connections are locked
<b>Y or N</b>	4. Inspect sensor wires for breaks and make sure connections are tight
<b>Y or N</b>	5. Inspect spreader hold-downs for damage or wear and inspect for proper tightness
<b>Y or N</b>	6. Ensure tailgate brackets are in position and locked
<b>Y or N</b>	7. Check liquid chemical (saddle) tanks are filled and valves set ready for operation (if applicable)
<b>Y or N</b>	8. Check for proper operation of spreader (chain and spinner), spreader strobe lights, and work light(s)
	<b>INSTRUCTION: Set Spreader Flap Position for treating a route while traveling Westbound with a 20 MPH wind out of the North</b>
<b>Y or N</b>	1. Flaps set for dumping material toward edge line
	<b>INSTRUCTION: Set Spreader Flap Position for treating a route while traveling Southbound with a 20 MPH wind out of the East</b>
<b>Y or N</b>	2. Flaps set for dumping material toward centerline

\_\_\_\_\_  
Employee Name (EO)

\_\_\_\_\_  
Test Date

\_\_\_\_\_  
Tester Name (Supervisor or Specialist)

Pass or Fail  
(Pass = all Yes circled)

# CHECKLIST FOR CONTROLLER AND ANTI-ICE DEMONSTATION

Circle one

**INSTRUCTION TO SUPERVISOR/SPECIALIST: Read one by one the following tasks and document the EOs ability to perform the operation WITHOUT HELP or without the use of any written material**

**FOLLOWING TASKS TO BE PERFORMED WITH HOPPER INSTALLED**

- Y or N**      1. Turn on all Strobes and set them to the Nighttime mode (Low Mode)
- Y or N**      2. Power up controller and set to spread salt/sand in automatic mode (ground speed controlled) at approximately 200 lbs. per mile
- Y or N**      3. Increase and decrease material rate and increase and decrease spinner speed
- Y or N**      4. Set up pre-wet (saddle) tanks and valve for dispensing pre-wetted salt/sand (if applicable)
- Y or N**      5. Turn off pre-wet pump to spread dry material (if applicable)
- Y or N**      6. Set controller for operating auxiliary tools (example hydraulic trailer) and then return control box back to the normal mode
- Y or N**      7. Set-up spreader and controller for material unload as if you had a full hopper to return back to the stock pile

**FOLLOWING TASKS IS TO BE PERFORMED WITH AN ANTI-ICE TANK INSTALLED**

- Y or N**      8. Demonstrate proper procedure for loading and unloading slide in brine tank using truck anti-ice pump
- Y or N**      9. Set controller to spray 40 gal. per minute (out of the slide-in tank) of anti-ice material in the truck lane
- Y or N**      10. Increase and decrease liquid material rate and turn on and off left boom, right boom, and center boom

\_\_\_\_\_  
Employee Name (EO)

\_\_\_\_\_  
Test Date

\_\_\_\_\_  
Tester Name (Supervisor or Specialist)

Pass or Fail  
(Pass = all Yes circled)



## EO Senior Post Storm Cleanup and Inspection

### Spreader cleaning and inspection

1. Unload extra material from spreader and if needed use a shovel or broom to remove any material that would not unload. Unload brine from saddle tanks.
2. Wash out inside of spreader. The larger volume of water the better. If one used hot water, give a good rinse with cold water upon completion.
3. Disconnect hydraulic and electric lines. Install plugs/covers for hydraulic hoses. Provide light coating of dielectric grease to electrical connections and apply caps on truck and spreader.
4. If applicable use hoist in wash bay to remove spreader from bed of truck. Wash outside of spreader paying attention to cross rails/frame, around the saddle tanks, and around the front sprockets and bearings. If one used hot water, give a good rinse with cold water upon completion. Wash spreader straps and ratchets if equipped.
5. Lubricate spreader bearings. Check for proper tightness of chain. Apply lubra-seal to chain or augers if last storm of season. Put light coat of protectant around brine pump and housing.
6. Clear excess material from inside of dump truck bed. Wash the inside of the dump bed assembly. If needed, roll out tarp and wash material from tarp and housing. If removable, tarps should be removed during winter months.
7. Reinstall spreader into dump truck. Secure spreader with straps. Connect hydraulic and electrical caps for truck and spreader.
8. Set spreader gate for opening appropriate to calibrations on controller. Put chute door back into operating position.

### Plow cleaning and inspection

1. Wash plow and plow mount area.
2. Check for play in plow mount jaws and swivel area of plow.
3. Check plow bits for serviceability. Look for any missing bolts or nuts on plow and bits.
4. If plow bits need replaced, request replacement bits and mounting hardware.
5. Check plow shoes for wear and proper adjustment. Refer to Plow and Spreader Demonstration Checklist in Equipment Operator Senior Requirements. Plow shoes might be non-adjustable.
6. If desired, disconnect hydraulic lines and remove plow from truck making sure to install hydraulic fitting plugs and covers.

## EO Senior Post Storm Cleanup and Inspection

### Dump Truck cleaning and inspection

1. Before beginning the post storm cleaning of the dump truck, remove all covers that salt may accumulate behind. This includes items like battery box cover, hydraulic valve body cover, and inner front fenders.
2. If applicable and room permits, lower or extend wing plow to allow access to undercarriage and wing plow mount.
3. Wash the outside of the dump bed assembly. Once completed, raise the bed and set the supports paying attention to spreader chute ground clearance. Remove tailgate latch covers on bottom of bed.
4. Wash truck cab and frame. Pay particular attention to the brake chambers and s-cam area. Wash the inside of the frame rails and the axle housings. Wash the tailgate latch area.
5. Wash the rear wheels and hubs. If truck is equipped with a wing plow, wash off wing plow and wing plow mount. Check wing plow bits and hardware. Check shear pin, if equipped.
6. If truck engine is cooled off, use a garden hose or very low pressure, flush out radiator fins from the back to the front while staying clear of engine fan. Hose off engine compartment.
7. Wash front suspension and behind front tire/hub assembly. Wash area around fuel tank, DEF tank, and exhaust. Wash battery box and hydraulic valve box.
8. If applicable, apply neutro-wash using cold water. Let sit for 2-3 minutes. Rinse equipment thoroughly with cold water.
9. Reinstall all covers that were removed. Remove bed supports and lower dump bed. Stow wing plow (if applicable).
10. Remove all trash and excess items from cab. Vacuum all anti-ice material residues from cab. **Do not use air blow gun or water hose to remove residue.** Wipe down cab surfaces with mild detergent and water.
11. Adjust and tighten plow lights and mirrors if needed. Refill windshield washer fluid and check wiper blades. Apply light coat of lubricant to tie-down ratchets. Lubricate truck according to lube chart.
12. Check equipment maintenance manual for needed services. Conduct thorough post-operation inspection. Report and/or repair any deficiencies found.

### 3. SAFETY

#### 3. Requirement: Pass written test on Safety Manual and PPE requirements (OPEN BOOK)

##### 3a. Pass written test on Safety Manual and PPE requirements (OPEN BOOK)

**Attempts:**

After 3 attempts, the employee must wait 6 months from last attempt and each subsequent test.

Certificate received: \_\_\_\_\_

EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

**Comments:**

#### 3. Requirement: Successfully complete OSHA 10 hour course

##### 3b. Successfully complete OSHA 10 hour course

Certificate received: \_\_\_\_\_

EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

**Comments:**

### 3. SAFETY

**3. Requirement: Successfully develop and present 4 Safety Demonstrations on maintenance activities for the maintenance crews. There is no limit on how often safety meetings may be given. A presentation description must be submitted to the District Safety Specialist and approved before presenting (see outline). The presentation should last at least 5 minutes; EO must effectively communicate the message of safety and take the presentation seriously.**

**3c. Successfully develop and presented 4 Safety Demonstrations for maintenance crew.**

**Demonstration One: P F Topic presented: \_\_\_\_\_**  
**Date Presented: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_**

**Demonstration Two: P F Topic presented: \_\_\_\_\_**  
**Date Presented: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_**

**Demonstration Three: P F Topic presented: \_\_\_\_\_**  
**Date Presented: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_**

**Demonstration Four: P F Topic presented: \_\_\_\_\_**  
**Date Presented: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_**

**Demonstration Five: P F Topic presented: \_\_\_\_\_**  
**Date Presented: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_**

**Demonstration Six: P F Topic presented: \_\_\_\_\_**  
**Date Presented: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_**

**Comments:**

## Safety Demonstration

### EO Senior progression

#### Weed eating

Intro: discuss safe work practices while operating a weed eater and the proper PPE for use.

References: KDOT safety Manual page 94 and owner's manual

Equipment: weed eater, safety glasses, face shield, hearing protection, gloves

Summary: Discuss the proper PPE for running a weed eater and why it is important to use PPE. Go over the owner's manual and the KDOT safety manual, talk about safety guards and the importance of checking to make sure all are in place. Discuss the importance of weed eating next to highway and being aware of surroundings if weed eating around loose gravel to avoid throwing the rocks out into traffic. Demonstrate the proper way to start the weed eater.

SAMPLE

## 4. LEADERSHIP

**4. Requirement: Complete "Transition to Leadership" training. This class must be successfully completed before attending You'll Catch On, the "on the job" training.**

**4a Successfully complete "Transition to Leadership" training.**

Certificate received: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

**Comments:**

**4. Requirement: Successfully Complete "You'll Catch On" on-the-job training and You'll Catch On demonstration**

**4b Successfully Complete "You'll Catch On" on-the-job training and You'll Catch On demonstration**

Certificate received: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

**Comments:**



# Guidelines for OJT Demonstration

1. Employee must have passed skill test or met hour requirements on the topic of their OJT demonstration prior to the OJT assessment exercise.
2. The Presentation/Demonstration portion of the OJT assessment should take about 20 to 30 minutes to conduct.
3. Recommended OJT demonstration topics will include tasks involving equipment and/or tools plus at least one of the following: (1) Equipment operator's manuals, (2) Safety procedures (3) KDOT policy or procedures manuals.

**SCORING:** The designated number of points are awarded on an "all or none" basis for each item included in the OJT Demonstration.

	Points
Planning – 25 points – 5 points per item  <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determined trainee's prior experience and current skill level with the task or skill to be taught. [Ask EO Senior candidate to describe how they obtained this information.]</li> <li><input type="checkbox"/> Wrote or can describe a clear, measurable learning objective for the OJT lesson.</li> <li><input type="checkbox"/> Selected an appropriate location for the training.</li> <li><input type="checkbox"/> Arranged the work area so that it was functional for the training.</li> <li><input type="checkbox"/> Located and assembled all resources need for the training. [Equipment or Tools, Safety Equipment, Reference Manuals, Trainee's Materials, Trainer's Materials, etc.]</li> </ul>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <div style="height: 20px; width: 100%;"></div>
<b>SECTION TOTAL →</b>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Presentation/Demonstration – 49 points – 3 points each  <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set the trainee at ease before beginning the training.</li> <li><input type="checkbox"/> Appeared confident, enthusiastic and positive.</li> <li><input type="checkbox"/> Spoke clearly, loud enough and slowly enough.</li> <li><input type="checkbox"/> Used language, terms, and examples that the trainee could understand.</li> <li><input type="checkbox"/> Encouraged the trainee to ask questions.</li> <li><input type="checkbox"/> Explained <u>what</u> the task/skill is and <u>why</u> it is important.</li> <li><input type="checkbox"/> Explained all key points – such as <u>Who</u> should do this task, <u>When</u> the task should be performed, <u>Where</u> the task should be performed and <u>How</u> should the task be performed including all important steps in the task.</li> <li><input type="checkbox"/> Reviewed all necessary and/or required <u>safety issues</u> and <u>precautions</u>.</li> <li><input type="checkbox"/> Identified and explained any <u>policies</u>, <u>procedures</u> or <u>regulations</u> that affect the work.</li> <li><input type="checkbox"/> Organized the steps in the task into a <u>logical sequence</u>.</li> <li><input type="checkbox"/> Demonstrated the task at an appropriate speed.</li> </ul>	<div style="background-color: #cccccc; height: 20px; width: 100%; text-align: center;"> <b>1</b> Free Point                 </div> <div style="height: 20px; width: 100%;"></div>

<input type="checkbox"/> Clearly described the <u>quality requirements</u> for the task or skill – What does a “good job” look like or what is a “good employee” able to do. <input type="checkbox"/> Explained any <u>discretion</u> or <u>choices</u> the trainee may have to perform the task as they see fit. <input type="checkbox"/> Asked the trainee to explain the task covering all key points. <input type="checkbox"/> Had the trainee perform the task alone. <input type="checkbox"/> Told the trainee how they could be contacted and whom else they could go to for help.	    
<b><u>SECTION TOTAL</u> →</b>	
Practice – 10 Points – 2 Points each  <b>The Equipment Operator Senior Candidate described a plan for “practice sessions” that included:</b>  <input type="checkbox"/> Appropriate location(s) for the practice <input type="checkbox"/> Appropriate amount of time for each practice session <input type="checkbox"/> The number of practice sessions needed to master the skill or task <input type="checkbox"/> The criteria that would be used to determine the trainee’s progress <input type="checkbox"/> List of specific times for providing feedback to the trainee	       
<b><u>SECTION TOTAL</u> →</b>	
Performance Feedback – 16 Points – 8 Points each  <b>The Equipment Operator Senior Candidate:</b>  <input type="checkbox"/> Gave specific constructive feedback to the trainee on what they did well. <input type="checkbox"/> Gave the trainee <b>specific</b> information on where they will need to improve.	   
<b><u>SECTION TOTAL</u> →</b>	
<b>TRAINING TOTAL SCORE (passing is 80 or above) →</b>	
<h3>OJT Demonstration Summary</h3> <p>OJT Demonstration - Strengths</p> <p>OJT Demonstration - Target Areas for Improvement</p> <p><i>The Equipment Operator Senior Candidate has completed a satisfactory demonstration of On-the-Job Training skills. The Equipment Operator Senior Candidate is considered to have met the OJT requirement for advancement.</i></p> <p>_____ Signature of Highway Maintenance Supervisor or Equipment Operator Specialist</p> <p style="text-align: right;">Date _____</p>	

## 5. Traffic Control

**5. Requirement: Pass written test on Traffic Control. (OPEN BOOK)**

**5a Passed written test on Traffic Control. (OPEN BOOK)**

**Attempts:**

After 3 attempts, the employee must wait 6 months from last attempt and each subsequent test.

Certificate received: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

**Comments:**

**5. Requirement: Successfully complete Temporary Traffic Control for Maintenance as a part of the OSHA 10 hour course**

**5b Successfully complete Temporary Traffic Control for maintenance.**

Certificate received: \_\_\_\_\_ EO Int. \_\_\_\_\_ SUPV Int. \_\_\_\_\_

**Comments:**

## 5. Traffic Control

**5. Requirement: Complete set-up for 5 consecutive correct stationary lane closures (mix of 2 lane and multi-lane as appropriate)**

**5c Complete set up for 5 consecutive correct stationary lane closures (mix of 2 lane and multi-lane as appropriate).**

**Criteria:**

1. All signs used
2. Proper spacing
3. Properly anchored or secured
4. Properly taken down and stored

**Must complete 100% of requirements. Partial credit will not be given for incomplete work.**

**First traffic control set up must be written out using the traffic control description sheet. Supervisor must approve prior to work being performed. For final credit the traffic control description sheet must be submitted to Safety Coordinator for final approval.**

√ 2-lane or 4-lane

1. Set-up: P F Date: \_\_\_\_\_  
 2-lane \_\_\_ 4-lane \_\_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 Route \_\_\_\_\_ R.P. \_\_\_\_\_

6. Set-up: P F Date: \_\_\_\_\_  
 2-lane \_\_\_ 4-lane \_\_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 Route \_\_\_\_\_ R.P. \_\_\_\_\_

2. Set-up: P F Date: \_\_\_\_\_  
 2-lane \_\_\_ 4-lane \_\_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 Route \_\_\_\_\_ R.P. \_\_\_\_\_

7. Set-up: P F Date: \_\_\_\_\_  
 2-lane \_\_\_ 4-lane \_\_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 Route \_\_\_\_\_ R.P. \_\_\_\_\_

3. Set-up: P F Date: \_\_\_\_\_  
 2-lane \_\_\_ 4-lane \_\_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 Route \_\_\_\_\_ R.P. \_\_\_\_\_

8. Set-up: P F Date: \_\_\_\_\_  
 2-lane \_\_\_ 4-lane \_\_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 Route \_\_\_\_\_ R.P. \_\_\_\_\_

4. Set-up: P F Date: \_\_\_\_\_  
 2-lane \_\_\_ 4-lane \_\_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 Route \_\_\_\_\_ R.P. \_\_\_\_\_

9. Set-up: P F Date: \_\_\_\_\_  
 2-lane \_\_\_ 4-lane \_\_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 Route \_\_\_\_\_ R.P. \_\_\_\_\_

5. Set-up: P F Date: \_\_\_\_\_  
 2-lane \_\_\_ 4-lane \_\_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 Route \_\_\_\_\_ R.P. \_\_\_\_\_

10. Set-up: P F Date: \_\_\_\_\_  
 2-lane \_\_\_ 4-lane \_\_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 Route \_\_\_\_\_ R.P. \_\_\_\_\_

**Comments:**

## **Traffic Control Description**

Email to: kdot#TrafficControlSetup

District: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
Print Name

1. Identify Work Operation....., type of road, (2 lane or multilane) ....., Route....., Class of Road..... and R.P.

---

2. Identify appropriate standard in sign manual (example: stationary lane closure for two lane highway – page I7-2)

---

3. Posted Speed Limit: \_\_\_\_\_ mph

Sign Spacing: A: \_\_\_\_\_ ft. B: \_\_\_\_\_ ft. B/2: \_\_\_\_\_ ft. C: \_\_\_\_\_ ft. Maximum or minimum (circle one)

What is the length of the buffer space? \_\_\_\_\_ ft. What is **in** the buffer space? \_\_\_\_\_

Max distance between cones along tangent (cones separating lanes): \_\_\_\_\_ ft.

Will a Truck Mounted Attenuator (TMA) be used: \_\_\_\_\_

How far from the **WORK SPACE** will the TMA be located: \_\_\_\_\_ ft.

Will an arrow board be used? \_\_\_\_\_ What mode will it be in? \_\_\_\_\_

If more than one board is used what mode will the additional board be in? : \_\_\_\_\_

Placement of *End of Road Work Sign*: \_\_\_\_\_

## **Traffic Control Description**

Email to: kdot#TrafficControlSetup

### **IF TWO LANE THEN FILL IN THE FOLLOWING:**

**Flagger Taper Length:** \_\_\_\_\_ ft.      **Number of Cones:** \_\_\_\_\_      **Maximum Spacing Between Cones:** \_\_\_\_\_ ft.

**End Taper Length:** \_\_\_\_\_ ft.      **Number of Cones:** \_\_\_\_\_      **Maximum Spacing Between Cones:** \_\_\_\_\_ ft.

If used, where do the **Lead in Cones** start and stop: \_\_\_\_\_

Maximum Spacing between **Lead in cones:** \_\_\_\_\_ ft.      **Number of Lead in cones:** \_\_\_\_\_

**Rumble Strips** may be used in Lieu of Lead in Cones if the highway width including paved shoulders is 30 ft. or less

What is the width of the road? \_\_\_\_\_ ft.

If portable **Rumble Strips** are used, where are they positioned? \_\_\_\_\_

What is the Spacing between portable **Rumble Strips?** \_\_\_\_\_ ft.

WILL A PILOT CAR BE USED? \_\_\_\_\_

Location of the turnaround points for the pilot car: \_\_\_\_\_

Maximum speed of the pilot car \_\_\_\_\_ mph

Max speed with cars adjacent to the workers: \_\_\_\_\_ mph

## **Traffic Control Description**

Email to: kdot#TrafficControlSetup

### **IF MULTI-LANE THEN FILL IN THE FOLLOWING:**

Lane Width: \_\_\_\_\_ ft.      Minimum taper length (L) : \_\_\_\_\_ ft.      Number of cones in taper (L): \_\_\_\_\_

Maximum spacing of cones in taper (L) \_\_\_\_\_ ft.      Shoulder Taper Length, (1/3 of L) = \_\_\_\_\_ ft.

Will speed limit be reduced? \_\_\_\_\_ If yes, what Additional signs will be used and at what spacing:

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4. List any site specific issues that will require making adjustments to the standard work-zone set-up and explain the adjustments that will need to be made.

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5. What will be the **SEQUENCE** of setting up and tearing down the work zone? Be very specific. What equipment will be used?

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6. Identify signs to omit or (turn away) during breaks and lunch?

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\_\_\_\_\_  
Date: \_\_\_\_\_

Reviewed by Supervisor

\_\_\_\_\_  
Date: \_\_\_\_\_

Approved by Safety Coordinator

## **Traffic Control Description**

Email to: kdot#TrafficControlSetup

– EO must draw the work zone or add any additional information to better describe the conditions.

## 6. Equipment Hauling and Towing

### 6. Requirement: Watch Landoll video in LMS

#### 6a Watch Landoll video

Date \_\_\_\_\_ EO \_\_\_\_\_ SUPV \_\_\_\_\_

Certificate received: \_\_\_\_\_

#### Comments:

### 6. Requirement: Demonstrate correct load/lash on four-wheel loader to HMS or EO Specialist satisfaction.

#### 6b Demonstrated correct load/lash of four-wheel loader to HMS or EO Specialist satisfaction. (see checklist for proper load/lash of four-wheel loader)

Prerequisite: 6a (Landoll video) must be completed prior to 6b demonstration

1. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
2. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
3. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
4. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____

#### Comments:

## 6. Equipment Hauling and Towing

**6. Requirement: Perform a minimum of 40 one way Trailer Hauls or Tows**

6c Perform a minimum of 40 one way Trailer Hauls or Tows. Minimum of 10 towing self-contained equipment and 10 Load/Lash equipment on separate trailer.

6c.1 Load, Lash and Haul material or equipment on a trailer a minimum of 10 times (refer to guidelines for load/lash of equipment or material).

6c.2 Tow equipment, trailers, etc. a minimum of 10 times (refer to towing check sheet)

Circle H to indicate a completed haul on a trailer.

Circle T to indicate a completed tow.

Partial credit will not be given for incomplete work

1 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

16 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

17 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

18 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

19 H / T Date \_\_\_\_\_ Item \_\_\_\_\_ - \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

20 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

21 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

22 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

23 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

24 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

## 6. Equipment Hauling and Towing

25 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

26 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

27 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

28 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

29 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

30 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

31 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

32 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

33 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

34 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

35 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

36 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

37 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

38 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

39 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

40 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

41 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

42 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

43 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

44 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

45 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

46 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

47 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

48 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

49 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

50 H / T Date \_\_\_\_\_ Item \_\_\_\_\_

EO \_\_\_\_\_ SUPV \_\_\_\_\_

Comments:



## CHECKLIST OF REQUIREMENTS FOR LOAD/LASH OF FOUR-WHEEL LOADER

1. Made sure the weight of the equipment and the trailer does not exceed the GVWR of the trailer.
2. Checked the truck pintle hitch top to make sure it was locked on the pintle hook and that it was at the correct height.
3. Fastened all air lines and inspected the hoses as they were hooked to the truck.
4. Made sure electrical plug is secured and all lights are working.
5. Hooked and crossed safety chains and inspect.
6. Visually inspect tires because the trailer is empty and the tires are cold. Incorrect tire pressure can affect the GVW.
7. Inspected the D rings and stake pockets.
8. Chock the wheels (if tilt bed) prior to loading from ground.
9. Made sure that the equipment operator performed all the operation check and is familiar with that piece of equipment.
10. Back loader up to trailer, connect winch to loader and winch loader onto trailer so majority of weight is located over axle.
11. Lowered the attachments, shut off engine, and remove the key. Set the park brake. Make sure equipment was in gear, unless the manual tells you to leave it in neutral.
12. Lower trailer deck and secure (if applicable). Operator will secure the brake and **exit the loader** while trailer is being lowered.
13. With articulating equipment the transport lock device was put in place.
14. Verify load is legal height and width for that piece of equipment.

**CHECKLIST OF REQUIREMENTS FOR LOAD/LASH OF FOUR-WHEEL LOADER CONTINUED**

15. Equipment needs to be secured to prevent shifting of load in any direction with a minimum of **4 chains**.
16. Made sure that there are not any bent, cracked, twisted or stretched links. If so then the chain should be discarded and replaced with a new chain. Cold shank quick-links are not to be used. All chains shall be **grade 70** unless on the district crew.
17. Checked all binders. If any defective with spread links, or bars, spread hooks of any kind they are discarded and replaced with a new one. All **binders** need to have a rating of **6600 lbs.** or above.
18. Routed each tie down chain to form a 45 degree angle up from the anchors vertically and at a 45 degree angle inward from the side of the trailer.
19. Secured separate chain/winch to bucket.
20. Made sure the chains do not come in contact with air lines, hydraulic hoses, tires or electrical lines.
21. Secured the ends of the chain around the binders so they don't come loose, drag or hit anything.
22. Covered the exhaust if the equipment was equipped with a turbo. Cover or remove SMV sign.
23. Made one last final walk around to make sure everything was in place. Even if operator didn't load it you still need to inspect it.
24. Checked the trailer brakes.

\_\_\_\_\_  
**EO's Name**

\_\_\_\_\_  
**HMS or Specialist**

\_\_\_\_\_  
**Test Date**

## **Towing**

1. Backup to trailer (using spotter)
2. Connect hitch properly to insure locking mechanism in place and secure
3. Remove chocks and visually inspect tires
4. Hook up electrical connections and Hydraulic hoses (if applicable)
5. Verify proper trailer brake connection (if applicable)
6. Raise jack stands
7. Cross and connect safety chains
8. Make sure trailer is clear and secure of attachments
9. Pull forward with trailer in tow



# GUIDELINES FOR LOAD/LASH OF EQUIPMENT OR MATERIAL

## INTRODUCTION

- A. Federal Motor Carriers code of Regulations #49.
- B. Parts 392 and 393;
  - a. Inspecting the tilt-bed trailer.
  - b. Select associated tie-down equipment.
  - c. Load
  - d. Tie down
  - e. Transport equipment
- C. You should review the trailer manufacturer's owner/operator manual. Safety and operational requirements.
  - 1) First determine the weight rate capacity of your trailer. Do not overload it.
  - 2) Find out the weight of the piece of equipment you are going to haul. If it is not written on the side it should be on the ID plate of that piece of equipment. If you are unable to locate the weight there then check the operator's manual.
  - 3) Check the weight of the trailer. If it is not written on the side then it should be on ID plate.
  - 4) Make sure the weight of the equipment and the trailer does not exceed the GVWR of the trailer.
  - 5) No matter how small the cargo, it should have at least 2 tie downs holding it.
  - 6) Chalk the wheels (if tilt bed) prior to loading.
  - 7) Check the truck pintle hitch to make sure it is locked on the pintle hook and that it is at the correct height.
  - 8) Fasten all air lines and inspect the hoses as you are hooking them to the truck.
  - 9) Hook safety chains and inspect. Cross safety chains under trailer tongue.
  - 10) Make sure electrical plug is secured and in good working order.
  - 11) After tilting the trailer, inspect the top of the trailer to make sure there are no broken boards and that the surface is free of oil and grease.
  - 12) Now is a good time to check the tires and pressure, because the trailer is empty and the tires are cold.
  - 13) Make sure you know the correct pressure of the tires.
  - 14) With the top tilted, inspect the undercarriage, axles, frame and flooring.
  - 15) Check the air tank to make sure it is not empty.
  - 16) Inspect the D rings and stake pockets.
  - 17) You could check the lights now or after you have plugged in the electrical plug in # 12.
  - 18) Check all chains to be sure they are at the proper grade rating. They shall be a grade rating of 7, or 70, or 700.
  - 19) Make sure that there are not any bent, cracked, twisted or stretched links. If so then the chain should be discarded and replaced with a new chain.
  - 20) Cold shank quick-links are not to be used.

## **GUIDELINES FOR LOAD/LASH OF EQUIPMENT OR MATERIAL**

- 21) Chains shall be marked with the 7, or 70, or 700 to be of proper grade. The chain should be mark with these numbers at every link, or every foot, or every 3 feet.
- 22) Check all ratchet binders. If any of these are defective with spread links, or bars, spread hooks of any kind they should be discarded and replaced with a new one.
- 23) When loading equipment it is always a good practice to use a equipment to help you load. Always back on and if it is 4-wheel drive make sure it is in 4-wheel drive when loading.
- 24) Make sure that the equipment operator performed all the operation check and is familiar with that piece of equipment.
- 25) Make sure that 15 to 20% of the equipment weight is transferred to the trailer hitch and that the remainder is located over the axle.
- 26) Secure the trailer lock down device once the equipment is secured on the trailer.
- 27) Lower the attachments, shut off engine, and remove the key. Set the park brake. Make sure equipment is in gear, unless the manual tells you to leave it in neutral.
- 28) With articulating equipment the transport lock device should be put in place.
- 29) With the equipment on the trailer now would be a good time to measure the height and width of that piece of equipment.
- 30) Always tie down equipment to the manufacturer's D rings or stake pockets on the trailer.
- 31) You shall use at least 4, 3/8's grade 7 chains when hauling equipment. Minimum of 4
- 32) If tie down eyes are not on the equipment then tie down around the axles.
- 33) Make sure your chains do not come in contact with air, hydraulic, or electrical lines.
- 34) Try to route each tie down chain to form a 45 degree angle up from the anchors vertically and at a 45 degree angle inward from the side of the trailer.
- 35) Secure the ends of the chain around the binders so they don't come loose, drag or hit anything.
- 36) A DOT approved cheater bar is the only one you can use to secure the binders.
- 37) Cover the exhaust if the equipment is equipped with a turbo.
- 38) Now you can check the trailer brakes. If it is working properly it should bring you to a smooth stop.
- 39) With rubber tired vehicles you should stop and check you tie downs after the first 50 miles.

**7. Highway Maintenance Policy and Procedures**

**7. Requirement: Pass written test on "Highway Maintenance Policy and Procedure." (CLOSED BOOK)**

**7a Passed written test on "Highway Maintenance Policy and Procedure." (CLOSED BOOK)**

**Attempts:**

**After 3 attempts, the employee must wait 6 months from last attempt and each subsequent test.**

- |               |   |                               |               |                 |
|---------------|---|-------------------------------|---------------|-----------------|
| 1. Date _____ | P | F (see comment section below) | EO Int. _____ | SUPV Int. _____ |
| 2. Date _____ | P | F (see comment section below) | EO Int. _____ | SUPV Int. _____ |
| 3. Date _____ | P | F (see comment section below) | EO Int. _____ | SUPV Int. _____ |
| 4. Date _____ | P | F (see comment section below) | EO Int. _____ | SUPV Int. _____ |

**Comment:**



## 8. Permanent Pavement Patching

8. Requirement: Perform a minimum of 80 Hours of a mix of the following activities below. Complete the prescribed requirements with a mix of concrete and or asphalt as appropriate.

8a. Perform a minimum of 80 Hours of a mix of the following activities below.

Must successfully perform a minimum of five of the following activities at least once throughout the 80 hrs.  
Supervisor/Specialist should initial each activity as they are achieved:

### PATCHING

1. Identify, mark and or saw location. (Asphalt/Concrete). Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
2. Figure material quantities. (Asphalt/Concrete). Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
3. Removal of material (partial/full depth) using impact hammer, backhoe, loader, skid steer including milling head attachment/zipper. (Asphalt/Concrete) Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
4. Check, prepare and compact sub-grade (if appropriate) and clean around patch. (Asphalt/Concrete) Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
5. Insert dowels/tie bars. Pour, vibrate, screed and finish using bull float and trowel. (Concrete) Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
6. Oil distributor operation. (Loading, heating, application techniques including the hand wand, clean up and shut down). (Asphalt) Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
7. Place bituminous material. (Laydown machines, motor grader, spray patcher, patch truck, asphalt recycler. (Asphalt) Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
8. Compact bituminous material with roller. (Asphalt) Date: \_\_\_\_\_ SUPV. \_\_\_\_\_

## 8. Permanent Pavement Patching

<p>1 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>2 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>3 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>4 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>5 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>6 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>7 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>8 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>9 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>10 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>11 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p>	<p>12 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>13 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>14 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>15 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>16 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>17 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>18 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>19 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>20 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>21 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p> <p>22 Date _____ Hours _____ Run Total _____  Route _____ RP _____ / _____ P F  EO _____ SUPV _____</p>
<p><b>Comments:</b></p>          	

## 8. Permanent Pavement Patching

**8. Requirement: Serve as lead worker for a day's operation on permanent patching crew**

**8b Serve as lead worker for a day's operation on permanent patching crew**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

**Comments:**



**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
2. Reviews schedule with assigned crew
  - a. Determines if traffic control is required
  - b. Assigns duties to crew including traffic control
3. Ensures manpower/supplies/material/equipment arrive at worksite
4. Reviews for completeness and safety
5. Participates in completion of project; operating critical equipment if required
6. Ensures completeness of assignment; oversees crew member performance for quality assurance
7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



## 9. Right of Way Mowing

**9. Requirement: Perform a minimum of 160 hours of Right of Way Mowing. Credit only given if done without equipment or property damage and if done to standards. Hours include daily maintenance and travel to and from job site.**

**9a Performed a minimum of 160 hours of Right of Way Mowing. Credit only given if done without equipment or property damage and if done to standards. Hours include daily maintenance and travel to and from job site.**

**Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.**

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

16 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

17 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

18 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

19 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

20 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

21 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

22 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

## 9. Right of Way Mowing

23 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

24 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

25 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

26 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

27 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

28 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

29 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

30 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

Comments:

## 10. Roadside Signing

**10. Requirement: Complete a minimum of 20 sign and post installations. Delineators or temporary do not count. Must be done to current sign manual Standards (height, plumb, etc.). Mix of single and double post. Overhead signs included.**

**10a Complete a minimum of 20 sign and post installations. Delineators or temporary do not count. Must be done to current sign manual Standards (height, plumb, etc.). Mix of single and double post. Overhead signs included.**

1. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
2. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
3. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
4. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
5. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
6. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
7. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
8. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
9. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
10. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
11. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
12. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
13. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F

14. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
15. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
16. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
17. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
18. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
19. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
20. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
21. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
22. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
23. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
24. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
25. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F
26. Date: \_\_\_\_\_ Route \_\_\_\_\_ R.P. \_\_\_\_\_  
 single \_\_ double \_\_ EO. \_\_\_\_\_ SUPV. \_\_\_\_\_  
 P F

## 10. Roadside Signing

Comments:

## 11. CRACK SEALING

**11. Requirement: Perform a minimum of 40 hours of the prescribed tasks.**

**11a Performed a minimum of 40 hours of the prescribed tasks. (11a is a prerequisite for 11b.)**

**Must successfully perform each of the following required activities at least once throughout the 40 hrs. Hours to include bridge ends and expansion joints. HMS or EO Specialist should initial each activity as they are achieved:**

1. Operate and Maintain Crack Router or Saw (if appropriate)  
Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
2. Operate and Maintain Hot Air Lance with Air Compressor (if appropriate)  
Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
3. Start-up, Operate, Shut-down, Cleanup of Crack Seal Machine, min 20 hrs. (required)  
Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
4. Operate Wand. (required)  
Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
5. Operate squeegee (if appropriate)  
Date: \_\_\_\_\_ SUPV. \_\_\_\_\_
6. Start-up, Operate, Shut-down, Clean-up of Spray Patcher (optional)  
Date: \_\_\_\_\_ SUPV. \_\_\_\_\_

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

**Comments:**

## 11. CRACK SEALING

**11. Requirement: Serve as Lead Worker for a day's operation.**

**11b Served as Lead Worker for a day's operation.**

**MUST DEMONSTRATE PROFICIENCY IN ABOVE REQUIRED TASKS PRIOR TO SERVING AS LEAD WORKER.**

1. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
2. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
3. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
4. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____

**Comments:**

**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
2. Reviews schedule with assigned crew
  - a. Determines if traffic control is required
  - b. Assigns duties to crew including traffic control
3. Ensures manpower/supplies/material/equipment arrive at worksite
4. Reviews for completeness and safety
5. Participates in completion of project; operating critical equipment if required
6. Ensures completeness of assignment; oversees crew member performance for quality assurance
7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



## 12. Drop-Off Repair (Edge ruts and Shoulder work)

**12. Requirement: Perform a minimum of 100 hours repairing edge ruts or blading shoulders using a Motor grader, Box blade, Shoulder machine/Rock box, Spreader box, Shoulder retriever, Roller. Roller will only count for a max 20 hrs.**

**12a Performed a minimum of 100 hours of repairing edge ruts or blading shoulders using a Motor grader, Box blade, Shoulder machine/Rock box, Spreader box, Shoulder retriever, Roller. Roller will only count for a max 20 hrs. (12a is a prerequisite for 12b.)**

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

16 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

17 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

18 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

19 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

20 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

Comments:

## 12. Drop-Off Repair (Edge ruts and Shoulder work)

**12. Requirement: Serve as the Lead Worker on a Shoulder crew for a day's operation.**

**12b Served as a Lead Worker on a Shoulder Crew for a day's operation. (SEE LEAD WORKER CHECKLIST) MUST COMPLETE 100 HOURS OF SHOULDERING WORK BEFORE SERVING AS A LEAD WORKER.**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

**Comments:**

**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
2. Reviews schedule with assigned crew
  - a. Determines if traffic control is required
  - b. Assigns duties to crew including traffic control
3. Ensures manpower/supplies/material/equipment arrive at worksite
4. Reviews for completeness and safety
5. Participates in completion of project; operating critical equipment if required
6. Ensures completeness of assignment; oversees crew member performance for quality assurance
7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE      YES    NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



### 13. Drainage and Ditch Work

**13. Requirement: Perform a minimum of 80 hours operation of a loader, motor grader, backhoe, culvert cleaner, flush truck or skid steer to repair an erosion or drainage problem to include the replacement or repair of culvert pipe leaving the area in a neat and drainable condition.**

**13a Perform a minimum of 80 hours operation of a loader, motor grader, backhoe, culvert cleaner, flush truck or skid steer to repair an erosion or drainage problem to include the replacement or repair of culvert pipe leaving the area in a neat and drainable condition.**

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

16 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

**Comments:**

### 13. Drainage and Ditch Work

**13. Requirement: Serve as lead worker for a day's operation on Drainage or Ditch Crew.**

**13b Served as lead worker for a day's operation on Drainage or Ditch Cleaning Crew.**

1. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
2. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
3. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____
4. Date _____	P	F (see comment section below)	EO Int. _____	SUPV Int. _____

**Comments:**

**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
2. Reviews schedule with assigned crew
  - a. Determines if traffic control is required
  - b. Assigns duties to crew including traffic control
3. Ensures manpower/supplies/material/equipment arrive at worksite
4. Reviews for completeness and safety
5. Participates in completion of project; operating critical equipment if required
6. Ensures completeness of assignment; oversees crew member performance for quality assurance
7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



## 14. Guardrail and Attenuators

**14. Requirement: Perform a minimum of 80 hours of Guardrail, Attenuators or Cable repair and or installation.**

**14a Perform a minimum of 80 hours of Guardrail, Attenuators or Cable repair and or installation.**

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

16 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

17 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

18 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

19 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

20 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

Comments:

## 14. Guardrail and Attenuators

**14. Requirement: Serve as a Lead Worker for a day's operation on installation of Guardrail, Attenuators or Cable repair and or installation**

**14b Serve as a Lead Worker for a day's operation on installation of Guardrail, Attenuators or Cable repair and or installation.**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
2. Reviews schedule with assigned crew
  - a. Determines if traffic control is required
  - b. Assigns duties to crew including traffic control
3. Ensures manpower/supplies/material/equipment arrive at worksite
4. Reviews for completeness and safety
5. Participates in completion of project; operating critical equipment if required
6. Ensures completeness of assignment; oversees crew member performance for quality assurance
7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



# 15. Fencing

**15. Requirement: Repair or replace Wood/Wrought Iron fence for a minimum of 80 hours**

**15a Repair or replace Wood/Wrought Iron fence for a minimum of 80 hours**

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

16 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

17 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

18 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

19 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

20 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

Comments:

## 15. Fencing

**15. Requirement: Serve as Lead Worker for a day's operation of repair or replacement to Wood/Wrought Iron fence**

**15b Serve as Lead Worker for a day's operation of repair or replacement to Wood/Wrought Iron fence**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

**Comments:**

**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
2. Reviews schedule with assigned crew
  - a. Determines if traffic control is required
  - b. Assigns duties to crew including traffic control
3. Ensures manpower/supplies/material/equipment arrive at worksite
4. Reviews for completeness and safety
5. Participates in completion of project; operating critical equipment if required
6. Ensures completeness of assignment; oversees crew member performance for quality assurance
7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



## 16. Concrete Structures

**16. Requirement: Complete a minimum of 10 Concrete repairs or replacements to concrete structures. Bridge patching or Barrier wall.**

**16a Complete a minimum of 10 Concrete repairs or replacements to concrete structures. Bridge patching or Barrier wall.**

1 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

16 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

17 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

18 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

19 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

20 Date \_\_\_\_\_ Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_  
P F EO \_\_\_\_\_ SUPV \_\_\_\_\_

**Comments:**

## 16. Concrete Structures

### 16. Requirement: Serve as Lead Worker for a day's operation on Concrete repairs or replacements

#### 16b Serve as Lead Worker for a day's operation on Concrete repairs or replacements

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

#### Comments:

**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
2. Reviews schedule with assigned crew
  - a. Determines if traffic control is required
  - b. Assigns duties to crew including traffic control
3. Ensures manpower/supplies/material/equipment arrive at worksite
4. Reviews for completeness and safety
5. Participates in completion of project; operating critical equipment if required
6. Ensures completeness of assignment; oversees crew member performance for quality assurance
7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



## 17. Permanent Pavement Markings

**17. Requirement: Perform a minimum of 80 hours of Permanent Pavement Markings**

**17a Perform a minimum of 80 hours of Permanent Pavement Markings**

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

16 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

17 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

18 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

19 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

20 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

Comments:

## 17. Permanent Pavement Markings

### 17. Requirement: Serve as Lead Worker for a day's operation on Permanent Pavement Markings

#### 17b Serve as Lead Worker for a day's operation on Permanent Pavement Markings

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
2. Reviews schedule with assigned crew
  - a. Determines if traffic control is required
  - b. Assigns duties to crew including traffic control
3. Ensures manpower/supplies/material/equipment arrive at worksite
4. Reviews for completeness and safety
5. Participates in completion of project; operating critical equipment if required
6. Ensures completeness of assignment; oversees crew member performance for quality assurance
7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



## 18. Specialty Equipment

**Must complete at least 5 of the following**

**18. Requirement: Operate Aerial lift (Digger Derrick) truck for 3 digs or lifts**

**18a Operate Aerial lift(Digger Derrick) truck for 3 digs or lifts**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

**Comments:**

**18. Requirement: Operate single man bucket truck for 3 operations**

**18b Operate single man bucket truck for 3 operations**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

**Comments:**

## 18. Specialty Equipment

### 18. Requirement: Operate a Skid Steer for 3 different day's operation

#### 18c Operate a Skid Steer for 3 different day's operations

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

#### Comments:

### 18. Requirement: Operate a Back-hoe for 3 day's operation performing a digging operation and loading material into the dump truck

#### 18d Operate a Back-hoe for 3 day's operation performing a digging operation and loading material into the dump truck

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

#### Comments:

## 18. Specialty Equipment

### 18. Requirement: Operate a Motor Grader for 3 day's performing a ditch grading operation

#### 18e Operate a Motor Grader for 3 day's performing a ditch grading operation

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

#### Comments:

### 18. Requirement: Operate Track Loader or Dozer for 3 days on the right of way

#### 18f Operate Track Loader for 3 days on the right of way

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

#### Comments:

## 18. Specialty Equipment

### 18. Requirement: Operate Guardrail Post Puller / Driver Truck for 3 days operation

#### 18g Operate Guardrail Post Puller / Driver Truck for 3 days operation

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

#### Comments:

## 19. Erosion Control

<b>19. Requirement: Complete course "Erosion Control for maintenance"</b>	
19a Complete course "Erosion Control for maintenance" 19a is a prerequisite to 19b	
Certificate received: _____ EO Int. _____ SUPV Int. _____	
<u>Comments:</u>	

<b>19. Requirement: Perform a minimum of 40 hours of installing and/or maintaining erosion control devices such as waddles, ditch checks and mulching etc. (seeding not included)</b>	
19b Perform a minimum of 40 hours of installing and/or maintaining erosion control devices such as waddles, ditch checks and mulching etc. (seeding not included)	
<p>1 Date _____ Hours _____ Run Total _____ Route _____ RP _____ / _____ P F EO _____ SUPV _____</p> <p>2 Date _____ Hours _____ Run Total _____ Route _____ RP _____ / _____ P F EO _____ SUPV _____</p> <p>3 Date _____ Hours _____ Run Total _____ Route _____ RP _____ / _____ P F EO _____ SUPV _____</p> <p>4 Date _____ Hours _____ Run Total _____ Route _____ RP _____ / _____ P F EO _____ SUPV _____</p> <p>5 Date _____ Hours _____ Run Total _____ Route _____ RP _____ / _____ P F EO _____ SUPV _____</p>	<p>6 Date _____ Hours _____ Run Total _____ Route _____ RP _____ / _____ P F EO _____ SUPV _____</p> <p>7 Date _____ Hours _____ Run Total _____ Route _____ RP _____ / _____ P F EO _____ SUPV _____</p> <p>8 Date _____ Hours _____ Run Total _____ Route _____ RP _____ / _____ P F EO _____ SUPV _____</p> <p>9 Date _____ Hours _____ Run Total _____ Route _____ RP _____ / _____ P F EO _____ SUPV _____</p> <p>10 Date _____ Hours _____ Run Total _____ Route _____ RP _____ / _____ P F EO _____ SUPV _____</p>
<u>Comments:</u>	



## 20. Highway Paint Striping Option

### 20. Requirement: Demonstrate ability to calibrate paint and beads

#### 20a Demonstrated ability to calibrate paint and beads

1. Set gun width and gaps on carriage
2. Set bead guns in line with paint guns
3. Set gun heights
4. Set computer up with job ID and monitor paint and bead usage
5. Bead rate calibration

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

#### Comments:

### 20. Requirement: Demonstrate ability to properly check Paint Wet Film Thickness minimum of 4 times

#### 20b Demonstrated ability to properly check Paint Wet Film Thickness minimum of 4 times

Needs to be able to demonstrate ability to adjust equipment to achieve proper mil thickness, speed of truck, pressure, tip size and paint temperature.

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

#### Comments:

## 20. Highway Paint Striping Option

**20. Requirement: Calculate quantity of paint and beads on 10 specified routes.**

**20c Calculate quantity of paint and beads on 10 specified routes.**

1. Gallons of white and yellow paint
2. Pounds of glass beads (small and large)
3. Load nurse truck appropriately

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

**20. Requirement: Measure Retro-reflectivity on assigned routes checking calibration and calibrating if needed; measure retro-reflectivity and document measurements.**

**20d Measure Retro-reflectivity on assigned routes checking calibration and calibrating if needed; measure retro-reflectivity and document measurements.**

1. Demonstrate calibration of reflectometer
2. Check a minimum of 10 routes with a minimum of 10 readings per route
3. Document readings

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

## 20. Highway Paint Striping Option

**20. Requirement: Successfully demonstrate proficiency performing all of the following operations of a striping crew.**

**20e Successfully demonstrated proficiency performing all of the following operations of a striping crew:**

1. Driving the striper during striping operation
2. Edger Line Striper Operation (mix of straight edge line, lane lines, dotted extension lines and skip lines)
3. Center Line Striper Operation

**Note: All tasks listed above are to be accomplished under normal work conditions, so as not to interfere with day-to-day work crew operations.**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

**Comments:**

## 20. Highway Paint Striping Option

**20e-1. Driving the striper during striping operation minimum of 120 hours**

*Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.*

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

16 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

17 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

18 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

19 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

20 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

Comments:

## 20. Highway Paint Striping Option

20e-2 Edger Line Striper Operation minimum of 120 hours

*Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.*

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

16 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

17 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

18 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

19 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

20 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

Comments:

## 20. Highway Paint Striping Option

### 20e-3 Center Line Striper Operation minimum of 80 hours

*Partial credit will not be given for incomplete work. No hours will be credited for unacceptable work.*

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

15 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
EO \_\_\_\_\_ SUPV \_\_\_\_\_

Comments:

## 20. Highway Paint Striping Option

### 20. Requirement: Perform preventive maintenance (PM) on Striper; know How and When

#### 20f Perform preventive maintenance (PM) on Striper; know How and When

1. Truck start up
2. Oil paint guns
3. Oil high pressure pumps
4. Clean tips
5. Set guns (paint and bead)
6. Set guide wheel
7. Coat carriages
8. Grease carriage wheels and carriages
9. Grease truck
10. Change oil

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

#### Comments:

### 20. Requirement: Perform all aspects of tear down on a striper

#### 20g Perform all aspects of tear down on a striper (at a minimum must include the following)

1. Remove lids
2. Clean tanks
3. Remove stirrers
4. Remove, clean and rebuild bead and paint guns
5. Remove and clean heat exchangers

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

#### Comments:

## 20. Highway Paint Striping Option

**20. Requirement: Perform as a Lead Worker on installation of pavement markings, turn arrows, stop bars and crosswalks etc.**

**20h Perform as a Lead Worker on installation of pavement markings, turn arrows, stop bars and crosswalks etc.**

1. Arrange for traffic control
2. Tools needed for the job
3. Sprayers ready and operational (clean sprayers and templates after job completion)
4. Templates
5. Paint and beads (strain if necessary, figure quantity)
6. Layout proper installation as per sign manual

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

**20. Requirement: Check a minimum of 3 no passing zones with tow rope**

**20i Check a minimum of 3 no passing zones with tow rope**

1. Set rope length for appropriate speed limit.
2. Set line of site height on sighting vehicle.
3. Mark out no-passing zone properly
4. Check all marks to make sure the no-passing zones are marked the proper directions.

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
2. Reviews schedule with assigned crew
  - a. Determines if traffic control is required
  - b. Assigns duties to crew including traffic control
3. Ensures manpower/supplies/material/equipment arrive at worksite
4. Reviews for completeness and safety
5. Participates in completion of project; operating critical equipment if required
6. Ensures completeness of assignment; oversees crew member performance for quality assurance
7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



# Guide for the LTL 2000 Retro-reflectometer

Recharge battery over night before using and check voltage.

Turn on the LTL 2000 Retrometer by pressing and holding the ON button until the display shows:

Retrometer Ready  
(Year, date, time)

Press MEMU button, and then use the arrow keys to scroll until Battery level shows. Should be 12.0 V or higher.

**Reset Log:** (If on new project or location). Press MENU button, then press MENU button to scroll though the list until Free Log =XX.X %. If not 100%, press ENTER button twice to clear. Press MENU button again and scroll though the MENU until Free\_T Log = XX.X%. If not 100%, press ENTER button to clear.

## **Calibration Check:**

Periodically during use, you should check the calibration of the instrument. Mount the instrument on the base frame. Place red block in calibration position with white side facing tower. Take a measurement on the red field calibration block. Remove the Calibration block and store in its compartment. The R1 value on the panel and the R1 value marked on the block should be equal. If value isn't the same, press the Arrow button up or down until the values are the same. Take a measurement without the calibration block. The LTL 2000 should measure zero (+- 1). If both conditions are met, then the instrument calibration is correct.

Ready to **take readings:** (**Note:** You can put an ID into the Retrometer to help keep track of locations. You have room to put 8 letters or numbers. Press Down Arrow button. Press ENTER button. Press Arrow to scroll though letters and numbers. After you make your selection, press ENTER the arrow on the display moves over to the next letter or number. Repeat process until you have what you need. At the end of 8 spaces, Enter button takes you back and your ready to run the test measurement).

Remove the base and place the instrument on the road marking (**Note:** If on unlevelled surface, move to another location). . Press the RL button to take a measurement. Measurement will be finished in approx. 3 sec. (**Note:** You can record all of the readings on a Field Sheet, or let the Retrometer store in its memory log then download into a computer then download into a spread sheet).

Move the instrument 1 to 5 feet and Press the RL button to take another measurement.

Rotate instrument 180 deg. At about the same place of last reading, press the RL button to take a measurement. Move 1 to 5 feet and Press the RL button to take another measurement.

Move to next line and repeat as above.

Then move to next line and repeat. (**Note:** Should always start on the Right edge line, then the Center line then the Left edge line. Take 2 readings then rotate instrument 180 deg. And take 2 more readings. On 4 or more lanes, do the one direction, then the other, trying to match the other locations on the opposite side. Should have at least 2 to 5 locations per project or job.

After you have completed the measurements and are done, Press MENU button until the panel shows PRINT R1 LOG appears. Press ENTER. The Retrometer will print out your readings. With your Field Sheet, you can compare with the printed tape. On the Field sheet. Add readings 1 through 4. Divide by 4 for the average total. After you have completed each line, add total of the averages by the number of locations. That will give you the total average for that project or job. Be sure to fill out top of sheet with the Route, Date, County, Date Applied, and Location. At the bottom of the sheet, fill in your name in the Observer spot and any comments that you might have.

**Retro-reflectometer readings should be documented in a spreadsheet. SAMPLE SPREADSHEETS MAY BE OBTAINED FROM THE PAINT CREW SUPERVISORS (or from Field Maint. Engineer in Construction and Maintenance) FOR DOCUMENTING ROUTE RETRO READINGS.**

## 21. Bridge Maintenance Option

**21. Requirement: Perform a minimum of 80 hours of partial depth bridge repair work.**

**21a Performed a minimum of 80 hours of partial depth bridge repair work (16a is a prerequisite for Lead Worker)**

**Must successfully perform each of the following activities at least once throughout the 80 hrs.**

- |  |             |            |
|--|-------------|------------|
| 1) Chain and mark out section            | Date: _____ | SUPV _____ |
| 2) Wear proper PPE                       | Date: _____ | SUPV _____ |
| 3) Saw the limits                        | Date: _____ | SUPV _____ |
| 4) Chip out, remove and clean the area   | Date: _____ | SUPV _____ |
| 5) Inspect and install rebar (if needed) | Date: _____ | SUPV _____ |
| 6) Place concrete, finish and cure       | Date: _____ | SUPV _____ |
| 7) Perform proper cleanup                | Date: _____ | SUPV _____ |

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

**Comments:**

## 21. Bridge Maintenance Option

**21. Requirement: Serve as lead worker for a day's operation performing partial depth bridge deck repair**

**21b Served as lead worker for a day's operation performing partial depth bridge deck repair**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

**Comments:**

## 21. Bridge Maintenance Option

**21. Requirement: Perform a minimum of 80 hours of forming and placing concrete bridge handrail, hub guard, box, wing wall, web wall, stem wall, footings and retaining wall.**

**21c Performed a minimum of 80 hours. Must successfully perform each of the following activities at least once throughout the 80 hrs. 16c.1 is a prerequisite for Lead worker.**

- |   |                        |
|---|------------------------|
| 1) Wear and install proper PPE (if applicable)    | Date: _____ SUPV _____ |
| 2) Remove damaged or deteriorated concrete        | Date: _____ SUPV _____ |
| 3) Calculate concrete needs                       | Date: _____ SUPV _____ |
| 4) Dowel new reinforcement into existing concrete | Date: _____ SUPV _____ |
| 5) Install rebar                                  | Date: _____ SUPV _____ |
| 6) Build or modify and install forms              | Date: _____ SUPV _____ |
| 7) Pour, finish and cure concrete                 | Date: _____ SUPV _____ |
| 8) Strip forms                                    | Date: _____ SUPV _____ |
| 9) Grout (if needed)                              | Date: _____ SUPV _____ |
| 10) Perform proper clean up                       | Date: _____ SUPV _____ |

1 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

2 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

3 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

4 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

5 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

6 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

7 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

8 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

9 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

10 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

11 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

12 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

13 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

14 Date \_\_\_\_\_ Hours \_\_\_\_\_ Run Total \_\_\_\_\_  
 Route \_\_\_\_\_ RP \_\_\_\_\_ / \_\_\_\_\_ P F  
 EO \_\_\_\_\_ SUPV \_\_\_\_\_

**Comments:**

## 21. Bridge Maintenance Option

**21. Requirement: Serve as lead worker forming and placing concrete bridge handrail, hub guard, box, wing wall, web wall, and retaining wall.**

**21d Served as lead forming and placing concrete bridge handrail, hub guard, box, wing wall, web wall, and retaining wall.**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

**21. Requirement: Operate trailer mounted air compressor and pavement breaker**

**21e Operate trailer mounted air compressor and pavement breaker to the satisfaction of the Supervisor/Specialist**

- 1) Pre-start check per manufacturer's recommendations
- 2) Wear proper PPE
- 3) Hook up equipment and hoses
- 4) Start up
- 5) Hook up equipment and hoses
- 6) Select, install and use proper bits
- 7) Proper shut down

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

## 21. Bridge Maintenance Option

**21. Requirement: Perform an “on-the-job” training session on the proper PM for the air compressor.**

**21f Performed an “on-the-job” training session on the proper PM for the air compressor. (USE DOT Form 363)**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

**21. Requirement: Operate and maintain walk-behind concrete saw**

**21g Operate and maintain walk-behind concrete saw to the satisfaction of the supervisor/Specialist**

- 1) Pre-start check per manufacturer’s recommendations
- 2) Wear proper PPE
- 3) Select, install and use proper blades
- 4) Start up
- 5) Water hook-up- adjust depth, saw patch
- 6) Proper shut down
- 7) Remove and properly store blades

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

## 21. Bridge Maintenance Option

**21. Requirement: Perform an “on-the-job” training session on the proper PM for the walk-behind concrete saw.**

**21h Perform an “on-the-job” training session on the proper PM for the walk-behind concrete saw. (USE DOT Form 363)**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

**21. Requirement: Operate scissor lift truck**

**21i Operated scissor lift truck to the satisfaction of the Supervisor/Specialist**

- 1) Pre-start check per manufacturer’s recommendations
- 2) Safe operation knowing grade/slope restrictions
- 3) Wear proper PPE
- 4) Proper shut down

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

## 21. Bridge Maintenance Option

### 21. Requirement: Perform proper operations of stick welder and cutting torch

21j Perform each of following while on the job to the Supervisor/Specialist's satisfaction:

1. Demonstrate the proper operation of Portable Engine Driven Welder including proper use of PPE
2. Demonstrate the proper operation of Oxy-Acetylene Cutting Torch including proper use of PPE

16j.1 Demonstrate the proper operation of Portable Engine Driven Welder including proper use of PPE

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

16j.2 Demonstrate the proper operation of Oxy-Acetylene Cutting Torch including proper use of PPE

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

### 21. Requirement: Operate and maintain Mud jack or Mud pump machine. (if applicable)

21k Operate and maintain Mud jack or Mud pump machine to the satisfaction of the Supervisor/ Specialist.

- 1) Pre-start check per manufacturer's recommendation
- 2) Wear proper PPE
- 3) Hook-up equipment and hoses
- 4) Start-up
- 5) Proper mixing of material being pumped (if applicable)
- 6) Pump material to fill void and raise slab as desired (if applicable)
- 7) Perform tear down and proper cleaning of equipment and hoses

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

Comments:

## 21. Bridge Maintenance Option

**21. Requirement: Perform an “on-the-job” training session on the proper PM for the Mud jack or Mud pump machine. (if applicable)**

**21l Performed an “on-the-job” training session on the proper PM for the Mud jack or Mud pump machine. (USE DOT Form 363)**

1. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
2. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
3. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____
4. Date _____	P	F (see comment section below)	EO. _____	SUPV. _____

**Comments:**

# Guidelines for OJT Demonstration

1. Employee must have passed skill test or met hour requirements on the topic of their OJT demonstration prior to the OJT assessment exercise.
2. The Presentation/Demonstration portion of the OJT assessment should take about 20 to 30 minutes to conduct.
3. Recommended OJT demonstration topics will include tasks involving equipment and/or tools plus at least one of the following: (1) Equipment operator's manuals, (2) Safety procedures (3) KDOT policy or procedures manuals.

**SCORING:** The designated number of points is awarded on an "all or none" basis for each item included in the OJT Demonstration.

	Points
Planning – 25 points – 5 points per item  <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determined trainee's prior experience and current skill level with the task or skill to be taught. [Ask EO Senior candidate to describe how they obtained this information.]</li> <li><input type="checkbox"/> Wrote or can describe a clear, measurable learning objective for the OJT lesson.</li> <li><input type="checkbox"/> Selected an appropriate location for the training.</li> <li><input type="checkbox"/> Arranged the work area so that it was functional for the training.</li> <li><input type="checkbox"/> Located and assembled all resources need for the training. [Equipment or Tools, Safety Equipment, Reference Manuals, Trainee's Materials, Trainer's Materials, etc.]</li> </ul>	
<b>SECTION TOTAL →</b>	
Presentation/Demonstration – 49 points – 3 points each  <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set the trainee at ease before beginning the training.</li> <li><input type="checkbox"/> Appeared confident, enthusiastic and positive.</li> <li><input type="checkbox"/> Spoke clearly, loud enough and slowly enough.</li> <li><input type="checkbox"/> Used language, terms, and examples that the trainee could understand.</li> <li><input type="checkbox"/> Encouraged the trainee to ask questions.</li> <li><input type="checkbox"/> Explained <u>what</u> the task/skill is and <u>why</u> it is important.</li> <li><input type="checkbox"/> Explained all key points – such as <u>Who</u> should do this task, <u>When</u> the task should be performed, <u>Where</u> the task should be performed and <u>How</u> should the task be performed including all important steps in the task.</li> <li><input type="checkbox"/> Reviewed all necessary and/or required <u>safety issues</u> and <u>precautions</u>.</li> <li><input type="checkbox"/> Identified and explained any <u>policies</u>, <u>procedures</u> or <u>regulations</u> that affect the work.</li> <li><input type="checkbox"/> Organized the steps in the task into a <u>logical sequence</u>.</li> <li><input type="checkbox"/> Demonstrated the task at an appropriate speed.</li> </ul>	<b>1</b> <b>Free Point</b>

<input type="checkbox"/> Clearly described the <u>quality requirements</u> for the task or skill – What does a “good job” look like or what is a “good employee” able to do. <input type="checkbox"/> Explained any <u>discretion</u> or <u>choices</u> the trainee may have to perform the task as they see fit. <input type="checkbox"/> Asked the trainee to explain the task covering all key points. <input type="checkbox"/> Had the trainee perform the task alone. <input type="checkbox"/> Told the trainee how they could be contacted and whom else they could go to for help.	    
<b><u>SECTION TOTAL</u> →</b>	
Practice – 10 Points – 2 Points each  <b>The Equipment Operator Senior Candidate described a plan for “practice sessions” that included:</b>  <input type="checkbox"/> Appropriate location(s) for the practice <input type="checkbox"/> Appropriate amount of time for each practice session <input type="checkbox"/> The number of practice sessions needed to master the skill or task <input type="checkbox"/> The criteria that would be used to determine the trainee’s progress <input type="checkbox"/> List of specific times for providing feedback to the trainee	       
<b><u>SECTION TOTAL</u> →</b>	
Performance Feedback – 16 Points – 8 Points each  <b>The Equipment Operator Senior Candidate:</b>  <input type="checkbox"/> Gave specific constructive feedback to the trainee on what they did well. <input type="checkbox"/> Gave the trainee <b>specific</b> information on where they will need to improve.	    
<b><u>SECTION TOTAL</u> →</b>	
<b>TRAINING TOTAL SCORE (passing is 80 or above) →</b>	
<h3>OJT Demonstration Summary</h3> <p>OJT Demonstration - Strengths</p> <p>OJT Demonstration - Target Areas for Improvement</p> <p><i>The Equipment Operator Senior Candidate has completed a satisfactory demonstration of On-the-Job Training skills. The Equipment Operator Senior Candidate is considered to have met the OJT requirement for advancement.</i></p> <p>_____  Signature of Highway Maintenance Supervisor or Equipment Operator Specialist</p> <p style="text-align: right;">Date _____</p>	

# Guidelines for OJT Demonstration

4. Employee must have passed skill test or met hour requirements on the topic of their OJT demonstration prior to the OJT assessment exercise.
5. The Presentation/Demonstration portion of the OJT assessment should take about 20 to 30 minutes to conduct.
6. Recommended OJT demonstration topics will include tasks involving equipment and/or tools plus at least one of the following: (1) Equipment operator's manuals, (2) Safety procedures (3) KDOT policy or procedures manuals.

**SCORING:** The designated number of points is awarded on an "all or none" basis for each item included in the OJT Demonstration.

	Points
Planning – 25 points – 5 points per item  <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determined trainee's prior experience and current skill level with the task or skill to be taught. [Ask EO Senior candidate to describe how they obtained this information.]</li> <li><input type="checkbox"/> Wrote or can describe a clear, measurable learning objective for the OJT lesson.</li> <li><input type="checkbox"/> Selected an appropriate location for the training.</li> <li><input type="checkbox"/> Arranged the work area so that it was functional for the training.</li> <li><input type="checkbox"/> Located and assembled all resources need for the training. [Equipment or Tools, Safety Equipment, Reference Manuals, Trainee's Materials, Trainer's Materials, etc.]</li> </ul>	
<b>SECTION TOTAL →</b>	
Presentation/Demonstration – 49 points – 3 points each  <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set the trainee at ease before beginning the training.</li> <li><input type="checkbox"/> Appeared confident, enthusiastic and positive.</li> <li><input type="checkbox"/> Spoke clearly, loud enough and slowly enough.</li> <li><input type="checkbox"/> Used language, terms, and examples that the trainee could understand.</li> <li><input type="checkbox"/> Encouraged the trainee to ask questions.</li> <li><input type="checkbox"/> Explained <u>what</u> the task/skill is and <u>why</u> it is important.</li> <li><input type="checkbox"/> Explained all key points – such as <u>Who</u> should do this task, <u>When</u> the task should be performed, <u>Where</u> the task should be performed and <u>How</u> should the task be performed including all important steps in the task.</li> <li><input type="checkbox"/> Reviewed all necessary and/or required <u>safety issues</u> and <u>precautions</u>.</li> <li><input type="checkbox"/> Identified and explained any <u>policies</u>, <u>procedures</u> or <u>regulations</u> that affect the work.</li> <li><input type="checkbox"/> Organized the steps in the task into a <u>logical sequence</u>.</li> <li><input type="checkbox"/> Demonstrated the task at an appropriate speed.</li> </ul>	<b>1 Free Point</b>

<input type="checkbox"/> Clearly described the <u>quality requirements</u> for the task or skill – What does a “good job” look like or what is a “good employee” able to do. <input type="checkbox"/> Explained any <u>discretion</u> or <u>choices</u> the trainee may have to perform the task as they see fit. <input type="checkbox"/> Asked the trainee to explain the task covering all key points. <input type="checkbox"/> Had the trainee perform the task alone. <input type="checkbox"/> Told the trainee how they could be contacted and whom else they could go to for help.	     
<b><u>SECTION TOTAL</u> →</b>	
Practice – 10 Points – 2 Points each  <b>The Equipment Operator Senior Candidate described a plan for “practice sessions” that included:</b>  <input type="checkbox"/> Appropriate location(s) for the practice <input type="checkbox"/> Appropriate amount of time for each practice session <input type="checkbox"/> The number of practice sessions needed to master the skill or task <input type="checkbox"/> The criteria that would be used to determine the trainee’s progress <input type="checkbox"/> List of specific times for providing feedback to the trainee	          
<b><u>SECTION TOTAL</u> →</b>	
Performance Feedback – 16 Points – 8 Points each  <b>The Equipment Operator Senior Candidate:</b>  <input type="checkbox"/> Gave specific constructive feedback to the trainee on what they did well. <input type="checkbox"/> Gave the trainee <b>specific</b> information on where they will need to improve.	     
<b><u>SECTION TOTAL</u> →</b>	
<b>TRAINING TOTAL SCORE (passing is 80 or above) →</b>	
<h3>OJT Demonstration Summary</h3> <p>OJT Demonstration - Strengths</p> <p>OJT Demonstration - Target Areas for Improvement</p> <p><i>The Equipment Operator Senior Candidate has completed a satisfactory demonstration of On-the-Job Training skills. The Equipment Operator Senior Candidate is considered to have met the OJT requirement for advancement.</i></p> <p>_____  Signature of Highway Maintenance Supervisor or Equipment Operator Specialist</p> <p style="text-align: right;">Date _____</p>	

# Guidelines for OJT Demonstration

7. Employee must have passed skill test or met hour requirements on the topic of their OJT demonstration prior to the OJT assessment exercise.
8. The Presentation/Demonstration portion of the OJT assessment should take about 20 to 30 minutes to conduct.
9. Recommended OJT demonstration topics will include tasks involving equipment and/or tools plus at least one of the following: (1) Equipment operator's manuals, (2) Safety procedures (3) KDOT policy or procedures manuals.

**SCORING:** The designated number of points is awarded on an "all or none" basis for each item included in the OJT Demonstration.

	Points
Planning – 25 points – 5 points per item  <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determined trainee's prior experience and current skill level with the task or skill to be taught. [Ask EO Senior candidate to describe how they obtained this information.]</li> <li><input type="checkbox"/> Wrote or can describe a clear, measurable learning objective for the OJT lesson.</li> <li><input type="checkbox"/> Selected an appropriate location for the training.</li> <li><input type="checkbox"/> Arranged the work area so that it was functional for the training.</li> <li><input type="checkbox"/> Located and assembled all resources need for the training. [Equipment or Tools, Safety Equipment, Reference Manuals, Trainee's Materials, Trainer's Materials, etc.]</li> </ul>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <div style="height: 20px; width: 100%;"></div>
<b>SECTION TOTAL →</b>	
Presentation/Demonstration – 49 points – 3 points each  <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set the trainee at ease before beginning the training.</li> <li><input type="checkbox"/> Appeared confident, enthusiastic and positive.</li> <li><input type="checkbox"/> Spoke clearly, loud enough and slowly enough.</li> <li><input type="checkbox"/> Used language, terms, and examples that the trainee could understand.</li> <li><input type="checkbox"/> Encouraged the trainee to ask questions.</li> <li><input type="checkbox"/> Explained <u>what</u> the task/skill is and <u>why</u> it is important.</li> <li><input type="checkbox"/> Explained all key points – such as <u>Who</u> should do this task, <u>When</u> the task should be performed, <u>Where</u> the task should be performed and <u>How</u> should the task be performed including all important steps in the task.</li> <li><input type="checkbox"/> Reviewed all necessary and/or required <u>safety issues</u> and <u>precautions</u>.</li> <li><input type="checkbox"/> Identified and explained any <u>policies, procedures</u> or <u>regulations</u> that affect the work.</li> <li><input type="checkbox"/> Organized the steps in the task into a <u>logical sequence</u>.</li> <li><input type="checkbox"/> Demonstrated the task at an appropriate speed.</li> </ul>	<div style="background-color: #cccccc; padding: 5px; text-align: center;"> <b>1</b> Free Point                 </div> <div style="height: 20px; width: 100%;"></div>

<input type="checkbox"/> Clearly described the <u>quality requirements</u> for the task or skill – What does a “good job” look like or what is a “good employee” able to do. <input type="checkbox"/> Explained any <u>discretion</u> or <u>choices</u> the trainee may have to perform the task as they see fit. <input type="checkbox"/> Asked the trainee to explain the task covering all key points. <input type="checkbox"/> Had the trainee perform the task alone. <input type="checkbox"/> Told the trainee how they could be contacted and whom else they could go to for help.	     
<b><u>SECTION TOTAL</u> →</b>	
Practice – 10 Points – 2 Points each  <b>The Equipment Operator Senior Candidate described a plan for “practice sessions” that included:</b>  <input type="checkbox"/> Appropriate location(s) for the practice <input type="checkbox"/> Appropriate amount of time for each practice session <input type="checkbox"/> The number of practice sessions needed to master the skill or task <input type="checkbox"/> The criteria that would be used to determine the trainee’s progress <input type="checkbox"/> List of specific times for providing feedback to the trainee	          
<b><u>SECTION TOTAL</u> →</b>	
Performance Feedback – 16 Points – 8 Points each  <b>The Equipment Operator Senior Candidate:</b>  <input type="checkbox"/> Gave specific constructive feedback to the trainee on what they did well. <input type="checkbox"/> Gave the trainee <b>specific</b> information on where they will need to improve.	     
<b><u>SECTION TOTAL</u> →</b>	
<b>TRAINING TOTAL SCORE (passing is 80 or above) →</b>	
<h3>OJT Demonstration Summary</h3> <p>OJT Demonstration - Strengths</p> <p>OJT Demonstration - Target Areas for Improvement</p> <p><i>The Equipment Operator Senior Candidate has completed a satisfactory demonstration of On-the-Job Training skills. The Equipment Operator Senior Candidate is considered to have met the OJT requirement for advancement.</i></p> <p>_____ Signature of Highway Maintenance Supervisor or Equipment Operator Specialist</p> <p style="text-align: right;">Date _____</p>	

**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
2. Reviews schedule with assigned crew
  - a. Determines if traffic control is required
  - b. Assigns duties to crew including traffic control
3. Ensures manpower/supplies/material/equipment arrive at worksite
4. Reviews for completeness and safety
5. Participates in completion of project; operating critical equipment if required
6. Ensures completeness of assignment; oversees crew member performance for quality assurance
7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
  - b. Determines quantities needed- manpower, material, equipment etc.
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7. Leaves worksite clean
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9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

---

---

---

SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



**Process for Lead Worker**

1. Receives assignment from EO Specialist or HMS
  - a. Double checks who is assigned to be on the project crew,  
When project is to be completed, limits of authority, what equipment/supplies are to be used?
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7. Leaves worksite clean
8. Oversees return of crew and equipment to shop
9. Complete paperwork if necessary
10. Reports completeness of project to EO Spec or HMS

Lead worker for Activity: \_\_\_\_\_

List the required manpower, equipment and materials needed for this activity:

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SUCCESSFULLY PERFORMED EACH OF THE ABOVE SATISFACTORILY      CIRCLE ONE  
YES   NO

\_\_\_\_\_  
EO's Name

\_\_\_\_\_  
HMS or Specialist

\_\_\_\_\_  
Test Date



## 22. Special Equipment Option

**22. Requirement: Perform minimum of 30 hours each on 5 of the following**

**22a Perform minimum of 30 hours each on 5 of the following  
Hours include equipment maintenance performed by operator**

1. Low Boy tractor trailer
2. Rock Cutter
3. Excavator
4. Bridge Snooper
5. Truck Mounted Sweeper
6. Derrick Truck (Cherry picker)

7. Dozer
8. Crawler Loader
9. Rotary Snow Plow
10. Chemical Spray Truck
11. Other equipment as approved by DME

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

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Hours \_\_\_\_\_ Running Total \_\_\_\_\_

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Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Equip No. \_\_\_\_\_ Date: \_\_\_\_\_  
Hours \_\_\_\_\_ Running Total \_\_\_\_\_

Comments:

## 22. Special Equipment Option

**22. Requirement: Perform OJT on proper Preventive Maintenance (PM) on 5 of the following pieces of equipment.**

**22b Perform OJT on proper Preventive Maintenance (PM) on 5 of the following pieces of equipment.**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Low Boy tractor trailer</li> <li>2. Rock Cutter</li> <li>3. Excavator</li> <li>4. Bridge Snooper</li> <li>5. Truck Mounted Sweeper</li> <li>6. Derrick Truck (Cherry picker)</li> </ol> | <ol style="list-style-type: none"> <li>7. Dozer</li> <li>8. Crawler Loader</li> <li>9. Rotary Snow Plow</li> <li>10. Chemical Spray Truck</li> <li>11. Other equipment as approved by DME</li> </ol> |
|---|--|

Equipment Number: \_\_\_\_\_

1.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
2.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
3.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
4.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____

Equipment Number: \_\_\_\_\_

1.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
2.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
3.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
4.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____

Equipment Number: \_\_\_\_\_

1.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
2.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
3.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
4.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____

Equipment Number: \_\_\_\_\_

1.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
2.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
3.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
4.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____

Equipment Number: \_\_\_\_\_

1.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
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3.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____
4.	Date _____	P	F	(see comment section below)	EO Int. _____	Supv. _____

**Comments:**

# Guidelines for OJT Demonstration

1. Employee must have passed skill test or met hour requirements on the topic of their OJT demonstration prior to the OJT assessment exercise.
2. The Presentation/Demonstration portion of the OJT assessment should take about 20 to 30 minutes to conduct.
3. Recommended OJT demonstration topics will include tasks involving equipment and/or tools plus at least one of the following: (1) Equipment operator's manuals, (2) Safety procedures (3) KDOT policy or procedures manuals.

**SCORING:** The designated number of points is awarded on an "all or none" basis for each item included in the OJT Demonstration.

	Points
Planning – 25 points – 5 points per item <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determined trainee's prior experience and current skill level with the task or skill to be taught. [Ask EO Senior candidate to describe how they obtained this information.]</li> <li><input type="checkbox"/> Wrote or can describe a clear, measurable learning objective for the OJT lesson.</li> <li><input type="checkbox"/> Selected an appropriate location for the training.</li> <li><input type="checkbox"/> Arranged the work area so that it was functional for the training.</li> <li><input type="checkbox"/> Located and assembled all resources need for the training. [Equipment or Tools, Safety Equipment, Reference Manuals, Trainee's Materials, Trainer's Materials, etc.]</li> </ul>	
<b><u>SECTION TOTAL</u> →</b>	
Presentation/Demonstration – 49 points – 3 points each <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set the trainee at ease before beginning the training.</li> <li><input type="checkbox"/> Appeared confident, enthusiastic and positive.</li> <li><input type="checkbox"/> Spoke clearly, loud enough and slowly enough.</li> <li><input type="checkbox"/> Used language, terms, and examples that the trainee could understand.</li> <li><input type="checkbox"/> Encouraged the trainee to ask questions.</li> <li><input type="checkbox"/> Explained <u>what</u> the task/skill is and <u>why</u> it is important.</li> <li><input type="checkbox"/> Explained all key points – such as <u>Who</u> should do this task, <u>When</u> the task should be performed, <u>Where</u> the task should be performed and <u>How</u> should the task be performed including all important steps in the task.</li> <li><input type="checkbox"/> Reviewed all necessary and/or required <u>safety issues</u> and <u>precautions</u>.</li> <li><input type="checkbox"/> Identified and explained any <u>policies</u>, <u>procedures</u> or <u>regulations</u> that affect the work.</li> <li><input type="checkbox"/> Organized the steps in the task into a <u>logical sequence</u>.</li> <li><input type="checkbox"/> Demonstrated the task at an appropriate speed.</li> </ul>	<b>1 Free Point</b>

<input type="checkbox"/> Clearly described the <u>quality requirements</u> for the task or skill – What does a “good job” look like or what is a “good employee” able to do. <input type="checkbox"/> Explained any <u>discretion</u> or <u>choices</u> the trainee may have to perform the task as they see fit. <input type="checkbox"/> Asked the trainee to explain the task covering all key points. <input type="checkbox"/> Had the trainee perform the task alone. <input type="checkbox"/> Told the trainee how they could be contacted and whom else they could go to for help.	     
<b><u>SECTION TOTAL</u> →</b>	
Practice – 10 Points – 2 Points each <b>The Equipment Operator Senior Candidate described a plan for “practice sessions” that included:</b> <input type="checkbox"/> Appropriate location(s) for the practice <input type="checkbox"/> Appropriate amount of time for each practice session <input type="checkbox"/> The number of practice sessions needed to master the skill or task <input type="checkbox"/> The criteria that would be used to determine the trainee’s progress <input type="checkbox"/> List of specific times for providing feedback to the trainee	      
<b><u>SECTION TOTAL</u> →</b>	
Performance Feedback – 16 Points – 8 Points each <b>The Equipment Operator Senior Candidate:</b> <input type="checkbox"/> Gave specific constructive <b>feedback to the trainee on what they did well.</b> <input type="checkbox"/> Gave the trainee <b>specific</b> information on where they will need to improve.	   
<b><u>SECTION TOTAL</u> →</b>	
<b>TRAINING TOTAL SCORE (passing is 80 or above) →</b>	
<h3>OJT Demonstration Summary</h3> <p>OJT Demonstration - Strengths</p> <p>OJT Demonstration - Target Areas for Improvement</p> <p><i>The Equipment Operator Senior Candidate has completed a satisfactory demonstration of On-the-Job Training skills. The Equipment Operator Senior Candidate is considered to have met the OJT requirement for advancement.</i></p> <p>_____  Signature of Highway Maintenance Supervisor or Equipment Operator Specialist</p> <p style="text-align: right;">Date _____</p>	

# Guidelines for OJT Demonstration

4. Employee must have passed skill test or met hour requirements on the topic of their OJT demonstration prior to the OJT assessment exercise.
5. The Presentation/Demonstration portion of the OJT assessment should take about 20 to 30 minutes to conduct.
6. Recommended OJT demonstration topics will include tasks involving equipment and/or tools plus at least one of the following: (1) Equipment operator's manuals, (2) Safety procedures (3) KDOT policy or procedures manuals.

**SCORING:** The designated number of points is awarded on an "all or none" basis for each item included in the OJT Demonstration.

	Points
Planning – 25 points – 5 points per item <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determined trainee's prior experience and current skill level with the task or skill to be taught. [Ask EO Senior candidate to describe how they obtained this information.]</li> <li><input type="checkbox"/> Wrote or can describe a clear, measurable learning objective for the OJT lesson.</li> <li><input type="checkbox"/> Selected an appropriate location for the training.</li> <li><input type="checkbox"/> Arranged the work area so that it was functional for the training.</li> <li><input type="checkbox"/> Located and assembled all resources need for the training. [Equipment or Tools, Safety Equipment, Reference Manuals, Trainee's Materials, Trainer's Materials, etc.]</li> </ul>	
<b><u>SECTION TOTAL</u> →</b>	
Presentation/Demonstration – 49 points – 3 points each <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set the trainee at ease before beginning the training.</li> <li><input type="checkbox"/> Appeared confident, enthusiastic and positive.</li> <li><input type="checkbox"/> Spoke clearly, loud enough and slowly enough.</li> <li><input type="checkbox"/> Used language, terms, and examples that the trainee could understand.</li> <li><input type="checkbox"/> Encouraged the trainee to ask questions.</li> <li><input type="checkbox"/> Explained <u>what</u> the task/skill is and <u>why</u> it is important.</li> <li><input type="checkbox"/> Explained all key points – such as <u>Who</u> should do this task, <u>When</u> the task should be performed, <u>Where</u> the task should be performed and <u>How</u> should the task be performed including all important steps in the task.</li> <li><input type="checkbox"/> Reviewed all necessary and/or required <u>safety issues</u> and <u>precautions</u>.</li> <li><input type="checkbox"/> Identified and explained any <u>policies</u>, <u>procedures</u> or <u>regulations</u> that affect the work.</li> <li><input type="checkbox"/> Organized the steps in the task into a <u>logical sequence</u>.</li> <li><input type="checkbox"/> Demonstrated the task at an appropriate speed.</li> </ul>	<b>1 Free Point</b>

<input type="checkbox"/> Clearly described the <u>quality requirements</u> for the task or skill – What does a “good job” look like or what is a “good employee” able to do.	
<input type="checkbox"/> Explained any <u>discretion</u> or <u>choices</u> the trainee may have to perform the task as they see fit.	
<input type="checkbox"/> Asked the trainee to explain the task covering all key points.	
<input type="checkbox"/> Had the trainee perform the task alone.	
<input type="checkbox"/> Told the trainee how they could be contacted and whom else they could go to for help.	

**SECTION TOTAL →**

Practice – 10 Points – 2 Points each	
<b>The Equipment Operator Senior Candidate described a plan for “practice sessions” that included:</b>	
<input type="checkbox"/> Appropriate location(s) for the practice	
<input type="checkbox"/> Appropriate amount of time for each practice session	
<input type="checkbox"/> The number of practice sessions needed to master the skill or task	
<input type="checkbox"/> The criteria that would be used to determine the trainee’s progress	
<input type="checkbox"/> List of specific times for providing feedback to the trainee	

**SECTION TOTAL →**

Performance Feedback – 16 Points – 8 Points each	
<b>The Equipment Operator Senior Candidate:</b>	
<input type="checkbox"/> Gave specific constructive <b>feedback to the trainee on what they did well.</b>	
<input type="checkbox"/> Gave the trainee <b>specific</b> information on where they will need to improve.	

**SECTION TOTAL →**

**TRAINING TOTAL SCORE (passing is 80 or above) →**

### OJT Demonstration Summary

OJT Demonstration - Strengths

OJT Demonstration - Target Areas for Improvement

*The Equipment Operator Senior Candidate has completed a satisfactory demonstration of On-the-Job Training skills. The Equipment Operator Senior Candidate is considered to have met the OJT requirement for advancement.*

\_\_\_\_\_  
Signature of Highway Maintenance Supervisor or Equipment Operator Specialist

Date \_\_\_\_\_

# Guidelines for OJT Demonstration

7. Employee must have passed skill test or met hour requirements on the topic of their OJT demonstration prior to the OJT assessment exercise.
8. The Presentation/Demonstration portion of the OJT assessment should take about 20 to 30 minutes to conduct.
9. Recommended OJT demonstration topics will include tasks involving equipment and/or tools plus at least one of the following: (1) Equipment operator’s manuals, (2) Safety procedures (3) KDOT policy or procedures manuals.

**SCORING:** The designated number of points is awarded on an “all or none” basis for each item included in the OJT Demonstration.

	Points
Planning – 25 points – 5 points per item <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determined trainee’s prior experience and current skill level with the task or skill to be taught. [Ask EO Senior candidate to describe how they obtained this information.]</li> <li><input type="checkbox"/> Wrote or can describe a clear, measurable learning objective for the OJT lesson.</li> <li><input type="checkbox"/> Selected an appropriate location for the training.</li> <li><input type="checkbox"/> Arranged the work area so that it was functional for the training.</li> <li><input type="checkbox"/> Located and assembled all resources need for the training. [Equipment or Tools, Safety Equipment, Reference Manuals, Trainee’s Materials, Trainer’s Materials, etc.]</li> </ul>	
<b>SECTION TOTAL →</b>	
Presentation/Demonstration – 49 points – 3 points each <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set the trainee at ease before beginning the training.</li> <li><input type="checkbox"/> Appeared confident, enthusiastic and positive.</li> <li><input type="checkbox"/> Spoke clearly, loud enough and slowly enough.</li> <li><input type="checkbox"/> Used language, terms, and examples that the trainee could understand.</li> <li><input type="checkbox"/> Encouraged the trainee to ask questions.</li> <li><input type="checkbox"/> Explained <u>what</u> the task/skill is and <u>why</u> it is important.</li> <li><input type="checkbox"/> Explained all key points – such as <u>Who</u> should do this task, <u>When</u> the task should be performed, <u>Where</u> the task should be performed and <u>How</u> should the task be performed including all important steps in the task.</li> <li><input type="checkbox"/> Reviewed all necessary and/or required <u>safety issues</u> and <u>precautions</u>.</li> <li><input type="checkbox"/> Identified and explained any <u>policies</u>, <u>procedures</u> or <u>regulations</u> that affect the work.</li> <li><input type="checkbox"/> Organized the steps in the task into a <u>logical sequence</u>.</li> <li><input type="checkbox"/> Demonstrated the task at an appropriate speed.</li> </ul>	<b>1 Free Point</b>

<input type="checkbox"/> Clearly described the <u>quality requirements</u> for the task or skill – What does a “good job” look like or what is a “good employee” able to do.	
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**SECTION TOTAL →**

Practice – 10 Points – 2 Points each	
<b>The Equipment Operator Senior Candidate described a plan for “practice sessions” that included:</b>	
<input type="checkbox"/> Appropriate location(s) for the practice	
<input type="checkbox"/> Appropriate amount of time for each practice session	
<input type="checkbox"/> The number of practice sessions needed to master the skill or task	
<input type="checkbox"/> The criteria that would be used to determine the trainee’s progress	
<input type="checkbox"/> List of specific times for providing feedback to the trainee	

**SECTION TOTAL →**

Performance Feedback – 16 Points – 8 Points each	
<b>The Equipment Operator Senior Candidate:</b>	
<input type="checkbox"/> Gave specific constructive <b>feedback to the trainee on what they did well.</b>	
<input type="checkbox"/> Gave the trainee <b>specific</b> information on where they will need to improve.	

**SECTION TOTAL →**

**TRAINING TOTAL SCORE (passing is 80 or above) →**

### OJT Demonstration Summary

OJT Demonstration - Strengths

OJT Demonstration - Target Areas for Improvement

*The Equipment Operator Senior Candidate has completed a satisfactory demonstration of On-the-Job Training skills. The Equipment Operator Senior Candidate is considered to have met the OJT requirement for advancement.*

\_\_\_\_\_  
Signature of Highway Maintenance Supervisor or Equipment Operator Specialist

Date \_\_\_\_\_

# Guidelines for OJT Demonstration

10. Employee must have passed skill test or met hour requirements on the topic of their OJT demonstration prior to the OJT assessment exercise.

11. The Presentation/Demonstration portion of the OJT assessment should take about 20 to 30 minutes to conduct.

12. Recommended OJT demonstration topics will include tasks involving equipment and/or tools plus at least one of the following: (1) Equipment operator’s manuals, (2) Safety procedures (3) KDOT policy or procedures manuals.

**SCORING:** The designated number of points is awarded on an “all or none” basis for each item included in the OJT Demonstration.

	Points
Planning – 25 points – 5 points per item <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determined trainee’s prior experience and current skill level with the task or skill to be taught. [Ask EO Senior candidate to describe how they obtained this information.]</li> <li><input type="checkbox"/> Wrote or can describe a clear, measurable learning objective for the OJT lesson.</li> <li><input type="checkbox"/> Selected an appropriate location for the training.</li> <li><input type="checkbox"/> Arranged the work area so that it was functional for the training.</li> <li><input type="checkbox"/> Located and assembled all resources need for the training. [Equipment or Tools, Safety Equipment, Reference Manuals, Trainee’s Materials, Trainer’s Materials, etc.]</li> </ul>	
<b><u>SECTION TOTAL</u> →</b>	
Presentation/Demonstration – 49 points – 3 points each <b>The EO Senior Candidate:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set the trainee at ease before beginning the training.</li> <li><input type="checkbox"/> Appeared confident, enthusiastic and positive.</li> <li><input type="checkbox"/> Spoke clearly, loud enough and slowly enough.</li> <li><input type="checkbox"/> Used language, terms, and examples that the trainee could understand.</li> <li><input type="checkbox"/> Encouraged the trainee to ask questions.</li> <li><input type="checkbox"/> Explained <u>what</u> the task/skill is and <u>why</u> it is important.</li> <li><input type="checkbox"/> Explained all key points – such as <u>Who</u> should do this task, <u>When</u> the task should be performed, <u>Where</u> the task should be performed and <u>How</u> should the task be performed including all important steps in the task.</li> <li><input type="checkbox"/> Reviewed all necessary and/or required <u>safety issues</u> and <u>precautions</u>.</li> <li><input type="checkbox"/> Identified and explained any <u>policies</u>, <u>procedures</u> or <u>regulations</u> that affect the work.</li> <li><input type="checkbox"/> Organized the steps in the task into a <u>logical sequence</u>.</li> <li><input type="checkbox"/> Demonstrated the task at an appropriate speed.</li> </ul>	<b>1 Free Point</b>

<input type="checkbox"/> Clearly described the <u>quality requirements</u> for the task or skill – What does a “good job” look like or what is a “good employee” able to do.	
<input type="checkbox"/> Explained any <u>discretion</u> or <u>choices</u> the trainee may have to perform the task as they see fit.	
<input type="checkbox"/> Asked the trainee to explain the task covering all key points.	
<input type="checkbox"/> Had the trainee perform the task alone.	
<input type="checkbox"/> Told the trainee how they could be contacted and whom else they could go to for help.	

**SECTION TOTAL →**

Practice – 10 Points – 2 Points each	
<b>The Equipment Operator Senior Candidate described a plan for “practice sessions” that included:</b>	
<input type="checkbox"/> Appropriate location(s) for the practice	
<input type="checkbox"/> Appropriate amount of time for each practice session	
<input type="checkbox"/> The number of practice sessions needed to master the skill or task	
<input type="checkbox"/> The criteria that would be used to determine the trainee’s progress	
<input type="checkbox"/> List of specific times for providing feedback to the trainee	

**SECTION TOTAL →**

Performance Feedback – 16 Points – 8 Points each	
<b>The Equipment Operator Senior Candidate:</b>	
<input type="checkbox"/> Gave specific constructive <b>feedback to the trainee on what they did well.</b>	
<input type="checkbox"/> Gave the trainee <b>specific</b> information on where they will need to improve.	

**SECTION TOTAL →**

**TRAINING TOTAL SCORE (passing is 80 or above) →**

**OJT Demonstration Summary**

OJT Demonstration - Strengths

OJT Demonstration - Target Areas for Improvement

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Signature of Highway Maintenance Supervisor or Equipment Operator Specialist

Date \_\_\_\_\_

# Guidelines for OJT Demonstration

13. Employee must have passed skill test or met hour requirements on the topic of their OJT demonstration prior to the OJT assessment exercise.

14. The Presentation/Demonstration portion of the OJT assessment should take about 20 to 30 minutes to conduct.

15. Recommended OJT demonstration topics will include tasks involving equipment and/or tools plus at least one of the following: (1) Equipment operator’s manuals, (2) Safety procedures (3) KDOT policy or procedures manuals.

**SCORING:** The designated number of points is awarded on an “all or none” basis for each item included in the OJT Demonstration.

	Points
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<b><u>SECTION TOTAL</u> →</b>	<b>1</b>
<p>Presentation/Demonstration – 49 points – 3 points each</p> <p><b>The EO Senior Candidate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set the trainee at ease before beginning the training.</li> <li><input type="checkbox"/> Appeared confident, enthusiastic and positive.</li> <li><input type="checkbox"/> Spoke clearly, loud enough and slowly enough.</li> <li><input type="checkbox"/> Used language, terms, and examples that the trainee could understand.</li> <li><input type="checkbox"/> Encouraged the trainee to ask questions.</li> <li><input type="checkbox"/> Explained <u>what</u> the task/skill is and <u>why</u> it is important.</li> <li><input type="checkbox"/> Explained all key points – such as <u>Who</u> should do this task, <u>When</u> the task should be performed, <u>Where</u> the task should be performed and <u>How</u> should the task be performed including all important steps in the task.</li> <li><input type="checkbox"/> Reviewed all necessary and/or required <u>safety issues</u> and <u>precautions</u>.</li> <li><input type="checkbox"/> Identified and explained any <u>policies</u>, <u>procedures</u> or <u>regulations</u> that affect the work.</li> <li><input type="checkbox"/> Organized the steps in the task into a <u>logical sequence</u>.</li> <li><input type="checkbox"/> Demonstrated the task at an appropriate speed.</li> </ul>	<div style="background-color: #cccccc; padding: 5px; text-align: center;">1 Free Point</div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

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**SECTION TOTAL →**

**TRAINING TOTAL SCORE (passing is 80 or above) →**

### OJT Demonstration Summary

OJT Demonstration - Strengths

OJT Demonstration - Target Areas for Improvement

*The Equipment Operator Senior Candidate has completed a satisfactory demonstration of On-the-Job Training skills. The Equipment Operator Senior Candidate is considered to have met the OJT requirement for advancement.*

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