



Flagger Program Quality Assurance Documentation

For:

(Print or Type Entity Name Here)

(Date of Reporting)

**CDOT Flagger Program
Safety and Traffic Engineering Branch
4201 E. Arkansas Ave. 3rd Floor
Denver, Co. 80222**

**1-888-639-3271
303.757.9219 (Fax)**

dot_cdod_flagger@state.co.us

<http://www.codot.gov/traffic/lane-close-work-zone-safety>

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INSTRUCTIONS

The purpose of this document is to instruct Certified Entities, who wish to continue proctorship with CDOT, on how to report Quality Assurance information. This document is not intended for first time applicants. First time applicants should download the application from the website listed on the cover page of this sheet.

The Entity is required to maintain all program records for five years, and submit such records as requested by CDOT. The Entity will make available such records for audit, and maintain a “student record” for each time an individual is trained. These records shall be open and available for inspection, by CDOT, during the ‘entities’ regular business hours. Upon request, the Entity will permit an inspection, by CDOT, of the facilities used for operations and training.

- ❖ In Order for an entity to continue proctorship with CDOT, without interruption, the attached document must be filled in completely. Failure to do so could result in suspension of the entity’s certification.
- ❖ Return a paper version of this document, with original signatures, and photocopies of the other documents listed in Part I. Scanned documents will not be accepted.
- ❖ All documentation must be returned by the due date listed on the last page of the application, once yearly, or as requested, until renewal is required. At such time, a new application for Flagging Certification is required.

TYPE OF ENTITY

Check one of the boxes below to indicate what type of Entity you are. Please give a brief description of the company.

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Private/Small Business | <input type="checkbox"/> Temporary | <input type="checkbox"/> Workforce |
| <input type="checkbox"/> Governmental Entity | | <input type="checkbox"/> Corrections |
| <input type="checkbox"/> School | <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Other |



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PART II: REPORTING ENTITY

Training and Testing

If there is a charge for training and testing, the entity will provide a receipt to CDOT, and to each student that includes documentation, clearly identifying the price paid by the student.

No charge shall exist to issue the original Flagger card. If there is a charge for a replacement Flagger card, a receipt shall be issued to CDOT, and each student.

If the entity is utilizing another states' video for flagger training, students shall be informed that this is not CDOT's flagging video, even though it may provide some visual reference to the manual. This generally will pertain to new flaggers.

If the entity is utilizing a video, they shall do so only if "hands on" training is not available.

Acceptable videos currently include: Virginia, Vermont, and Kentucky-NSC

Use of other states' video will be prohibited upon release of CDOT's flagger video. At such time, the "Participant Acknowledgement Form" will read to use CDOT's video.

An applicant may take test one (1) or two (2). The Entity will allow an applicant to re-test if he or she fails the exam. An applicant may take the alternate exam on the same day if he or she fails it the first time.

An applicant must pass with an 85% percent or better.

Upon passing the test, an applicant shall receive their Original Flagger Certification card within 24 hours.

Entity will utilize CDOT material, or one of the following platforms:

- ✓ American Traffic Safety Services Association
- ✓ National Highway Institute
- ✓ National Safety Council
- ✓ Local Technical Assistance Program
- ✓ Tribal Technical Assistance Program

If the entity is using another source, please offer information on the source. This is subject to verification and may not be approved.



PART II: REPORTING ENTITY

Proctor Integrity Affidavit

This form is required for all listed proctors. If the entity needs to add proctors, do so with the Proctor Addition/Deletion Form.

Proctor will:

- Instruct Flagger courses in accordance with the Application and Quality Assurance Requirements.
- Be present throughout the entire examination process.
- Maintain the confidentiality of the testing materials, exams, and answer keys, by distributing exam materials immediately prior to the testing session, and collecting all exam materials immediately afterwards.
- Provide for adequate space for students to test, so as not to allow talking or cheating.
- Answer any questions appropriately and provide information to CDOT if concerns arise regarding materials.
- Not offer correct answers before all applicants have completed the testing.

I, _____, agree to follow the

(Proctor Name)

requirements as set forth above in this document.

If evidence of me violating this agreement, or “doctoring” of information is uncovered, I understand that CDOT has the right to terminate my Entity’s certification.

Signature: _____

Signed this day of: _____

Witness: _____ Date: _____

(Required)



PART II: REPORTING ENTITY

Participant Acknowledgement Form-Use of Video

This form is required for all flaggers that are trained. The Participant agrees that the use of the Flagger video shown in today's class is not part of CDOT's Standard training material. Any use of the flagger video information is strictly for reference only.

Any actions, outside of CDOT's standard training, taken by the Entity or the Flagger, while using another state's video, are not the responsibility of CDOT.

It is up to the Flagger, and the Entity to verify that the instructions given in the video, related to how a flagger should flag, are appropriate for the project. These may be tailored to meet the needs of the project.

I, _____, agree to meet or exceed the Safety

(Participant/Flagger name)

Standards listed for the job of a flagger, and agree not to flag on projects if my card has expired. I understand that I can and will be prohibited from flagging in the event that I do not have a current Flagger card on my person.

Note:

This page shall be modified upon release of CDOT's Flagger training Video.

Signature: _____

Signed this day of: _____

Witness: _____ Date: _____

(Required)



PART II: REPORTING ENTITY

Any date prior to September 1st 2012 is subject to verification before approval can be granted. Record additional information about the Entity's training facility below. Use additional sheets if necessary.

Initial and record date:

Training Facility Checklist

- _____ ▪ Building Code up to date. Last inspected?
- _____ ▪ Fire code up to date. Last inspected?
- _____ ▪ Working Fire Extinguisher. Date of last inspection and Expiration date?
- _____ ▪ HVAC system up to code. Last inspected?
- _____ ▪ Carbon Dioxide Meter(s) present?
- _____ ▪ Maximum occupancy for training room?
- _____ ▪ ADA Accommodations made?
- _____ ▪ Clearly marked exits. More than one escape route in case of emergency.
- _____ ▪ Emergency lighting.
- _____ ▪ Adequate Classroom lighting.
- _____ ▪ Available area for "Hands on" training of flagging techniques.
- _____ ▪ Storage is adequate for training materials, such as, Stop sign(s) or Flagger ahead sign(s).
- _____ ▪ "Hands On" training materials are clear of exits and escape routes.
- _____ ▪ First Aid Kit available.



PART IV: AFFIRMATIONS

One form per Entity is required. Original signatures are required from the Designated Contact, and all proctors for the Entity. Use additional sheets if necessary.

“I affirm that the information contained in this document is true and correct. I affirm that any “misrepresentations” of this Requirement is grounds for revocation, and non-renewal of Authorization for Certification from the Colorado Dept. of Transportation.”

❖ Signature: _____

Signed this day of: _____

Witness: _____ Date: _____

❖ Signature: _____

Signed this day of: _____

Witness: _____ Date: _____

❖ Signature: _____

Signed this day of: _____

Witness: _____ Date: _____

❖ Signature: _____

Signed this day of: _____

Witness: _____ Date: _____



PART IV: PARTICIPANT FEEDBACK FORM

Participant Name: _____ Date: _____

Location: _____ Proctor/Entity: _____

<p>Your thoughtful feedback regarding this class is requested. By filling out this form, you are helping to evaluate the training that is offered to you. Use page sixteen (16) to add your own comments that would be important for the Colorado Dept. Of Transportation to know.</p>	Disagree	Somewhat Agree	Completely Agree
Course Content			
1. The learning objectives were made apparent?			
2. What were those objectives?			
3. The material supported the learning objective?			
4. What materials were used by the proctor?			
5. The course enhanced my knowledge of the subject matter?			
6. The course enhanced my ability to perform the job functions?			
7. Are you a first time applicant or a returning Flagger?			
Effectiveness			
1. During class, I had an opportunity to practice the skills I learned?			
2. I will be able to use these skills in the future?			
3. I received feedback from the proctor?			



PART IV: PARTICIPANT FEEDBACK FORM (Cont'd)

<p>Your thoughtful feedback regarding this class is requested. By filling out this form, you are helping to evaluate the training that is offered to you. Use page sixteen (16) to add your own comments that would be important for the Colorado Dept. Of Transportation to know.</p>	Disagree	Somewhat Agree	Completely Agree
4. Did the proctor answer all my questions?			
5. How long did the class last?			
6. Would you use this entity again?			
Proctor Evaluation: The proctor			
1. Studied the manual with me before testing?			
2. Knew the material well and kept me engaged throughout the class.			
3. Encouraged participation and discussion?			
4. Allowed adequate time for questions?			
5. Issued a Flagger Certification Card.			
6. Offered Employment; temporary or permanent?			



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PART V: NEW/CURRENT EMPLOYEE FEEDBACK FORM

Employee Name: _____ **Date:** _____

Location: _____ **Entity:** _____

1. How long have you been a flagger? _____
2. How long have you been employed by the entity? _____
3. Were you a flagger previous to becoming employed with the entity? _____
4. Are you a temporary employee/contracted/or permanent? _____
5. When does your current Flagger or TCS card expire? _____
6. Do you plan on renewing your certification? _____
7. Do you plan to stay employed with the entity? _____
8. What projects have you flagged in the last year? _____
9. Do you want to flag more projects? _____
10. Are you interested in becoming a Traffic Control Supervisor, or learning more about flagging?

11. Did you have a problem flagging or other complications while on a project? _____
12. Were accommodations made for you, if necessary? _____

Please give details of one (1) project that you have flagged, and any additional information that you feel is important for the Colorado Department of Transportation to know.



CDOT will retain the original Quality Assurance documentation and will send comments and/or recommendations to the Entity, after reviewing the material.

A signed copy of this page will be sent to the Entity, affirming that CDOT has reviewed and accepted the Entity's documentation. If you fail to receive this page, please contact the Flagger Program Coordinator.

DO NOT WRITE BELOW THIS LINE

Colorado Department of Transportation

By: _____
Name (Print)

Authorized Signatory

Date: _____

Notes from CDOT Representative: _____

