

Procedures for Training Special Provision Requirements

Note:

This section contains the guidelines for On-the-Job Training.

1. On the Job Training Annual Update

- a. The Contractor must designate someone within the company as the person primarily responsible for the administration and coordination of this OJT Program, hereafter referred to as the “Company OJT Coordinator.” The name and title of this person must be reported to the CC RoadWise OJT Program Coordinator as part of the annual update and whenever there is a change in the person responsible for this task.
- b. All individuals (both office and field workers) who are involved in the training process should read the OJT Manual and have easy access to a copy of the manual so that they are familiar with the procedures.
- c. When the company first begins using the OJT Manual and again by the standard annual update deadline, the Company OJT Coordinator will submit to the CC RoadWise OJT Program Coordinator a signed copy of the “On-the-Job Training Program Annual Update Form.” Submission of this form covers all projects on which the contractor is/will be training for the entire year.

2. The Initial Training Schedule for A Project

- a. A plan must be prepared for how the OJT positions will be used on each specific project, although it may be necessary to make changes later in the project.
 - i. The trainees will be distributed among the work classifications on the basis of the company’s needs and the availability of skilled workers in the various classifications within a reasonable area of recruitment.
 - ii. The prime contractor may choose to have a subcontractor fill some of the training slots

- b. The Initial Training Schedule should be submitted on the “on-the-Job Training-Initial Training Schedule” form.
- c. The “Initial Training Schedule” form should be submitted directly to the CC Roadwise OJT Program Coordinator for approval. To expedite the process, this information may be faxed to (843) 329-0055.
- d. Once approved by the CC Roadwise OJT Program Coordinator, a copy of the “Initial Training Schedule” stamped “APPROVED” will be forwarded to the Prime Contractor, the Pre-Construction Engineer (PCE), and Construction Engineer (CE).
- e. During the course of the project, request for changes to the training schedule may be made to the CC Roadwise OJT Program Coordinator.