



MISSOURI
S&T

CENTER FOR TRANSPORTATION INFRASTRUCTURE AND SAFETY



**Missouri Local Technical Assistance Program
at Missouri University of Science and Technology**

Annual Progress Report

by

Heath Pickerill



**NUTC
ETT220**

**A National University Transportation Center
at Missouri University of Science and Technology**

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Missouri Local Technical Assistance Program
at Missouri University of Science and Technology

ANNUAL PROGRESS REPORT

January – December 2008

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Deliverables:

The deliverables required of the LTAP contract consist of 6 tasks, which are outlined, in detail below.

Task A - Compile and Maintain a Mailing List

Goals for Task A:

- Maintain the current data base to insure a realistic customer base is being reached;
- Increase the number of addresses included in our mailing list by a minimum of 15% each year.

Progress to date:

MISSOURI LTAP MAILING LIST COMPARSION			
	2006	2007	2008
	Per quarter	Per quarter	Per quarter
Mailing list total	3,677	4,633	4,150
Clean up from prior year	1,184	445	483

- Mailing list is still continually being updated to purge outdated addresses, while adding new contacts to our database. We started the clean-up process in September 2006 and finished in December 2007. We did another clean-up in summer 2008.

Task B - Publish a Quarterly Newsletter

Goals for Task B:

- Maintain the size of the newsletter at a minimum of 12 pages;
- Expand the size of the newsletter as needed to provide relevant and timely information to our customer base;
- Increase newsletter circulation by a minimum of 15% over 2006 levels.

Progress to date:

MISSOURI LTAP NEWSLETTER COMPARSION			
	2006	2007	2008
	Annual	Annual	Annual
Circulation Total	18,328	18,532	17,500
Return %*	5%	4%	4%

*Approximate % based on returns per quarter

- The circulation total decrease for 2008 is due to the mailing list clean-up, as well as the decrease in production order amounts;
- Throughout 2008 we maintained the newsletter at 16 pages;
- In summer 2008, we added a new enhancement, the MoDOT connection, which focuses on states issues;
- Circulation is reflected in our mailing list total due to the continuous clean-up process.

Task C - Provide Technology Transfer Materials

Goals for Task C:

- Distribute timely and relevant publications to our customer base at conferences, meetings, and through our partners.
- Provide a Media Center Coordinator to coordinate library services, maintain relevant technical information, and improve response time to client requests.
- Continue a cooperative relationship with our MoDOT ambassadors in order to improve the promotion of Missouri LTAP services and the distribution of technical information.

Progress to date:

MISSOURI LTAP TECHNOLOGY TRANSFER MATERIALS COMPARSION			
	2006	2007	2008
	Annual	Annual	Annual
Materials Distributed	4,491	4,887	5,467
Technical Assists*	1,088	1,438	20%**

*Includes letters, phone calls, emails and face-to-face meetings

**Measured by percentage of quarterly time spent on technical assists.

- Distribution of materials per quarter:
 - 1st – 992 publications at no charge
 - 2nd – 510 publications at no charge
 - 3rd – 589 publications at no charge
 - 4th – 3,376 publications at no charge
- Kristi Barr, Program Coordinator, serves as the media coordinator for Missouri LTAP. The position reclassification request, which included these duties, was approved in September 2008.
- An Advisory Committee meeting was held with Advisory Committee members on March 20, 2008 and November 5, 2008. It was agreed by the committee to meet twice a year (see attached notes for more detail). Guidance was provided at both meetings and is being implemented.
- The Ambassadors' meeting was held December 3 & 4 (see attached notes for more details). We feel the ambassadors understand their role with LTAP and how important their connection with the counties is in helping us reach our customers. We agreed on action items that they could do to help initiate the counties and local agencies involvement. We also discussed ways we can continue to strengthen their relationship with LTAP.

Task D - Provide Information Services

Goals for task D:

- Maintain the Missouri LTAP Web Page to include dynamic capabilities;
- Provide improved response time through increased staffing;
- Increase advertisement of the cooperative and surplus equipment purchasing program.

Progress to date:

- In May 2007, the webpage was approved and went live. We have since had approximately 21,000 hits. The webpage includes a more user-friendly look and easier surfing approach.

- On-line registration was due to be implemented by 2008. We have had to postpone the implementation due to the upgrades in the server as a result of the University's name change, as well as the backlog in the IT Department. We have outsourced the problem to the University of Missouri system in Columbia who is working hard to resolve the issues and complete our on-line registration capabilities.
- A new Administrative Assistant began on January 1, 2008 along with a part-time student during the summer 2008 and fall 2008. Our response time has improved with the new hires.
- Advertisement of the cooperative and surplus equipment purchasing program has increased through the newsletter. There are currently 291 local agencies enrolled in the cooperative purchasing program. 243 of the technical assists for 2008 were cooperative and surplus equipment related.



Task E - Conduct and/or Arrange Seminars and Workshop Training Sessions

Goals for Task E:

- Establish a Core Curriculum of at least eight topics for the following professional levels:
 - Field/Entry level
 - Technical/Professional
 - Mid and Senior Management
- Establish an instructor base to support the core curriculum topics at each level.
- Build an in-state instructor portfolio. Utilize the LTAP Clearinghouse National Instructor Base until the portfolio is fully developed. Work with national and in-state partners to promote partnered training whenever possible. APWA's Click, Listen and Learn web based training is one example of available training resources.
- Increase delivered workshops and training sessions by 50% over FY 2006 levels.

Progress to date:

- A core curriculum of training courses was established in fall 2006. This has become the foundation of our training. We created a 12-month calendar in January 2008 and had great success with the number of attendees. A 12-month calendar has been created for 2009 (see attached schedule).
- The Missouri "Show-Me" Road Scholar Program was deployed in summer 2008. The core curriculum courses were an integral part of the courses outlined for the Road Scholar Program. The Road Scholar Program allows us to broaden the types of trainings we offer and recognize those individuals who attend and therefore take an interest in their future personal and professional development. There was and continues to be constant interaction with the partners who participated in the development of the program. This has allowed us to have all of the interested organizations involved throughout the process of developing and finalizing the structure of the program. The partnering organizations signed a partnership agreement in effort to pledge their support to Missouri LTAP for the Road Scholar Program (see attached example of a partnership agreement). More information on the Road Scholar Program is available in the section labeled *Road Scholar Program*.
- Our instructor portfolio has increased dramatically over the 2006 levels. We continue to add instructors to our portfolio (see attached list).
- We have continued to partner with the MoDOT Safety Team to assist in the logistics for partnered training. We participated in the Blue Print Coalition for Safety Conference

planning. In addition, Missouri LTAP gave three presentations on various programs at the conference.

- Conferences we have attended for 2008:
 - Transportation Research Board (TRB), January
 - CCAM Training Conference, February
 - TEAM Conference, March
 - NACE, Portland, OR, April
 - APWA Mid-America Regional Conference, May
 - Region 7 Conference, June
 - NLTAPA Conference, July
 - APWA Congress, September
 - MML Annual Conference, September
 - MINK7, October
 - Blueprint Coalition for Safety Conference, October
 - MACTO, October
 - Missouri APWA Conference, November
 - MAC Conference, November
 - Dust Control Conference, San Antonio, TX, November
- Meetings we have attended regularly in 2008:
 - Blueprint Coalition Regional Meeting
 - Infrastructure Subcommittee Meeting, every other month
 - Regional RPC Tac Meetings, vary monthly
 - APWA Education Committee On-line Meeting, scheduled monthly
 - MoDOT Safety Team Committee Meeting, quarterly
 - FHWA Office of Safety's Roadway Departure Web Conference, quarterly

MISSOURI LTAP TRAINING COMPARISONS			
	2006	2007	2008
	01/01-12/31/06	04/01-12/31/07*	01/01-12/31/08
Number of Trainings	40	49	61
Number of Attendees	897	916	1,883

*2007 Based on a 9-month calendar. Received LTAP contract 2/12/07 to proceed.

Task F - Evaluate Effectiveness of Program

Goals for task F:

- Continue to evaluate the effectiveness of the program through course evaluations and other customer feedback;
- Seek guidance on center operations from the Advisory Committee and the MoDOT Ambassadors;
- Review membership on the Advisory Committee to ensure that it reflects our customer base;
- Finalize hiring actions to bring center staffing up to an acceptable level to provide the best-possible customer support within available funding.

Progress to date:

- Evaluation forms are distributed to all course attendees (see attached evaluation summary). Input from the evaluation forms is used to improve future training.
- We held an Ambassadors' meeting on December 3 and 4, 2008 (see attached notes). Six of the districts were represented. We updated the ambassadors on the MO LTAP Program and budget, as well as briefed them on the new programs that we have or will be implementing. The Ambassadors provided great feedback and guidance for LTAP's growth. The Ambassadors continue to give valuable input and provide an important link to the local agencies in their respective districts.

- At our last Advisory Committee meeting, we discussed the make-up of the group, and the consensus was the group is well represented across the state. However, suggestions were made on other individuals who could represent a new segment of our customer base. These suggestions will be explored and possibly be considered to replace a few members who have not been active. The committee
- All hiring actions have been finalized. The staff now includes a full-time director, program coordinator, administrative assistant and a part-time outreach/training coordinator and student worker.



APPENDIX A: LTAP Committees

Infrastructure Subcommittee:

- Producing an RSA Brochure to disseminate at conferences, meetings, and to our mailing list on the benefits of the RSA
- Producing a “Don’t Cut the High Tension Cable Barrier” and creating a “traveling talk” to work in conjunction with the hybrid vehicle meetings, to get the word out about how to treat a barrier cable in an accident situation
- Working with MoDOT, MARC, and FHWA to get pin mapping information on high crash areas easily accessible to the locals
- Received a grant from FHWA to do a Road Safety Assessment pilot program. Boone County has volunteered to be the pilot county. Working with MoDOT safety team to pull the RSA team members together. RSA planned to be performed by March of 2008 and the implementation to be finished by June 2008

Blueprint Coalition Regional Committee:

- Working with the Southeast region to provide educational materials on buckling up and safety seatbelts
- Aided in the regions fight for the primary seatbelt law
- Working with the Highway Patrol, Troop I, to bring the teen program “21 days” to the Phelps County High Schools. “21 days” is an intense program that works with the school, local media relations, and the coalition to implement the “Buckle UP” concept

APWA Education Committee:

- On-line committee to begin in January; will aid in the educational courses that LTAP and APWA can bring to the locals



APPENDIX B: LTAP Partnerships

Missouri Association of Counties (MAC):

- Partner in the Road Scholar Program
- Displayed articles in their newsletters
- Present at their yearly meeting, which included a display booth

County Commissioner's Association of Missouri (CCAM):

- Presented a training session at the annual training in March 2007
- Scheduled to present another training session in March 2008
- Attended regional meetings to promote LTAP

Missouri Association of Councils of Government (MACOG):

- Partnered with Doug Hermes, State Planner, to promote LTAP at the monthly MACOG meetings
- Scheduled to attend January's meeting of Executive Directors
- Close relationship with MRPC-Meramec Regional Planning Commission; Executive Director, Richard Cavender, member of the Advisory Board. Scheduled to attend January's TAC meeting at MRPC
- All RPC's on mailing list and training mailing list

Missouri Chapter of American Public Works Association (APWA):

- Partner in the Road Scholar Program
- Relationship with John Buckwalter, Education Director of Missouri Chapter, and Kensey Russell, 2008 MO Chapter APWA President, to assist in the logistics of the Basic Supervision certification course offered by APWA. Will allow us to use their material and offer their certification program in more locations to more LTAP customers.
- Buying the Click, Listen & Learn CD's to include in our library

Management Develop Institute (MDI):

- Heath completed the full Supervisor's Bootcamp course; 2 sessions-8 days total
- Supervisory and managerial course offered by MDI will be used to deliver these types of courses to our customers
- Working to tap into other resources and other courses that would be beneficial to our Road Scholar Program Level II Tier

Missouri Municipal League (MML):

- Partner in the Road Scholar Program
- Member of the league
- A resource to help increase in our mailing list

MoDOT Safety Team:

- Partnering, as a team, on doing training sessions. Worked with them to do the Horizontal Curve Safety Training sessions in Springfield and Chesterfield

MoDOT District Ambassadors:

- Understand their role and importance in bringing the knowledge of LTAP to the local agencies in their district
- All have agreed to be our liaison for the counties

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- Agreed to provide us the information of the demographics in their area to better aid in getting the appropriate training in their district

Advisory Committee:

- Having more frequent meetings than in previous years to aid in bringing the best possible plan to the local agencies
- They provide great feedback and suggestions, as well as critique in the areas we need to improve

MoDOT LTAP Program Administrators:

- Provide valuable input on areas we need to focus
- Provide great resources to aid in bettering our relationship with the locals
- Attend meetings, LTAP National and local, to be a part of the team effort, as well as provide great input at the meetings

Missouri Association of County Transportation Officials (MACTO):

- LTAP staff member serves as Executive Director
- Partner in the Road Scholar Program
- Provide important link to maintenance crews and others at the local level

Missouri Association of Public Entity Risk Management Fund (MOPERM):

- Often require the local agencies that they underwrite for insurance, to take training to avoid raising their rates
- They are very receptive to partnering in order to take advantage of existing MO LTAP training
- They are also interested in partnering with MO LTAP to develop new training that their customers could benefit from taking



APPENDIX C: 2008 TRAINING SESSIONS SUMMARY

DATE OF TRAINING	TITLE OF TRAINING	LOCATION	NUMBER ATTENDED
January 15, 2008	When to Pave a Gravel Road	Joplin, Dist. 7 Training Rm	6
January 15, 2008	Culvert Installation & Maintenance	Joplin, Dist. 7 Training Rm	4
January 16, 2008	WZS & Flagger Training	City of Bolivar Fire Station	14
January 29, 2008	Flagger Training	Rolla, Havener Center	15
Feb. 7, 2008	Why Work Zone Safety	Jeff City, Co. Comm Mtg	25
Mar. 5, 2008	WZS & Flagger Training	Hannibal Dist 3 Training RM	13
Mar. 6, 2008	WZS & Flagger Training	Macon, Comfort Inn	14
March 12, 2008	WZS & Flagger Training	New Madrid	41
March 13, 2008	Worker Safety Training	Rolla, Havener Center	16
March 13, 2008	WZS & Flagger Training	City of Chesterfield	31
Mar. 17, 2008	WZS & Flagger Training	Maryland Heights	31
March 18, 2008	WZS & Flagger Training	Maryland Heights	26
March 18, 2008	WZS & Flagger Training	Holden City Hall	42
March 19, 2008	WZS & Flagger Training	Maryland Heights	22
March 19, 2008	WZS & Flagger Training	St. Joe, Dist. 1 Training Room	9
March 20, 2008	WZS & Flagger Training	St. Charles County	25
March 25, 2008	WZS & Flagger Training	Joplin, Dist. 7 Training Rm	27
March 26, 2008	Worker Safety Training	Rolla, Havener Center	21
March 26, 2008	WZS & Flagger Training	Platte County Resource Ctr	16
April 1, 2008	Do's & Don'ts of SCA	Hannibal, Holiday Inn	15
April 8, 2008	WZS & Flagger Training	Jeff City, Cole Co. Fire Station	10
April 9, 2008	Culvert Installation & Maintenance	Jeff City, Cole Co. Fire Station	21
April 11, 2008	WZS & Flagger Training	Warrensburg Mo	24
April 15, 2008	Culvert Installation & Maintenance	Maryland Heights	18
May 6, 2009	Proper use of Signs	Springfield Area, Greene Co.	15
May 7, 2008	Culvert Installation & Maintenance	Cape Girardeau Extension Ctr	8
May 27, 2008	Tractor Mower Safety Training	Springfield Area, Greene Co.	25
June 9, 2008	Tractor Mower Safety Training	Maryland Heights	23
June 10, 2008	Worker Safety Training	New Madrid	11
July 16, 2008	WZS & Flagger Training	City of Ozark	19
October 8, 2008	Snow & Ice Control	Macon Comfort Inn	22
October 9, 2008	Snow & Ice Control	Hannibal - Dist 3 Training Rm	4
October 13, 2008	Work Zone Safety & Flagger	Lamar	25
October 14, 2008	Snow & Ice Control	St. Joseph Dist 1 Training Rm	6
October 15, 2008	Snow & Ice Control	Platte County Resource Ctr	18
October 14, 2008	NACE Update-Reauthorization/Bridge	MINK8-St. Joseph	46

	Inspection		
	Roller Compacted Concrete	MINK8-St. Joseph	46
	Future of Asphalt Pavement	MINK8-St. Joseph	46
October 15, 2008	FHWA Emergency Relief Program	MINK8-St. Joseph	46
	FEMA Process	MINK8-St. Joseph	46
	Grappling with Risking Fuel Costs	MINK8-St. Joseph	46
	Retroreflectivity	MINK8-St. Joseph	46
October 16, 2008	Snow & Ice Control	Joplin, Dist. 7 Training Rm	14
October 20, 2008	Snow & Ice Control	Jackson Co Road Dept	34
October 20, 2008	Equipment Operation & Worker Safety	Jackson Co Road Dept	32
October 23, 2008	Defensive Driving	Gasconade Co Rd Dept	12
October 29, 2008	Pavement Preventative Maintenance	Springfield after MACTO Conf.	6
October 29, 2008	Pavement Structures	MACTO-Springfield	152
	Pavement Preservation	MACTO-Springfield	152
October 30, 2008	Road Stabilization with Additives	MACTO-Springfield	152
	What's New in Trucks	MACTO-Springfield	152
October 30, 2008	Snow & Ice Control	Springfield Area, Greene Co.	17
November 10, 2008	Defensive Driving	Cass County	18
November 17, 2008	Defensive Driving	Maryland Heights	14
November 18, 2008	Snow & Ice Control	Maryland Heights	47
November 19, 2008	Snow & Ice Control	St. Charles County	19
November 24, 2008	Snow & Ice Control	University City	17
November 25, 2008	Defensive Driving	University City	13
December 2, 2008	Worker Safety Training	Maryland Heights	22
December 2, 2008	Defensive Driving	Platte County Resource Ctr	8
December 4, 2008	Worker Safety Training	Greene County	12
December 8, 2008	Snow & Ice Control	Carthage	47
December 9, 2008	Worker Safety Training	Cape Girardeau Extension Ctr	16
December 11, 2008	Defensive Driving	Jefferson City	15
		TOTAL ATTENDEES	1955



APPENDIX D: “Show Me” Road Scholar Program Course Descriptions

Level I

Core Courses: (Required of all participants)

Communication Skills

The course will cover verbal communication. It will be an interactive course where those attending will exhibit their ability to communicate. Those attending will be presented with the best methods of communicating with those around them, which include their superiors, fellow workers, the people they are supervising, media and most of all the general public.

Time: 4 hours

Work Zone Safety & Flagger Training

The course will cover Work Zones - the when, where and how, as set forth in the Manual on Uniform Traffic Control Devices (MUTCD). Those attending will be instructed on the proper set-up for traffic control in various situations that may be encountered during construction and maintenance of urban and rural streets and highways.

The attendees will also be instructed on how to manage the traffic at a construction and/or maintenance site. The course will cover proper apparel to be worn and the equipment that is approved for use in the MUTCD. The course will also cover the best locations for flaggers to be stationed, proper hand signals and how best to move traffic through different construction and maintenance sites. Participants may be tested on their abilities and issued a document verifying their attendance at the course.

Time: 4 hours

Workplace, Equipment and Job Site Safety

The course will cover safety procedures around the workplace by highlighting some of the most dangerous activities employees experience, as well as some of the more mundane and overlooked areas of safety. The intent is to increase safety awareness of workers in order to increase job satisfaction, decrease worker turn over, improve the quality of work, decrease insurance claims and reduce loss of work time. It will examine various topics, such as types of personal protective equipment, proper lifting, slips trips and falls, confined space entry, trenches & excavations lock out/tag out, blood borne pathogens, using Material Safety Data Sheets (MSDSs) along with some defensive driving skills.

Time: 4 hours

Level I

Elective Courses: (Required to complete 5)

Bridge Incident Inspection

What do you look for when a truck hits one of your bridges or maybe the bridge has been underwater for a week? This course will take you through a process that will let you do a cursory inspection of your bridges to insure that they are safe to allow traffic to use them.

Time: 4 hours

Bridge Management and Maintenance

This course discusses the advantages of having a good bridge maintenance program. It will provide you with the information needed to develop a system, what to look for when reviewing your bridges and many different types of maintenance solutions.

Time: 4 hours

Culvert Design and Drainage

This course will cover the importance of culverts in the proper design of roads and the various types of culverts on the market today. The course will cover where to use a drainage structure and what type to use. It will go into proper sizing of culvert and determining lengths required for new and replacement culverts.

Time: 4 hours

Culvert Installation and Management

Most road maintenance people will say, I can dig a trench and drop a tube in it and cover it up. But do they have any idea of what size pipe to use, what is the best method of installation and do they think to check on the culverts after it is installed. Proper installation of new culverts and the importance of a good management system for all drainage structures within a local agency

The class will point out some best practices in doing all these things and more

Time: 4 hours

Defensive Driving

We all know how to drive but what about the other guy? This course trains, those in attendance what to watch for and how to react. It covers situations that occur on the road everyday and encourages everyone to watch out for that other vehicle. Attendees will learn to anticipate the other driver's actions.

Time: 4 hours

Gravel Road Maintenance

The course will cover the proper maintenance of gravel roads. It will stress the importance of using the correct aggregates, proper grading methods and the use of various dust control methods and stabilization processes. The safety of the traveling public will be stressed.

Time: 4 hours

Materials Inspection

The course will discuss the importance of use the proper materials in road construction and maintenance and how best to get those materials. It will cover some of the more popular test used to guarantee the material being purchased meet the requirement set up for them. There will be a discussion on writing specifications and bidding materials.

Time: 4 hours

Motor Grader Training

This course will instruct those attending on good grading practices. Those attending will be advised the various ways to set a grader to perform different functions with a grader. They will also be shown some of the best methods of grading roads and cutting ditches. Proper maintenance of the machine will be stressed along with operator safety and the safety of the traveling public. One should have a general knowledge of the operation of a grader before attending the class.

Time: 4 hours

Preventive Pavement Maintenance

With the ever increasing demand for better roads and the decreasing revenues agencies need to look at methods of extending the life of their pavements. This course will study the various methods available to give life to your roads. You will learn about the equipment and materials available and how best to apply the modern techniques to your highway system. You will also be advised of the merits of developing a Pavement Management System.

Time: 4 hours

Signing and Pavement Marking

The course covers sign pavement marking warrants, proper installation, value of a good inventory and management system and the new federal requirement on retro reflectivity standards.

Time: 4 hours

Snow and Ice Control

The course will cover the need for advanced planning, keeping the public informed, types of equipment available, various chemicals available and when to use them, plowing techniques and above all stress safety of the worker and the traveling public.

Time: 4 hours

Traffic Signal Maintenance

Traffic signals are becoming more common everyday and like everything mechanical they must be maintained. This course will cover some of the common maintenance problems that occur with signals. It will cover the different types of signals and how they function. It will also look at traffic control when working on signals.

Time: 4 hours

Paved Road Maintenance

The course will cover some of the best practices used to maintain the various types of paved roads. Various materials available for patching pot holes, cracks and low areas will be discussed. Some of the different equipment available for maintaining paved roads will be highlighted. There will be discussion of setting up a Pavement Management System to track maintenance efforts and to aid in decisions as to when to rebuild a road. Above all the safety of the worker and the traveling public will be stressed.

Time: 4 hours

Attend a public works or traffic conference

Register and attend various educational sessions provided at one of the many conferences held throughout the state that is transportation or public works related. Credit for only one elective course can be earned by attending a conference while completing the Road Scholar Program. The conference must be approved by the Road Scholar partnership committee to earn credit. Examples include the Annual Traffic & Safety Conference of Missouri, County Commissioners Association of Missouri (CCAM) annual training session, Missouri Municipal League (MML) annual conference, Missouri Association of County Transportation Officials (MACTO), or the Missouri Chapter of American Public Works Association (APWA) state conference.

Attend an external non-LTAP training class

Register and attend an external training class hosted by an agency other than LTAP. Credit for only one elective course can be earned by attending an external training class while completing the Road Scholar Program. The course must be approved by the Road Scholar partnership committee to earn credit.



Level II

Core Courses: (Required of all participants)

Managing Employee Performance

Not everyone is suited to perform every task in your workplace. The purpose of this session is to enable you to assess the abilities of your workers and to assign them in the areas where they can contribute the most to your agency.

Time: 4 hours

Supervisory Communication Skills

Being able to communicate with your workers is very important. This course will present the many different techniques available to let your workers know you care about them and how to develop a relationship that ensures top performance from everyone.

Time: 4 hours

Roadway Safety Fundamentals

This course introduces the critical relationships between roads, the roadside, roadway user behavior, and safety. Participants will learn about basics of road safety, solving traffic safety problems, traffic control devices, roadways, improving roadside safety, intersections, and railroad grade crossings.

Time: 4 hours

Level II

Elective Courses: (Required to complete 5)

Asset Management and Cost Accounting

Bridge & Culvert Hydraulics

This course will cover what information is required for the proper sizing of culverts and bridges. It will where and how to attain the information needed and the various computer programs available to use the information. It is advisable for those attending to have knowledge of math and some computer skills if they wish to gain anything from the session.

Time: 4 hours

Community and Media Relations

This course will cover the importance of good public relations. It will stress the importance of have a good relations with the media and how best to attain and maintain that relationship. The session will cover some ways of communicating with the public, through mailings, websites, group meetings and simply talking to them.

Time: 4 hours

Enhancing Cooperative Work Relationships

Human Resource Management

This course will cover the importance of using employees in jobs best suited for them. It will give those the attending the ability to identify the personal skills of individuals and certain personality traits. Participants will be instructed in the importance of assigning the right people and the correct number of people to various job assignments. Proper hiring procedures will also be covered and sexual harassment in the work place will be touched on.

Time: 4 hours

Innovative Financing

This class will cover where the MONEY is and how to get it. The course will give an overview of various grant programs available to finance local transportation improvements. Participants will be enlightened on the different funding options available to do specific projects, say bridges, sidewalks, trails etc.

Time: 4 hours

Intergovernmental Relations

This course will cover the importance of having a good relationship with other government agencies. In today's world of funding shortages it is more important than

ever to work with other agencies to eliminate duplication of services. The course will suggest ways of communicating with other agencies and at what level those communications work best.

Time: 4 hours

Legal Aspects of Supervision

Project Planning and Management

Rural Roads Safety Assessments

This course will take you through the road safety assessment process. It will show the benefits of performing them and where best to apply the process. Those attending will be taken through the process and learn what steps are essential in the program. Time will be spent discussing what to look for when doing a road safety assessment.

Time: 4 hours

Traffic Design

Traffic Signal Installation

Attend a public works or traffic conference

Register and attend various educational sessions provided at a national conference that is transportation or public works related. Credit for only one elective course can be earned by attending a conference while completing the Road Scholar Program. The conference must be approved by the Road Scholar partnership committee to earn credit. Examples include the National Association of County Engineers (NACE) annual conference or the American Public Works Association (APWA) Congress.

Attend an external non-LTAP training class

Register and attend an external training class hosted by an agency other than LTAP. Credit for only one elective course can be earned by attending an external training class while completing the Road Scholar Program. The course must be approved by the Road Scholar partnership committee to earn credit.



APPENDIX E: ROAD SCHOLAR PROGRAM REGISTERED AGENCIES

Contact Person	First Name	Title	Address	City	Zip	Phone	# Registered
Julia Maples	Julia	Admin. Assist.	100 W Church Street, Room 100	Ozark	65721	417-581-2112	5
Ben Cooper	Ben	Public Works Director	PO Box 40	Bland	65014	573-821-6143	1
Rick Shuler	Rick		PO Box 9	Bolivar	65613	417-326-2489	2
Brent Abrams	Brent	Public Works Director	950 N 5th Street	Festus	63028	636-937-6646	11
Greg Hayes, P.E.	Greg	City Engineer	PO Box 130	Fulton	65251	573-592-3161	2
Tim Herrman	Tim	Public Works Supt.	4000 NE 76th	Gladstone	64119	816-436-5442	10
Donald Hopkins	Don	Superintendent	PO Box 36	Moscow Mills	63362	636-299-2559	1
Larry Martin	Larry	Public Works Director	205 N 1st Street	Ozark	65721	417-581-2407	1
Nick Ashbach	Nick	Street Supt.	221 N. Main Street	Republic	65631	417-732-3400	7
Craig Noblitt	Craig	Street Maint. Supervisor	1111 W Chestnut Expressway Bldg 5	Springfield	65802	417-864-1478	16
Dan Germann	Dan	Parks & Street Supt.	PO Box 196	Vienna	65582	573-422-3932	1
Dave Kraleman	Dave	Supt. Of Streets	200 E Fourth Street	Wentzville	63385	636-639-2060	11
James Martin Doughty	James	Superintendent	137 E Main	Drexel	64742	816-419-4914	1
LaDon Atkinson	Ladon	Supervisor	119 E Park	Bowling Green	63334	573-324-3902	1
Greg Horton	Greg	Superintendent	102 N Missouri St.	Potosi	63664	573-779-3360	1
Gary Scheipeter	Gary	Supt. Of Public Works	10 North Bemiston	Clayton	63105	314-290-8540	8
						TOTAL	79



APPENDIX F: SUMMARY OF EVALUATIONS

<i>Overall the workshops were:</i>	43.41% Good 41.95% Excellent 3.41% Fair .39% Poor
<i>Speaker presented the material:</i>	74.34% Very Well 13.85% Well Enough .49% Not Well
<i>The information presented is:</i>	66.93% Very Valuable 20.69% Somewhat Valuable .59% Not Valuable
<i>Learned of the workshop:</i>	30.73% Fellow Worker 24.98% Newsletter 6.05% Flyer 16.59% from Workplace .49% Other 3.61% MoDOT Staff
<i>Work for:</i>	51.80% City/Municipality 25.17% County 7.22% Townships .29% MoDOT .00% Engineering .49% Road District 1.76% Other
<i>Primary Responsibility:</i>	57.27% Maintenance Worker 12.88% Crew Chief/Foreman 6.34% Superintendent 1.95% Administrator 2.05% Other .78% Fire Chief/Fire Department .39% Presiding Commissioner Safety Coordinator .29% Operator Law Enforcement Senior Sign Technician Heavy Equipment Operators .20% Electrical Utility Highway Department .10% City Engineer Road Work Crew Environmental Lineman Assistant Foreman Park Caretaker Trash Man Grounds man Electrical & Signs Department Gardner Mechanic