



Dear Contractor:

I would like to thank you for engaging in business opportunities with Charleston County Roadwise. As you are aware, CC Roadwise, under the direction of Charleston County Council is required to have an on-going On-the-Job Training Program in order to raise the skill level of the industry employees.

In an effort to assist you with implementing your own On-the-Job Training Program and with completing the training special Provision requirements on projects, we have developed a standardized On-the-Job Training Program manual. All contractors awarded projects within the CC Roadwise Program will use this manual when fulfilling the Training Special Provision requirements. In addition, contractors may follow the guidelines of this Manual for implementing a general On-the-Job training Program for their firms. We developed this manual as a convenience for contractors, and I hope you will find it very useful.

I appreciate your cooperation in implementing these worthwhile training programs. If you have any questions, please contact Margaret Rush, DBE/OJT Coordinator by telephone at (843) 329-0050 Ext. 2508 or by e-mail at mrush@ccroadwise.com

Again, thank you for working with CC Roadwise to enhance the transportation system in Charleston County.

Sincerely,

**Daniel P. Moses, P.E.
Preconstruction Director**