

Instructions for Submitting MOT Training Information

General questions related to Maintenance of Traffic Training should be directed to Ezzeldin Benghuzzi, P.E, 850-414-4352 or Ezzeldin.Benghuzzi@dot.state.fl.us at the Department of Transportation.

All courses must fully comply with Procedure 625-010-010. Please review this document in depth **prior** to submitting a course for review. The current version of Procedure 625-010-010 can be found on the Internet at: <http://www.dot.state.fl.us/rddesign/MOT/MOT.shtm>

Course Submittals:

In accordance with the procedure, Atkins North America, Inc. has been selected the Administrator of Maintenance of Traffic Training.

The role of Atkins includes the review of all course submittals, maintaining records of approved courses, response to inquiries from course providers, process utility self certification letters in accordance with the Utility Accommodation Manual (UAM) and other administrative functions. Reviews will look for compliance with Procedure No. 625-010-010, technical correctness and completeness, and training delivery issues.

Fees, approved by the Florida DOT, were established to offset the costs of the reviews and all of the associated administrative costs discussed above. All fees are effective November 1, 2010 and will remain in effect until November 1, 2012.

- 1) **Routine Course Submittals - \$1,200.00**
- 2) **Resume Submittals - Not sent as part of the Routine Course Submittal \$75.00**
- 3) **Utility Self Certification Letter – No Fee**

1) **Routine Course Submittals** - Each course type (Restricted Activities, Intermediate, Advanced, Restricted Activities Refresher, Intermediate Refresher and Advanced Refresher) must be submitted for approval every two years. This fee includes the review of one routine submittal and one free re-submittal. Re-submittals may be necessary as a result of review comments, Florida DOT requirements to ensure that courses reflect new policies or technology, or to ensure that course updates and revisions are reviewed and are on file. Re-submittal reviews do not satisfy the routine submittal requirement, required every two years. If more than one re-submittal is required another routine course submittal fee of \$1,200.00 must accompany the re-submittal. Routine course submittals may be in electronic format submitted on a CD/DVD. The submittal shall include the following items at a minimum:

1. Provider Submittal Information
 - a. *(See Provider Submittal Information Check List on Page 5)*
2. Course Content & Resumes
 - a. *(See Provider Course Submittal Check List on Page 6)*
3. Check for \$1,200.00, payable to Atkins North America, Inc.

If any of these items are not in a submittal package, the provider will be notified that no action will be taken on the submittal until all of the required material is delivered.

2) Resume Submittals: Not sent as part of the Routine Course Submittal - \$75.00

If instructors are added to your teaching staff and **have not** been approved as part of a routine course submittal review, the additional fee will be charged for the review and approval of the added resumes. This fee is required for each individual resume submittal.

All submittals must be accompanied with a check for the appropriate fee, payable to Atkins North America, Inc. No action will be taken on a review request without the required fee.

3) Utility Self Certification Letter Submittal: Utility Agency Owners (UAO) as identified in the UAM, may elect to submit a written certification every 2 years that all its employees, together with a list of agents and subcontractors, responsible for these utility work zone activities have been trained as to the MOT requirements prescribed in the UAM. A Utility Self certification letter should include the following information:

- 1) Statement certifying the UAO employees have been trained in accordance with the UAM,
- 2) List of any agents and or subcontractors that the UAO will be responsible for training,
- 3) UAO training coordinators name, address, phone number and e-mail address (contact for the Department to notify of MOT training related information),
- 4) Letter signed by appropriate person.

All submittals must be sent to the following address:

Atkins North America, Inc.
Attn: Jaki Bailey, Const. Services
482 S. Keller Road
Orlando, FL 32810

Course inquires can be made to:

Jaki Bailey

Phone: 407-806-4548 (direct) or 407-647-7275, ex. 4548

Fax: 407-838-1601

E-mail: Jacqueline.Bailey@atkinsglobal.com

The official list of approved courses and instructors are posted on the Internet at the beginning of each month at: <http://www.dot.state.fl.us/rddesign/MOT/MOT.shtm>

This same web page also contains a report that identifies the date that each course is due to be resubmitted.

The FDOT has sample courses (Intermediate/Intermediate Refresher and Advanced/Advanced Refresher) that can be used as an actual course or as an example to create your own. Contact Ezzeldin Benghuzzi at 850-414-4352 or e-mail him at Ezzeldin.Benghuzzi@dot.state.fl.us to get a copy.

Annual Student Record Reports:

Submit this report electronically by January 31 each year to Ezzeldin Benghuzzi at: Ezzeldin.Benghuzzi@dot.state.fl.us

Note: Information should be in an excel format sorted by year, by category, then by student's last name. Contact Ezzeldin for the generic Excel report.

TRESS Forms:

TRESS forms required by the procedure to be completed for DOT employees can be obtained from the Internet at: <http://www.dot.state.fl.us/proceduraldocuments/>
Select either by Title (TRESS) or by number (250-050-11)

Mail all completed Tress forms to the appropriate District Office, attention Human Resource Development Manager. *(See Sample Tress Letter on Page 4)*

Sample TRESS Letter

To: District # ____ HRD Office

From: (Company Name), Maintenance of Traffic Approved Provider

Subject: Circle one of the following:
MOT Course # BT-05-0077 (Basic)
MOT Course # BT-05-0078 (Intermediate)
MOT Course # BT-05-0079 (Advanced)
MOT Course # BT-05-0082 (Intermediate Refresher)
MOT Course # BT-05-0083 (Advanced Refresher)

Attn: HRD Office, Human Resource Development Manager

To whom it may concern:

Please enter into the Tress Reports these DOT people who are from your district only.

Circle the district you are sending the completed Tress Report to:

Department of Transportation
District 1
801 N Broadway
Bartow, FL 33831-1249

Department of Transportation
District 2
1901 S Marion St.
Lake City, FL 32056-1089

Department of Transportation
District 3
PO Box 607
Chipley, FL 32428-0607

Department of Transportation
District 4
3400 W Commercial Blvd.
Ft. Lauderdale, FL 33309-3421

Department of Transportation
District 5
719 S Woodland Ave.
DeLand, FL 32720

Department of Transportation
District 6
1000 NW 111th Ave.
Miami, FL 33172

Department of Transportation
District 7
11201 N Malcolm McKinley Dr.
Tampa, FL 33612

Department of Transportation
Turnpike District
PO Box 613069, Turkey Lake Service Plaza
Bldg. 5315
Ocoee, FL 34761

If you have any questions regarding this Tress Report please contact:

Provider Contact Name: _____

Provider Phone Number: _____

Provider Submittal Information and Course Checklist Maintenance of Traffic Training Course

Date:

To: Atkins North America, Inc.
Attn: Jaki Bailey
Construction Services
482 S. Keller Road
Orlando, FL 32810

Existing Provider ID #: _____ **OR** Check for New Provider

Provider Mailing Information:

Provider Name:
Address:
City:
State:
Zip:

Provider Contact Information:

Name:
Phone Number: Ext.
E-Mail:
Fax
Web Page

Provider Secondary Course Contact Information (Backup or Technical)

Name
Phone Number: Ext.
E-Mail

Training Provided Information: (Check ONLY one)

- Course offered to General Public
- Course offered to Employees Only
- Utility Provider doing business in accordance with the Utility Accommodation Manual (UAM)

Policy on Failed Testing:

- File Attached

Policy on Validating Student Certification for Refresher Courses:

- File Attached

Course Submittal:

Course Category (Check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Restricted Activities | <input type="checkbox"/> Intermediate Refresher |
| <input type="checkbox"/> Restricted Activities Refresher | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced Refresher |

Course Submittal Check List

- Provider Contact and Course Information Submittal Information
- \$1,200 Check per course
- CD - 2 Copies which includes the following:
 - Course –
 - Company Name labeled on the front of CD
 - Lesson Plan (Minimum)
 - Powerpoint presentation
 - Instructors Notes Page
 - Student Handouts
 - Powerpoint slide notes
 - Design Standards
 - Instructor Qualification Documentation
 - Resumes for EACH Instructor
 - Current Certificate for EACH Instructor Attached
 - Test
 - With Answers
 - Without Answers
 - Workshops
 - Copy of Wallet Card (required) and Certificate (if used)