



City of Manassas

Work Zone Traffic Control Contractor Certification

In accordance with the Federal Highway Administration (FHWA) and the Commonwealth Transportation Board (CTB) by Title 23 of the Code of Federal Regulations and by § 46.2-1312 of the Code of Virginia. The City of Manassas follows the provisions of the Virginia Work Area Protection Manual (VWAPM) and/or the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) as adopted by the FHWA and the CTB.

FHWA regulations provided in 23 CFR 630 Subpart J states “Anyone who is responsible for work zone traffic control planning, design, implementation, inspection, and/or for supervising the selection, placement, or maintenance of traffic control schemes and devices in work zones on the State Highway System or Localities Right Of Way; Department employees, contractors, consultants, permit, utility and others shall be trained, appropriate to the job decisions each individual is required to make.

All activities performed under the auspices of a City of Manassas Permit or Contract involving the installation, maintenance and removal of work zone traffic control devices must have at least one (1) person on-site who, at a minimum, is accredited by, Virginia Department of Transportation (VDOT), American Traffic Safety Services Association (ATSSA) or an approved equal training and certification program in Basic Work Zone Traffic Control.

The person accredited in Basic Work Zone Traffic Control may install, maintain and remove work zones that are in accordance with the Virginia Work Area Protection Manual and/or a work zone that has been preapproved by the City of Manassas. A person accredited by VDOT, ATSSA or an approved equal training and certification program in Intermediate Work Zone Traffic Control must be on-site to provide supervision during work zone adjustments or changes to traffic control due to field conditions. These persons must have their accreditation card with them while on the project site over the entirety of the project and will be the responsible representative of the Contractor to comply with all FHWA, State and City of Manassas Code requirements.

NON-COMPLIANCE MAY RESULT IN FINES, SUSPENSION AND/OR STOP WORK ORDER

Project or Contract: _____

Company: _____
Print

Company Title: _____
Print

Signature: _____ **Date:** _____

Please select one of the following:

In accordance with the Federal Highway Administration (FHWA) and the Commonwealth Transportation Board (CTB) by Title 23 of the Code of Federal Regulations and by § 46.2-1312 of the Code of Virginia. I _____ state that I will have at least one (1) person that is accredited by VDOT, ATSSA or an approved equal training and certification program in Basic Work Zone Traffic Control who will be responsible for the placement, maintenance and removal of the approved work zone traffic control devices within the project limits in compliance with the permit requirements and conditions, the approved plans or specifications, the Virginia Work Area Protection Manual and/or the Manual of Uniform Traffic Control Devices. A person accredited by VDOT, ATSSA or an approved equal training and certification program in Intermediate Work Zone Traffic Control will be on-site to provide supervision during work zone adjustments or changes to traffic control due to field conditions. These persons will provide evidence of their accreditation upon request from the City of Manassas, FHWA, VDOT or Law enforcement personnel.

In accordance with the Federal Highway Administration (FHWA) and the Commonwealth Transportation Board (CTB) by Title 23 of the Code of Federal Regulations and by § 46.2-1312 of the Code of Virginia requested activity does not involve the installation, maintenance and removal of work zone traffic control devices and therefore is exempt from the Basic Work Zone Traffic Control requirement.

THIS DOCUMENT MUST ACCOMPANY THE CITY OF MANASSAS APPROVED CONTRACT or PERMIT



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VIRGINIA WORK ZONE TRAFFIC CONTROL TRAINING OPTIONS

The following three options are available to receive Work Zone Traffic Control (WZTC) training based on an individual's job duties and responsibilities as required by the FHWA Final Rule on Work Zone Safety and Mobility and the Virginia Department of Transportation:

OPTION 1 – Have someone trained to become a qualified instructor in your company who can then instruct others, utilizing training material that is accredited by VDOT or ATSSA. The following qualifications must be met in order to teach the Basic, Intermediate, or Advanced WZTC training courses:

- **Basic** – Be flagger certified either by VDOT or by the American Traffic Safety Services Association (ATSSA); possess two years of practical experience in Highway Design, Construction, Maintenance, or Traffic Operations; possess two years of documented experience in conducting training courses; and successfully complete the VDOT WZTC Intermediate or Advanced course or complete the ATSSA Virginia Intermediate/Traffic Control Supervisor (TCS) course.
- **Intermediate** - Be flagger certified either by VDOT or by ATSSA; possess two years of practical experience in Highway Design, Construction, Maintenance, or Traffic Operations; possess two years of documented experience in conducting training courses; complete and possess the ATSSA Virginia Intermediate/TCS certification.
- **Advanced** - Be flagger certified either by VDOT or by ATSSA; possess two years of practical experience in Highway Design, Construction, Maintenance, or Traffic Operations; possess two years of documented experience in conducting training courses; complete and possess the ATSSA Virginia Advanced Traffic Control Design Specialist (TCDS) certification or ATSSA Virginia Intermediate TCS certification.

To become an approved instructor, an application must be completed listing the above qualifications and sent to the chairman of VDOT's WZST committee at the following location:

http://www.virginia.gov/business/resources/wztc/wztc_inst_app_form.pdf

Once a person has become an approved instructor, training material can be obtained from VDOT using the order form obtained from the following location (requires an approved instructor identification number):

http://www.virginia.gov/business/resources/wztc/WZTC_order_form.pdf

OPTION 2 – Obtain the services of an approved instructor from VDOT's Approved WZTC Instructor List to teach the course or courses you need for your employees.

The Approved WZTC Instructor's List can be obtained at the following location:

http://www.virginia.gov/business/resources/wztc/Approved_WZTC_Instructors.pdf

A list of Approved Providers of training can be obtained at the following location:

http://www.virginia.gov/business/resources/wztc/wztc_training_sponsors.pdf

OPTION 3 – Send personnel to classes conducted by approved sources such as ATSSA Virginia or the Virginia Local Technical Assistance Program (LTAP).

Courses by ATSSA Virginia can be found at the following location:

http://atssa.com/cs/course_information/courses_by_state?state=56

Courses by the Virginia LTAP can be found at the following location:

<http://ltap.cts.virginia.edu/2%20Page%20Calendar%20June%20-%20Sept%2009.pdf>

Basic WZTC courses by the Virginia Rural Water Association can be found at the following location:

<http://www.vrwa.org/> (See Training Schedule)

Training by the Virginia Transportation Construction Alliance (VTCA) can be found at the following location: <http://vtca.org/>

Visit the following site for additional information regarding Virginia's Work Zone Traffic Control training program:

<http://www.virginia.gov/business/trafficeng-WZS.asp>