



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  
ETT248**

**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 1, 2009 – December 31, 2009

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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:**

<b>MISSOURI LTAP MAILING LIST COMPARSION</b>			
	<b>2007</b>	<b>2008</b>	<b>2009</b>
	Per quarter	Per quarter	Per quarter
Mailing list total	4,633	4,150	4,881
Clean up from prior year	445	483	-Clean up quarterly

- Mailing list is still continually being updated to purge outdated addresses, while adding new contacts to our database. We have recently added the state Emergency Management Directors through our partnership on the ATSSA training.

**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:**

<b>MISSOURI LTAP NEWSLETTER COMPARSION</b>			
	<b>2007</b>	<b>2008</b>	<b>2009</b>
	Annual	Annual	Annual
Circulation Total	18,532	17,500	17,400
Return %*	4%	4%	2%

\*Approximate % based on returns per quarter

- The circulation total decrease for 2009 is due to the mailing list clean-up, as well as the decrease in production order amounts;
- Throughout 2009 we maintained the newsletter at 16 pages;
- 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:

<b>MISSOURI LTAP TECHNOLOGY TRANSFER MATERIALS COMPARISON</b>			
	<b>2007</b>	<b>2008</b>	<b>2009</b>
	Annual	Annual	Annual
Materials Distributed	4,887	5,467	6,527
Technical Assists*	1,438	20%**	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:
  - 1<sup>st</sup> – 2,259 publications at no charge
  - 2<sup>nd</sup> – 1,259 publications at no charge
  - 3<sup>rd</sup> – 1,104 publications at no charge
  - 4<sup>th</sup> – 1,905 publications at no charge
- An Advisory Committee meeting was held with Advisory Committee members on March 10, 2009 and November 12, 2009. 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 (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. We continue to update and add new items to the webpage.

- Implementation of the online registration is still in progress. The University has looked at several different options to best meet our needs, as well as be cost effective. They have narrowed it down to a few options for accepting payment. We have decided to move forward with the online registration with the option to mail a check, fax their credit card information or request invoicing. The projected live date for this will be late January or early February. We will continue to work diligently within the UM system to finalize the online payment option.



- We continue to hire part-time students to aid in various projects.
- 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.

## 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:

- We created a 12-month calendar starting in January 2008 and had great success with the number of attendees. A 12-month calendar was created for 2009 and again for 2010 (see attached schedule).
- The Missouri "Show-Me" Road Scholar Program was deployed in the summer of 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. More information on the Road Scholar Program is available in the section labeled *Road Scholar Program*. We are happy to report that we have our first five (5) Road Scholar graduates from the city of Republic. They will be recognized in a ceremony in early 2010.
- Our instructor portfolio has increased dramatically since 2006. 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 last conference.



- Conferences we have attended for 2009:
  - Transportation Research Board (TRB), January
  - CCAM Training Conference, February
  - TEAM Conference, March-presented a break-out session
  - NACE, Portland, OR, April
  - APWA Snow Conference, South Dakota, April
  - APWA Education Summit, Kansas City, April
  - Traffic & Safety Conference, Columbia, May
  - Region 7/8 Conference, June
  - Councils to Campus, Columbia, June
  - NLTAPA Conference, July
  - APWA Congress, September
  - MML Annual Conference, October
  - MINK9, October
  - MACTO, October
  - Missouri APWA Conference, November- presented a break-out session
  - MAC Conference, November
- Meetings we have attended regularly in 2009:
  - Blueprint Coalition Regional Meeting
  - Infrastructure Subcommittee Meeting, every other month
  - APWA Education Committee On-line Meeting, scheduled monthly
  - MoDOT Safety Team Committee Meeting, quarterly
  - APWA Transportation Committee Conference Call Meeting, monthly

<b>MISSOURI LTAP TRAINING COMPARISONS</b>			
	<b>2007</b>	<b>2008</b>	<b>2009</b>
	04/01-12/31/07*	01/01-12/31/08	01/01-12/31/09
Number of Trainings	49	61	110
Number of Attendees	916	1,883	2,594

\*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, 2009 (see attached notes). Eight 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 agreed that members who have not attended meetings in the past two years should be replaced.

- The staff includes a full-time director, program coordinator, administrative assistant, part-time outreach/training coordinator and student worker. Match funding opportunities are being explored to increase the part-time outreach/training coordinator to a full-time position. One option includes incorporating a safety circuit rider into this position. The intent is to finalize this staffing in the first half of 2010.

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## LTAP committees

### **APWA Roadway Safety Subcommittee:**

- Committee members through interaction recommend to the Transportation Committee roadway safety educational opportunities, grants, programs and policies;
- The sub-committee serves as a conduit for exchange of information to and from APWA members.

### **APWA Transportation Committee:**

- Assists APWA members to acquire and maintain the skills and knowledge necessary to successfully manage public works infrastructure and deliver transportation services cost effectively;
- Acts to make APWA the voice of the public works profession on transportation issues to policy-makers, implementing agencies, and the general public;
- Acts to mobilize APWA's resources to participate in public policy development and inform the public of transportation's contribution to the nation's economy and community wellbeing and APWA's members' role in managing our transportation system;
- Heath serves as the NLTAPA liaison on this national committee.

### **Blueprint Coalition Regional Committee:**

- Working with the Southeast region to provide educational materials on buckling up and safety seatbelts;
- Aided in the regions push for the primary seatbelt law;
- Worked with the Highway Patrol, Troop I in the past, 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.

### **Missouri Coalition for Roadway Safety Infrastructure Subcommittee:**

- Produced a Road Safety Assessment (RSA) brochure to handout at conferences, meetings, and to our mailing list on the benefits of RSAs;
- Continue to coordinate with MoDOT, MARC, and FHWA to get mapping information on high crash areas easily accessible to the locals;
- Received a grant from FHWA to do a Road Safety Assessment pilot program in Boone County. Worked with the MoDOT safety team to pull the RSA team together.

### **Missouri CPM Program focus group:**

- Provide feedback during course development;
- Program is designed to help refine and improve the management skills of today's emerging leaders in state, local government, and non-profit agencies.

### **NLTAP Advisory Committee on Partnerships**

- Maintain existing national partnerships and review the potential for new ones;
- Heath serves as co-chair of the committee.



## LTAP partnerships

### **Advisory Committee:**

- Having more frequent meetings than in previous years to bring the best possible training and resources to local agencies;
- Committee provides great feedback and suggestions on areas that need improvement.

### **County Commissioner's Association of Missouri (CCAM):**

- MO-LTAP staff attended regional meetings to promote the center;
- MO-LTAP served as a sponsor at the annual training in February 2009 and will do the same in 2010..
- MO-LTAP will present a Gravel Roads training session at the annual training in February 2010.

### **Management Develop Institute (MDI) at Missouri State University:**

- Heath completed the full Supervisor's Bootcamp course; 2 sessions-8 days total;
- Supervisory and managerial courses offered by MDI are a resource for offering these types of courses to our customers;
- Heath serves on their Missouri CPM Program focus group.

### **Missouri Association of Councils of Government (MACOG):**

- Attend various MACOG meetings to promote Missouri LTAP;
- Maintain a close relationship with MRPC-Meramec Regional Planning Commission; Executive Director, Richard Cavender, is a member of the Advisory Board. Gave a presentation on Missouri LTAP and the Road Scholar Program during a recent TAC meeting at MRPC;
- All RPC's on mailing list and training mailing list.

### **Missouri Association of Counties (MAC):**

- MAC is a partner in the Road Scholar Program;
- MO-LTAP contributes articles to their newsletter.
- MO-LTAP staff attends their yearly meeting, which includes having a display booth.

### **Missouri Association of County Transportation Officials (MACTO):**

- MACTO is a partner in the Road Scholar Program;
- MO-LTAP staff member serves as Executive Director;
- Serve on the planning committee for the MACTO Conference;
- Provide important link to maintenance crews and others at the local level.

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

- MOPERM is a partner in the Road Scholar Program;
- Often require the local agencies that they underwrite for insurance to take training to avoid raising their rates;
- Receptive to partnering in order to take advantage of existing MO LTAP training;
- Interested in partnering with MO-LTAP to develop new training that could benefit their customers.

**Missouri Chapter American Public Works Association (APWA):**

- MO Chapter APWA is a partner in the Road Scholar Program;
- Coordinate with John Buckwalter, Education Director of Missouri Chapter, and Gary Scheipeter, 2009 MO Chapter APWA President, on partnering opportunities.
- MO-LTAP staff attended the Basic Supervision Certification course in 2008 and the APWA Accreditation Workshop in 2009;
- Larry Frevert, APWA past president, serves on the Advisory Committee;
- Partnering on a Basic Construction Inspection course in Columbia, April 2010;
- Buy the Click, Listen & Learn CD's to include in our library;
- Offer Click, Listen & Learn session to local agencies.

**Missouri Department of Transportation (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;
- Agreed to provide us the information of the demographics in their area to better aid in getting the appropriate training in their district.

Incident Response:

- Partnering on registration for the ATSSA class, *Incident Traffic Control for Emergency Responders*;

MO-LTAP Program Administrator:

- Has helped strengthen partnerships throughout MoDOT;
- Provides valuable input on areas in which to focus;
- Provides great resources to aid in bettering our relationship with the locals;
- Attends meetings, regional and NLTAPA conferences, to be a part of the team effort, as well as provide great input at the meetings.

Safety Team:

- Partnering on doing training sessions. Worked with them to do the Horizontal Curve Safety Training sessions in Springfield and Chesterfield;
- Serve on the planning committee for the Traffic & Safety Conference.

Training Development & Delivery:

- Collaborate on sharing resources and training

**Missouri Municipal League (MML):**

- MML is a partner in the Road Scholar Program;
- MO-LTAP is a member of MML;
- A resource to help increase our mailing list;
- Attend their yearly conference, which includes having a display booth.

**University of Missouri Extension Center**

- Partner in the Road Scholar Program;
- MO-LTAP using UM Extension Centers and UM Telecommunications Resource Centers (TCRCs) to hold training classes;
- Attend the UM Extension Councils to Campus event on the Columbia campus to share information on MO-LTAP;
- Partnered to offer UM Extension Basic Computer Skills training class in December 2009; will continue to offer the training.



## 2009 TRAINING SESSIONS SUMMARY

DATE OF TRAINING	TITLE OF TRAINING	LOCATION	NUMBER ATTENDED
January 12, 2009	Bridge Management & Maintenance	Joplin City Hall	9
January 29, 2009	Snow and Ice Control, Morning Session	St. Charles County	23
January 29, 2009	Snow and Ice Control, Afternoon Session	St. Charles County	21
January 29, 2009	Communication Skills	Jefferson City	7
January 29, 2009	Equipment Operation & Worker Safety	MS&T Havener Center, Rolla	30
February 4, 2009	Workplace, Equipment & Job Site Safety	Salem Holiday Inn	5
February 11, 2009	Workplace, Equipment & Job Site Safety	City of Chesterfield	26
February 11, 2009	Defensive Driving	Greene County Hwy Dept	9
February 13, 2009	Math Skills	Maryland Heights	10
February 18, 2009	Workplace, Equipment & Job Site Safety	City of Republic	8
February 19, 2009	Communication Skills	Warrensburg	7
February 20, 2009	Math Skills	Columbia Airport	26
February 20, 2009	Culvert Installation & Maintenance	Hannibal	14
February 24, 2009	Work Zone Safety & Flagger	City of West Plains	28
February 25, 2009	Work Zone Safety & Flagger	City of West Plains	29
February 26, 2009	Defensive Driving	Joplin - MoDOT District 7	8
February 27, 2009	Workplace, Equipment & Job Site Safety	St. Joseph District 1 Training Room	16
March 5, 2009	Work Zone Safety & Flagger	Columbia Airport	25
March 10, 2009	Work Zone Safety & Flagger	Maryland Heights	40
March 11, 2009	Work Zone Safety & Flagger	Maryland Heights	6
March 11, 2009	Work Zone Safety & Flagger	Platte County	7
March 12, 2009	Communication Skills	Columbia Airport	28
March 13, 2009	Work Zone Safety & Flagger	Maryland Heights	15
March 18, 2009	Workplace, Equipment & Job Site Safety	Cape Girardeau	24
March 18, 2009	Defensive Driving	Havener Center, Turner Room	27
March 20, 2009	Communication Skills	Kirksville, MO. Extension	5
March 25, 2009	Workplace, Equipment & Job Site Safety	City of Holden	14
March 26, 2009	Preventive Pavement Maintenance	Greene County Hwy Dept	23
March 31, 2009	Work Zone Safety & Flagger	Cape Girardeau	23
April 2, 2009	Work Zone Safety & Flagger	Springfield - Greene Co Hwy Dept	20
April 8, 2009	Work Zone Safety & Flagger	Jeff. City, Cole Co. Fire Dept.	4
April 17, 2009	Motor Grader Training	Hannibal, Dist 3 Training Room	28
April 21, 2009	Tractor Mower Safety	Maryland Heights	44
April 22, 2009	Bridge Management & Maintenance	Joplin	12
April 23, 2009	Tractor Mower Safety	Platte County	19
April 29, 2009	Bridge Incident Inspection	New Madrid Community Building	19
May 5, 2009	Bridge Management & Maintenance	Columbia Airport	8
May 6, 2009	Signing & Pavement Marking	Maryland Heights	44
May 6, 2009	Motor Grader Training	Joplin, Dist. 7 Training Rooms	13
May 7, 2009	Motor Grader Training	Willow Springs Area, MoDOT Dist 9	21
May 7, 2009	Signing & Pavement Marking	Jeff. City, Cole Co. Fire Dept.	10
May 8, 2009	Defensive Driving	Macon Area - Comfort Inn	8
May 12, 2009	Equipment Operation & Safety	Platte County Resource Center	14
May 12, 2009	Motor Grader Training	Sedalia	31
May 13, 2009	Equipment Operation & Safety	Springfield - Greene Co Hwy Dept	16
May 20, 2009	Gravel Road Maintenance	Willow Springs Area, MoDOT Dist 9	14
May 20, 2009	Workplace, Equipment & Job Site Safety	New Madrid	17
May 22, 2009	Defensive Driving	Maryland Heights	10
June 3, 2009	Work Zone Safety & Flagger	New Madrid	6
June 17, 2009	Motor Grader Training	City of Republic	22
June 23, 2009	Signing & Pavement Marking	Kansas City	21
July 8, 2009	Motor Grader Training	New Madrid	22
August 12, 2009	Workplace, Equipment & Job Site Safety	Platte County	16
September 21, 2009	Signing and Pavement Marking	Ozark	24
September 22, 2009	Signing and Pavement Marking	Joplin	7
September 22, 2009	Defensive Driving	Cape Girardeau	10
September 23, 2009	Snow and Ice Control	Republic	9
September 29, 2009	Snow and Ice Control	Kirksville, Univ of MO Extension	9
September 30, 2009	Snow and Ice Control	Chillicothe	12
October 1, 2009	Snow and Ice Control	Maryville	7
October 6, 2009	Snow and Ice Control	Chesterfield	44
October 7, 2009	Snow and Ice Control	Bowling Green	12
October 7, 2009	Defensive Driving	Sedalia	3
October 7, 2009	Communication Skills - Morning	Greene County	15
October 7, 2009	Communication Skills - Afternoon	Greene County	15

October 13, 2009	Defensive Driving	Jackson County	22
October 13, 2009	Emergency Management	Macon	6
October 13, 2009	MINK9-FHWA Safety Issues for Local Agencies & NACE Roadway Safety Working Group	St. Joseph	46
October 13, 2009	MINK9-PCC Overlay How-to Bonded & Unbonded; Understanding Latino Cultures in the Workplace; What's New in Roadside Safety Testing	St. Joseph	46
October 13, 2009	MINK9-Status of Federal-Aid Project; Using Stimulus Funds for State & Local Roads	St. Joseph	46
October 13, 2009	MINK9-New Geotech Requirements for Bridge Design; Bridge of the Future	St. Joseph	46
October 14, 2009	Defensive Driving	Jackson County	25
October 14, 2009	Math Skills	New Madrid	7
October 15, 2009	Flagger Training (Half Day)	Greene County	7
October 15, 2009	Defensive Driving	Jackson County	24
October 15, 2009	Sign Retroreflectivity-CLL APWA	Cape Girardeau	16
October 19, 2009	Workplace, Equipment & Job Site Safety	Jackson County Highway Dept	32
October 20, 2009	Workplace, Equipment & Job Site Safety	Platte County	3
October 21, 2009	Work Zone Safety & Flagger Training (Full Day)	Willow Springs	3
October 21, 2009	Workplace, Equipment & Job Site Safety	Nevada	6
October 22, 2009	Snow and Ice Control (9:00 am - 2:00 pm)	Grandview	36
October 22, 2009	Math Skills	Greene County	4
October 23, 2009	Snow and Ice Control (7:30 am - 11:00 am)	Gladstone	67
October 23, 2009	Snow and Ice Control (12:30 pm - 4:30 pm)	Gladstone	44
October 27, 2009	Workplace & Job Site Safety	MACTO Conference, St. Charles	35
October 27, 2009	MACTO-Winter Maintenance	St.Charles	129
October 27, 2009	MACTO-State Patrol Crash Data; Road Safety Assessments	St.Charles	129
October 27, 2009	MACTO-Funding; In-house vs. Contract Maintenance & Construction	St.Charles	129
October 28, 2009	MACTO-Low Water Crossing; Bridge/Concrete Repair, Pipe Lining	St.Charles	129
October 28, 2009	MACTO-Asset Management; Equipment Purchasing, Bid Specifications	St.Charles	129
October 30, 2009	Motor Grader Training	Chillicothe	21
October 30, 2009	Workplace & Job Site Safety	Boone County	56
November 3, 2009	Work Zone Safety & Flagger Training	Sikeston	3
November 4, 2009	Signing and Pavement Marking	New Madrid	13
November 4, 2009	Workplace, Equipment & Job Site Safety	Macon	4
November 5, 2009	Sign Retroreflectivity-CLL APWA (Part 2)	Cape Girardeau	11
November 6, 2009	Signing and Pavement Marking	Willow Springs	4
November 6, 2009	Motor Grader Training	Kansas City	41
November 6, 2009	Workplace, Equipment & Job Site Safety	Hannibal	7
November 10, 2009	Emergency Management	New Madrid	28
November 10, 2009	Defensive Driving	Platte County	24
November 10, 2009	Work Zone Safety & Flagger	Ozark	12
November 17, 2009	Snow and Ice Control	Rolla	12
December 1, 2009	Workplace, Equipment & Job Site Safety	Republic	8
December 8, 2009	Computer Basics	9 University of Missouri Extension Telecenters	9
December 9, 2009	Emergency Management	St. James (MRPC)	15
December 9, 2009	Bridge Incident Inspection Video Training	Springfield	2
December 15, 2009	Emergency Management	Grain Valley	17
December 16, 2009	Communication Skills	Maryland Heights	8
December 15-16, 2009	OSHA Training (10 hours)	Bates County	14

2594

110 classes





## Missouri ‘Show-Me’ Road Scholar Program – Level 1

### Course Descriptions

**Core Courses:** (required of all participants)

#### Communication Skills

The course will cover verbal and non-verbal communication. It will be an interactive course where those attending will study the basic communication skills of speaking and listening, as well as conflict resolution. 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, and the general public. The course will also explore the three speech/presentation patterns, which includes the causation, categorical, and sequential patterns.

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. 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. Attendees may be tested on their abilities and issued a document verifying their attendance at the course.

Time: 4 hours

#### Workplace and Job Site Safety (Worker 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 turnover, 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

## **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.

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

### **Equipment Operation and Safety**

The course will provide participants with the knowledge and understanding of common safety factors and practices relating to the operation of power tools and equipment used in common public works and road maintenance work. It will also provide an agency with the information needed to establish an effective work safety program.

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

### **Math Skills**

The course will cover the fundamentals of arithmetic and help show and strengthen computational skills with fractions, decimals, areas, volumes and percents. Discussion is all based on actual examples of public works field-related topics. The course will also provide public works personnel with skills that can be applied to a variety of day-to-day topics. Solutions to simple measurements and figuring out the need for supplies for tasks at hand are discussed and worked out in an orderly fashion. Trainees will have hands-on instruction in this course. The instructor will work with individuals to show the correct use of simple calculations and encourage/improve development of new skills.

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 every thing 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

## **Other options:**

### **Attending 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.

### **Attending 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.



## **‘Show-Me’ Road Scholar Program – Level II**

### **Course Descriptions**

**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

## **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 having a good relationship 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 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**

## **Other options:**

### **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.



## **Missouri LTAP training – Misc. courses**

### **Course Descriptions**

#### **Emergency Management for Public Works Officials**

This course will instruct those attending on having a basic understanding of the emergency management process, knowing the roles of the County Presiding Commissioner and the County Emergency Management Director in a disaster situation, understanding the relationship between County, State, and Federal initiatives during and following a disaster. It will also cover who to contact for additional resources and how to request them, general knowledge of what materials/activities are eligible for reimbursement, and what information/documentation to keep during and following an event.

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

#### **Traffic Signal Maintenance**

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

Time: 4 hours



ROAD SCHOLAR PROGRAM							
Registered Counties							
Agency	Contact Person	Title	Address	City	Zip	Phone	# Participants Registered
Atchison County			602 Main Street	Tarkio		64491 660-744-4652	1
Boone County PW	Derin Campbell	Interium Director	5551 Hwy 63 South	Columbia		65201 573-449-8515	23
Christian County Commission	Julia Maples	Admin. Assist.	100 W Church Street, Room 100	Ozark		65721 417-581-2112	5
City of Bland	Ben Cooper	Public Works Director	PO Box 40	Bland		65014 573-821-6143	1
City of Bolivar	Rick Shuler		PO Box 9	Bolivar		65613 417-326-2489	2
City of Clayton	Gary Scheipeter	Supt. Of Public Works	10 North Bemiston	Clayton		63105 314-290-8540	6
City of Festus	Brent Abrams	Public Works Director	950 N 5th Street	Festus		63028 636-937-6646	11
City of Fulton	Greg Hayes, P.E.	City Engineer	PO Box 130	Fulton		65251 573-592-3161	2
City of Gladstone	Tim Herrman	Public Works Supt.	4000 NE 76th	Gladstone		64119 816-436-5442	10
City of Houston	Joe Kirkman	Public Grounds Supervisor	601 S. Grand	Houston		65483 417-967-3444	3
City of Kearney	Gary Lawson	Street Supt.	100 E Washington	Kearney		64060 816-628-4142	1
City of Kirksville	John Buckwalter	Director	201 S. Franklin	Kirksville		63501 660-627-1291	3
City of Moscow Mills	Donald Hopkins	Superintendent	PO Box 36	Moscow Mills		63362 636-299-2559	1
City of Ozark Public Works	Larry Martin	Public Works Director	205 N 1st Street	Ozark		65721 417-581-2407	1
City of Republic	Nick Ashbach	Street Supt.	221 N. Main Street	Republic		65631 417-732-3400	7
City of Springfield Public Works	Craig Noblitt	Street Maint. Supervisor	1111 W Chestnut Expressway Bldg 5	Springfield		65802 417-864-1478	16
City of Vienna	Dan Germann	Parks & Street Supt.	PO Box 196	Vienna		65582 573-422-3932	1
City of Wentzville	Dave Kraleman	Supt. Of Streets	200 E Fourth Street	Wentzville		63385 636-639-2060	10
Clayton Parks & Recreation	Susan Renard		50 Gay Avenue	Clayton		63105 314-290-8554	2
Drexel Public Works	James Martin Doughty	Superintendent	137 E Main	Drexel		64742 816-419-4914	1
Jasper County Hwy.	Bob Burris	Asst. Superintendent	Jasper County Courthouse, Room 101	Carthage		64836 417-358-0451	2
Joplin Special Road District	Cary Lee	Superintendent	1016 South Picher Ave.	Joplin		64801 417-624-3489	14
Pike County	LaDon Atkinson	Supervisor	119 E Park	Bowling Green		63334 573-324-3902	1
Purdy Special Road	Marvin Carney	Road Superintendent	PO Box 344	Purdy		65734 417-236-2060	2
Washington County Hwy Dept	Greg Horton	Superintendent	102 N Missouri St.	Potosi		63664 573-779-3360	1
Webster County Road Dept.	Wayne Turner	Superintendent	101 S. Crittenden	Marshfield		65746 417-859-4544	3
<b>Total Participants Registered</b>							<b>130</b>



## 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