

EXHIBIT 8

DEVELOPER'S JOB TRAINING PLAN / SMALL BUSINESS OPPORTUNITY PLAN

On-the-Job Training Program

Policy Statement

AGL Constructors (AGL) will institute an on-the-job training program for the IH 35E Managed Lanes Project in accordance to the Texas Department of Transportation (TxDOT), On-the-Job Training Program (OJT). AGL will implement the TxDOT OJT Program in its entirety.

Attachment

- Texas Department of Transportation (TxDOT), On-the-Job Training Program (OJT) – Revised February 2013, with Special Provision 000-2638 (see attached)

Small Business Opportunity Plan

AGL has created Small Business Opportunity Plan to provide opportunities for disadvantaged and small business to participate in the areas of goods and services; design and construction.

Program Goals

AGL's Small Business Opportunity Plan provides an opportunity to selected small businesses to learn about AGL's business opportunities and its business practices. Opportunity Plan participants will receive information to assist them in bidding and performing on AGL's contracts by working directly with AGL and appropriate subcontractors gaining valuable on-the-job during a one (1) year mentoring period. The Small Business Opportunity Plan will offer participants the opportunity to grow and enhance their business skills by focusing on fundamental construction business tenets:

- 1. Schedule and scheduling**
 - a. Short-term and long term scheduling
 - b. How to schedule
 - c. Progressing a schedule
 - d. Keeping a schedule
 - e. Identifying and applying appropriate resources
 - f. Schedule recovery
- 2. Creating a cost budget and measuring costs**
 - a. Establishing a budget with appropriate costs codes
 - b. Monitoring the budget by conducting weekly review of cost reports
 - c. Anticipating necessary changes to the budget
 - d. Adjusting the budget
 - e. Identifying changed conditions
- 3. Measuring Cash Flow and profitability**
 - a. Cash in vs. cash out
 - b. Relationship of cash flow to profitability
- 4. Understanding the role of bonds and insurance**
- 5. Clarifications to the contract documents, when requested by the Mentor Participant.**
- 6. Human resources**
- 7. Additional areas that participants express interests**

AGL will introduce the Mentor Participants to key AGL staff members and to TxDOT to provide networking opportunities with individuals. AGL mentors, in collaboration with AGL's staff, subcontractors, bonding agents, and other applicable parties, will meet with the Mentor participants during regularly scheduled meetings and will work individually with the Mentor Participants as needed to achieve program goals.

Eligibility

To be eligible for the program, the small businesses must be certified by the State of Texas as a DBE, HUB or SBE for at least one consecutive year and must perform a category of the work that adds value to the project (e.g., design services, concrete contractor, and rebar tier). Firms interested in the program must submit a Small Business Opportunity Plan application to AGL. AGL will offer participation in the program to each DBE, HUB or SBE that has an active role in the project, and will endeavor to maintain, on average, five (5) active participants during the design and construction phase of the project. Additional firms will be evaluated for mentoring during the capital maintenance period. The actual number of those participating in the program will depend on the total number of candidate firms working on the project that express interest in the program.

Once selected by AGL, the Mentor Participants must commit the necessary time and efforts needed for the program. This is a voluntary program and either party may withdraw at any time by providing notice outlining the reason for withdrawal from the program (a courtesy copy will be provided to TxDOT). Upon completion of the one year (1) program, AGL will provide each Mentor participant with a Certificate of Completion.

Small Business Opportunity Coordinator

Name: David Thiel

Phone: (214) 585-8644

Email: dthiel@walshgroup.com

Program Approach and Topics

AGL Small Business Opportunity Plan aims to provide effective mentoring to small businesses that have already been selected as subcontractors for the project. AGL will make best efforts to mentor the participants while working on the project, attending project meetings, and participating in project discussions, allowing participants to gain an understanding of the project operations and receive one-on-one training. The intent of this approach is to provide actual project experience.

Each Mentor participant will be invited to attend project meetings through which the Mentor participants will gain practical experience related to project operations. Meeting topics may include planning strategies, schedule reviews, budgeting and cost tracking, subcontractor interface coordination, insurance, bonding, safety (including safety task assessments), and quality reviews. The various meetings are held either at the project office or at the particular field site, as applicable.

Participant Responsibilities and Reporting

A. Mentor Participants

- a. The mentor participant is responsible for complying with the following guidelines:
 - i. Attend and be on-time for all meetings related to the program.
 - ii. Perform assignments given by the mentor

B. Mentor

- a. An AGL mentor is assigned to each Participant and will perform the mentoring activities described in the Plan. The Mentor is responsible to

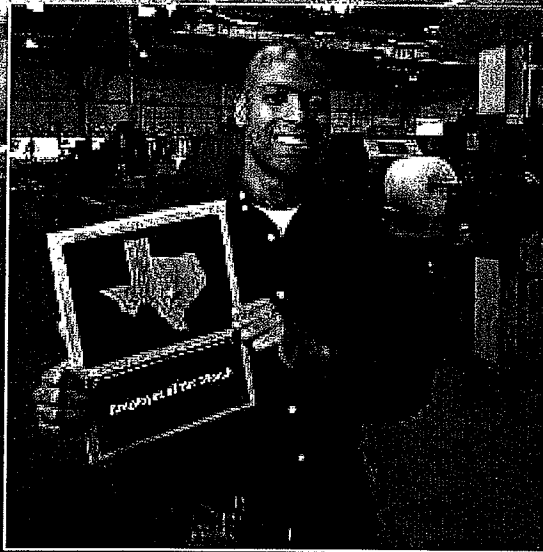
ensure the Participant receives and understands the information presented during the meetings. The Mentor will have regular contact with each Participant to respond to any questions that the Participant may have regarding the Plan.

- b. The Mentor will complete a quarterly report for each Participant that outlines topics covered, progress towards completion, and recommended future training. The Mentor will submit each quarterly report to AGL's Small Business Mentor Coordinator, David Thiel and TxDOT.

TEXAS DEPARTMENT OF TRANSPORTATION

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On-the-Job Training Program
OFFICE OF CIVIL RIGHTS

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1. DEFINITIONS

- A. **Alternate Training Program** means any program approved under 23 CFR CH 1, §230.111(f)(1) and (f)(2). Apprenticeship programs approved by the U.S. Department of Labor as of the date of proposed use by a federal-aid highway contractor or subcontractor need not be formally approved by the State highway agency or the Federal Highway Administration Division Administrator. Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered in a manner reasonably calculated to meet the equal employment opportunity (EEO) obligations of the contractor. Other training programs approved by the U.S. Department of Labor as of the date of proposed use by a federal-aid highway contractor or subcontractor are also acceptable for use without the formal approval of the State highway agency or the division Administrator provided:
- i. The U.S. Department of Labor has clearly approved the program aspects relating to EEO and the payment of trainee wage rates in lieu of prevailing wage rates.
 - ii. They are reasonably calculated to qualify the average trainees for journeyman status in the classification concerned by the end of the training period.
 - iii. They are administered in a manner calculated to meet the equal employment obligations of the contractors.
- B. **Department** means the Texas Department of Transportation.
- C. **DOT** means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration, the Federal Transit Administration, and the Federal Aviation Administration.
- D. **Federal-aid contract** is any contract between the Department and a contractor that is paid for in whole or in part with DOT assistance.
- E. **Journeyman** means a person who is capable of performing all the duties within a given job classification or craft.
- F. **Program Sponsor** is that entity which shall be responsible for providing the necessary reports to the State to insure compliance with the Davis Bacon Act and other standards as outlined in the Department's On-the-Job Training Program Manual and the On-the-Job Training Program Special Provision.
- G. **Supportive Services** means those services provided to increase the overall effectiveness of approved on-the-job training programs for highway construction workers and highway contractors through the performance of various functions necessary to the program but which are not considered to be part of the actual on-the-job craft training.
- H. **Trainee** means a person who is receiving on-the-job training through any program approved by the FHWA or the U.S. Department of Labor.

2. BACKGROUND

2.1 NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES

Title VII of the Civil Rights Act (1964)

The Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment and was passed to bring equality in hiring, transfers, promotions, compensation, access to training, and other employment-related decisions.

Form FHWA-1273 – Section II, Nondiscrimination

A contractor's minimum EEO requirements are set forth in the contract provisions referenced in Form FHWA-1273 as "Section II, Nondiscrimination." These include acceptance of a general operating policy that prohibits discrimination based on race, color, religion, sex, national origin, age, or disability.

Contract provisions also require nondiscrimination in selection and retention of subcontractors, material suppliers and vendors; maintenance of non-segregated facilities; on-the-job training and training special provisions; and adherence to employment preference in Appalachian contracts, where applicable.

Title 49, Code of Federal Regulations, Part 21

Title 49, Code of Federal Regulations (CFR), Part 21 of the DOT Regulations of the implementation of Title VI require assurances from states that no person on grounds of race, color, or national origin is excluded from participation, denied the benefits of, or in any other way subjected to discrimination under any program or activity for which the recipient receives assistance from the DOT, including the FHWA.

Title 23 CFR 230

The provisions of 23 CFR 230 - are applicable to all state transportation agencies that receive federal financial assistance in connection with the Federal-aid Highway Program. Subpart A requires the establishment of the on-the-job training program and on-the-job training supportive services program.

Department Policy – Nondiscrimination Statement

The Department, a recipient of federal financial assistance under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. *2000d-3), color, national origin, sex, age and disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

2.2 ALTERNATE TRAINING PROGRAMS

Approval or acceptance of a training program shall be obtained from the State prior to commencing work on the classification covered by the program. It is the intention of 23 CFR Part 230 Appendix B of Subpart A that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the FHWA division office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

The contractor may propose another skilled or semi-skilled craft training program for use in fulfilling its OJT requirements, based on its company workforce needs, by submitting a written request detailing the reason for the proposed training program. The contractor's proposed skilled or semi-skilled craft training program must be approved by the U.S. Department of Labor.

This request should be forwarded to the Department's Office of Civil Rights (OCR). A copy of the contractor's proposed training program must accompany the contractor's written request.

3. PROGRAM GUIDELINES

3.1 POLICY STATEMENT

The Department has established a Federal On-the-Job Training (OJT) Program in accordance with regulations of the DOT at 23 CFR Part 230, Subpart A, Equal Employment Opportunity on Federal and Federal-aid Construction Contracts. It is the policy of the Department to require full utilization of all available training and skill-improvement opportunities to assure the increased participation of minority groups, disadvantaged persons and women in all phases of the highway construction industry.

The Federal OJT Program is administered through a construction contract special provision. A copy of this special provision is located in Appendix A.

3.2 PROGRAM OBJECTIVES

The OCR is the office of primary responsibility for the administration of the program with assistance from the Construction Division, Districts, and Area Offices in administering the program. The Federal OJT program targets women, minorities, and disadvantaged individuals for entry into journey-level positions to ensure that a competent workforce is available to meet highway construction hiring needs, and to address the historical under-representation of members of these groups in highway construction skilled crafts.

The program addresses the following considerations:

- Flexibility for contractors in selecting the projects they can place trainees on by removing project specific-based goals;
- Emphasis on the recruitment of trainees who are likely to become members of a contractor's regular workforce upon completion of the program;
- Emphasis on training in skilled craft classifications; and
- Assisting contractors in meeting their EEO goals through training of women, minorities, and disadvantaged individuals.

3.3 PROGRAM AREAS

The Federal OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a journeyman in his/her respective skilled trade classification. Standard training programs for each skilled construction trade classification were developed jointly by the Department, Associated General Contractors, construction industry representatives, and others. The approved training programs are listed in Appendix B.

Each training program details the training curriculum that should be provided to the trainee and the number of hours in each classification code. The training curriculum serves as a general guideline. As contractors expect different things from their employees, it is the contractor's decision how to handle training and when to graduate a trainee from the program. Keep in mind, however, that the hours listed are a maximum, and a trainee shall not be kept in the training program for longer than the maximum number of hours listed.

4. GOAL REQUIREMENTS

4.1 ANNUAL GOAL METHODOLOGY

Each year, OCR sets an overall agency goal on the number of trainees to be enrolled for the calendar year. The goal is based on the construction letting for the previous fiscal year and is sent to the FHWA for approval. OCR notifies contractors of their goal by January 31.

Each year, the ranges will be reviewed to maximize training potential. The formula for assigning contractor goals is illustrated in the following table:

ANNUAL GOAL BASED ON TOTAL CONTRACT AMOUNT WITH DEPARTMENT		
	Annual Estimated (Range) Contract Amount	Trainees Required Annually
Over	\$195,000,000.01	7
	\$160,000,000.01 to \$195,000,000.00	6
	\$125,000,000.01 to \$160,000,000.00	5
	\$90,000,000.01 to \$125,000,000.00	4
	\$55,000,000.01 to \$90,000,000.00	3
	\$20,000,000.00 to \$55,000,000.00	2

4.2 GOAL CREDIT

Credit will be counted toward the contractor's annual goal for the year in which the trainee entered training. Credit will be counted, pending official enrollment, for each trainee on the project when it is documented that the trainee has graduated from the program.

To encourage contractors to place trainees in the more technical classifications, which include more than 2080 maximum training hours, two credits will be counted per trainee graduation in the classifications denoted by an asterisk (*) in Appendix B.

Credit will be counted toward the contractor's annual goal if documentation is provided that a graduate from the Texas Construction Career Academy (TCCA) has been hired for employment. Should a graduate's employment be terminated, credit will still be allowed if that employee was retained for at least 15 calendar days for a voluntary separation and at least 30 calendar days for all other separations. If the TCCA graduate is also enrolled as a trainee into the OJT program, an additional credit will be allowed when it is documented that the trainee has graduated from the program. (TCCA program information can be found in section 8, Supportive Services.)

Credit will not be counted when the contractor fails to provide acceptable training or evidences a lack of good faith effort in meeting the requirements of this program.

4.3 BANKING CREDIT

Contractors have the opportunity to pursue additional OJT credits once the assigned goal has been met. This is referred to as "banking." In the event the contractor has additional trainees that have graduated from the program or that have been approved for good faith effort, the contractor may bank the additional credit(s) toward the following year's goal. However, if the contractor is not assigned an annual goal in the following year, goal credit will be lost.

4.4 GOOD FAITH EFFORT

If a contractor fails to meet the total trainee goal, OCR shall determine good faith effort on a case-by-case basis. Criteria used to determine good faith effort include, but are not limited to, the following:

- Percentage of completion based on the trainee's maximum training hours;
- Reason for termination;
- Contractor efforts to replace the trainee; and
- The state of the contractor's work load.

5. TRAINEE GUIDELINES

5.1 TRAINEE REQUIREMENTS

The proposed trainee must meet the following requirements:

- Has not completed a training course leading to journeyman status for the proposed training classification;
- Has not worked as a journeyman in the proposed classification;
- Does not have journeyman experience in the proposed classification; and
- Is not enrolled in another training classification.

The contractor should satisfy the above requirements by including appropriate questions in the employee application or by other suitable means.

5.2 SELECTION PROCEDURES

The contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. The contractor will be responsible for demonstrating the steps taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with the training special provision.

This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not. The prospective trainee must express interest in entering the OJT Program, as well as exhibit sufficient commitment to complete the training. These criteria are captured on the Federal OJT Program Enrollment Form.

5.3 WAGE RATES

The trainee will be paid the appropriate Davis-Bacon wage rates or the prevailing wage rate for training crafts on Department projects.

The contractor shall compensate the trainee at least 60 percent of the appropriate minimum journeyman's rate specified in the contract for the first half of the training period; 75 percent for the third quarter; and 90 percent for the last quarter, respectively.

Contractors using alternate training programs as defined in the manual must compensate the trainee in accordance with the approved Davis-Bacon wage rates in the contract.

6. CONTRACTOR RESPONSIBILITIES

6.1 RESPONSIBILITIES

A contractor's responsibilities in implementing the training special provision include the following:

- Training must commence on a federal-aid highway construction project which also must contain the OJT special provision. If not, a change order must be generated;
- Training may occur on Department construction and maintenance projects and local-administered federal-aid projects, with approval of that local entity;
- Training may be provided by a subcontractor. Program requirements are still the responsibility of the contractor who has been assigned the goal;
- The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment;
- The contractor will periodically review the training and promotion potential of minorities, women, and disadvantaged employees and will encourage eligible employees to apply for such training and promotion;
- The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each;
- The contractor shall furnish each trainee with a copy of their enrollment form, the program curriculum, and training progress reports reflecting the total training hours accumulated;
- Upon graduation, the contractor will provide each trainee with a certificate showing the type and length of training satisfactorily completed; and
- If a trainee is terminated, the contractor is required to make a good faith effort to replace the trainee within 30 calendar days of the termination.

6.2 ENROLLMENTS

Within 30 days of the annual notification, the contractor shall make every effort to enroll minority, women, and economically disadvantaged trainees to the extent that such persons are available within a reasonable area of recruitment.

Within 60 days of the annual notification, one or more trainees must be enrolled into the program. Should the contractor not have any individuals enrolled or undergoing training by this time, the following information must be provided to the OCR:

1. An action plan utilizing the Department's Contractor On-the-Job Training Plan form located in Appendix C;
2. A listing of recruitment sources used for minority, women, and disadvantaged individuals, such as minority, women, and disadvantaged organizations, associations, newspapers and flyers;
3. A copy of the applicant log that shows name of the applicant, gender, race/ethnicity, and date of application; and
4. The Metropolitan Statistical Area(s) used for outreach and recruitment where each of the contractor's projects are located.

6.3 REPORTING REQUIREMENTS

The contractor is required to submit form 2201, Federal OJT Program Enrollment Form, within seven business days of its intent to assign trainees to a project and the training classification to be utilized.

The contractor will report on the previous month's OJT activity by submitting form 2202, Federal OJT Program Monthly Reporting Form, to each applicable Area Engineer(s) where training occurred by the 10th of each month. A copy must also be submitted to OCR. If there are no hours worked during the month, the contractor's monthly report must reflect no hours. Upon graduation or termination, the contractor should include this information on the monthly report submitted. Additionally, if requested, reimbursement will be made under the federal-aid contract identified on this form.

If a trainee is transferred to another project, the contractor must notify both the Area Engineer on the previous project and the Area Engineer on the project the trainee is being transferred to. This information must also be indicated on the Federal OJT Program Monthly Reporting Form.

The certified payroll must reflect the trainee's training classification and the actual number of hours training for that payroll period.

The contractor will utilize the appropriate forms as described herein to notify the Department of the termination of a trainee and the enrollment of a replacement trainee. The replacement trainee need not be enrolled in the same training classification code as the terminated trainee. Copies of the reporting forms are located in Appendix C.

6.4 REIMBURSEMENT

Except as otherwise noted below, the contractor, upon request, will be reimbursed 80 cents per hour upon completion of training given an employee in accordance with an approved training program:

- Reimbursement is not allowed for any trainee enrolled in the Federal OJT Program that is training on an American Recovery and Reinvestment Act of 2009 (ARRA) project.
- Reimbursement is not allowed if either the failure to provide the required training or the failure to hire the trainee as a journeyman is caused by the contractor.
- Reimbursement is not allowed if the contractor evidences a lack of good faith effort in meeting the requirements of the Training Special Provision.

6.5 COMPLIANCE

The contractor has a fundamental role and responsibility to take all reasonable and necessary steps to ensure that the terms and conditions of its contract are fully met. This includes, but is not limited to, its employment policy. The contractor is responsible for having in place and implementing an equal opportunity policy that ensures equal access to employment and training.

Under 23 CFR 230 and 23 USC 140, the Department has the authority to conduct contractor compliance reviews of contractors to ensure compliance with the equal employment opportunity contract provisions and the implementation of special requirements for the provision of on-the-job training (23 CFR 230.111).

6.6 RECORDS

The contractor shall retain the original training records for a period of three years following completion of the contract work. Such records shall be available at reasonable times and places for inspection by authorized representatives of the Department and the FHWA.

7. DEPARTMENT RESPONSIBILITIES

7.1 MONITORING REQUIREMENTS

Upon receipt of the Federal OJT Program Enrollment Form, OCR will either approve or deny the request and notify the contractor of the decision in writing. If the request is approved, OCR will notify the applicable Department Area Engineer and the District Director of Construction.

Each month, the contractor will submit the Federal OJT Program Monthly Reporting Form, which will contain sufficient data and narrative content to enable evaluation of both progress and problems encountered. The Area Engineer, or designee, will verify the training hours indicated on the form against the certified payroll. The form must be signed and retained in the project files.

Area office personnel will conduct labor interviews and wage rate monitoring utilizing the Construction Division's Labor Standards Review Form. The area office should conduct at least one interview per trainee during their training period to verify their training status and/or progress toward completing the training program. Copies of the completed forms must be forwarded to OCR.

For reimbursement, district personnel can either add a detail number during activation or by change order to pay the contractor. Reimbursement is allowed on multiple federal-aid contracts as long as the total hours to be reimbursed have been verified through a review of the certified payrolls and accurately reflects the total hours of actual training. The contractor will not be reimbursed if there was a lack of good faith effort on the part of the contractor in meeting the requirements of the program. Additionally, reimbursement is not allowed for any trainee enrolled in the Federal OJT Program that is training on an ARRA project.

To ensure that the contractors' trainee goals are complied with, the Department will monitor the contractor's recruitment efforts, training, and hiring. This will be accomplished by a review of the OJT Program reporting forms.

OCR will continually monitor the contractor's OJT progress through an OJT database developed and maintained by the Department. The OJT database will consist of information obtained from the contractor's reporting forms.

7.2 ANNUAL REPORT

On an annual basis, the Department will submit to FHWA a report on the achievement of the Department's annual training goal.

In the event the Department does not achieve the annual training goal, the Department will inform the FHWA in writing by January 31 indicating the specific reasons the goal was not achieved and the steps the Department took in their methodology to adjust future goals.

8. SUPPORTIVE SERVICES (PURSUANT TO 23 CFR PART 230.113(F)(1)(2))

The On-the-Job Training Supportive Services (OJT/SS) Program was established in Title 23 Code of Federal Regulations, Part 230 to supplement the OJT program and support state transportation agency training programs by providing services to highway construction contractors and assistance to highway construction trainees.

The primary objectives of the OJT/SS program are to increase the overall effectiveness of the State highway agencies' approved training programs and to seek other ways to increase the training opportunities for women, minorities, and disadvantaged individuals.

Texas Construction Career Academy

The OCR has partnered with the University of Texas at Arlington to administer the TCCA. The TCCA is a recruitment and pre-employment training program.

The key benefits of the TCCA are listed below:

- Provides contractors with a means to demonstrate good faith efforts in meeting EEO objectives by participating in the program;
- Assists contractors in filling positions in under-represented classifications;
- Recruits motivated individuals for contractor employment consideration;
- Provides participants with a true understanding of the construction work environment;
- Provides participants with transportation assistance; and
- Hosts job fairs where contractors and potential employees will be introduced.

Training sessions will be conducted throughout the state. Program curriculum will include introductory courses and practical exercises related to the highway construction industry. Additional program and contact information can be found at www.texasconstructioncareeracademy.org.

APPENDIX A

Federal On-the-Job Training Program Special Provision

SPECIAL PROVISION

000--2638

On-the-Job Training Program

1. **Description.** The primary objective of this Special Provision is the training and advancement of minorities, women and economically disadvantaged persons toward journeyworker status. Accordingly, make every effort to enroll minority, women and economically disadvantaged persons to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used to discriminate against any applicant for training, whether or not he/she is a member of a minority group.
2. **Trainee Assignment.** Training assignments are based on the past volume of state-let highway construction contracts awarded with the Department. Contractors meeting the selection criteria will be notified of their training assignment at the beginning of the reporting year by the Department's Office of Civil Rights.
3. **Program Requirements.** Fulfill all of the requirements of the On-the-Job Training Program including the maintenance of records and submittal of periodic reports documenting program performance. Trainees shall be paid at least 60% of the appropriate minimum journeyworker's rate specified in the contract for the first half of the training period, 75% for the third quarter, and 90% for the last quarter, respectively.
4. **Reimbursement.** If requested, contractors may be reimbursed \$0.80 per training hour at no additional cost to the Department. Training may occur on this project, all other Department contracts, or local-administered federal-aid projects with concurrence of the local government entity. However, reimbursement for training is not available on projects to the extent that such projects that do not contain federal funds.
5. **Compliance.** The Contractor will have fulfilled the contractual responsibilities by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance may be cause for corrective and appropriate measures pursuant to Article 8.6., "Abandonment of Work or Default of Contract," which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.

APPENDIX B

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Overview of Training Programs

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TRAINING CLASSIFICATIONS

One credit shall be counted for each trainee who graduates from the program.

Two goal credits shall be counted for each trainee who graduates from the more technical training classifications with **more than 2080** maximum training hours. These training classifications are denoted by an asterisk (*).

<u>CODE</u>	<u>TRAINING CLASSIFICATION</u>	<u>MAXIMUM HOURS</u>
0106	Asphalt Raker	520
0112	Batching Plant Operator, Asphalt	720
0115	Batching Plant Operator, Concrete.....	720
0124	Concrete Finisher, Paving and Structures	1040
0139	Electrician*	4160
0143	Telecommunication Technician*.....	2080
0144	Communications Cable Installer.....	720
0145	Traffic Signal/Light Pole Worker*.....	4160
0151	Form Builder/Setter, Structures	1040
0160	Form Setter, Paving and Curb.....	720
0175	Laborer, Utility.....	520
0187	Mechanic	1440
0194	Servicer.....	520
0196	Painter, Structures	1040
0202	Piledriver.....	720
0205	Pipelayer.....	520
0214	Blaster.....	1040
0300	Asphalt Distributor Operator.....	1040
0303	Asphalt Paving Machine Operator	1040
0305	Broom or Sweeper Operator	320
0306	Crawler Tractor Operator	720
0315	Concrete Paving Curing, Float, Texturing Machine Operator.....	1040
0318	Concrete Pavement Finishing Machine Operator.....	1040
0329	Joint Sealer.....	520
0333	Concrete Saw Operator.....	520
0339	Subgrade Trimmer	1040
0341	Small Slipform Machine Operator	720
0342	Crane Operator, Lattice Boom 80 Tons or Less	1040
0343	Crane Operator, Lattice Boom Over 80 Tons*.....	2080
0344	Crane Operator, Hydraulic 80 Tons or Less.....	1040
0345	Crane Operator, Hydraulic Over 80 Tons.....	1040
0346	Loader/Backhoe Operator.....	1040
0347	Excavator Operator, 50,000 Pounds or Less.....	720

<u>CODE</u>	<u>TRAINING CLASSIFICATION</u>	<u>MAXIMUM HOURS</u>
0348	Excavator Operator, Over 50,000 Pounds.....	1040
0351	Crusher or Screen Plant Operator	1040
0360	Foundation Drill Operator, Crawler Mounted.....	1040
0363	Foundation Drill Operator, Truck Mounted.....	1040
0369	Front End Loader Operator, 3 CY or Less	520
0372	Front End Loader Operator, Over 3 CY.....	1040
0380	Milling Machine Operator.....	1040
0384	Reclaimer/Pulverizer Operator	720
0390	Motor Grader Operator, Fine Grade*.....	2080
0393	Motor Grader Operator, Rough.....	1040
0396	Pavement Marking Machine Operator.....	720
0399	Concrete/Gunite Pump Operator.....	720
0402	Roller Operator, Asphalt.....	1040
0405	Roller Operator, Other.....	520
0411	Scraper Operator.....	520
0413	Off Road Hauler.....	520
0417	Self-Propelled Hammer Operator.....	520
0428	Agricultural Tractor Operator	520
0437	Trenching Machine Operator, Light	520
0440	Trenching Machine Operator, Heavy	1040
0441	Tunneling Machine Operator, Heavy	1560
0442	Tunneling Machine Operator, Light.....	720
0443	Percussion or Rotary Drill Operator	520
0444	Boring Machine Operator.....	720
0445	Directional Drilling Operator.....	1040
0446	Directional Drilling Locator.....	720
0500	Reinforcing Steel Worker.....	720
0509	Structural Steel Worker.....	1040
0513	Sign Erector.....	1040
0515	Spreader Box Operator	520
0520	Work Zone Barricade Servicer	720
0600	Truck Driver, Single Axle.....	520
0606	Truck Driver, Single or Tandem Axle Dump Truck.....	720
0607	Truck Driver, Tandem Axle Tractor with Semi Trailer	1040
0609	Truck Driver Lowboy-Float.....	1040
0612	Truck Driver Transit-Mix	1040
0615	Boom Truck Operator	1040
0705	Structural Steel Welder*.....	2080
0706	Welder.....	1040
0708	Slurry Seal or Micro-Surfacing Machine Operator	1040

ASPHALT RAKER – CODE 0106

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of placement of materials 5 hours
 - C. Perform duties of asphalt raker 35 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Adjustment of screed to regulate width and depth of material..... 35 hours
 - C. Distribution of material..... 380 hours
- Total 520 hours

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BATCHING PLANT OPERATOR, ASPHALT - CODE 0112

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of equipment in operation..... 35 hours
 - C. Adjustment of scales, operation of controls and weighing..... 50 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine cleaning, lubrication and servicing 35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Operating controls and scales for measurement and discharge of asphaltic materials into trucks, or carriers..... 570 hours
- Total 720 hours

BATCHING PLANT OPERATOR, CONCRETE – CODE 0115

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of equipment in operation.....	35 hours
C. Adjustment of scales, operation of controls and weighing.....	50 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine cleaning, lubrication and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Operating controls and scales for measurement and discharge of concrete materials into trucks, carriers or mixer.....	570 hours
Total.....	720 hours

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CONCRETE FINISHER, PAVING AND STRUCTURES – CODE 0124

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of use of machine in operation.....	25 hours
C. Starting and manipulating controls for moving equipment and attachments.....	25 hours
D. Observation of use of straight edges and steel trowels.....	25 hours
E. Observation of forming a finishing of edges and joints.....	25 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine cleaning work area and materials, holding materials, tools and handling canvas belting or burlap strips.....	200 hours
C. Routine fueling, lubricating and servicing.....	35 hours
III. Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Basic operation of tools and machine.....	165 hours
C. Use of straight edges, trowels, or floats.....	100 hours
D. Forming and finishing edges, joints, curbs and gutters.....	200 hours
E. Operation of finishing machine.....	210 hours
Total.....	1040 hours

ELECTRICIAN* – CODE 0139

MAXIMUM TRAINING TIME: 104 WEEKS OR 4160 HOURS

*Two training credits will be counted for graduation in this classification

I. Orientation	
A. Safety procedures	10 hours
B. Basic rules of National Electrical Code	100 hours
C. Basic tools – their care and uses	100 hours
II. Technical Studies and Review	
A. Safety procedures.....	10 hours
B. Advance study of National Electrical Code.....	100 hours
C. Construction blueprints, reading and application	200 hours
III. Applied Techniques of Electrical Construction	
A. Safety procedures.....	10 hours
B. Care and Maintenance of trade tools and equipment.....	100 hours
C. Wire ways – types, uses and methods of installation	900 hours
D. Circuit wiring	800 hours
E. Protective equipment – switches, panels, etc.	300 hours
F. Feeders and services	300 hours
G. Lighting fixtures and wall outlets.....	250 hours
H. Control wiring	150 hours
I. Testing of completed work.....	100 hours
J. Underground conduit and wire.....	300 hours
K. Installation of outside lighting, maintenance and repairs.....	430 hours
Total	4160 hours

TELECOMMUNICATION TECHNICIAN* – CODE 0143

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS

*Two training credits will be counted for graduation in this classification

- I. Orientation
 - A. Safety procedures 10 hours
 - B. Theories and types of telecommunications systems.....40 hours
 - C. Operation of specialized tools and equipment.....40 hours
 - D. Familiarization with standards and practices... ..40 hours

- II. Basic Design Familiarity
 - A. Safety procedures..... 10 hours
 - B. Understanding and interpretation of specifications... ..20 hours
 - C. Blueprint or construction plans reading.....50 hours

- III. Applied Techniques of Telecommunications Construction
 - A. Safety procedures..... 10 hours
 - B. Care and maintenance of trade tools and equipment60 hours
 - C. Handling and installation of copper cables..... 300 hours
 - D. Handling and installation of fiber cables..... 400 hours
 - E. Termination and testing of copper cables..... 300 hours
 - F. Termination and testing of fiber cables 250 hours
 - G. Installation and deployment of telecommunications equipment 250 hours
 - H. Operational testing and troubleshooting of systems 250 hours
 - I. Documentation of tests and installations.....50 hours

Total 2080 hours

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COMMUNICATIONS CABLE INSTALLER – CODE 0144

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- I. Orientation
 - A. Safety Procedures 10 hours
 - B. Theories and types of Telecommunications systems... .. 5 hours
 - C. Operation of specialized tools and equipment.....25 hours
 - D. Familiarization with standards and practices... ..25 hours

- II. Basic Design Familiarity
 - A. Safety procedures..... 10 hours
 - B. Understanding and interpretation of specifications... ..20 hours
 - C. Blueprint or Construction Plans Reading45 hours

- III. Applied Techniques of Cable Installation
 - A. Safety procedures..... 10 hours
 - B. Care and maintenance of trade tools and equipment70 hours
 - C. Handling and installation of copper cables... .. 100 hours
 - D. Handling and installation of fiber cables..... 200 hours
 - E. Figure 8 techniques and long pulls..... 100 hours
 - F. Handling and installation of innerduct... .. 100 hours

Total 720 hours

TRAFFIC SIGNAL/LIGHT POLE WORKER* – CODE 0145

MAXIMUM TRAINING TIME: 104 WEEKS OR 4160 HOURS

*Two training credits will be counted for graduation in this classification

I. Orientation	
A. Safety procedures.....	10 hours
B. Basic rules of National Electrical Code	100 hours
C. Basic tools – their care and uses	100 hours
II. Technical Studies and Review	
A. Safety procedures.....	10 hours
B. Advance study of National Electrical Code.....	100 hours
C. Construction blueprints, reading and application	200 hours
III. Applied Techniques of Electrical Construction	
A. Safety procedures.....	10 hours
B. Care and maintenance of trade tools and equipment.....	100 hours
C. Wire ways – types, uses and methods of installation	900 hours
D. Circuit wiring	800 hours
E. Protective equipment – switches, panels, etc.	300 hours
F. Feeders and services	300 hours
G. Lighting fixtures and wall outlets.....	250 hours
H. Control wiring	150 hours
I. Testing of completed work.....	130 hours
J. Underground conduit and wire.....	300 hours
K. Installation of outside lighting, maintenance and repairs.....	400 hours
Total	4160 hours

FORM BUILDER/SETTER, STRUCTURES – CODE 0151

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Materials and tools selection 15 hours
 - C. Placing forms, form stripping and setting of precast concrete 20 hours

 - II. Applied techniques
 - A. Safety procedures..... 10 hours
 - B. Blueprint or construction plans reading and application..... 30 hours
 - C. Basic form design 30 hours
 - D. Formwork: pier, pile and cap formwork; decking formwork; endwall formwork; box culverts, inlets and headwall formwork, parapet and hand railing formwork..... 225 hours
 - E. Stripping and salvage of forms for reuse and cleaning work area..... 30 hours

 - III. Actual Operation of Form Setting
 - A. Safe operating procedures..... 10 hours
 - B. Align forms. Drive stakes for braces and erect scaffolding..... 100 hours
 - C. Observe and assist in setting precast concrete 25 hours
 - D. Measure space between forms, fit together, line, plumb vertically, set to elevation 250 hours
 - E. Check forms while concrete is being poured 285 hours
- Total 1040 hours

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FORM SETTER, PAVING AND CURB – CODE 0160

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of setting grade line..... 20 hours
 - C. Observation of pulling, loading, hauling and placing forms 30 hours

 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine cleaning of forms and care of air and hand tools 25 hours

 - III. Actual Operation of Form Setting
 - A. Safe operating procedures..... 10 hours
 - B. Set grade line..... 70 hours
 - C. Pull, load, haul and place forms..... 100 hours
 - D. Set forms to finish grade, drive pins, set and check alignment, and spray forms 375 hours
 - E. Check forms while pouring concrete 70 hours
- Total 720 hours

LABOR, UTILITY – CODE 0175

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of tools and machines.....	20 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Care of power and air tools.....	15 hours
C. Erosion control.....	20 hours
D. Dewatering systems	20 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Erect shoring and bracing	75 hours
C. Pipe installation	75 hours
D. Equipment operator assistance: position machines, verify grades, signal operator to dumping positions	115 hours
E. Assist in placing and tying reinforcing steel.....	75 hours
F. Unload and transport material.....	75 hours
Total	520 hours

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MECHANIC – CODE 0187

MAXIMUM TRAINING TIME: 36 WEEKS OR 1440 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Cleaning, disassembling and inspection of engine parts.....	40 hours
C. Installation and adjustment of minor parts.....	50 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Engine reconditioning	200 hours
C. Clutch installation.....	50 hours
D. Transmission reconditioning	100 hours
III. Actual Repair of Equipment	
A. Safe operating procedures.....	10 hours
B. Electrical systems	200 hours
C. Hydraulic systems	200 hours
D. Final drive and track assemblies	150 hours
E. Welding and fabrication	100 hours
F. General field maintenance	320 hours
Total	1440 hours

SERVICER – CODE 0194

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observing fueling, greasing and cleaning filters.....40 hours
 - C. Fuel and grease used for different types of equipment.....40 hours
- II. Actual Operation
 - A. Safe operating procedures..... 10 hours
 - B. Servicing all types of equipment.....80 hours
 - C. Installation and adjustment of minor parts.....80 hours
 - D. General field maintenance and operation of service truck..... 260 hours

Total 520 hours

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PAINTER, STRUCTURES – CODE 0196

(May also require SSPC QP 1 or QP 2 certification)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Operate maintain and load equipment40 hours
 - C. Product and work orientation.....50 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Equipment maintenance and cleanup... ..60 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Brushing and rolling..... 100 hours
 - C. Material training... ..50 hours
 - D. Hazardous materials... .. 200 hours
 - E. Sandblasting... .. 200 hours
 - F. Spraying..... 310 hours

Total 1040 hours

PILED RIVER – CODE 0202

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 50 hours
 - C. Starting and manipulating controls for moving equipment and attachments..... 45 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
 - III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Basic operation of crane or pile driving rig in hoisting and moving..... 200 hours
 - C. Placement of pile in preparation for driving..... 140 hours
 - D. Seating of pile hammer on pile in preparation for driving..... 120 hours
 - E. Driving of pile..... 100 hours
- Total 720 hours

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PIPE LAYER - CODE 0205

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of spade operation and laying of pipe..... 20 hours
 - C. Study of various types of pipe and related materials..... 5 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Ditch preparation, handle materials and tools..... 20 hours
 - III. Actual Handling of Pipe and Spade
 - A. Safe operating procedures..... 10 hours
 - B. Ditch grading with compressed air driven or hand spade..... 50 hours
 - C. Handle materials, assist in lowering pipe..... 50 hours
 - D. Work with pipe layer in laying all types of pipe and duct. Adjust pipe to elevation insert spigot end of pipe into bell end of last laid pipe 345 hours
- Total 520 hours

BLASTER – CODE 0214

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of work of Powder man..... 50 hours
 - C. Assist Powder man by carrying explosives, placing in holes, connecting lead wires 45 hours
- II. Applied Techniques of Powder man
 - A. Safety procedures..... 15 hours
 - B. Storage, transporting, placing and discharging of explosives..... 330 hours
- III. Actual Blasting Operations
 - A. Safe operating procedures..... 25 hours
 - B. Use of detonators and explosives..... 100 hours
 - C. Storage, movement and placing of explosives 300 hours
 - D. Placing wires, detonators and explosives, tamping and discharging..... 165 hours
- Total 1040 hours

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ASPHALT DISTRIBUTOR OPERATOR – CODE 0300

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of vehicle in operation 35 hours
 - C. Starting and manipulating valves and controls to distribute material and move equipment..... 30 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Regulates valves and levers to distribute oil or bituminous liquid for highway surfacing 115 hours
 - C. Operation of equipment..... 795 hours
- Total 1040 hours

ASPHALT PAVING MACHINE OPERATOR - CODE 0303

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures 10 hours
 - B. Observation of machine in operations 35 hours
 - C. Starting and manipulating controls for moving equipment and attachments 30 hours
- II. Care and Maintenance
 - A. Safety procedures 10 hours
 - B. Routine fueling, lubricating and servicing 35 hours
- III. Actual Operation of Equipment
 - A. Safety operating procedures 10 hours
 - B. Observation of machine in operations 120 hours
 - C. Operating of machine 790 hours

Total 1040 hours

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BROOM OR SWEEPER OPERATOR - CODE 0305

MAXIMUM TRAINING TIME: 8 WEEKS OR 320 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 5 hours
 - C. Starting and manipulating controls for moving equipment and attachments..... 10 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Proper start-up, proper engagement and position of broom
and proper sweeping technique 15 hours
 - C. Removal and replacement of broom wafers..... 10 hours
 - D. Operation of sweeper in cleaning of pavements 215 hours

Total 320 hours

CRAWLER TRACTOR OPERATOR - CODE 0306

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 35 hours
 - C. Starting and manipulating controls for moving equipment and attachments..... 30 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
 - III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Movement and stockpiling of material 150 hours
 - C. Pushing and rough grading..... 125 hours
 - D. Clearing and grubbing..... 125 hours
 - E. Finish grading 160 hours
 - F. Special applications..... 30 hours
- Total 720 hours

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CONCRETE PAVING CURING, FLOAT, TEXTURING MACHINE OPERATOR – CODE 0315

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machines in operation..... 35 hours
 - C. Starting and manipulating controls for moving equipment and attachments..... 30 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
 - III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Operation of curing system..... 120 hours
 - C. Operation of machine..... 790 hours
- Total 1040 hours

CONCRETE PAVEMENT FINISHING MACHINE OPERATOR - CODE 0318

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	35 hours
C. Starting and manipulating controls for moving equipment and attachments.....	30 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Screed regulation indoctrination and operation.....	120 hours
C. Operation of machine.....	790 hours
Total	1040 hours

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JOINT SEALER – CODE 0329

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation.....	10 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine cleaning and servicing	35 hours
III. Actual Operation	
A. Safe operating procedures.....	10 hours
B. Cleaning and sealing joints in concrete paving, sidewalks, driveways and approach slabs.....	445 hours
Total	520 hours

CONCRETE SAW OPERATOR – CODE 0333

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 35 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine oiling, greasing, cleaning and servicing saw..... 35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Operation of saw..... 420 hours
- Total 520 hours

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SUBGRADE TRIMMER – CODE 0339

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 50 hours
 - C. Use of paving forms or electronic controls..... 40 hours
 - D. Manipulation of hand and foot levers..... 40 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Raising and lowering screed; regulating width of screed..... 100 hours
 - C. Operation of machine..... 745 hours
- Total 1040 hours

SMALL SLIPFORM MACHINE OPERATOR – CODE 0341

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	35 hours
C. Starting and manipulating controls for moving equipment and attachments... ..	30 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Screed regulation indoctrination and operation.....	120 hours
C. Operation of machine.....	470 hours
Total	720 hours

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CRANE OPERATOR, LATTICE BOOM 80 TONS OR LESS - CODE 0342
(May also require crane operator certification)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures... ..	10 hours
B. Observation of machine in operation.....	50 hours
C. Starting and manipulating controls for moving equipment and attachments... ..	40 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing... ..	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures... ..	50 hours
B. Loading and unloading materials... ..	110 hours
C. Hoisting materials... ..	585 hours
D. Placement of beams, pipe, girders, piles, rock riprap, etc.....	150 hours
Total	1040 hours

CRANE OPERATOR, LATTICE BOOM OVER 80 TONS* – CODE 0343
(May also require crane operator certification)

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS

*Two training credits will be counted for graduation in this classification

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	50 hours
C. Starting and manipulating controls for moving equipment and attachments.....	40 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	100 hours
B. Loading and unloading materials	150 hours
C. Hoisting materials.....	800 hours
D. Placement of beams, pipe, girders, piles, rock riprap, etc.....	885 hours
Total	2080 hours

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CRANE OPERATOR, HYDRAULIC 80 TONS OR LESS – CODE 0344
(May also require crane operator certification)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	50 hours
C. Starting and manipulating controls for moving equipment and attachments.....	40 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	50 hours
B. Loading and unloading materials	110 hours
C. Hoisting materials.....	280 hours
D. Placement of beams, pipe, girders, piles, etc.....	455 hours
Total	1040 hours

CRANE OPERATOR, HYDRAULIC OVER 80 TONS – CODE 0345
(May also require crane operator certification)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	50 hours
C. Starting and manipulating controls for moving equipment and attachments.....	40 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	50 hours
B. Loading and unloading materials.....	110 hours
C. Hoisting materials.....	280 hours
D. Placement of beams, pipe, girders, piles, etc.....	455 hours
Total.....	1040 hours

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LOADER/BACKHOE OPERATOR – CODE 0346

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	50 hours
C. Starting and manipulating controls for moving equipment and attachments.....	45 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Trenching operations (for Pipe laying, etc.).....	500 hours
C. Excavation (for structures, footings, etc.).....	380 hours
Total.....	1040 hours

EXCAVATOR OPERATOR, 50,000 POUNDS OR LESS – CODE 0347

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	25 hours
C. Starting and manipulating controls for moving equipment and attachments.....	25 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Excavation for footings and removal of unsuitable materials.....	250 hours
C. Loading materials.....	100 hours
D. Trenching for pipe, etc.....	165 hours
E. Placement of pipe, precast concrete structures, etc.....	90 hours
Total	720 hours

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EXCAVATOR OPERATOR, OVER 50,000 POUNDS – CODE 0348

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	50 hours
C. Starting and manipulating controls for moving equipment and attachments.....	40 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Excavation for footings and removal of unsuitable materials.....	250 hours
C. Loading materials.....	190 hours
D. Trenching for pipe, etc.....	255 hours
E. Placement of pipe, precast concrete structures, etc.....	190 hours
Total	1040 hours

CRUSHER OR SCREEN PLANT OPERATOR – CODE 0351

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	35 hours
C. Starting of crusher operating conveyors.....	30 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Operation of conveyors and crusher operations.....	120 hours
C. Operation of crusher.....	790 hours
Total.....	1040 hours

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FOUNDATION DRILL OPERATOR, CRAWLER MOUNTED – CODE 0360

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	35 hours
C. Starting and manipulating controls for moving equipment and attachments.....	30 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Small hole drilling.....	300 hours
C. Large hole drilling.....	300 hours
D. Casing operation.....	110 hours
E. General operating.....	200 hours
Total.....	1040 hours

FOUNDATION DRILL OPERATOR, TRUCK MOUNTED – CODE 0363

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 35 hours
 - C. Starting and manipulating controls for moving equipment and attachments..... 30 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Small hole drilling..... 300 hours
 - C. Large hole drilling..... 300 hours
 - D. Casing operation 110 hours
 - E. General operating 200 hours
- Total 1040 hours

* * *

FRONT END LOADER, 3 CY OR LESS – CODE 0369

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 20 hours
 - C. Starting and manipulating controls for moving equipment and attachments..... 15 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Loading materials..... 235 hours
 - C. Excavation..... 150 hours
 - D. Special applications..... 35 hours
- Total 520 hours

FRONT END LOADER, OVER 3 CY – CODE 0372

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 20 hours
 - C. Starting and manipulating controls for moving equipment and attachments..... 15 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
 - III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Loading materials..... 400 hours
 - C. Excavation..... 250 hours
 - D. Charge hoppers with materials on asphalt and concrete plants..... 270 hours
 - E. Special applications..... 20 hours
- Total 1040 hours

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MILLING MACHINE OPERATOR – CODE 0380

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 35 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
 - III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Planing roadbed 700 hours
 - C. Discharging material into hauling unit..... 240 hours
- Total 1040 hours

RECLAIMER/PULVERIZER OPERATOR – CODE 0384

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	35 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Machine	
A. Safe operating procedures.....	10 hours
B. Pulverizing road bed.....	520 hours
C. Mixing materials.....	100 hours
Total	720 hours

* * *

MOTOR GRADER OPERATOR, FINE GRADE* – CODE 0390

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS

*Two training credits will be counted for graduation in this classification

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	100 hours
C. Starting and manipulating controls for moving equipment and attachments.....	95 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Scraping and leveling dirt on roadway.....	305 hours
C. Spreading and mixing materials on roadway	295 hours
D. Shaping and blading subgrades.....	275 hours
E. Balancing and rough shaping base course materials	275 hours
F. Fine grading and dressing of shoulders and slopes	670 hours
Total	2080 hours

MOTOR GRADER OPERATOR, ROUGH – CODE 0393

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 100 hours
 - C. Starting and manipulating controls for moving equipment and attachments..... 95 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
 - III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Scraping and leveling dirt on roadway..... 220 hours
 - C. Spreading and mixing materials on roadway 200 hours
 - D. Shaping and blading subgrades..... 180 hours
 - E. Balancing and rough shaping base course materials 180 hours
- Total 1040 hours

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PAVEMENT MARKING MACHINE OPERATOR – CODE 0396

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 35 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
 - III. Actual Operation of Machine
 - A. Safe operating procedures..... 10 hours
 - B. Laying stripes and markers..... 520 hours
 - C. Loading machine with appropriate materials..... 100 hours
- Total 720 hours

CONCRETE/GUNITE PUMP OPERATOR – CODE 0399

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 35 hours
 - C. Introduction to pumping fresh concrete, gunite and grout..... 100 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
- III. Actual Operation of Machine
 - A. Safe operating procedures..... 10 hours
 - B. Operation of pumping machine 520 hours
- Total 720 hours

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ROLLER OPERATOR, ASPHALT - CODE 0402

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 35 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Roll base course to desired compaction 440 hours
 - C. Roll asphalt surfaces to desired compaction and smoothness and assure proper sealing of joints 500 hours
- Total 1040 hours

ROLLER OPERATOR, OTHER – CODE 0405

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	35 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Roll base course to desired compaction.....	210 hours
C. Roll embankment to desired compaction.....	210 hours
Total.....	520 hours

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SCRAPER OPERATOR – CODE 0411

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	20 hours
C. Starting and manipulating controls for moving equipment and attachments.....	15 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Loading and transporting materials.....	150 hours
C. Spreading material.....	150 hours
D. Rough roadway grading.....	70 hours
E. Compaction of embankment.....	50 hours
Total.....	520 hours

OFF ROAD HAULER – CODE 0413

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- I. Orientation and Observation
 - A. Safety procedures.....10 hours
 - B. Observation of machine in operation.....35 hours
- II. Care and Maintenance
 - A. Safety procedures.....10 hours
 - B. Routine fueling, lubricating and servicing.....35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures.....10 hours
 - B. Loading and transporting materials.....350 hours
 - C. Operation of off-road water tanker.....70 hours
- Total.....520 hours

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SELF-PROPELLED HAMMER OPERATOR – CODE 0417

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- I. Orientation and Observation
 - A. Safety procedures.....10 hours
 - B. Observation of machine in operation.....35 hours
- II. Care and Maintenance
 - A. Safety procedures.....10 hours
 - B. Routine fueling, lubricating and servicing.....35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures.....10 hours
 - B. Breaking concrete, asphalt and other materials.....350 hours
 - C. Other related tasks.....70 hours
- Total.....520 hours

AGRICULTURAL TRACTOR OPERATOR – CODE 0428

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	30 hours
C. Starting and manipulating controls for moving equipment and attachments.....	25 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Pulling compaction implements	200 hours
C. Pull graders for dressing operations	200 hours
Total	520 hours

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TRENCHING MACHINE OPERATOR, LIGHT – CODE 0437

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	30 hours
C. Starting and manipulating controls for moving equipment and attachments.....	25 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Excavation for footing and removal of unsuitable materials.....	100 hours
C. Trenching for pipe, etc.....	300 hours
Total	520 hours

TRENCHING MACHINE OPERATOR, HEAVY – CODE 0440

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	30 hours
C. Starting and manipulating controls for moving equipment and attachments.....	25 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Excavation for footing and removal of unsuitable materials.....	320 hours
C. Trenching for pipe, etc.....	600 hours
Total	1040 hours

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TUNNELING MACHINE OPERATOR, HEAVY – CODE 0441

MAXIMUM TRAINING TIME: 39 WEEKS OR 1560 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Elementary surveying of tunnel alignment and grade.....	60 hours
C. General tunneling procedures and operation	200 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine lubricating and servicing.....	35 hours
C. Electrical connections, motors, and switches... ..	40 hours
D. Hydraulic components, use and maintenance... ..	40 hours
E. Spoil haulage equipment and track installation, use and maintenance	40 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Soft ground tunneling.....	225 hours
C. Ground stabilization	150 hours
D. Rock tunneling	240 hours
E. Direct pipe jacking.....	240 hours
F. Two pass tunneling	240 hours
G. Grouting	20 hours
Total	1560 hours

TUNNELING MACHINE OPERATOR, LIGHT – CODE 0442

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation	
A. Safety procedures	10 hours
B. Elementary surveying of tunnel alignment and grade.....	40 hours
C. General boring procedures and operation	150 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine lubricating and servicing.....	35 hours
C. Hydraulic components, use and maintenance	40 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Soft ground tunneling.....	225 hours
C. Rock tunneling	200 hours
Total	720 hours

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PERCUSSION OR ROTARY DRILL OPERATOR – CODE 0443

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. General drilling procedures and operation	65 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Small hole drilling.....	195 hours
C. Large hole drilling.....	195 hours
Total	520 hours

BORING MACHINE OPERATOR – CODE 0444

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- I. Orientation and Observation
 - A. Safety procedures 10 hours
 - B. Elementary surveying of tunnel alignment and grade.....40 hours
 - C. General boring procedures and operation 150 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine lubricating and servicing..... 35 hours
 - C. Hydraulic components, use and maintenance40 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures.....10 hours
 - B. Soft Ground tunneling..... 225 hours
 - C. Rock tunneling 200 hours
- Total 720 hours

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DIRECTIONAL DRILLING OPERATOR – CODE 0445

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. General drilling procedures and operation65 hours
 - C. Identification of steering head tools65 hours
 - D. Controlling drill speed and direction65 hours
 - E. Pullback of pipe65 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Drilling fluid characteristics65 hours
 - C. Routine fueling, lubricating and servicing.....35 hours
- III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Operation of directional drilling machine..... 650 hours
- Total 1040 hours

DIRECTIONAL DRILLING LOCATOR – CODE 0446

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. General locating equipment operation.....	55 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Machine setup.....	200 hours
C. Operation of locating equipment.....	400 hours
Total.....	720 hours

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REINFORCING STEEL WORKER – CODE 0500

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of steel being set and welding of rods.....	15 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Steel bar placement	50 hours
III. Actual Steel Setting	
A. Safety procedures.....	10 hours
B. Rod placement and fastening.....	300 hours
C. Rod cutting and welding.....	175 hours
D. Fabrication of reinforcement assembly	150 hours
Total.....	720 hours

STRUCTURAL STEEL WORKER – CODE 0509

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of steel worker..... 20 hours
- II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Tool review..... 10 hours
- III. Operating with Steel Workers
 - A. Safety procedures..... 10 hours
 - B. Raise and place fabricated structural steel..... 150 hours
 - C. Emphasis on girders, plates and columns..... 100 hours
 - D. Fasten steel members together by welding or bolting..... 400 hours
 - E. Signal erection crane, rig equipment..... 330 hours
- Total..... 1040 hours

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SIGN ERECTOR – CODE 0513

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Safe Use of Tools and Equipment
 - A. Safety procedures..... 10 hours
 - B. Power and hand tools..... 20 hours
 - C. Special fittings and hardware..... 10 hours
 - D. Specifications or design for concrete mixer..... 20 hours
- II. Basic Design Familiarity
 - A. Blueprint or Construction Plans Reading..... 50 hours
- III. Applied Techniques of Sign Erection
 - A. Safety procedures..... 10 hours
 - B. Preparation of layout for signs..... 30 hours
 - C. Cuts, ties and sets reinforcing steel for footings..... 25 hours
 - D. Sets forms for, places concrete and sets anchor bolts..... 300 hours
 - E. Erects wood or metal structures..... 250 hours
 - F. Places clamps, brackets or other required hardware on structures..... 250 hours
 - G. Stripping and Salvage of Forms for Re-use..... 65 hours
- Total..... 1040 hours

SPREADER BOX OPERATOR – CODE 0515

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation of machine in operation..... 25 hours
 - C. Starting, stopping and manipulating controls for moving equipment and attachments..... 20 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
 - III. Actual Operation of Equipment
 - A. Safety procedures..... 10 hours
 - B. Selection and loading of materials..... 40 hours
 - C. Spreading of stone or other granular materials..... 370 hours
- Total 520 hours

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WORK ZONE BARRICADE SERVICER – CODE 0520

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Operation of traffic control truck..... 15 hours
 - C. Traffic control device orientation..... 25 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Care and storage of equipment and materials 35 hours
 - III. Traffic Control Operation
 - A. Safety procedures..... 10 hours
 - B. Fabrication of traffic control devices..... 140 hours
 - C. Erection and Maintenance of traffic control devices..... 395 hours
 - D. Operation of traffic control truck..... 80 hours
- Total 720 hours

TRUCK DRIVER, SINGLE AXLE – CODE 0600
(May require CDL license for driving on highway)

MAXIMUM TRAINING TIME: 13 WEEKS OR 520 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation (as a passenger) of vehicle in operation.....	50 hours
C. Starting and manipulating vehicle.....	40 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Loading and unloading materials and operation of vehicle.....	365 hours
Total	520 hours

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TRUCK DRIVER, SINGLE OR TANDEM AXLE DUMP TRUCK – CODE 0606
(May require CDL license for driving on highway)

MAXIMUM TRAINING TIME: 18 WEEKS OR 720 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation (as a passenger) of vehicle in operation.....	50 hours
C. Starting and manipulating vehicle.....	40 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Loading and unloading materials and operation of vehicle.....	565 hours
Total	720 hours

TRUCK DRIVER, TANDEM AXLE TRACTOR WITH SEMI TRAILER – CODE 0607
(May require CDL license for driving on highway)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation (as a passenger) of vehicle in operation.....	50 hours
C. Starting and manipulating vehicle.....	40 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Loading and unloading materials and operation of vehicle.....	885 hours
Total	1040 hours

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TRUCK DRIVER LOWBOY- FLOAT – CODE 0609
(May require CDL license for on-highway use)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation (as a passenger) of vehicle in operation.....	50 hours
C. Starting and manipulating vehicle.....	40 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Loading and unloading materials and operation of vehicle.....	500 hours
C. Loading and unloading equipment.....	385 hours
Total	1040 hours

TRUCK DRIVER TRANSIT-MIX – CODE 0612
(May require CDL license for on-highway use)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation (as a passenger) of vehicle in operation..... 50 hours
 - C. Starting and manipulating vehicle..... 40 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
 - III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Mixing materials..... 20 hours
 - C. Loading materials at plant..... 115 hours
 - D. Operation of vehicle... 600 hours
 - E. Discharging materials... 150 hours
- Total 1040 hours

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BOOM TRUCK OPERATOR – CODE 0615
(May require CDL license for on-highway use)

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

- I. Orientation and Observation
 - A. Safety procedures..... 10 hours
 - B. Observation (as a passenger) of vehicle in operation..... 50 hours
 - C. Starting and manipulating vehicle..... 40 hours
 - II. Care and Maintenance
 - A. Safety procedures..... 10 hours
 - B. Routine fueling, lubricating and servicing..... 35 hours
 - III. Actual Operation of Equipment
 - A. Safe operating procedures..... 10 hours
 - B. Loading and unloading materials 410 hours
 - C. Hoisting materials..... 475 hours
- Total 1040 hours

STRUCTURAL STEEL WELDER* – CODE 0705
(Requires certification by the American Welding Society)

MAXIMUM TRAINING TIME: 52 WEEKS OR 2080 HOURS

*Two training credits will be counted for graduation in this classification

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Welding equipment	20 hours
C. Materials selection	20 hours
D. Observation of welder	20 hours
E. Observation of welding of permanent metal deck forms.....	40 hours
II. Applied Techniques of Welding	
A. Safety procedures.....	10 hours
B. Acetylene-cutting, brazing and welding	300 hours
C. Electric-cutting and welding	300 hours
III. Actual Welding Operations	
A. Safety procedures.....	10 hours
B. Cut, lay out, fit and weld	700 hours
C. Structural steel welding	650 hours
Total	2080 hours

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WELDER – CODE 0706

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Welding equipment	20 hours
C. Materials selection	20 hours
D. Observation of welder	20 hours
II. Applied Techniques of Welding	
A. Safety procedures	10 hours
B. Acetylene-cutting, brazing and welding	300 hours
C. Electric-cutting and welding.....	300 hours
III. Actual Welding Operations	
A. Safety procedures.....	10 hours
B. Cut, lay out, fit and weld sheet metal, cast iron and other metal parts.....	350 hours
Total	1040 hours

SLURRY SEAL OR MICRO-SURFACING MACHINE OPERATOR – CODE 0708

MAXIMUM TRAINING TIME: 26 WEEKS OR 1040 HOURS

I. Orientation and Observation	
A. Safety procedures.....	10 hours
B. Observation of machine in operation.....	35 hours
C. Starting and manipulating controls for moving equipment and attachments.....	30 hours
II. Care and Maintenance	
A. Safety procedures.....	10 hours
B. Routine fueling, lubricating and servicing.....	35 hours
III. Actual Operation of Equipment	
A. Safe operating procedures.....	10 hours
B. Screed regulation indoctrination and operation.....	120 hours
C. Operation of machine and leveling of materials.....	790 hours
Total.....	1040 hours

APPENDIX C

Reporting Forms

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Texas Department of Transportation Contractor On-the-Job Training Plan

(Rev. 1/2013)

The training and upgrading of minorities and women toward journeyworker status is a primary objective of the training provision. Accordingly, the contractor shall make every effort to enroll minority and women trainees to the extent that such persons are available within a reasonable area of recruitment. Contractors are encouraged to conduct systematic and direct recruitment through public and private sources likely to yield minority and women trainees. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether members of a minority group or not.

For questions, contact the Texas Department of Transportation's (TxDOT) Office of Civil Rights at (512) 416-4750. Forward a signed copy to OCR.TxDOT-OJT-Program@txdot.gov.

I. CONTRACTOR INFORMATION

Contractor		Federal Goal	Year
Address		City, State Zip	
Contractor Representative	E-mail Address	Phone Number	

II. TRAINING INFORMATION

Training Classification	Projected Number of Trainees	Approximate Training Start Date

III. CONTRACTOR ACKNOWLEDGEMENT STATEMENT

I understand and will comply fully with the plans and specifications under which this training is being performed.

Signature _____ Date _____

IV. TxDOT USE ONLY

Print Name _____ Title _____

Signature _____ Date _____

Approved <input type="checkbox"/>		Disapproved <input type="checkbox"/>
Comments:		



FEDERAL ON-THE-JOB TRAINING PROGRAM ENROLLMENT FORM

Form 2201
(Rev. 08/12)
Page 1 of 1

TRAINEE INFORMATION				
Last name:	First name:	MI:	SSN (last 4 digits):	Goal year:
Address:				
City:	State:	Zip code:	Phone:	
Gender:		If other, please specify:		
Race/Ethnicity:				
New Hire or Upgrade:	If upgrade, current job classification:		Current wage:	
The candidate expressed interest in the OJT Program by responding to:				
If upgrade:		If new hire:		If other, please specify:
How did the candidate demonstrate the commitment and capability to complete the program?				

TRAINING INFORMATION		
Proposed trainee job classification:	Training start wage:	Planned training start date:
Starting Federal-aid project CSJ:	Is the OJT Special Provision included in the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, a change order must be generated.	
Area Engineer:	District:	County:

CONTRACTOR INFORMATION	
Contractor:	
Contact person:	Phone:
Address:	City, State, Zip:
E-mail:	

Trainee Signature

Contractor Representative Signature

Print Name

Print Name

Submit this form within 7 days to TxDOT's Office of Civil Rights at OCR_TxDOT-OJT-Program@txdot.gov. A signed copy must be maintained in the project files. Upon receipt of this form and if appropriate, OCR will furnish an enrollment confirmation letter to the contractor, the Area Engineer, and the District Director of Construction.

THIS IS AN EQUAL OPPORTUNITY PROGRAM



LABOR STANDARDS REVIEW

Form 2220
(Rev. 10/11)
Page 1 of 2

Project CSJ: _____ County: _____ Date: _____

Employer: _____

Employee Interview

Employee Name: _____

Job Classification: _____ Wage Rate: _____

Describe your work duties and tools used:

Work being performed (observed): _____

*Do you work over _____ Overtime _____ How paid?
40 hours per week? Yes No Wage Rate: _____ (cash or check) _____

*Work on all projects (private, municipal, state or county) is counted for overtime.

Is any money deducted from your pay besides income and social security taxes?
 Yes No If yes, explain: _____

Has employee seen posting of _____ Are you paid _____ If not, how
minimum wage rates? Yes No weekly? Yes No often? _____

Are you currently enrolled in an apprenticeship or training program? Yes No
If so, has copy of training program been provided? Yes No

Interviewed by: _____

On-the-Job Training (if applicable)

When did you begin working for this company? Approximate Month/Year: _____

Job classification at hire: _____

List previous job classification/craft with this company or other companies:

In which classification/craft training are you enrolled? _____

What is the name and title of your trainer? _____

LABOR STANDARDS REVIEW

Form 2220
(Rev. 10/11)
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On-the-Job Training (continued)

Please explain the training you are receiving:

Have you received a copy of the *Contractor OJT Enrollment Request Form* that you signed?

Yes No

Have you received a copy of the *OJT Program curriculum*? Yes No

Interviewer (Signature and Title)

Date

Payroll Review

Payroll Period: _____ Classification: _____

Minimum Hourly Rate: _____ Rate Paid: _____

*OJT Current Training Period (if applicable):

First Half @ min. 60% Third Quarter @ min. 75% Last Quarter @ min. 90%

*Trainee's current training quarter. Minimum percentage of prevailing wage rate to be paid for the corresponding quarter.

If employee interview or payroll review indicates non-compliance, describe actions taken:

Supplemental Payrolls Submitted? Yes No

Reviewer (Signature and Title)

Date

APPENDIX D

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Federal Regulation 23 CFR Part 230

§ 230.111 Implementation of special requirements for the provision of on-the-job training.

(a) The State highway agency shall determine which Federal-aid highway construction contracts shall include the "Training Special Provisions" (appendix B) and the minimum number of trainees to be specified therein after giving appropriate consideration to the guidelines set forth in § 230.111(c). The "Training Special Provisions" shall supersede section 7(b) of the Special Provisions (appendix A) entitled "Specific Equal Employment Opportunity Responsibilities." Minor wording revisions will be required to the "Training Special Provisions" in areas having "Hometown" or "Imposed Plan" requirements.

(b) The Washington Headquarters shall establish and publish annually suggested minimum training goals. These goals will be based on the Federal-aid apportioned amounts and the minority population. A State will have achieved its goal if the total number of training slots on selected federally aided highway construction contracts which have been awarded during each 12-month period equals or exceeds the State's suggested minimum annual goal. In the event a State highway agency does not attain its goal during a calendar year, the State highway agency at the end of the calendar year shall inform the Administrator of the reasons for its inability to meet the suggested minimum number of training slots and the steps to be taken to achieve the goal during the next calendar year. The information is to be submitted not later than 30 days from the end of the calendar year and should be factual, and should not only indicate the situations occurring during the year but show the project conditions at least through the coming year. The final determination will be made on what training goals are considered to be realistic based on the information submitted by a State.

(c) The following guidelines shall be utilized by the State highway agency in selecting projects and determining the number of trainees to be provided training therein:

(1) Availability of minorities, women, and disadvantaged for training.

(2) The potential for effective training.

(3) Duration of the contract.

(4) Dollar value of the contract.

(5) Total normal work force that the average bidder could be expected to use.

(6) Geographic location.

(7) Type of work.

(8) The need for additional journeymen in the area.

(9) Recognition of the suggested minimum goal for the State.

(10) A satisfactory ratio of trainees to journeymen expected to be on the contractor's work force during normal operations (considered to fall between 1:10 and 1:4).

(d) Training programs which are established shall be approved only if they meet the standards set forth in appendix B with regard to:

(1) The primary objectives of training and upgrading minority group workers, women and disadvantaged persons.

(2) The development of full journeymen.

(3) The minimum length and type of training.

(4) The minimum wages of trainees.

(5) Trainees certifications.

(6) Keeping records and furnishing reports.

(e)(1) Training programs considered by a State highway agency to meet the standards under this directive shall be submitted to the FHWA division Administrator with a recommendation for approval.

(2) Employment pursuant to training programs approved by the FHWA division Administrator will be exempt from the minimum wage rate provisions of section 113 of title 23 U.S.C. Approval, however, shall not be given to training programs which provide for employment of trainees at wages less than those required by the Special Training Provisions, (Appendix B.)

(f)(1) Apprenticeship programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor need not be formally approved by the State highway agency or the FHWA division Administrator. Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered

§230.113

in a manner reasonably calculated to meet the equal employment opportunity obligations of the contractor.

(2) Other training programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor are also acceptable for use without the formal approval of the State highway agency or the division Administrator provided:

(i) The U.S. Department of Labor has clearly approved the program aspects relating to equal employment opportunity and the payment of trainee wage rates in lieu of prevailing wage rates.

(ii) They are reasonably calculated to qualify the average trainees for journeyman status in the classification concerned by the end of the training period.

(iii) They are administered in a manner calculated to meet the equal employment obligations of the contractors.

(g) The State highway agencies have the option of permitting Federal-aid highway construction contractors to bid on training to be given under this directive. The following procedures are to be utilized by those State highway agencies that elect to provide a bid item for training:

(1) The number of training positions shall continue to be specified in the Special Training Provisions. Furthermore, this number should be converted into an estimated number of hours of training which is to be used in arriving at the total bid price for the training item. Increases and decreases from the estimated amounts would be handled as overruns or underruns;

(2) A section concerning the method of payment should be included in the Special Training Provisions. Some off-site training is permissible as long as the training is an integral part of an approved training program and does not comprise a substantial part of the overall training. Furthermore, the trainee must be concurrently employed on a federally aided highway construction project subject to the Special Training Provisions attached to this directive. Reimbursement for offsite training may only be made to the contractor where he does one or more of

the following: Contributes to the cost of the training, provides the instruction to the trainee, or pays the trainee's wages during the offsite training period;

(3) A State highway agency may modify the special provisions to specify the numbers to be trained in specific job classifications;

(4) A State highway agency can specify training standards provided any prospective bidder can use them, the training standards are made known in the advertised specifications, and such standards are found acceptable by FHWA.

[40 FR 29053, July 3, 1975; 40 FR 57358, Dec. 9, 1975, as amended at 41 FR 3060, Jan. 21, 1976]

§230.113 Implementation of supportive services.

(a) The State highway agency shall establish procedures, subject to the availability of funds under 23 U.S.C. 140(b), for the provision of supportive services in support of training programs approved under this directive. Funds made available to implement this paragraph shall not be used to finance the training of State highway agency employees or to provide services in support of such training. State highway agencies are not required to match funds allocated to them under this section.

(b) In determining the types of supportive services to be provided which will increase the effectiveness of approved training programs, State highway agencies shall give preference to the following types of services in the order listed:

(1) Services related to recruiting, counseling, transportation, physical examinations, remedial training, with special emphasis upon increasing training opportunities for members of minority groups and women;

(2) Services in connection with the administration of on-the-job training programs being sponsored by individual or groups of contractors and/or minority groups and women's groups;

(3) Services designed to develop the capabilities of prospective trainees for undertaking on-the-job training;

(4) Services in connection with providing a continuation of training during periods of seasonal shutdown;

(5) Followup services to ascertain outcome of training being provided.

(c) State highway agencies which desire to provide or obtain supportive services other than those listed above shall submit their proposals to the Federal Highway Administration for approval. The proposal, together with recommendations of the division and regional offices shall be submitted to the Administrator for appropriate action.

(d) When the State highway agency provides supportive services by contract, formal advertising is not required by the FHWA, however, the State highway agency shall solicit proposals from such qualified sources as will assure the competitive nature of the procurement. The evaluation of proposals by the State highway agency must include consideration of the proposer's ability to effect a productive relationship with contractors, unions (if appropriate), minority and woman groups, minority and woman trainees, and other persons or organizations whose cooperation and assistance will contribute to the successful performance of the contract work.

(e) In the selection of contractors to provide supportive services, State highway agencies shall make conscientious efforts to search out and utilize the services of qualified minority or woman organizations, or minority or woman business enterprises.

(f) As a minimum, State highway agency contracts to obtain supportive services shall include the following provisions:

(1) A statement that a primary purpose of the supportive services is to increase the effectiveness of approved on-the-job training programs, particularly their effectiveness in providing meaningful training opportunities for minorities, woman, and the disadvantaged on Federal-aid highway projects;

(2) A clear and complete statement of the services to be provided under the contract, such as services to construction contractors, subcontractors, and trainees, for recruiting, counseling, remedial educational training, assistance in the acquisition of tools, special equipment and transportation, followup procedures, etc.;

(3) The nondiscrimination provisions required by Title VI of the Civil Rights Act of 1964 as set forth in FHWA Form PR-1273, and a statement of non-discrimination in employment because of race, color, religion, national origin or sex;

(4) The establishment of a definite period of contract performance together with, if appropriate, a schedule stating when specific supportive services are to be provided;

(5) Reporting requirements pursuant to which the State highway agency will receive monthly or quarterly reports containing sufficient statistical data and narrative content to enable evaluation of both progress and problems;

(6) A requirement that the contractor keep track of trainees receiving training on Federal-aid highway construction projects for up to 6 months during periods when their training is interrupted. Such contracts shall also require the contractor to conduct a 6 month followup review of the employment status of each graduate who completes an on-the-job training program on a Federal-aid highway construction project subsequent to the effective date of the contract for supportive services.

(7) The basis of payment;

(8) An estimated schedule for expenditures;

(9) The right of access to contractor and subcontractor records and the right to audit shall be granted to authorize State highway agency and FHWA officials;

(10) Noncollusion certification;

(11) A requirement that the contractor provide all information necessary to support progress payments if such are provided for in the contract;

(12) A termination clause.

(g) The State highway agency is to furnish copies of the reports received under paragraph (b)(5) of this section, to the division office.

[40 FR 29053, July 3, 1975, as amended at 41 FR 3080, Jan. 21, 1976]

§ 230.115 Special contract requirements for "Hometown" or "Imposed" Plan areas.

Direct Federal and Federal-aid contracts to be performed in "Hometown"

§ 230.117

or "Imposed" Plan areas will incorporate the special provision set forth in appendix G.

§ 230.117 Reimbursement procedures (Federal-aid highway construction projects only).

(a) *On-the-job special training provisions.* State highway agencies will be reimbursed on the same pro-rata basis as the construction costs of the Federal-aid project.

(b) *Supportive services.* (1) The State highway agency must keep a separate account of supportive services funds since they cannot be interchanged with regular Federal-aid funds. In addition, these funds may not be expended in a manner that would provide for duplicate payment of Federal or Federal-aid funds for the same service.

(2) Where a State highway agency does not obligate all its funds within the time specified in the particular year's allocation directive, the funds shall revert to the FHWA Headquarters Office to be made available for use by other State highway agencies, taking into consideration each State's need for and ability to use such funds.

§ 230.119 Monitoring of supportive services.

Supportive services procured by a State highway agency shall be monitored by both the State highway agency and the division office.

§ 230.121 Reports.

(a) Employment reports on Federal-aid highway construction contracts not subject to "Hometown" or "Imposed" plan requirements.

(1) Paragraph 10c of the special provisions (appendix A) sets forth specific reporting requirements. FHWA Form PR-1391, Federal-Aid Highway Construction Contractors Annual EEO Report, (appendix C) and FHWA Form PR 1392, Federal-Aid Highway Construction Summary of Employment Data (including minority breakdown) for all Federal-Aid Highway Projects for month ending July 31st, 19—, (appendix D) are to be used to fulfill these reporting requirements.

(2) Form PR 1391 is to be completed by each contractor and each subcontractor subject to this part for every

month of July during which work is performed, and submitted to the State highway agency. A separate report is to be completed for each covered contract or subcontract. The employment data entered should reflect the work force on board during all or any part of the last payroll period preceding the end of the month. The State highway agency is to forward a single copy of each report to the FHWA division office.

(3) Form PR 1392 is to be completed by the State highway agencies, summarizing the reports on PR 1391 for the month of July received from all active contractors and subcontractors. Three (3) copies of completed Forms PR 1392 are to be forwarded to the division office.

(b) Employment reports on direct Federal highway construction contracts not subject to "Hometown" or "Imposed" plan requirements. Forms PR 1391 (appendix C) and PR 1392 (appendix D) shall be used for reporting purposes as prescribed in § 230.121(a).

(c) Employment reports on direct Federal and Federal-aid highway construction contracts subject to "Hometown" or "Imposed" plan requirements.

(1) Reporting requirements for direct Federal and Federal-aid highway construction projects located in areas where "Hometown" or "Imposed" plans are in effect shall be in accordance with those issued by the U.S. Department of Labor, Office of Federal Contract Compliance.

(2) In order that we may comply with the U.S. Senate Committee on Public Works' request that the Federal Highway Administration submit a report annually on the status of the equal employment opportunity program, Form PR 1391 is to be completed annually by each contractor and each subcontractor holding contracts or subcontracts exceeding \$10,000 except as otherwise provided for under 23 U.S.C. 117. The employment data entered should reflect the work force on board during all or any part of the last payroll period preceding the end of the month of July.

(d) [Reserved]

(e) Reports on supportive services contracts. The State highway agency is

to furnish copies of the reports received from supportive services contractors to the FHWA division office which will furnish a copy to the regional office.

[40 FR 28053, July 3, 1975, as amended at 43 FR 18386, May 5, 1978; 61 FR 14616, Apr. 3, 1996]

APPENDIX A TO SUBPART A OF PART
220—SPECIAL PROVISIONS

SPECIFIC EQUAL EMPLOYMENT OPPORTUNITY
RESPONSIBILITIES

1. *General.* a. Equal employment opportunity requirements not to discriminate and to take affirmative action to assure equal employment opportunity as required by Executive Order 11246 and Executive Order 11375 are set forth in Required Contract Provisions (Form PR-1273 or 1316, as appropriate) and these Special Provisions which are imposed pursuant to section 140 of title 23 U.S.C., as established by section 23 of the Federal-Aid Highway Act of 1968. The requirements set forth in these Special Provisions shall constitute the specific affirmative action requirements for project activities under this contract and supplement the equal employment opportunity requirements set forth in the Required Contract Provisions.

b. The contractor will work with the State highway agencies and the Federal Government in carrying out equal employment opportunity obligations and in their review of his/her activities under the contract.

c. The contractor and all his/her subcontractors holding subcontracts not including material suppliers, of \$10,000 or more, will comply with the following minimum specific requirement activities of equal employment opportunity: (The equal employment opportunity requirements of Executive Order 11246, as set forth in volume 6, chapter 4, section 1, subsection 1 of the Federal-Aid Highway Program Manual, are applicable to material suppliers as well as contractors and subcontractors.) The contractor will include these requirements in every subcontract of \$10,000 or more with such modification of language as is necessary to make them binding on the subcontractor.

2. *Equal Employment Opportunity Policy.* The contractor will accept as his operating policy the following statement which is designed to further the provision of equal employment opportunity to all persons without regard to their race, color, religion, sex, or national origin, and to promote the full realization of equal employment opportunity through a positive continuing program:

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment,

without regard to their race, religion, sex, color, or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

3. *Equal Employment Opportunity Officer.* The contractor will designate and make known to the State highway agency contracting officers and equal employment opportunity officer (hereinafter referred to as the EEO Officer) who will have the responsibility for and must be capable of effectively administering and promoting an active contractor program of equal employment opportunity and who must be assigned adequate authority and responsibility to do so.

4. *Dissemination of Policy.* a. All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's equal employment opportunity policy and contractual responsibilities to provide equal employment opportunity in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

(1) Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's equal employment opportunity policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer or other knowledgeable company official.

(2) All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer or other knowledgeable company official, covering all major aspects of the contractor's equal employment opportunity obligations within thirty days following their reporting for duty with the contractor.

(3) All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer or appropriate company official in the contractor's procedures for locating and hiring minority group employees.

b. In order to make the contractor's equal employment opportunity policy known to all employees, prospective employees and potential sources of employees, i.e., schools, employment agencies, labor unions (where appropriate), college placement officers, etc., the contractor will take the following actions:

(1) Notices and posters setting forth the contractor's equal employment opportunity

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policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

(2) The contractor's equal employment opportunity policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

5. **Recruitment.** a. When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be published in newspapers or other publications having a large circulation among minority groups in the area from which the project work force would normally be derived.

b. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minority group applicants, including, but not limited to, State employment agencies, schools, colleges and minority group organizations. To meet this requirement, the contractor will, through his EEO Officer, identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority group applicants may be referred to the contractor for employment consideration.

In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, he is expected to observe the provisions of that agreement to the extent that the system permits the contractor's compliance with equal employment opportunity contract provisions. (The U.S. Department of Labor has held that where implementation of such agreements have the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Executive Order 11246, as amended.)

c. The contractor will encourage his present employees to refer minority group applicants for employment by posting appropriate notices or bulletins in areas accessible to all such employees. In addition, information and procedures with regard to referring minority group applicants will be discussed with employees.

6. **Personnel Actions.** Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, or national origin. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities

do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with his obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of his avenues of appeal.

7. **Training and Promotion.** a. The contractor will assist in locating, qualifying, and increasing the skills of minority group and women employees, and applicants for employment.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training. In the event the Training Special Provision is provided under this contract, this subparagraph will be superseded as indicated in Attachment 2.

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of minority group and women employees and will encourage eligible employees to apply for such training and promotion.

8. **Unions.** If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use his/her best efforts to obtain the cooperation of such unions to increase opportunities for minority groups and women within the unions, and to effect referrals by such unions of minority and female employees. Actions by the contractor either directly or through a contractor's association acting as agent will include the procedures set forth below:

a. The contractor will use best efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minority group members and women for membership in the unions and increasing the skills of minority group employees and women so that they may qualify for higher paying employment.

b. The contractor will use best efforts to incorporate an equal employment opportunity clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, or national origin.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the State highway department and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of minority and women referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, or national origin, making full efforts to obtain qualified and/or qualifiable minority group persons and women. (The U.S. Department of Labor has held that it shall be no excuse that the union with which the contractor has a collective bargaining agreement providing for exclusive referral failed to refer minority employees.) In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the State highway agency.

9. *Subcontracting.* a. The contractor will use his best efforts to solicit bids from and to utilize minority group subcontractors or subcontractors with meaningful minority group and female representation among their employees. Contractors shall obtain lists of minority-owned construction firms from State highway agency personnel.

b. The contractor will use his best efforts to ensure subcontractor compliance with their equal employment opportunity obligations.

10. *Records and Reports.* a. The contractor will keep such records as are necessary to determine compliance with the contractor's equal employment opportunity obligations. The records kept by the contractor will be designed to indicate:

(1) The number of minority and non-minority group members and women em-

ployed in each work classification on the project.

(2) The progress and efforts being made in cooperation with unions to increase employment opportunities for minorities and women (applicable only to contractors who rely in whole or in part on unions as a source of their work force).

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minority and female employees, and

(4) The progress and efforts being made in securing the services of minority group subcontractors or subcontractors with meaningful minority and female representation among their employees.

b. All such records must be retained for a period of three years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of the State highway agency and the Federal Highway Administration.

c. The contractors will submit an annual report to the State highway agency each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form FHWA 1391. If on-the-job training is being required by "Training Special Provision", the contractor will be required to furnish Form FHWA 1400.

[40 FR 22053, July 3, 1975, as amended at 43 FR 10336, May 5, 1978. Correctly redesignated at 46 FR 21154, Apr. 9, 1981]

APPENDIX B TO SUBPART A OF PART 230—TRAINING SPECIAL PROVISIONS

This Training Special Provision supersedes subparagraph 7b of the Special Provision entitled "Specific Equal Employment Opportunity Responsibilities," (Attachment 1), and is in implementation of 23 U.S.C. 140(a).

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

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

The number of trainees to be trained under the special provisions will be _____ (amount to be filled in by State highway department).

In the event that a contractor subcontracts a portion of the contract work, he shall determine how many, if any, of the trainees are to be trained by the subcontractor, provided, however, that the contractor shall retain the primary responsibility for meeting the training requirements imposed by this special provision. The contractor shall also insure that this training

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special provision is made applicable to such subcontract. Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training.

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

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

No employee shall be employed as a trainee in any classification in which he has successfully completed a training course leading to journeyman status or in which he has been employed as a journeyman. The contractor should satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used the contractor's records should document the findings in each case.

The minimum length and type of training for each classification will be as established in the training program selected by the contractor and approved by the State highway agency and the Federal Highway Administration. The State highway agency and the Federal Highway Administration shall approve a program if it is reasonably calculated to meet the equal employment opportunity obligations of the contractor and to qualify the average trainee for journeyman status in the classification concerned by the end of the training period. Further-

more, apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau and training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided it is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts. Approval or acceptance of a training program shall be obtained from the State prior to commencing work on the classification covered by the program. It is the intention of these provisions that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the division office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

Except as otherwise noted below, the contractor will be reimbursed 80 cents per hour of training given an employee on this contract in accordance with an approved training program. As approved by the engineer, reimbursement will be made for training persons in excess of the number specified herein. This reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other does not specifically prohibit the contractor from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the contractor where he does one or more of the following and the trainees are concurrently employed on a Federal-aid project; contributes to the cost of the training; provides the instruction to the trainee or pays the trainee's wages during the offsite training period.

No payment shall be made to the contractor if either the failure to provide the required training, or the failure to hire the trainee as a journeyman, is caused by the contractor and evidences a lack of good faith on the part of the contractor in meeting the requirements of this Training Special Provision. It is normally expected that a trainee will begin his training on the project as soon as feasible after start of work utilizing the skill involved and remain on the project as long as training opportunities exist in his work classification or until he has completed his training program. It is not required that all trainees be on board for the entire length

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of the contract. A contractor will have fulfilled his responsibilities under this Training Special Provision if he has provided acceptable training to the number of trainees specified. The number trained shall be determined on the basis of the total number enrolled on the contract for a significant period.

Trainees will be paid at least 60 percent of the appropriate minimum journeyman's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by the Departments of Labor

or Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by this Training Special Provision.

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

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

[40 FR 20063, July 9, 1975. Correctly redesignated at 48 FR 21156, Apr. 9, 1983]



125 East 11th Street, Austin, TX 78701
(512) 416-4750

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