Connecticut Training & Technical Assistance Center Program Guide

Fostering a safe, efficient & environmentally sound transportation system in Connecticut
Our mission is to foster a safe, efficient, environmentally sound transportation system by improving skills and knowledge of local transportation providers through training, technical assistance, and technology transfer.
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SHARING KNOWLEDGE, IMPROVING COMMUNITIES
Over 3,000,000 miles of road and 299,000 bridges in the United States are maintained by local transportation agencies. These roads and bridges often suffer from excessive wear due to traffic, weather and mistreatment. Keeping them safe and navigable requires good design, diligent maintenance, and timely rehabilitation.

Limited funding for this work creates a significant need for technical assistance in the 38,000 local communities across our nation. In 1982, the Federal Highway Administration recognized this need by creating the Local Technical Assistance Program (LTAP).

The T2 Center at the University of Connecticut is Connecticut’s Local Technical Assistance Program, one of 51 centers in the United States funded by the Federal Highway Administration and the State Department of Transportation.

VISION AND MISSION
The Connecticut T2 Center improves the quality and safety of our surface transportation system through interactive relationships and information exchange. The T2 Center is driven by these relationships and is known for its ability to enrich the knowledge base of its stake holders. Our mission is to foster a safe, efficient, and environmentally sound surface transportation system by improving the skills and increasing the knowledge of the transportation workforce in Connecticut.

WHO WE SERVE
The T2 Center serves members of Connecticut's Transportation and Public Safety Community, including municipal public works directors, street and road maintenance superintendents and staff, city and town engineers, Connecticut Department of Transportation employees, transportation planners and law enforcement professionals serving as local traffic authorities.
A properly maintained, safe and efficient transportation system is vital to the social, economic and environmental well-being of communities across Connecticut. Protecting and preserving this investment requires a highly qualified force of transportation professionals. The Connecticut Training & Technical Assistance (T2) Center provides an opportunity for specialized training in an efficient and cost-effective manner.

**Public Works Academy**
An introductory level training program for those public works staff that are new to public works and road maintenance. The program provides a set of fundamental core competencies and the latest transportation best practices and technologies. (page 3)

**Road Master Program**
A series of workshops designed to provide Connecticut's municipal highway personnel with knowledge of the fundamentals of modern road maintenance management procedures and techniques. (page 4)

**Road Scholar Program**
A series of advanced workshops designed for individuals currently in, or interested in, pursuing supervisory positions. (page 7)

**Local Traffic Authority Program**
A program that provides specialized training to municipal officials responsible for establishing traffic regulations and authorizing the installation of traffic control devices. (page 9)

**Transportation Leadership Program**
The TLP provides current and future transportation leaders the opportunity to develop skills that will strengthen leadership impact and the ability to build and effectively lead highly performing teams. (page 11)

**Safety Academy**
The Academy will provide complimentary training opportunities specializing in traffic and roadway safety issues. (page 13)

**Traffic Signal Academy**
The Traffic Signal Academy provides a wide range of training topics and resources designed to support a workforce of skilled, knowledgeable professionals to design, operate and maintain Connecticut's traffic signals. (page 14)

**Traffic Signal Technician Certificate**
A series of workshops designed to provide Connecticut's traffic signal professionals with knowledge of the fundamentals of signal maintenance and operations procedures and techniques. (page 15)

**Custom Programs**
We offer a variety of affordable custom training classes. We work with you to develop a class to meet the specific educational and safety needs of your organization and hold the class at the location of your choosing. (page 16)
Public Works Academy

An introductory level training program for those public works staff that are new to public works and road maintenance. This program provides information on the latest best practices and technologies and gives a broad overview of the fundamental skills needed to be a public works professional. The Academy has six required courses completed one day per week over six weeks.

ACADEMY SERIES TOPICS

The following topics will be covered in both the Spring and Fall Public Works Academy:

- Professionalism & Communication Skills
- Operational Safety
- Basic Work Zone Safety & 4-Year ATSSA Flagger Certification
- Road Fundamentals
- Chainsaw Safety & Storm Clean-up
- Winter Operations: Sander Calibration & Safe Operation of a Snow Plow

LEARNING OBJECTIVES

At the end of this training program, participants will be able to:

- Understand principles of professionalism, teamwork and communication and apply them to real life situations.
- Understand basic road building and maintenance principles and recognize major distresses.
- Identify elements of a work zone and appropriate flagging techniques.
- Understand fundamental operational safety principles and identify common workplace hazards.
- Describe proper tree felling techniques and hazards, and apply them to storm clean-up scenarios.
- Be aware of current best practices in winter operations and understand key considerations in operating a snow plow during adverse conditions.
Road Master Program

A series of workshops designed to provide Connecticut’s municipal highway personnel with knowledge of the fundamentals of modern road maintenance management procedures and techniques. This program is intended for municipal road maintenance professionals at all levels. The Connecticut Road Master Certificate will be awarded to a participant upon completion of at least nine workshops (seven required and two electives).

“Your training programs provide excellent, affordable courses for all of us in the public works field. Your Road Master program has allowed me to bring critical knowledge back to the projects we do everyday. With the budgetary pressures we all face, establishing best practices is a must.”

-Town of New Milford
REQUIRED COURSES

ALL ABOUT ASPHALT PAVEMENTS
In this workshop you will learn about selection of materials for construction, maintenance and reconstruction of pavement, the various maintenance treatments and conditions under which they should be used and how to identify the various pavements distress types and their causes. Topics covered include: asphalt materials, asphalt construction, inspection for asphalt construction, utility cuts, surface treatments and pavement evaluation and maintenance.

BASICS OF A GOOD ROAD
This workshop is designed to provide an overview of the different components of a well-built road. Participants will learn the typical structure of a roadway, how distresses are caused and appropriate strategies for repairing distresses and keeping roads in good shape. They will also gain an understanding of the importance of construction inspection.

EFFECTIVE COMMUNICATION SKILLS I
In this workshop, participants will learn basic principles of communication and receive useful tips on how communication works; effective listening techniques; seeing things from other points of view and handling difficult people and situations. You will leave this session with some new ideas to try.

ON-THE-JOB SAFETY AND OSHA REGULATIONS FOR LOCAL ROAD PERSONNEL
This course is designed to provide information on occupational safety and health regulations and those job hazards faced by public works staff. It focuses on the importance of safety in the workplace and how to identify hazards and take steps to avoid or mitigate the risk on the jobsite and back at the garage.
PLANNING AND MANAGING LOCAL ROAD SNOW AND ICE ACTIVITIES

At the completion of this course, participants will be familiar with snow and ice operations, anti-icing tools and techniques, de-icing chemicals - do's and don'ts, proper equipment calibration and the environmental impact of winter operations. Participants will get to practice implementation of new technology, snow plans and liabilities through storm scenario exercises.

PRINCIPLES OF DRAINAGE FOR LOCAL ROADS

This workshop provides a detailed understanding of how water can impact a roadway as well as the techniques and tools available to keep water out of and away from the road. Class discussion and demonstrations will illustrate how to analyze the extent of a drainage problem, how surface and subsurface water affect roadway structure, how to maintain and inspect culverts and ditches, types of erosion and how to reduce erosion along roadways.

WORK ZONE SAFETY MAINTENANCE OPERATIONS ON LOCAL ROADS

In this workshop, participants will learn about Section 6 of the MUTCD and proper temporary traffic control plans. Using the “Guidelines for Temporary Traffic Control in Work Zones” and table top exercises, participants will work in groups to put concepts into practice. Proper flagging techniques will also be reviewed.

ELECTIVE COURSES (SAMPLE TOPICS)

- ATSSA Flagger Certification
- Backhoe Safety and Operations
- Surveying Methods for Local Roads
- Underground Storage Tank Operator Training and Class A/B Certification
- Confined Space Training
- Construction Math and Plan Reading
- Electrical Safety & Working Around Utilities
- Chainsaw Safety
- Defensive Driving for Public Works
Road Scholar Program

A series of advanced workshops designed for individuals currently in, or interested in, pursuing supervisory positions. Prerequisite: successful completion of the Connecticut Road Master Program. A certificate will be awarded to participants upon completion of the four required workshops and two electives.

“The T2 Center has made me smarter and more confident in my ability to do my job because of the outstanding, affordable training programs you offer. You are truly transferring knowledge and the citizens of Connecticut are served well by the efforts of your program.”

-Town of South Windsor
REQUIRED COURSES

SUPERVISORY SKILLS
This workshop provides information on the fundamentals of successful supervision including managing in a union environment, giving corrective feedback effectively and creating a cooperative team environment. Special attention will be paid to practices that will help you get a higher level of performance out of your staff and enhance your role as a supervisor.

INFRASTRUCTURE ASSET MANAGEMENT
This workshop is designed to provide an overview of the complexity of managing the many assets of a municipal government. Topics covered include: the importance of developing an infrastructure asset management program in your agency, specific asset management areas such as pavements, signs and drainage, and how an asset management program can be a tool to help in budget planning.

RISK MANAGEMENT
This workshop is designed to provide municipal, street and highway managers, supervisors and employees with a better understanding of risk management and how risk management practices can be adopted and effectively used by any community. Topics covered include: the goals and purposes of risk management, risk control tools and techniques, understanding your risks, and risk management challenges.

EFFECTIVE COMMUNICATION SKILLS II
This course is designed to provide the tools you need to effectively communicate within your agency and while representing your department. Whether handling personnel issues, responding to resident complaints or presenting a budget to the finance board, this class will give tips on how to be prepared and communicate successfully. Individual and group exercises will provide the opportunity to practice these skills and become a better communicator.

ELECTIVE COURSES (SAMPLE TOPICS)
- Commercial Vehicle Regulations
- Green Snow Pro
- Public Works Roundtable: Breaking Through the Status Quo
- Fleet Management & Safety Best Practices
- Local Road Safety Improvements
- Public Works Construction Projects: Managing Risks, Costs and Schedules
- Road Safety 365 for Local Government Agencies
Local Traffic Authority Program

This program provides specialized training to municipal officials responsible for establishing traffic regulations and authorizing the installation of traffic control devices. The Connecticut Local Traffic Authority program provides an opportunity for those individuals to receive specialized training. To complete this course, participants must attend three required trainings and one elective.

“Without the T2 Center, I don’t know where the great training we have received would come from. You have taught us important skills and have given us an opportunity to expand our knowledge by sharing it with others in our profession, Thank you!”
-Town of Stonington
Local Traffic Authority Program (cont’d.)

REQUIRED COURSES

POWERS & RESPONSIBILITIES OF CONNECTICUT’S MUNICIPAL LOCAL TRAFFIC AUTHORITIES

Participants will acquire an understanding of the powers and responsibilities of a Connecticut Municipal Local Traffic Authority; an understanding of legal implications of decisions made by a municipal LTA; an understanding of the functions of the Office of the State Traffic Administration (OSTA) and a knowledge of the informational and technical assistance resources available to municipal LTAs.

FUNDAMENTALS OF ANALYZING AND SOLVING LOCAL TRAFFIC PROBLEMS

Participants will receive information to understand basic concepts, principles and techniques for evaluating traffic issues, develop reasonable alternative solutions for addressing local traffic problems, practice completing exercises to perform common municipal engineering and traffic studies using real data and be able to communicate more effectively with traffic safety experts.

WHERE AND WHEN TO USE TRAFFIC SIGNS, SIGNALS AND MARKINGS

Participants will learn how to review and utilize the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) as a Local Traffic Authority to make good decisions on when to use traffic control devices and how to use the MUTCD to determine the need for and proper placement of traffic signs, signals and markings.

ELECTIVE COURSES (SAMPLE TOPICS)

- Road Safety Assessments for Local Governments
- Understanding & Using Safety Data
- Traffic Calming for Speed Management
- Local Road Safety Improvements
- Complete Streets
Successful transportation agencies don’t just have great employees, they also have great leaders. The Connecticut Training & Technical Assistance Center, in response to requests from local agencies in Connecticut, is offering this opportunity for comprehensive leadership training. The Transportation Leadership Program is open to current and future leaders of municipal and state transportation agencies. Directors of Public Works, Town Engineers, Highway Superintendents and Road Foremen are encouraged to attend. Participants will attend all six modules and two elective courses as well as present their Capstone projects to their cohort to successfully complete this program.

“I would like to personally commend your organization for creating the Transportation Leadership Program. I am certain it will be very beneficial to anyone fortunate enough to be accepted.”

-David V. Merchant
Mayor, Town of Plymouth
Transportation Leadership Program (cont’d.)

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<td>• Workforce Development</td>
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<td>• Conducting Effective Meetings</td>
<td>• Succession Planning</td>
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**ELECTIVE COURSES (SAMPLE TOPICS)**

- Ethical Decision Making
- Time and Stress Management
- Grant Writing
- Public Relations/ Promoting the Value of your Agency
- Project Management
- Developing Standard Operating Procedures for your Agency
- Roundtable Discussions on timely leadership topics
- Developing Standard Operating Procedures for your Agency
- Roundtable Discussions on timely leadership topics

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T2 Center
University of Connecticut
The Safety Academy provides complimentary training opportunities specializing in traffic and safety issues.

SAFETY ACADEMY COURSES

- Sign Retroreflectometer Training
- Local Road Safety Fundamentals
- Road Safety Audits
- Data Analysis and Use
- Developing Local Road Safety Plans
- Safety Improvements for Rural Roads
- Safety Countermeasures for Roadways
- Horizontal Curve Alignment
- Guardrail Use
- Safety Edge
The Traffic Signal Academy provides a wide range of training topics and resources designed to support a workforce of skilled, knowledgeable professionals to design, operate and maintain Connecticut's traffic signals.

TRAFFIC SIGNAL ACADEMY SAMPLE TOPICS INCLUDE:

- Traffic Signal Design and Operations
- Signal Timing Concepts
- MUTCD Considerations for Signalized Intersections
- Automated Traffic Signal Performance Measures (ATSPM)
- Controller Programming
- Detector Systems
- Advanced Controller Operations
- Installation, Maintenance and Liability Concerns for Traffic Signals
- Roundtable discussions on various technical topics

TRAFFIC SIGNAL CHAMPION PROGRAM

Connecticut Traffic Signal Champion Program. Participants who complete 40 credit hours of courses in the Traffic Signal Academy will receive a certificate as a Traffic Signal Champion at our annual graduation ceremony.
The Connecticut Traffic Signal Technician Certificate Program is a series of workshops designed to provide Connecticut’s traffic signal professionals with knowledge of the fundamentals of signal maintenance and operations procedures and techniques. The program will be of interest to current traffic signal technicians, especially new technicians, and those who aspire to assume the position in the future.

PROGRAM OVERVIEW AND CERTIFICATE REQUIREMENTS

There are two levels in the Connecticut Traffic Signal Technician Program.

Level One is a series of four workshops focused on the fundamentals of traffic signal maintenance procedures and techniques.

The workshops are:

- Traffic Signals 101
- Traffic Signal Operations and Reading Signal Plans
- Operational Safety and Basic Electricity
- Traffic Signal Construction (including a self-paced virtual construction math class)

Level Two is a series of four workshops including three required classes and one elective. Level two focuses on more advanced maintenance, troubleshooting, operations and technologies topics. (Completion of Level One is required to receive this certificate).

The required workshops are:

- Traffic Signal Maintenance
- Traffic Signal Detection Systems
- Traffic Signal Troubleshooting

The specific elective workshop topics will vary and may include topics such as Controller Programming, Traffic Signal Communications and Pre-emption, or Advanced Troubleshooting.
The Connecticut T2 Center Custom Training Program offers a variety of very affordable training options. We work with you to develop a class to meet the specific educational and safety needs of your organization. Our nationally certified instructors will present a session that is tailored to your workforce and is held conveniently at your location. Your participants receive Road Master Program Elective Credit and certificates of completion.

CUSTOM TRAININGS WE OFFER
This is a partial list. We can customize or create a session on many topics based on the needs of the group.

- Sustainable Winter Operations
- Chainsaw Safety
- Fall Protection & Prevention
- Flagger Certification (ATSSA 4-Year Certification)
- Forklift Operator Safety
- OSHA Workplace Safety Topics
- Qualified Rigger & Signal Person
- Scaffolding Competent Person
- Trenching & Shoring Competent Person
- Work Zone Safety
Custom Training Programs (cont’d.)

BENEFITS OF THE CUSTOM TRAINING PROGRAM

- Training on a variety of important employee safety topics including OSHA standards and Flagger Certification to help meet your training requirements.

- Training right at your location- no additional time and expense needed for travel and overtime.

- Customized training- We will work with you to develop a class on a topic that you feel is important for the safety and education of your workforce, by focusing on your specific areas of need.

- High quality instructors selected by the Connecticut Technology Transfer Center and certified to present their topic by nationally recognized safety training organizations.

- Certificates of completion and Road Master Elective Credit are provided for each participant.
We asked our participants to name one thing they learned that they can use immediately at their jobs. Here is what they said...
Of the 21,000 miles of roadway in Connecticut, 82% are maintained by local municipal agencies. In 2011, 64% of roadway departure fatal crashes and 38% of roadway departure Type A (incapacitating) injury crashes occurred on local roadways. To make significant progress in reducing the number of crashes, serious injuries, and fatalities in Connecticut, safety along local roadways needs to improve. The Connecticut Safety Circuit Rider (SCR) Program is designed to provide safety-related information, training, and direct technical assistance to agencies responsible for local roadway safety. A strong partnership between the Connecticut SCR Program and the Connecticut Transportation Safety Research Center (CTSRC) will enable local agencies to access accurate information to make informed roadway safety decisions. The SCR will provide assistance to local agencies in understanding the capabilities of the new CT Crash Data Repository.

To request assistance for your town go to www.t2center.uconn.edu or email Melissa Evans melissa.evans@uconn.edu

These services are provided free of charge.
The purpose of the Traffic Signal Circuit Rider (TSCR) Program is to help local municipal agencies effectively manage their traffic signals.

Traffic signal management involves the planning, design, integration, maintenance, and proactive operation of a traffic signal system in order to achieve policy based objectives to improve the efficiency, safety and reliability of signalized intersections.

The TSCR Program will provide no cost technical assistance and training to local agency representatives responsible for municipal traffic signals.

Services that will be available through the program include:

- Assistance for Connecticut municipalities in the development of clear goals and objectives and a plan for management, operations and maintenance of their traffic signals.
- Writing and disseminating technical briefs on traffic signal related topics to local municipal agencies.
- Work in the field to assist with traffic signal system retiming projects.
- Work with Connecticut regional planning agencies to promote opportunities for municipalities to consider federal-aid funding for traffic signal operations and to promote integration of traffic signal operations into metropolitan transportation plans and programs.
- Coordinate and facilitate training on traffic signal systems topics.

To request assistance for your town go to www.t2center.uconn.edu or email Donna Shea at donna.shea@uconn.edu

THESE SERVICES ARE PROVIDED FREE OF CHARGE
Equipment Loan Program

In an effort to improve safety in municipalities, the T2 Center provides safety equipment that is loaned to towns to monitor traffic and collect data. The data collected by the equipment can then be analyzed and used to improve the safety and quality of municipal roadways.

HOW DOES THE PROGRAM WORK?

Requests are accepted by phone, email or online and are on a first-come, first-serve basis. In cases where there are multiple requests for the same item a waitlist is maintained and the equipment is distributed to the next agency on the list. Some items in the loan program include:

BALL BANK INDICATOR
Used for the specific purpose of determining safe (uniform advisory) curve speeds for horizontal curves.

DIGITAL LEVEL
Using custom sensor technology, the digital level displays in degrees, % slope or inches per foot. It is accurate to 1/10 of a degree.

RETROREFLECTOMETER
A handheld instrument for measuring retroreflection of traffic signs. The kit includes the retroreflectometer, carrying case, NiMH battery, 110V charger, USB cable, carry strap, calibrator, lens reducer and cover.

SAFETY EDGE SHOE
Attaches to a paver to shape the edge of the pavement to a 30 degree tapered angle which eliminates the problem of a vertical edge drop-off, or a “Safety Edge”.

TRAFFIC COUNTERS
Used to identify which routes are used most, and helps departments decide to either improve that road or provide an alternative if there is an excessive amount of traffic. The traffic counters collect vehicle number, speed and length for up to nine days (depending on the traffic).

YOUR SPEED SIGN
Can be used to track vehicle speeds and volumes, and inform drivers when they are exceeding the posted speed limit.

For a full list of items available through the Equipment Loan Program, visit https://stage.cti.uconn.edu/cti/T2_Equipment_Loan_Program.asp
TECHNICAL AND SAFETY BRIEFS
Through our Technical and Safety Briefs we provide valuable resources on timely transportation topics.

ROUNDTABLE DISCUSSIONS
During our roundtable discussions participants are able to consider challenges and triumphs in their agency regarding a timely “hot topic” in transportation.

LISTSERVS
The T2 Center hosts four listservs that allow the transportation community in towns across the state to connect with each other. Listservs include:

- Connecticut Public Works Listserv
- Connecticut Local Traffic Authority Listserv
- Connecticut Traffic Signal Systems Listserv
- Connecticut Roadway Safety Listserv

CREATIVE SOLUTIONS AWARD
The Creative Solutions Award Program recognizes ingenuity and helps share innovations across the state. Each year, individuals and departments in Connecticut are encouraged to submit innovations and inventions that they have created that allow workers to do their jobs more safely and effectively, save their departments time and money and improve the overall quality of the transportation industry. Our winners are added to our “Connecticut Creative Solutions” guide in the hopes that these innovations will help identify solutions to problems faced by Connecticut agencies. You can see all of the innovations at: https://www.cti.uconn.edu/cti/CT_Creative_Solutions_Award_Program.asp
ROADWAY SAFETY POSTER CONTEST

Each year the T2 Center asks students from around the state to help promote roadway safety through art. Keeping the theme of "Every Life Counts in Connecticut" in mind, students in grades K-5 submit their poster designs depicting safe habits such as not driving distracted, maintaining the speed limit, and slowing down in work zones. All submitted entries are reviewed by a panel of roadway safety professionals and a winner and runner-up are selected for three age categories. These students are then invited to the Connecticut Work Zone Safety Press Conference where they are presented with ribbons and gift baskets to honor their artistic achievements.

For more information on the CT Roadway Safety Poster Contest for Children, visit: https://www.cti.uconn.edu/cti/CT_Roadway_Safety_Poster_Contest_for_Children.asp
The Road to Learning Starts at the Connecticut Training & Technical Assistance Center

- Read our blog!
- Follow us on Facebook!
- Watch our YouTube channel!
- Join one of our listservs!
- Attend an Educational Program!
The T2 Center provides many opportunities to stay connected!

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<th>Email message systems to reach the transportation community.</th>
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<td>To Subscribe: Email Mary McCarthy, the listserv administrator,</td>
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<td>at <a href="mailto:mary.c.mccarthy@uconn.edu">mary.c.mccarthy@uconn.edu</a></td>
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| YouTube Channel | Subscribe to our YouTube channel to watch videos about important safety topics. These videos are the effort of local municipalities, as well as national safety campaigns. To subscribe to our YouTube channel, enter the following link into your web browser: http://www.youtube.com/user/CTT2Center |

| E-Newsletter | Subscribe to our monthly E-Newsletter Connecticut Crossroads to get up-to-date information about new T2 Center resources, events and classes. Each issue will highlight national and local transportation topics as well as give shout outs to towns and class participants exhibiting excellence in safety. To subscribe to our monthly E-Newsletter, email Regina Hackett, the Communications Coordinator at regina.hackett@uconn.edu |

| Blog | Visit our blog to read relevant articles about safety and T2 Center events written by the T2 staff! To read our blog, enter the following link into your web browser: http://ctt2center.wordpress.com/. |

| Facebook | Like us on Facebook to view links, videos and pictures of interesting online resources and information about the center. To like our page, enter the following link into your web browser: https://www.facebook.com/T2Center |
Every Year the T2 Center invites graduates from all of our programs to come to the University of Connecticut to celebrate their hard work and accomplishments at a graduation ceremony.

Guest keynote speakers such as Joseph Giulietti, Commissioner of the CT Department of Transportation and Amy Jackson-Grove, Division Administrator for the Connecticut Federal Highway Administration, welcome and congratulate our graduates on their accomplishments. Two graduates are also selected to speak to their peers about their future in public works and what they learned by completing their program. The winners of the Creative Solutions Award are also invited to present their winning project to their peers and discuss the process behind their idea.
## Our Staff

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Advisory Committee Members

CT TRAINING AND TECHNICAL ASSISTANCE CENTER – ADVISORY COMMITTEE MEMBERS

Joey Barbera, ARM
Manager
CT Interlocal Risk Management Agency

Daniel J. Bombero, Jr.
Capital Projects Manager
Town of Cheshire

Joe Bragaw (Vice-Chair)
Director of Public Works
Town of East Lyme

Eric Jackson, Ph.D.
Executive Director
CT Transportation Institute

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