

## TRAINING CENTER BULLETIN

Issue No. 57, March 31, 2016



The VTTC has adopted the training competencies developed by the Transportation Curriculum Coordination Council (TC3), a committee of AASHTO.

- Level I Entry / Awareness
- Level II Intermediate / Qualified
- Level III Advanced / Competent
- Level IV - Project Management (Administrator, Superintendent)

**LOCATION: 1716 US Route 302 Berlin, VT 05633-5002 (802) 828-3768**

To register, visit the VTTC website at:  
[http://vtransoperations.vermont.gov/training\\_center](http://vtransoperations.vermont.gov/training_center) Click on "Class Registration Form", enter your information including your supervisor / manager authorization signature and follow the instructions at the bottom of the form.

# VTrans Training Center Bulletin

## Health & Safety

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

**Course Dates:** April 26, April 27, and April 28, 2016

**Time:** 9:00 to 1:30

**Location:** VTrans Training Center

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** New, temporary and seasonal AOT and Municipal employees.

**Cost:** N/A

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

**Course Dates:** May 24, May 25 and May 26, 2016

**Time:** 10:00 to 2:30

**Location:** D3 Mendon

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** New, temporary and seasonal AOT and Municipal employees.

**Cost:** N/A

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

**Course Dates:** June 21, June 22, and June 23, 2016

**Time:** 9:00 to 1:30

**Location:** VTrans Training Center

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** New, temporary and seasonal AOT and Municipal employees.

**Cost:** N/A

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

**Course Dates:** July 12, July 13 and July 14, 2016

**Time:** 10:00 to 2:30

**Location:** D3 Mendon

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** New, temporary and seasonal AOT and Municipal employees.

**Cost:** N/A

## Defensive Driving

This program is designed for the experienced operator who understands the basics of handling a vehicle and equipment.

Class/Workshop Objectives:

- Use proper driving skills.
- Obey all applicable traffic regulations.

**Course Date:** Anytime

**Location:** Online Course

**Instructor:** <http://firstnetcampus.com/SOV/entities/Vermont/logon.asp>

**Target Audience:** All employees who operate State owned vehicles or all employees who operate their private vehicles for greater than 2,000 reimbursable miles annually.

(Governor's Fleet Safety Executive Order No. 04-93).

**Cost:** \$20.00

## Lock-out/Tag-out Part 1

**This class is designed for the "Authorized Employee" at your facility.** This employee is trained and designated to use "Lock-out/Tag-out" procedures. An "Authorized" and "Affected" employee may be the same, when the operator's duties include maintaining or servicing machinery or equipment which must be locked out &/or tagged out. Experience has shown us that the best person/employee to attend this class is not the manager or supervisor.

**Course Dates/Locations:** April 6, 2016 Groton Town Hall  
April 13, 2016 Milton Fire Station (**FULL**)  
April 14, 2016 Milton Fire Station (**FULL**)

**Time:** 8:30 to 1:30

**Instructor:** Rob Gentle

**Audience:** Open to all employees.

**Cost:** N/A

**GO TO OR CLICK ON LINK TO REGISTER:** <http://localroads.vermont.gov/>

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# VTrans Training Center Bulletin

## Health & Safety

### Lock-out/Tag-out Part 2

This follow up class consists of a Question & Answer session from those who attended the previous workshop. In the previous workshop, employees were given a spreadsheet to complete for their work area and return with any questions or guidance they may need.

**Course Dates/Locations:** June 9, 2016 Mendon VTrans Office  
June 15, 2016 Wilmington Town Garage  
June 29, 2016 Groton Town Hall  
June 30, 2016 Milton Fire Station

**Time:** 10:00 am—2:00pm

**Instructors:** Rob Gentle

**Audience:** Open to all employees

**Prerequisite:** Lock-out/Tag-out Part 1

**Cost:** N/A

**GO TO OR CLICK ON LINK TO REGISTER:** <http://localroads.vermont.gov/>

### Reasonable Suspicion Training

FMCSR states that all supervisors of CDL holders must have this training at least once. Given that this material is up to date on drug and alcohol effects, it would be good for new supervisors or as a refresher.

**Please take note of your particular district for training dates/locations below.**

**Course Dates/Locations:** D1/D3 May 5, 2016 Bennington VTrans facility  
D2/D4 May 10, 2016 WRJ VTrans facility  
D5/D8 May 4, 2016 Colchester facility  
D6, CG, LAB, HQ, RAIL May 11, 2016 VTTC

**Time:** 9:00 am—11:30 pm

**Instructors:** Genevieve Paul

**Audience:** Supervisors of CDL holders

**Cost:** N/A

## Technical Services

### Lean - White Belt

The focus of this ½-day training is an introduction to the principles, philosophy, and tools of Lean. This course will acquaint attendees with the Lean methodology, provide an understanding for application of Lean tools in the workplace, and help to identify those individuals who aspire to become Lean practitioners and advance to Yellow and Green Belt training (s).

**Course Dates:**

May 3, May 17, July 12, or September 8, 2016

**Time:** 8:00am—12:00pm

**Location:** VTrans Training Center

**Instructor:** Ms. Kate McGovern, PhD – DPA Lean Instructor

**Audience:** Open to all employees – maximum class size 28

**Cost:** N/A



### Mabey Bridge Training

The Mabey Bridge training will cover the safe transport, delivery, set-up, build and removal of the Mabey Bridge. This bridge is a temporary replacement bridge for use after flooding damage to permanent bridges.

**Course Dates:** May 13 and May 16, 2016

**Time:** 8:00 to 4:00

**Location:** VTrans Training Center

**Instructor:** Hobert Gates and Sven Scribner

**Audience:** AOT and Municipal employees

**Cost:** N/A

**\*\*\*This training has a limited enrollment. Please contact Camille Erwin for more information at [Camille.erwin@vermont.gov](mailto:Camille.erwin@vermont.gov)**

### Rivers & Roads Tier Two

As Tropical Storm Irene and many floods before have demonstrated, Vermont's transportation infrastructure is highly vulnerable to erosion, deposition and inundation hazards associated with river flooding.

Tier Two of the Rivers and Roads Training Program targets a wide range of state, municipal and private sector transportation infrastructure. Participants leave the training with the knowledge and skills required to distinguish between stable and unstable rivers, identify various types of river instability, forecast a rivers response to alternative structural treatments and build those treatments.

**Course Date:** June 2 and June 3, 2015

**Time:** 8:30 to 4:00

**Location:** VTrans Training Center & on-site

**Instructor:** Todd Menees

**Audience:** Maintenance workers, equipment operators, towns and design and construction oversight engineers.

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## Technical Services

### Incident Command Level 200

#### ICS for Single Resources & Initial Action Incidents—ICS 200

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. This course focuses on the management of single resources. This course is designed to provide overall incident management skills rather than tactical expertise.

#### Objectives include:

- Describe the Incident Command System (ICS) organization appropriate to the complexity of the incident or event.
- Use ICS to manage an incident or event.

#### Target Audience:

First responder supervisors, Emergency Management Directors and Coordinators, key decision makers and those who would likely be assigned as unit leaders and above within an ICS structure, or as directed by the chief executive of the agency.

**Participants must attend both sessions of the course.**

**Prerequisite:** ICS 100

#### Course Dates:

When: April 21, 28 and May 5 & 12, 2016 (must attend all sessions)

Where: Grace Cottage Hospital, Townshend, VT

Time: 6:00pm—10:00pm

Instructor: TBD

When: June 23 & 24, 2016

Where: Department of Public Safety—VT State Police Williston Barracks, Williston, VT

Time: 8:00am—4:00pm

Instructor: Peter Coffey

When: June 29 & 30, 2016

Where: Department of Public Safety—VT State Police St. Albans Barracks, St. Albans, VT

Time: 8:00am—4:00pm

Instructor: Tim Stetson

When: July 7 & 8, 2016

Where: St. Johnsbury School, St. Johnsbury, VT

Time: 8:00am—4:00pm

Instructor: TBD

When: July 11 & 12, 2016

Where: Department of Public Safety—VT State Police Rockingham Barracks, Rockingham, VT

Time: 8:00am—4:00pm

Instructor: Lt. Tim Oliver

When: July 14 & 15, 2016

Where: Department of Public Safety—VT State Police New Haven Barracks, New Haven, VT

Time: 8:00am—4:00pm

Instructor: Peter Coffey

**To register:** [http://vtransoperations.vermont.gov/sites/aot\\_operations/files/documents/VTTC/DEMHSRegistrationForm.pdf](http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/DEMHSRegistrationForm.pdf)

### Lean - Yellow Belt

The focus of this 3-day training is a hands-on learning of Lean techniques and thinking, and testing these techniques and building understanding of Lean process improvement concepts in a project team environment.

Participants will apply learned techniques to an actual work process and construct an implementation plan to enact the improvements. Curriculum further develops Lean skills and prepares participants for advancement to Lean Green Belt training.

Course Dates: April 19, 21 **and** 27; June 14, 16 **and** 21; September 20, 22 **and** 27; or October 11, 13 **and** 18, 2016

Time: 9:00 a.m. – 4:00 p.m.

Location: VTrans Training Center

Instructors: Ms. Kate McGovern, PhD – DPA Lean Instructor

Ms. Lee Joyce, MPA – DPA Lean Instructor

Prerequisite: Lean White Belt

Audience: Open to all employees – maximum class size 20

Cost: N/A



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## Technical Services

### Lean - Green Belt

The focus of this 3-day training is developing organizational Lean leaders. Curriculum will prepare participants for the multi-level responsibility of strategically applying Lean tools, guiding projects from charter to implementation, identifying new project opportunities linked with organizational goals, and fostering a culture of continuous improvement. Upon completion, participants will have the ability to utilize Lean tools with minimal assistance, facilitate Lean events, and train and educate others about Lean concepts.

**Course Dates:**

July 19, 20 **and** 21 or November 15, 16 **and** 17, 2016

**Time:** 9:00 a.m. – 4:00 p.m.

**Location:** VTrans Training Center

**Instructors:** Ms. Kate McGovern, PhD – DPA Lean Instructor  
Ms. Lee Joyce, MPA – DPA Lean Instructor

**Prerequisite:** Lean Yellow Belt; written pre-assignment

**Audience:** Open to all employees – maximum class size 20

**Cost:** N/A

### Incident Command Level 400

This course is specific to train personnel on advanced applications of ICS during major statewide catastrophic events.

Objectives include:

- Describe how Unified Command functions on a multi-jurisdiction multi-agency incident.
- List the major steps involved in the planning process.
- Dissect issues that influence incident complexity and the tools available to analyze complexity.
- Review the primary guidelines and responsibilities of the command and general staff positions.

**Prerequisite:** ICS Level 100, 200 & 300

**Course Date:** May 10, 2016 and May 11, 2016

**Time:** 8:30 to 4:00 each day

**Location:** VTrans Training Center

**Instructor:** Vermont Police Academy Instructor

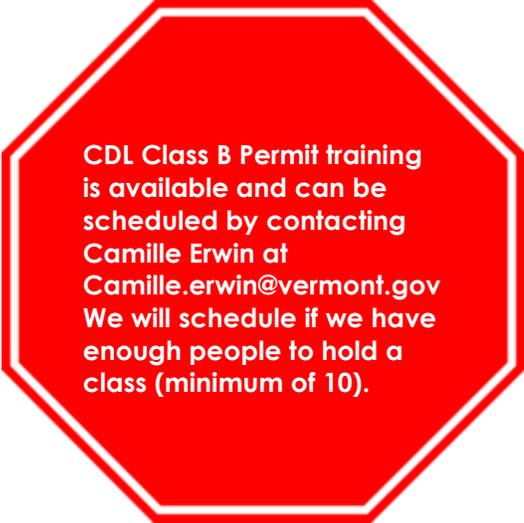
**Audience:** Senior managers are mandatory, consists of: Bureau Directors and Deputies, Maintenance & Operations Bureau Section Heads, Project Delivery Bureau Section Heads, District Transportation Administrator and Division Directors. Others **may** attend with their manager's approval and **must** attend if directed by their manager.

**Cost:** N/A

**To register:** [http://vtransoperations.vermont.gov/sites/aot\\_operations/files/documents/VTTC/DEMHSRegistrationForm.pdf](http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/DEMHSRegistrationForm.pdf)



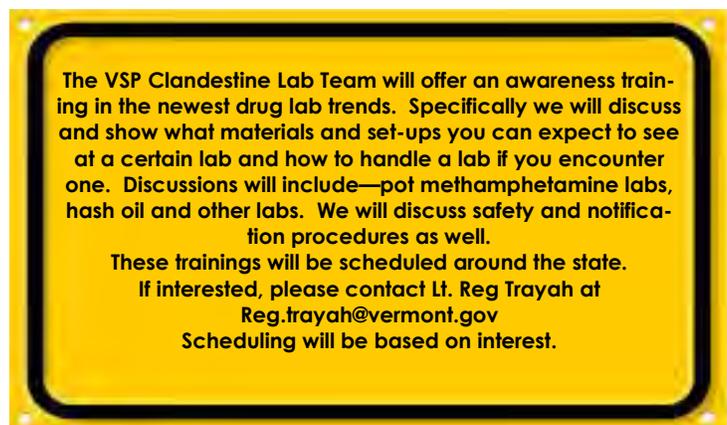
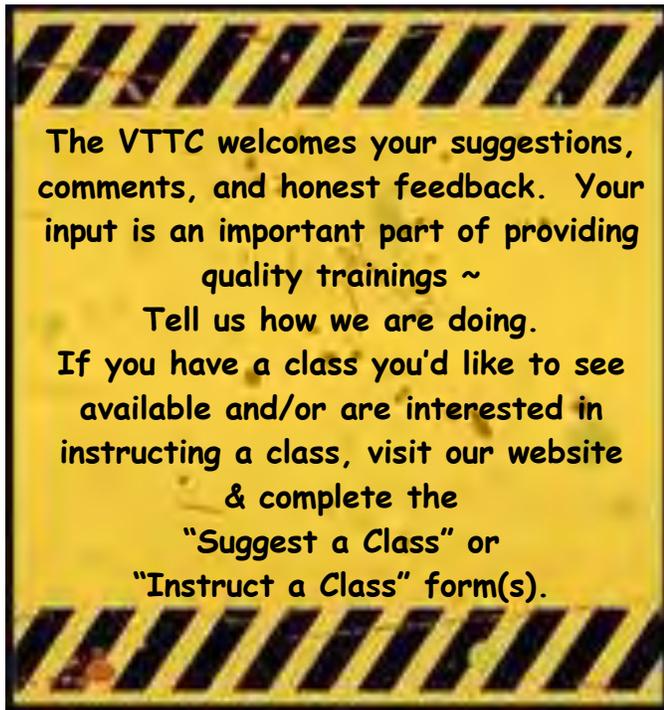
Competent Person Trenching and Excavation classes will be held from late July through September 1, 2016. Locations are currently being confirmed. Registrations will be handled through Vermont Local Roads. Classes will be held over a two day period.



CDL Class B Permit training is available and can be scheduled by contacting Camille Erwin at [Camille.erwin@vermont.gov](mailto:Camille.erwin@vermont.gov). We will schedule if we have enough people to hold a class (minimum of 10).

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