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# ON THE JOB TRAINING

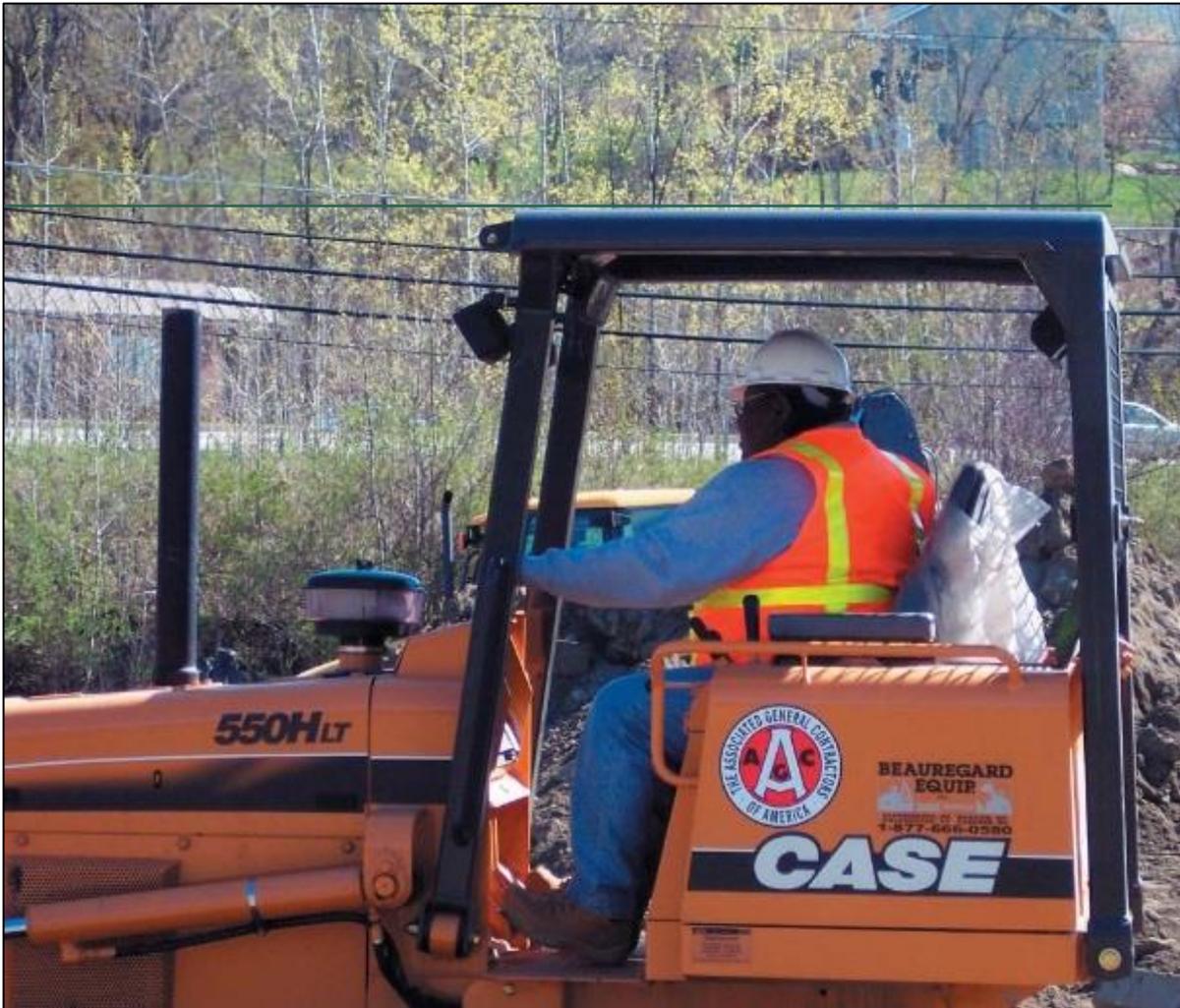
Program Manual



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Employment Diversity in Highway Construction  
Vermont Agency of Transportation





Jean Miller, Equipment Operator OJT with J.A. McDonald, Inc.  
Heavy Equipment Training Graduate and CDL-B class participant.

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

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

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## PROGRAM OVERVIEW

The primary goal of the On-The-Job Training (OJT) Program is to offer equal opportunity for the training and job advancement of women and minority men in highway construction. The OJT program is a great opportunity for contractors working on federally-funded projects to diversify their workforce. Over the years, the program has helped transform the highway construction workforce in Vermont.

To accomplish this, the Vermont Agency of Transportation (VTrans) has established procedures in accordance with 23 CFR 230.111 to add employee traineeship hours as a contract requirement on selected contracts. The details of these training requirements are outlined in the Training Special Provisions of VTrans construction contracts (pages 36-37 of this manual).

To fulfill this contract requirement, the contractor must make every effort to enroll women and minority men by recruitment through public and private sources. Contractors may, in some situations, choose to upgrade current female or minority male employees by referring them to the OJT Program Manager for assessment and enrollment. Each training program is designed to provide as much meaningful training as is possible during the life of the contract. In addition to providing training, the contractor will make an effort to retain the trainee after successful completion of training hours.

Contractors should use this *On-The-Job Training Program Manual* as a guide to prepare for and implement the training program. The training provided should meet the workforce needs of the project; introduce (or advance) the trainee to the highway construction field; and include the number of training hours needed to fulfill the contract requirement. The contractor is expected to begin the recruitment process well before the start of the project. A list of recruitment sources is provided in this manual (pages 19-24, Employment Resources) and on our website. Since we keep a current

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



## QUESTIONS OR CONCERNS?

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## RECRUITMENT

When selecting a trainee, in addition to the Entrance Requirements listed on Page 3, the contractor should use the following criteria:

- Select a woman or minority male who has a good work ethic and truly wants to work in highway construction;
- Select a trainee classification (see Page 8) that meets the needs of the project, will be in use for a reasonable duration, and meets the interests of the trainee.

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

In the event that there is not a trainee classification in this manual that is suitable, the

contractor can work with the OJT Program Manager to develop a training classification that suits the project and the trainee's interests.

Until we reach a time when representative numbers of minorities and women complete training and their utilization as journey-workers meets the participation goals outlined in the Agency's contracts, training required under the Training Special Provisions will be limited to minorities and women. The contractor should use community organizations and resources which are most likely to reach women and minority populations, like those included in the Employment Resources section of this manual (pages 19-24). The Office of Civil Rights & Labor Compliance may be able to provide the contractor with the names of potential trainees who have been screened and assessed (see Participant Assessment, pages 27-28).



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

## PARTICIPANT ASSESSMENT

Prior to enrollment in the OJT Program, prospective participants should be screened for qualities and work experience that make them desirable trainees. There are two ways to assess someone who is interested in the OJT Program.

- **Office of Civil Rights & Labor Compliance Participant Assessment:**
  - After our office receives an *OJT Program Application* (pages 25-26) from a prospective trainee, we will meet with the applicant for a one-on-one interview to conduct a *Participant Assessment* (pages 27-28). This meeting allows us look closely at the specific skills and interests of the applicant and match potential trainees to projects in a more meaningful way; or
  - The contractor locates a potential candidate, conducts an initial interview and has the candidate complete an employment application. At this point, if the contractor believes the candidate is qualified to participate in the OJT program but would like our office to perform an assessment, the contractor may contact our office to request one.

- **Contractor Assessment:** The contractor conducts the assessment. To help with this, we have developed a series of two forms, *OJT Application* and *Participant Assessment* (pages 25-28) available for contractors to use. These forms are also available in a downloadable format on our website. The OJT Program Manager is available to work with contractors to explain how these forms should be used and/or help locate suitable candidates for the program. A contractor may have other forms, in addition to an Application for Employment, for use in screening candidates.



## ENTRANCE REQUIREMENTS

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

The applicant must be:

- A minimum of eighteen (18) years of age;
- A woman or minority male;
- In good health and physically able to do the work;
- Someone who has experience or a strong interest in highway construction and;
- Willing to learn and work hard.

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

Keep in mind:

- The applicant must complete an *OJT Program Application* and be approved by our office to be part of the training program;
- No applicant will be accepted as a trainee in any classification for which he/she has successfully completed a course leading to journey-worker status or in which he/she has been gainfully employed; and
- No applicant who has previously been in the VTrans OJT Program will be accepted as a trainee unless it is in a position which upgrades him/her from semi-skilled to skilled craft status. An applicant may enroll in a maximum of two training programs.

## SUPPORTIVE SERVICES

The Office of Civil Rights & Labor Compliance offers a number of supportive services to On-The-Job Trainees. One such service is help with the purchase of necessary boots and tools for use on the job. Our office has a voucher system (see page 30) with Lenny's Shoe and Apparel in three locations statewide, Sam's Outdoor Outfitters in Brattleboro, Aubuchon Hardware and Family Footwear in Bennington, and a few other stores in the state. After speaking with the trainee, the OJT Program Manager will authorize a voucher for use at the most convenient location. Use of this Trainee Voucher eliminates the need for the trainee to pay

cash for purchases and submit receipts for reimbursement from the State of Vermont. On a case-by-case basis, a voucher may be provided for tools, but only after a conversation with the OJT Supervisor who will also need to provide a written list of tools needed.

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

## PROBATIONARY PERIOD

All candidates for enrollment in the OJT Program are given a minimum two-week probationary period. This period allows the contractor to view the candidate's work habits and attitude and also allows the candidate to experience the contractor's work requirements and supervision style. The contractor should complete and submit *OJT Weekly Progress Reports* (page 31) during the probationary period.

## ENROLLMENT & ORIENTATION

**Prior to approval of an OJT**, the contractor must complete an *OJT Program Enrollment Form* (page 29) so it may be approved by the OJT Program Manager. The start date of the probationary period should be used as the trainee's start date. Until the OJT Program Manager approves an OJT start date, it is not effective and will not be retroactive.

Upon satisfactory completion of the required probationary period and subject to the approval of the OJT Program Manager, the trainee will be officially enrolled in the OJT Program. The Office of Civil Rights & Labor Compliance staff member will conduct the enrollment and orientation at the job site and the *OJT Program Enrollment Form* will be signed by the OJT Program Manager, the trainee, and the contractor's OJT supervisor.

### The following topics/issues will be covered at the on-site OJT enrollment:

- The trainee, the contractor, and the VTrans Resident Engineer will receive a copy of this manual, which includes a training program outline of the OJT classification (see page 8) into which the trainee is being enrolled. If it is a customized training, a job description must be written and approved by the OJT Program Manager prior to the OJT approval.
- The trainee's starting wage rate and the graduated pay scale; signing of the OJT Enrollment Form;
- Basic hours of work, lunch, break(s); overtime expectations; weekend work expectations;
- The necessity that construction workers be punctual and willing to work extra hours in order to remain steadily employed; the possibility of off-site training;
- The seasonality of construction work and the adverse weather conditions under which work may occur;
- Who the trainee will report to (primary supervisor); who the trainee should call in case of absence, including a phone number(s);
- The importance of notifying the supervisor if the trainee will be tardy or absent from work or needs to leave the worksite;
- That, from time to time, the trainee may have an obligation to perform tasks not included in the training program outline;

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

- The contractor’s EEO policy, Affirmative Action Plan, and Complaint and Sexual Harassment policies;
- Appropriate dress on the job site;
- Disciplinary procedures, termination, and layoff policies of the contractor; and,
- The role of the VTrans Office of Civil Rights & Labor Compliance in the OJT Program and on the job site.

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

## SUPERVISION

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

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

## WAGE RATES

Trainees will be paid at least 60 percent of the appropriate minimum journey-worker’s rate (for the training classification in which he/she is enrolled) specified in the contract for the first half of the training program, at least 75 percent for the third quarter of the training program, and at least 90 percent for the last quarter of the training program.

The ending wage rate should be equal to or higher than the federally-mandated Davis-Bacon wage rate for that classification. **In no case will the trainee be paid less than the prevailing rate for a general laborer as shown in the contract wage decision.** Trainee wage rates are subject to the approval of the OJT Program Manager prior to the start of the training.

## WORK HOURS

Given the nature of the work, the trainee is expected to work the hours required by the project. This typically means working more than 40 hours per week and may include weekend and/or holiday work. Work hours vary from project to project.



## WEEKLY OJT PROGRESS REPORTS

**Upon completion of each week of the training program,** the contractor is required to submit via email a completed, signed *OJT Weekly Progress Report* (page 31) to the OJT Program Manager and the Resident Engineer on the project. A copy should be given to the trainee as well. Trainees should be evaluated by their immediate supervisor(s). The Progress Reports are to be signed by both the trainee and the trainee’s supervisor. This form is available as a fillable pdf online at: [www.vtranscivilrights.vermont.gov](http://www.vtranscivilrights.vermont.gov) and a sample of the completed form is included in this manual (page 31). The Weekly Progress Report is to be an accurate reflection of the trainee’s work hours, phases of training, and progress to date.

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

These reports serve the following purpose:

- They are the method of reimbursement of training hours for the contractor;
- They are used to record and report trainee status to the OJT Program Manager; and
- They provide an opportunity for the trainee and supervisor to discuss any areas which need improvement and/or areas in which the trainee excels.

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

## SITE VISITS

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

## CHANGE IN OJT HOURS ON A PROJECT

At times, during the course of a project, a contractor may have the need to request the transfer of training hours from one project to another or to add training hours to a project. This type of request may be needed if:

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

For such requests, the *OJT Program Hours Change Request Form* (page 32) should be used. Please note that this type of request must be approved by the Resident Engineer on the project(s) and the OJT Program Manager before implementation.



## OFF-SITE TRAINING OF AN OJT

Nothing in this program prohibits a contractor from providing off-site training on a temporary basis, provided the work is meaningful to the OJT classification. When a contractor intends to transfer a trainee to another site for a short period of time, as long as this is approved, the hours trained off site will be credited to the project on which the trainee has been approved. Prior to any off-site training, the contractor is required to submit an *OJT Program Off-Site Training Approval Form* (page 33) to the Office of Civil Rights & Labor Compliance detailing the training schedule. The contractor will remain eligible for reimbursement, provided the OJT Program Manager has signed this form. Copies of the form will be forwarded to the affected Resident Engineers.

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

## TERMINATION FOR JUST CAUSE

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

Should a problem arise with a trainee, the contractor should immediately notify the Resident Engineer and the OJT Program Manager (802.828.2715) so that every effort can be made to take corrective affirmative action.

## CERTIFICATE OF TRAINING PROGRAM COMPLETION

At the completion of the training program, the trainee will receive an *OJT Program Completion Letter* (page 34) and an *OJT Program Completion Certificate* (page 35) as a record of his/her accomplishment. Copies of these documents will be sent to the contractor and the Resident Engineer on the project. The trainee will also be encouraged to continue to work and pursue training in the highway construction field. Successful trainees may be eligible for more opportunities through the Office of Civil Rights & Labor Compliance.

## TRAINING CLASSIFICATIONS

• Bridge Construction Trainee (BCT)	520 Hours . . . . .	Page 9
• Intermediate Bridge Construction Trainee (IBCT)	520 Hours . . . . .	Page 10
• Advanced Bridge Construction Trainee (ABCT)	520 Hours . . . . .	Page 11
• Construction Supervisory Trainee (CST)	1040 Hours . . . . .	Page 12
• Equipment Operator Trainee (EOT)	520 Hours . . . . .	Page 13
• Field Engineer Trainee (FET)	520 Hours . . . . .	Page 14
• Foreman Assistant Trainee (FAT)	520 Hours . . . . .	Page 15
• Highway Construction Trainee (HCT)	520 Hours . . . . .	Page 16
• Traffic Coordinator Trainee (TCT)	520 Hours . . . . .	Page 17
• Truck Driver Trainee (TDT)	520 Hours . . . . .	Page 18

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



## BRIDGE CONSTRUCTION TRAINEE (BCT) 520 HOURS

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

Laboring	Guardrail/Fencing	Tying Off
Carpentry	Curbing	Rebar
Blasting/Drilling	Traffic Control	Concrete Work
Welding	Grading	Pile Driving
Working with Iron	Placement	



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

**a) Familiarization (30 hours)**

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

**b) Form Building and Erection (200 hours)**

- Safety
- Basic form design
- Construction, erection and placement of forms
- Placement of reinforcing steel

**c) Structural Concrete (100 hours)**

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

**d) Traffic Control (40 hours)**

- Safety
- Control of traffic – public/construction vehicles

**e) Stripping/Salvage (40 hours)**

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

**f) Structural Steel (90 hours)**

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

**g) Clean-Up (20 hours)**

- Safety
- Materials – Equipment maintenance
- Site cleanup

# INTERMEDIATE BRIDGE CONSTRUCTION TRAINEE (IBCT)

## 520 HOURS

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

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

**a) Safety and Familiarization (40 hours)**

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

**b) Structural Concrete (250 hours)**

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

**c) Traffic Control (30 hours)**

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

**d) Concrete Demolition (100 hours)**

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

**e) Site Cleanup (100 hours)**

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



## ADVANCED BRIDGE CONSTRUCTION TRAINEE (ABCT) 520 HOURS

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

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

- a) Familiarization (20 hours)**
  - Safety
  - Company procedures
  - Tools/Equipment used in highway and bridge construction
  
- b) Concrete Demolition (150 hours)**
  - Safety
  - Tools and equipment
  - Methods of removal
  - Protection of surroundings
  
- c) Structural Concrete (200 hours)**
  - Safety
  - Form designs
  - Reinforcing bars
  - Finishing concrete/Curing
  
- d) Deck Removal and Replacement (150 hours)**
  - Safety
  - Stripping/Salvage
  - Metal grading with precast concrete replacement
  - Removal and clearing
  - Control of traffic



## CONSTRUCTION SUPERVISORY TRAINEE (CST) 1040 HOURS

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

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

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

### a) Familiarization (65 hours)

- Safety
- Company policies/Procedures
- Equipment/Materials usage and maintenance
- Recordkeeping

### b) Supervisory Responsibilities (225 hours)

- Scheduling
- Employee relations
- Conflict resolution
- Public relations
- Safety and first-aid
- Crew/Equipment coordination

### c) Job Knowledge (750 hours)

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

## EQUIPMENT OPERATOR TRAINEE (EOT) 520 HOURS

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

Bulldozer	Crane
Roller	Loader
Compactor	Oiler
Backhoe	Dump Truck
Grader	Earth/Rock Hauler
Pile Driver	

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

**a) Familiarization (40 hours)**

- Safety
- Fueling/Lubrication/Hydraulic systems
- Operation of vehicle
- Vehicle capabilities and limitations
- Materials/Earth work/Site preparation
- Public relations

**b) Operation of Equipment (370 hours)**

- Safety
- Grading
- Earth moving
- Rolling (compaction/ vibration)
- Trenching/Pipe laying
- Backfill/Curbing
- Rigging/Hoisting

**c) Maintenance (40 hours)**

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

**d) Project Support Activities (70 hours)**

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



## FIELD ENGINEER TRAINEE (FET)

### 520 HOURS

A field engineer is the entry-level position for individuals with technical training in civil construction. A field engineer will focus on developing skills in plan reading and site layout. The engineer will take direction from forepersons and supervisors to learn construction techniques and crew management skills.

The Field Engineer Trainee will perform activities under the supervision of a construction professional to prepare to take on the role of field engineer on heavy civil projects. A typical training program under this classification will consist of the following:

- a) Safety and Familiarization (25 hours)**
  - Company safety policies
  - Site-specific safety
  - Heavy equipment introduction
  - Roles of the different parties and people on site
  
- b) Documentation (100 hours)**
  - Keeping a field book for records
  - Measuring quantities for payment
  - Job safety assessments
  - Time cards for equipment and crews
  
- c) Traffic Control (45 hours)**
  - Flagging
  - Using the MUTCD
  - Designing traffic packages with signage, cones, and flaggers
  - Proper set up and tear down of traffic package
  
- d) Layout & Plan Reading (250 hours)**
  - Plan reading to extract specifics
  - Use of a pop level and stick ruler
  - Use of a transit and grade rod
  - Use of a GPS and data collector
  
- e) Construction Practices (100 hours)**
  - Environmental stewardship and compliance
  - Mass excavation and filling
  - Pipe installation
  - Concrete forming and pouring
  - Road subbase and grading
  - Paving and guardrail

## FOREMAN ASSISTANT TRAINEE (FAT) 520 HOURS

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

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



### a) Familiarization (100 hours)

- Blueprint reading
- Right-of-way lines, alignment, grade and witness stakes, boundary markers, benchmarks and tie points
- Tools/Equipment
- Materials/Earthwork/Site preparation
- Company policies/Procedures - EEO/AA
- Recordkeeping
- Public relations

### b) Assistant Responsibilities (40 hours)

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

### c) Operation of Equipment (100 hours)

- Rolling (compaction/vibration) and pile driving
- Rigging/Hoisting
- Exposure to pile driving, welding and cutting and heavy equipment operation
- Equipment/Material usage and maintenance
- Maintenance of equipment (minor repairs/parts replacement)
- Backfill/Curbing
- Trenching/Pipe laying

### d) Job Knowledge (200 hours)

- Blueprint/Topographical map/Layout reading
- Use of transit, layout, and staking
- Site preparation
- Ground condition analysis and testing
- Drainage
- Subgrading and fine grading
- Erosion control
- Placement of concrete, asphalt, and granite
- Job site clean-up, excavation
- Traffic control

### e) Job Safety (40 hours)

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

### f) Higher Skill Training (40 hours)

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

# HIGHWAY CONSTRUCTION TRAINEE (HCT)

## 520 HOURS

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

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

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



### a) Familiarization (30 hours)

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

### b) Traffic Control (40 hours)

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

### c) Piping (80 hours)

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

### d) Concrete Structures (120 hours)

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

### e) Grading (140 hours)

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

### f) Surfacing (40 hours)

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

### g) Curbing (40 hours)

- Curbs and sidewalk placement – granite, asphalt, and concrete

### h) Clean-up (30 hours)

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

## TRAFFIC COORDINATOR TRAINEE (TCT) 520 HOURS

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

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

**a) Traffic Control Familiarization (40 hours)**

- Safety
- Knowledge of company policies and procedures
- Knowledge of Federal and state regulations
- Proper hand and sign signaling
- Public relations
- Recordkeeping

**b) Control of Traffic (40 hours)**

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

**c) Supervisory Responsibilities (200 hours)**

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

**d) Traffic Signage Familiarization (40 hours)**

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

**e) Traffic Control Job Knowledge (200 hours)**

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

## TRUCK DRIVER TRAINEE (TDT)

### 520 HOURS

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

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



#### a) Safety & Familiarization (40 hours)

- Knowledge of company policies and procedures
- Performing daily external and internal vehicle inspection
- Air brake check and proper notation of problems found
- Job site hazards
- Working with traffic personnel and laborers in assisting backups on site
- Entering/Exiting job site safety
- Vehicle orientation, gear numbers, weight rating, special instructions, vehicles caps/ limitations, fueling, general operation
- Public relations

#### b) Vehicle Operation (400 hours)

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

#### c) Maintenance (40 hours)

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

#### d) Related Activities & Project Support (40 hours)

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

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

# Employment Resources

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

Organization	Contact
Abnaki Self-Help Association 100 Grand Avenue Swanton, VT 05488	802.868.6547 ashai.abenakination.com
Association of Africans Living in Vermont 20 Allen Street Burlington, VT 05402 Email: info@aalv-vt.org	802.985.3106 aalv-vt.org
Northland Job Corps Center 100 A MacDonough Drive Vergennes, VT 05491	802.877.2922 northlands.jobcorps.gov
ReSOURCE Burlington 266 Pine Street Burlington, VT 05401	802.658.4143 – ext. 10 resourcevt.org
ReSOURCE Barre 30 Granite Street Barre, VT 05641	802.477.7800 resourcevt.org
University of Vermont Women’s Center 34 South Williams Street Burlington, VT 05405 Email: women@uvm.edu	802.656.7892 uvm.edu/~women/
Vermont Refugee Resettlement Program 462 Hegeman Avenue, Suite 101 Colchester, VT 05446 Email: vrrp@uscrvt.org	802.655.1963 refugees.org/about-us/where-we-work/vrrp/contact/contact.html
Vermont Partnership for Fairness and Diversity 18 Town Crier Drive Brattleboro, VT 05301	802.254.2972 vermontpartnership.org
Vermont Works for Women Barre Office Winooski Office	vtworksforwomen.org 802.622.0400 802.655.8900
Vermont Commission on Women 126 State Street, #6801 Montpelier, VT 05633	802.828.2851 women.vermont.gov

### Vermont Department of Labor

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

### Directory of Department of Labor Offices

Barre Resource Center  
 McFarland State Office Building  
 5 Perry Street, Suite 200  
 Barre, VT 05641  
 Phone: 802.476.2600

Randolph Resource Center  
 50 Randolph Avenue  
 Randolph, VT 05060  
 Phone: 802.476.2600  
*(By Appointment Only)*

Bennington Resource Center  
 200 Veterans Memorial Drive, Suite 2  
 Bennington, VT 05201  
 Phone: 802.442.6376

Rutland Resource Center  
 200 Asa Bloomer Building  
 Rutland, VT 05701  
 Phone: 802.786.5837

Brattleboro Resource Center  
 State Office Building  
 232 Main Street  
 Brattleboro, VT 05302-0920  
 Phone: 802.254.4555

St. Albans Resource Center  
 27 Federal Street, Suite 100  
 St. Albans, VT 05478  
 Phone: 802.524.6585

Burlington Resource Center  
 63 Pearl Street  
 Burlington, VT 05401  
 Phone: 802.863.7676

St. Johnsbury Resource Center  
 1197 Main Street, Suite 1  
 St. Johnsbury, VT 05819-0129  
 Phone: 802.748.3177

Middlebury Resource Center  
 1590 Route 7 South, Suite 5  
 Middlebury, VT 05753  
 Phone: 802.388.4921  
 Fax: 802.388.4630

Springfield Resource Center  
 56 Main Street., Suite 101  
 Springfield, VT 05156-2900  
 Phone: 802.885.2167

Morrisville Resource Center  
 197 Harrel Street  
 Morrisville, VT 05661-0429  
 Phone: 802.888.4545

White River Junction Resource Center  
 118 Prospect Street, Suite 302  
 Hartford, VT 05001  
 Phone: 802.295.8805

Newport Resource Center  
 Emory E. Hebard State Office Building 100  
 Main Street, Suite 120  
 Newport, VT 05855-0375  
 Phone: 802.334.6545

Vermont DOL Job Link  
[vermontjoblink.com](http://vermontjoblink.com)

## Veterans Workforce Contacts at Vermont Department of Labor

<ul style="list-style-type: none"> <li>• Barre: 802.476.2601</li> <li>• Burlington: 802.652.0339 or 802.652.0338</li> <li>• Brattleboro: 802.476.2601</li> </ul>	<ul style="list-style-type: none"> <li>• Middlebury: 802.388.4921</li> <li>• Morrisville: 802.476.2601</li> <li>• Newport: 802.476.2601</li> </ul>	<ul style="list-style-type: none"> <li>• Rutland: 802.786.8845</li> <li>• St. Albans: 802.652.0339 or 802.652.0338</li> <li>• St. Johnsbury: 802.476.2601</li> </ul>	<ul style="list-style-type: none"> <li>• Springfield: 802.476.2601</li> <li>• White River Junction: 802.476.2601</li> </ul>
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## Community Action Agencies

<p><b>BROC—Community Action in Southwestern Vermont</b>  45 Union Street  Rutland, VT 05701  802.775-0878 or 1-800.717.2762  broc.org</p> <ul style="list-style-type: none"> <li>• Bennington: 802.447.7515</li> </ul>	<p><b>Northeast Kingdom Community Action (NEKCA)</b>  70 Main Street  Newport, VT 05855-5110  802.334.7316  nekcavt.org</p> <ul style="list-style-type: none"> <li>• Canaan: 802.266.7134</li> <li>• Island Pond: 802.723.5245</li> <li>• St. Johnsbury: 802.748.6040</li> </ul>
<p><b>Capstone Community Action (Central Vermont)</b>  20 Gable Place  Barre, VT 05641  802.479.1053 or 1.800.639.1053  capstonevt.org</p> <ul style="list-style-type: none"> <li>• Bradford: 802.222.5419</li> <li>• Morrisville: 1.800.639.8710 or 802.888.7993</li> <li>• Randolph: 1.800.846.9506 or 802.728.9506</li> </ul>	<p><b>Southeastern Vermont Community Action (SEVCA)</b>  91 Buck Drive  Westminster, VT 05158  802.722.4575 or 1.800.464.9951  sevca.org</p> <ul style="list-style-type: none"> <li>• Brattleboro: 802.254.2795</li> <li>• Springfield: 802.885.6153</li> <li>• White River Junction: 802.295.5215</li> </ul>
<p><b>Champlain Valley Office of Economic Opportunity (CVOEO)</b>  255 South Champlain Street  Burlington, VT 05402  802.862.2771  cvoeo.org</p> <ul style="list-style-type: none"> <li>• Addison Community Action: 1.800.639.2318 or 802.388.2285</li> <li>• Chittenden Community Action: 802.863.6248</li> </ul>	

**Creative Workforce Solutions** - Job placement initiative for VocRehab Vermont

75 Talcott Road, Suite 70  
 Williston, VT 05495  
 Phone: 866.879.6757  
 cwsvt.com

**Directory of Creative Workforce Solutions Offices**

<p><b>Barre Office</b>          5 Perry Street, Suite 100          Barre, VT 05641          Phone: 802.371.8081</p>	<p><b>Newport Office</b>          100 Main Street, Ste. 120          Newport, VT 05855          Phone: 802.343.4770</p>
<p><b>Bennington Office</b>          200 Veterans Memorial Drive          Bennington, VT 05201          Phone: 802.343.4726</p>	<p><b>Rutland Office</b>          300 Asa Bloomer Building          Rutland, VT 05701          Phone: 802.353.0717</p>
<p><b>Brattleboro Office</b>          28 Vernon Street, Ste. 400          Brattleboro, VT 05301          Phone: 802.430.4380</p>	<p><b>St. Albans Office</b>          27 Federal Street          St. Albans, VT 05478          Phone: 802.370.5023</p>
<p><b>Burlington Office</b>          110 Cherry Street, Suite 2-1          Burlington, VT 05401          Phone: 802.343.4777 or 802.343.9892</p>	<p><b>St. Johnsbury Office</b>          67 Eastern Avenue, Ste. 1          St. Johnsbury, VT 05819          Phone: 802.424.6910</p>
<p><b>Middlebury Office</b>          156 South Village Green          Middlebury, VT 05753          Phone: 802.343.4698</p>	<p><b>Springfield Office</b>          100 Mineral Street, Suite 308          Springfield, VT 05156          Phone: 802.343.4729</p>
<p><b>Morrisville Office</b>          63 Professional Drive          Morrisville, VT 05661          Phone: 802.793.8309</p>	<p><b>White River Junction Office</b>          118 Prospect Street          White River Jct., VT 05001          Phone: 802.343.4772</p>

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

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

**Private CDL Schools**

<p><b>Champlain Valley Driver Training</b> 60B Gonyeau Road Milton, VT 05468 802.893.4955 / getcdl.com</p>	<p><b>Northeast Driver Training</b> 10 Transport Park Rockingham, VT 05101 802.463.9194 / northeastdrivertraining.com</p>
<p><b>Giroux General Transport</b> 4 Cambria Street Barre, VT 05641 802.476.4679 / cdlschoolinvt.com</p>	<p><b>Precision Driver Training School</b> 900 Route 58 West #1 Irasburg, VT 05845 802.754.2842 / vtdrivered.com</p>

## Vermont Regional Career and Technical Centers

<p><b>Burlington Technical Center (A,W)</b>                      52 Institute Road                      Burlington, VT 05408                      802.864.8426 / burlingtontech.info</p>	<p><b>Patricia A. Hannaford Career Center (C,O,W)</b>                      51 Charles Avenue                      Middlebury, VT 05753                      802.382.1012 / hannaforcareercenter.org</p>
<p><b>Central Vermont Career Center</b>                      155 Ayers Street                      Barre, VT 05641                      802.476.4811 / barretechnicalcenter.org</p>	<p><b>Randolph Area Vocational Center (C,O)</b>                      17 Forest Street                      Randolph, VT 05060                      802.728.9595 / orangesouthwest.org/rtcc</p>
<p><b>Center for Technology (M,W)</b>                      3 Educational Drive                      Essex Junction, VT 05452                      802.879.5558 / cte.ccsuvt.org</p>	<p><b>River Bend Career &amp; Technical Center (W)</b>                      36 Oxbow Drive, PO Box 618                      Bradford, VT 05033-0618                      802.222.5212 / rbctc.org</p>
<p><b>Cold Hollow Career Center</b>                      184 Missisquoi Street, PO Box 530                      Enosburg Falls, VT 05450                      802.933.4003 / chccvt.net</p>	<p><b>River Valley Technical Center (M)</b>                      307 South Street                      Springfield, VT 05156                      802.885.8300 / rvtc.org</p>
<p><b>Green Mountain Technology &amp; Career Center (C,W)</b>                      738 Route 15 West, PO Box 600                      Hyde Park, VT 05655-0600                      802.888.4447 / gmtcc.info</p>	<p><b>St. Johnsbury Academy</b>                      1000 Main Street, PO Box 906                      St. Johnsbury, VT 05819                      802.748.8171 / stjacademy.org</p>
<p><b>Hartford Area Career &amp; Technology Center (W)</b>                      1 Gifford Road                      White River Junction, VT 05001                      802.295.8630 / hactc.com</p>	<p><b>Stafford Technical Center (A,C,M,W)</b>                      8 Stratton Road                      Rutland, VT 05701                      802.770.1033 / staffordonline.org</p>
<p><b>Lyndon Institute (C,O,W)</b>                      168 Institute Circle, PO Box 127                      Lyndon Center, VT 05850                      802.626.0190 / lyndoninstitute.org</p>	<p><b>SW Vermont Career Development Center (A,M,W)</b>                      321 Park Street                      Bennington, VT 05201                      802.447.0220 / svcdc.org</p>
<p><b>North Country Career Center (A,C,W)</b>                      209 Veterans Avenue, PO Box 725                      Newport, VT 05855                      802.334.5469 / ncsuvt.org</p>	<p><b>Windham Regional Career Center (W)</b>                      80 Atwood Street                      Brattleboro, VT 05301                      802.257.7335 / wrccvt.com</p>
<p><b>Northwest Technical Center (O,M,W)</b>                      71 South Main Street                      St. Albans, VT 05478                      802.527.6517 / nwtconline.org</p>	<p><b>Adult Education Course Key</b> (subject to change)                      A = Auto Technology/Mechanics                      C = Commercial Drivers License                      M = Manufacturing/Design                      O = OSHA Safety Training                      W = Welding</p>



EMPLOYMENT DIVERSITY IN HIGHWAY CONSTRUCTION

ON-THE-JOB TRAINING (OJT) PROGRAM APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
E-Mail Address: \_\_\_\_\_ Gender: Male Female (Circle one)

Which of the following do you consider yourself?

- White [ ] African American [ ] Asian/Pacific Islander [ ] Bosnian [ ]
Native American [ ] Hispanic/Latino [ ] Portuguese [ ] Other: \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ From which state? \_\_\_\_\_ Do you have a CDL-A or CDL-B? \_\_\_\_\_

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

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Address: \_\_\_\_\_ (Street) (City) (State) (Zip)
Work Performed: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_
Wages Received per Hour: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_
May we contact them? \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Address: \_\_\_\_\_ (Street) (City) (State) (Zip)
Work Performed: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_
Wages Received per Hour: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_
May we contact them? \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

EDUCATION AND PREVIOUS EXPERIENCE

Highest grade level completed: \_\_\_\_\_ Do you have a H.S. Diploma or G.E.D.? (Circle one if applicable.)
Type of heavy equipment or vehicle experience, if any: \_\_\_\_\_
Any other related construction experience or training, including flagging, laborer, other trades: \_\_\_\_\_

REFERENCES - PLEASE LIST TWO WORK-RELATED REFERENCES (NOT PERSONAL FRIENDS/RELATIVES) WE MAY CONTACT.

Table with 4 columns: Name, Phone Number, How do you know this person (i.e. boss, caseworker, etc.)?, How long have you known this person?

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

	YES	NO
1. Do you enjoy driving?	_____	_____
2. Do you feel comfortable working under and work well under pressure?	_____	_____
3. Do you like doing physically challenging work?	_____	_____
4. Do you have any physical limitations/restrictions? If so, what are they? _____	_____	_____
5. Are you willing/able to COMMUTE to other areas of the state to different job sites? (Many employers need their employees to travel and sometimes stay overnight.)	_____	_____
6. Do noises from machinery and/or power tools bother you?	_____	_____
7. Can you do heavy lifting and carrying on a job? Note: If you have a lifting restriction, what is it (how many pounds)? _____	_____	_____
8. Do you mind working at heights?	_____	_____
9. Which of the following schedules are you willing and able to work? CHECK ALL THAT APPLY: Day Shift _____ 12-hour shifts _____ Weekends _____ Overtime _____		

CHECK THE RESPONSE TO THE FOLLOWING STATEMENTS THAT BEST DESCRIBES YOU:	YES	NO	MAYBE
1. I just need a job.			
2. I would like a job where I can get ahead.			
3. I <b>really</b> want to work in construction.			
4. I need to learn job-seeking skills such as interview techniques and resume writing.			
5. I need help to find good day care for my children.			
6. I need to get a driver's license.			
7. I want to get a Commercial Driver's License (CDL) for truck drivers.			
8. I need basic skill instruction, such as writing, reading, math and GED preparation.			

**HOW DID YOU HEAR ABOUT THE OJT PROGRAM?**

Someone who's been an OJT     
  Social Service Agency     
  Website     
  Relative/Friend  
 Brochure or Poster     
  Other (Explain): \_\_\_\_\_

<p><b>I GIVE MY PERMISSION FOR THIS INFORMATION TO BE SHARED WITH ANY PROSPECTIVE EMPLOYERS.</b></p> <p>_____</p> <p style="text-align: center;"><b>SIGNATURE</b></p>	<p><b>PLEASE RETURN COMPLETED FORM TO:</b></p> <p>Beth Meyer-Ehrich, OJT Program Manager          VTrans Office of Civil Rights &amp; Labor          One National Life Drive          Montpelier, VT 05633-5001  <b>Email:</b> <a href="mailto:Beth.MeyerEhrich@vermont.gov">Beth.MeyerEhrich@vermont.gov</a>  <b>Phone:</b> 802.828.2715 <b>Fax:</b> 802.828.1047</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>DATE</b></p>
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# PARTICIPANT ASSESSMENT

Participant's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Interviewer's Initials: \_\_\_\_\_

## GENERAL INFORMATION

- How did you learn about the OJT Program?
- Why are you interested in highway construction work?
- What jobs (training classifications) are you specifically interested in? Why?
- Do you have any related experience from previous jobs and/or careers?
- Why do you think you can make a successful career in the trades?
- If you have already worked in the industry, what did you like best about it?

What did you like least about it?

- As an employee, what working style or work ethics do you have to offer an employer/contractor?
- Have you ever been a minority in a group of workers (a crew, division or team of employees)?
- Have you ever experienced sexual harassment, discrimination, or mistreatment on a job? If so, how did you handle it?
- What kind of physical work or activities have you done recently or do you do on a daily basis?
- How do you feel about traveling to a work site(s)? What is the maximum distance/time you are willing to commute to a job site?

## WORK HISTORY

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

**SCHEDULE CONSIDERATIONS**

Transportation:

- Current driver's license?
- Reliable vehicle?

Have you been working with Reach Up, Department of Labor, or VSAC? Any person we could contact?

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

- Childcare?
- Daytime meetings/programming?

How do you plan to address these?

**HEALTH**

Any physical disabilities or work limitations (current or old injuries) that should be shared with an employer?

Any allergies or medications that may impact your ability to do physical work or drive heavy equipment?

Willing to take drug test/physical?

**TRAINING INTERESTS**

On-The-Job Training?

CDL-B?

Other training: (Interested in or has completed)

**WORKING OUTSIDE**

- Elements (weather, heat, cold, noise, dust) OK?
- Heights OK?
- Water OK?
- Other?

**OTHER NOTES**

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

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

Beth Meyer-Ehrich  
VT Agency of Transportation  
Office of Civil Rights and Labor Compliance  
One National Life Drive  
Montpelier, VT 05633-5001

**Phone:** 802.828.2715

**Email:** Beth.MeyerEhrich@vermont.gov

**Fax:** 802.828.1047



ON-THE-JOB TRAINING PROGRAM

# ENROLLMENT FORM

**PROJECT NAME & NUMBER:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

OJT SUPERVISOR: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_

**TRAINEE NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE No.:** \_\_\_\_\_

**GENDER:**  M  F (CHECK ONE)

**ETHNIC CLASS:** \_\_\_\_\_

**TRAINEE CLASSIFICATION:** \_\_\_\_\_

**NUMBER OF HOURS:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

**CONTRACTOR'S PROJECT MANAGER:** \_\_\_\_\_

SITE PHONE #: \_\_\_\_\_

CELL PHONE#: \_\_\_\_\_

**VTRANS RESIDENT ENGINEER:** \_\_\_\_\_

SITE PHONE #: \_\_\_\_\_

CELL PHONE#: \_\_\_\_\_

### WAGES

**STARTING** → \$ \_\_\_\_\_

**1/2** → \$ \_\_\_\_\_

**3/4** → \$ \_\_\_\_\_

**ENDING** → \$ \_\_\_\_\_

### SIGNATURES

**TRAINEE SIGNATURE:** \_\_\_\_\_

**EMPLOYER SIGNATURE:** \_\_\_\_\_

**VTRANS OFFICE OF CIVIL RIGHTS SIGNATURE:** \_\_\_\_\_

UPON SATISFACTORY COMPLETION OF THE TWO-WEEK PROBATIONARY PERIOD AND SUBJECT TO THE APPROVAL OF THE VTRANS OFFICE OF CIVIL RIGHTS & LABOR, THE TRAINEE WILL BE OFFICIALLY ENROLLED IN THE OJT PROGRAM. A REPRESENTATIVE FROM THE OFFICE OF CIVIL RIGHTS & LABOR COMPLIANCE WILL CONDUCT THE ENROLLMENT AND ORIENTATION AT THE JOB SITE. PRIOR TO THIS MEETING, THE CONTRACTOR SHOULD COMPLETE THE OJT PROGRAM ENROLLMENT SO IT MAY BE APPROVED AND SIGNED BY THE OJT PROGRAM MANAGER, THE TRAINEE, AND THE CONTRACTOR AT THE OJT ENROLLMENT. THE START DATE OF THE PROBATIONARY PERIOD SHOULD BE USED AS THE TRAINEE'S ENROLLMENT DATE.

**UNTIL THE OJT PROGRAM MANAGER APPROVES AN OJT START DATE, IT IS NOT EFFECTIVE AND WILL NOT BE RETROACTIVE!**

**CONTACT: THE OFFICE OF CIVIL RIGHTS & LABOR COMPLIANCE ~ PHONE: 802-828-2715 ~ FAX: 802-828-1047**

ON-THE-JOB TRAINING PROGRAM

# TRAINEE VOUCHER

LENNY'S SHOE & APPAREL		
359 N. Main Street Barre, VT 05641  (802) 476-7446 Email: Carol <a href="mailto:carol@lennyshoe.com">carol@lennyshoe.com</a> Fax: (802) 476-9100	2121 Essex Road Williston, VT  (802) 879-6640 Email: Heidi Hagan: <a href="mailto:hagan@lennysoe.com">hagan@lennysoe.com</a> Fax: (802) 879-1159	215 Swanton Road St. Albans, VT  (802) 527-0532 Email: Steve Dudley <a href="mailto:sdudley@lennyshoe.com">sdudley@lennyshoe.com</a> Fax: 802-527-0942

## Authorization Section

Trainee Name & Address:

-----  
-----  
-----

Today's Date: -----

Authorized by: -----

CR Representative: -----

Phone: 802.828.2715  
Fax: 802.828.1047

The above trainee is authorized to purchase the following merchandise:

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

**THIS AUTHORIZATION IS VOID 14 DAYS FROM THE ABOVE DATE.**

## Invoice Information

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

**Beth Meyer-Ehrich**  
**Office of Civil Rights & Labor Compliance**  
**VT Agency of Transportation**  
One National Life Drive  
Montpelier, VT 05633-5001



## ON-THE-JOB TRAINING PROGRAM

# HOURS CHANGE REQUEST

**REQUEST SECTION**

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

I would like to: (circle one)    ADD    TRANSFER    REMOVE    \_\_\_\_\_ training hours:

(circle one)    TO    FROM    the \_\_\_\_\_ Project  
(Name of current project)to the \_\_\_\_\_ Project.  
(Name of new project – ONLY IF TRANSFERRING HOURS)

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

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

Name of Contractor: \_\_\_\_\_

Name of Trainee Involved (if applicable): \_\_\_\_\_

Name of Person Making Request: \_\_\_\_\_

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

Signature: \_\_\_\_\_      Date of Approval: \_\_\_\_\_

NAME OF RESIDENT ENGINEER – **NEW PROJECT:** \_\_\_\_\_

Signature: \_\_\_\_\_      Date of Approval: \_\_\_\_\_

NAME OF OJT PROGRAM MANAGER: \_\_\_\_\_

Signature: \_\_\_\_\_      Date of Approval: \_\_\_\_\_

## ON-THE-JOB TRAINING PROGRAM

# OFF-SITE TRAINING APPROVAL

PROJECT NAME/NUMBER: \_\_\_\_\_

RESIDENT ENGINEER: \_\_\_\_\_

TRAINEE NAME: _____	
ENROLLMENT DATE: _____	
TRAINING CLASSIFICATION: _____	TRAINEE HOURS: _____

**PROPOSED OFF-SITE TRAINING SCHEDULE:**

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

COMMENTS:

APPROVED BY OJT PROGRAM MANAGER: _____	DATE: _____
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**State of Vermont**  
**Finance & Administration Division**  
**Civil Rights and Labor Compliance**  
One National Life Drive  
Montpelier, VT 05633-5001  
[vtranscivilrights.vermont.gov](http://vtranscivilrights.vermont.gov)

*Agency of Transportation*

November 28, 2016

Taylor Trainee  
PO Box 000  
Anywhere, VT 00000

Re: Any Project in Vermont STP 12345

Dear Taylor,

Congratulations on your successful completion of the Equipment Operator Trainee Program with Best in the Biz Construction Co., Inc. on the above project! Enclosed is your Certificate of Completion.

Good luck to you for a very successful career in the Highway Construction Industry. You will continue to receive any information about future training opportunities as they are sent out from our office. It was great to have you in the OJT Program and if I may be of help in the future, please don't hesitate to contact me.

Sincerely,

*Beth Meyer-Ehrich*

Beth Meyer-Ehrich  
OJT Program Manager

Enclosure

cc: Best in the Biz Construction Co., Inc.  
Resident Engineer

**Vermont Agency of Transportation**  
**On-The-Job Training Program**

certifies that

**Taylor Trainee**

**has successfully completed the Equipment Operator Training Program  
(520 Hours) on the ANY PROJECT IN VERMONT STP 12345  
with Best in The Biz Construction Corp.**

\_\_\_\_\_  
Beth Meyer-Ehrich  
OJT Program Manager  
Agency of Transportation

\_\_\_\_\_  
Date



## Training Special Provisions

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

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

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

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

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

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

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



long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

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

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

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

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

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

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

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

## Sanction for Non-Compliance

Failure by the contractor to adhere to these Training Special Provisions may result in contract sanction as specified in **Section 11. Sanction for Non-Compliance, of the contract Specific Equal Opportunity Responsibilities** (Page 38).

## Vermont Agency of Transportation Supplemental Specification - Training

### Sanction for Non-Compliance

- a) If the Vermont Agency of Transportation finds the contractor or subcontractor in non-compliance with the terms of these specific training provisions, it shall issue a “show cause notice” and notify such contractor in writing that within 30 days a written plan outlining the steps that will be taken to bring such contractor into compliance must be submitted to the Vermont Agency of Transportation by the contractor. In the event that such contractor fails or refuses to submit the plan within the specified period or if the contractor does not exercise the corrective actions outlined in the plan, the Agency will commence enforcement proceedings under Executive Order 11246, as amended. Such actions could include:
- The recovery by the State Transportation Agency from the contractor of 1/10 of 1% of the contract award price or \$1,000.00, whichever sum is greater, as liquidated damages for each week the contractor fails or refuses to comply. If a subcontractor is in non-compliance, the recovery by the State Transportation Agency from the contractor, to be assessed by the contractor as a back charge against the subcontractor of 1/10 of 1% of the subcontract price, or \$500.00 whichever sum is greater, in the nature of liquidated damages, for each week that such party fails or refuses to comply; and/or
  - The suspension of any payment or part thereof due under the contract until such time as the contractor or subcontractor is able to demonstrate compliance with the terms of the contract; and/or

- The termination, or cancellation of the contract, in whole or in part, unless the contractor or subcontractor is able to demonstrate within a specified time compliance with terms of the contract; and/or
  - The denial to contractor or subcontractor of the right to participate in any future contracts awarded by the State Transportation Agency for a period of up to three years.
- b) If at any time after the imposition of sanctions 1 and 2 above, a contractor is able to demonstrate compliance with this Section, he/she may request the State Transportation Agency to suspend the sanctions conditionally, pending a final determination by the Agency as to whether the contractor is in compliance. Following the final determination, the State Transportation Agency will either lift the sanctions or reimpose them.
- c) The above sanctions for non-compliance will also apply to the “Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246).”

### Severability

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





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*If you are a WOMAN or MINORITY MALE, we may have the perfect opportunity for you! Contact us today to talk about the possibilities for your future.*

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Beth Meyer-Ehrich, OJT Program Manager

Vermont Agency of Transportation

Office of Civil Rights & Labor Compliance

One National Life Drive

Montpelier, VT 05633-5001

Email: [Beth.MeyerEhrich@vermont.gov](mailto:Beth.MeyerEhrich@vermont.gov)

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