On-the-Job Training Program Manual

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The Oklahoma Department of Transportation (ODOT) ensures that no person or group of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors.

Definitions

Alternative Training Program is any program approved under 23 CFR §230.111(f)(1) and (f)(2). Programs approved by the U.S. Department of Labor as of the date of proposed use by a federal- aid highway contractor need not be formally approved by the State highway agency or the Federal Highway Administration (FHWA). Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered in a manner reasonably calculated to meet the equal employment opportunity (EEO) obligations of the contractor. Other training programs developed by the contractor must be submitted to the State highway agency and FHWA for approval.

Contractor-Based Training Program is one in which trainees are assigned to a contractor, rather than a contract. The trainee works on a federal, state, or private project, and the contractor intends to graduate the trainee within a specific period. The contractor is eligible for reimbursement when the trainee works on a Federal-aid highway project.

Department is the Oklahoma Department of Transportation.

DOT is the U.S. Department of Transportation, including the Office of the Secretary, the FHWA, the Federal Transit Administration, and the Federal Aviation Administration.

Federal Contract is any contract between the Department and a contractor paid for in whole or part with DOT assistance.

Craftsman (Journeyman) is capable of performing all the duties within a given job classification or craft or has successfully completed a training course leading to craftsman status.

The Program Sponsor is the entity responsible for providing the necessary reports to the State to ensure compliance with the Davis Bacon Act and other standards as outlined in the Department's On-the-Job Training Program Manual and the On-the-Job Training Program Special Provision.

Supportive Services are those provided to increase the overall effectiveness of approved On-The-Job training programs for highway construction workers and highway contractors through performing various functions necessary to the program but not considered part of the actual on-the-job craft training.

Trainee is a person receiving on-the-job training through any program approved by the FHWA or the U.S. Department of Labor.

Policy Statement

The Oklahoma Department of Transportation (from now on designated Department) has established an On-the-Job Training (OJT) Program under regulations of the U.S. Department of Transportation at 23 CFR Part 230, Subpart A, EEO on Federal and Federal Aid Construction Contracts. The Department's policy requires full utilization of all available training and skill improvement opportunities to ensure the increased participation of minority groups, disadvantaged persons, and women in all phases of the highway construction industry.

The Federal OJT program is administered through a construction contract special provision. Appendix A of this document contains a copy of this particular provision.

Nondiscrimination in Programs and Activities

Title VI of the Civil Rights Act (1964)

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in programs or activities that receive Federal financial assistance. Title VI states that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.

Title VII of the Civil Rights Act (1964)

Title VII of the Civil Rights Act of 1964 prohibited discrimination based on race, color, sex, age, national origin, disability/handicap, or income and was passed to ensure equality in hiring, transfers, promotions, compensation, access to training, and other employment-related decisions.

FHWA-1273 – Section II, Nondiscrimination

A contractor's minimum EEO requirements are outlined in the contract provisions referenced in the form FHWA-1273 as "Section II, Nondiscrimination." These include accepting a general operating policy prohibiting discrimination based on race, color, religion, sex, national origin, age, or disability. Contract provisions also require nondiscrimination in selecting and retaining subcontractors, material suppliers, and vendors; maintenance of non-segregated facilities; on-the-job training/training special provisions; and adherence to employment preference in Appalachian contracts, where applicable.

Title 49, Code of Federal Regulations, Part 21

Title 49, Code of Federal Regulations (CFR), Part 21 of the DOT Regulations implementing Title VI require assurances from states that no person, on the grounds of race, color, or national origin, is excluded from participation, denied the benefits of, or in any way subjected to discrimination under any program or activity for which the recipient receives assistance from the DOT, including the FHWA.

Title 23 CFR 230

The 23 CFR Part 230 provisions apply to all state transportation agencies that receive Federal financial assistance through the Federal Aid Highway Program. Subpart A requires establishing an OJT program and an On-The-Job training supportive services program.

Department Policy – Nondiscrimination Statement

The Department, a recipient of federal financial assistance under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall, on the grounds of race, religion, color, national origin, sex, age, and disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

Program Objectives

The Federal OJT program targets disadvantaged individuals, minority groups, and women for entry into journey-level positions to ensure that a competent workforce is available to meet highway construction hiring needs and to address the historical under-representation of members of these groups in highway construction skilled crafts.

The minimum length and type of training for each classification will be established in the training program selected by the contractor and approved by the Department and the FHWA. Approval or acceptance of a training program shall be obtained from the Department before commencing work on the classification covered by the program. This program intends to provide training in construction crafts rather than clerk-typist or secretarial-type positions. Training is permissible in lower-level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted, provided significant training is provided and approved by the Department and FHWA. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

The program goal is to:

- Provide flexibility for contractors in selecting the projects they can place trainees on by removing project-specific goals.
- Assist contractors in emphasizing the recruitment of trainees who are likely to become members of a contractor's regular workforce upon completion of the program;
- Emphasis on training in skilled craft classifications
- Assist contractors in meeting their Equal Employment Opportunity (EEO) goals through the training of women, minorities, and disadvantaged individuals
- To increase the construction trade applicant pool by utilizing the Work Force Development program and OJT Supportive Services.

Program Areas

The Federal OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a craftsman in their respective skilled trade classification. Skilled trade classifications may include equipment operator, carpenter, concrete paver, form setter, etc. (See Appendix A)

A contractor participating in the OJT Program may use an alternate training curriculum or develop training programs; however, before using it, it must be submitted to the Department and the FHWA Division Administrator for review and approval.

Annual Goal Methodology

Each year, the Department sets an overall agency goal for the number of trainees to be enrolled for the calendar year (January to December). The goal is based on the contract volume of work awarded to a contractor by the Department during the three previous state fiscal years.

The Contract Compliance Division notifies contractors of their individual company's goal by November 1st.

A. The number of trainees assigned to a contractor for their annual goal will be based on the three-year average of the value of contracts awarded during the previous three state fiscal years.
B. Contractors may enroll more trainees than are required to meet their annual goal, even if the contractor has no minimum goal.
C. The contractor must enroll, report, and track trainees so they can be credited toward their annual goal and eligible for reimbursement.

Annual goal based on three (3) year average contracts (State & Federally funded) value with Department

Contract Value		Trainees Required Annually
Over $50,000,000		3
$30,000,000	To $50,000,000	2
$15,000,000	To $30,000,000	1

Trainee Requirements

It is required that no individual be employed as a trainee in any classification in which they have successfully completed a training course leading to craftsman status or in which they have been employed as a craftsman.

An individual may complete multiple job classifications in an approved training program but not simultaneously.

Trainee Selection Procedures

The contractor shall make every effort to enroll minority trainees, disadvantaged individuals, and women. This will be done through systematic and direct recruitment through public and private sources likely to yield minority and women trainees to the extent that such persons are available within a reasonable recruitment area. The contractor will be responsible for demonstrating the steps taken before determining whether the contractor is in compliance with the special training provision. Steps should include documentation on recruitment sources, company postings, or any other recruitment form.

This training commitment is not intended to discriminate against any applicant for training, whether a member of a minority group or not.

A. The prospective trainee must express interest in entering the OJT Program and commit to completing the training. These criteria are captured on the OJT Program Enrollment Request Form.
B. The individual must be 18 or older to be employed on a Federal Aid Project.
C. The contractor must be consistent with the trainee selection process and show documentation on how the trainees were selected when the application was submitted for approval.

Trainee Wage Rates

The trainee will be paid the appropriate Davis-Bacon wage rates for training programs on Department Federal Aid projects by the following:

- The contractor shall compensate the trainee at least 60 percent of the appropriate minimum craftsman's rate specified in the contract for the first half of the training period;
- 75% for the third quarter; and
- 90% for the last quarter, respectively.

As defined in the manual, contractors using alternate training programs must compensate the trainee according to the approved Davis-Bacon wage rates in the contract.

Trainee Goal Credit

A. Credit will be allowed toward the contractor's annual goal for the year the trainee entered training.
B. Credit will be allowed for each trainee the contractor employs, pending official enrollment and approval by the Department.
C. Credit will not be allowed when the contractor fails to provide acceptable training or fails to make a good-faith effort to meet this program's requirements.

Contractor Reimbursement

Upon the successful completion of training given to an employee by an approved training program,the Department will facilitate paperwork for the contractor to be reimbursed $0.80 per hour. Upon review and approval, the Department will forward the approved number of reimbursable hours to the Resident Engineer to facilitate reimbursement for the federally funded project that included the most training time for the trainee. Training hours can only be reimbursed for the training hours needed to complete the program. Anything over the required training hours is not reimbursable. Training hours spent on non-federally funded projects are not eligible for reimbursement.

Contractor Enrollments

Within 60 days of the annual notification or no later than January 15, whichever is the latest, one or more trainees must begin training on a project. Should the contractor not have any individuals enrolled and undergoing training by that time, the following information must be provided to the Department:

The contractor's action plan utilizes the Department's Contractor OJT Plan form.

A. List recruitment sources used for minorities, women, and disadvantaged individuals, such as community organizations, associations, newspapers, and flyers.
B. A copy of the applicant log showing the applicant's name, gender, race, ethnic data, and date of application.
C. The Metropolitan Statistical Area(s) is used for outreach and recruitment, where each contractor's projects are located.

Contractor Responsibilities

Contractor responsibilities in implementing the training special provision include the following:

A. Training must start on a Federal Aid highway construction project, which also must contain the OJT special provision
B. Training may occur on non-federally funded construction projects; training hours may be counted toward graduation if adequately reported to the Department by the Contractor. However, any training hours on non-federally funded projects will not be eligible for federal reimbursement;
C. The number of trainees shall be distributed among the work classifications based on the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment;
D. The contractor will periodically review the training and promotion potential of minorities, women, and disadvantaged employees and will encourage eligible employees to apply for such training and promotion;
E. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each;
F. The contractor is required to furnish each trainee with a copy of a training schedule and monthly reports reflecting the total training hours accumulated;
G. Upon graduation, the contractor will provide each trainee with a certificate showing the type and length of training satisfactorily completed and
H. If a trainee vacates the program or is terminated, the contractor must make a good-faith effort to replace the trainee within 30 calendar days. A trainee may be terminated for cause by the contractor at any time. Termination can include but is not limited to insubordination, drug or alcohol at work, failing drug tests, falsifying company records, poor performance, theft, or violating company policy.

Contractor Reporting Requirements

A. The contractor must submit the OJT Program Enrollment Form to the Department within seven business days of its intent to assign trainees to a project and the training classification to be utilized.
B. The contractor will report on the previous month's OJT activity by submitting the training hours for each trainee on the Association of Oklahoma General Contractors (AOGC) website by the 10th of each month. The website is www.webuildoklahoma.com. The OJT link on the website will take you to the login screen. Any questions on the website or entering training hours can be directed to Casey Davison at cdavison@webuldoklahoma.com or 405-763-5230. Suppose the trainee did not perform training during the reporting month. In that case, the contractor will notify the Department why no training was conducted by emailing jared.coleman@odot.ok.gov or calling 405-521-3186. If requested, reimbursement will be made under the federal aid contract, in which the trainee will spend more training hours.
C. The certified payroll must reflect the trainee's training classification, the employee's status as a trainee, and the number of hours trained for that payroll period.
D. Upon graduation or if the trainee is terminated for cause, the contractor will notify the Department and submit the information on AOGC's website within seven business days of graduation or termination.
E. The contractor will utilize the appropriate forms described herein to notify the Department of the trainee's termination and the enrollment of the replacement trainee. The replacement trainee need not be enrolled in the same training classification code as the terminated trainee.

Contractor Compliance

The contractor has a fundamental role and responsibility to take all reasonable and necessary steps to ensure that the terms and conditions of its contract are fully met. This includes, but is not limited to, its employment policy. The contractor is responsible for having in place and implementing an EEO policy that ensures equal access to employment and training.

Under 23 CFR and 23 USC 140, the Department has the authority to conduct contractor compliance reviews of contractors to ensure compliance with the EEO special provisions and the implementation of special requirements for the provision of OJT (23 CFR 230.111).

Department Responsibilities

A. Upon receipt of the OJT Program Enrollment Form, the Department will either approve or deny the request and notify the contractor of the decision in writing. If the request is approved, the Department will inform the AOGC and the Resident Engineer responsible for the project on which the trainee will begin their training.
B. The contractor will submit the training hours on AOGC's website each month, containing sufficient data and narrative content to evaluate progress and problems encountered. The Department will verify the training hours indicated on the website against the certified payroll.
C. The Department will interview the trainees. The division should conduct at least one interview per contractor during training to verify the trainee's status and progress toward completing the training program.
D. To ensure that the contractors' trainee goals are complied with, the Department will monitor the contractor's recruitment efforts, training, and hiring. This will be accomplished by a review of the OJT Program reporting forms.
E. The Department will continually monitor the contractor's OJT progress through an OJT database developed and maintained by the Department. The database will include the information obtained from the contractors' reporting.
F. The Department will examine trades and assist with training in construction trades through the OJT/SS program. The division will also research and update the OJT manual to add additional trades needed in the construction field.

Alternate Training Programs

Approval or acceptance of a training program shall be obtained from the Department and the FHWA Division Administrator before commencing work on the classification covered by the program. 23 CFR Part 230 Appendix B of Subpart A intends to provide training in construction crafts rather than clerk-typists or secretarial-type positions. Training in the laborer classification may be permitted, provided significant training is provided and approved by the FHWA Division Office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.

The contractor may propose another skilled or semi-skilled craft training program to fulfill its OJT requirements based on its company workforce needs by submitting a written request detailing the reason for the proposed training program. The contractor's proposed craft training program must be approved by the FHWA and the Department or by the U.S. DOL.

Such a request should be forwarded to the Contract Compliance Division. A copy of the contractor's proposed training program must accompany the contractor's written request.

Appendix A
Special Provision

Training Special Provisions

OKLAHOMA DEPARTMENT OF TRANSPORTATION
SPECIAL PROVISION
FOR
ON-THE-JOB TRAINING PROGRAM

The purpose of the On-The-Job Training (OJT) Program is to provide training for minority, female, and socially and economically disadvantaged individuals to develop marketable skills and gain journeyman status in the skilled classifications they are being trained.

A copy of the OJT Training Program may be obtained from the Oklahoma Department of Transportation Contract Compliance Division or the Association of Oklahoma General Contractors (AOGC). When assigned an annual goal, it is the Contractor's responsibility to familiarize themselves with the OJT Program requirements to ensure compliance.

Training minorities, women, and socially and economically disadvantaged individuals toward journeymen status is a primary objective of this OJT Program. Accordingly, the Contractor shall make every effort to enroll eligible Trainees to the extent that such persons are available within a reasonable area of recruitment. The Contractor is responsible for demonstrating the steps taken pursuance of this Special Provision before determining compliance with this Special Provision. This training commitment is not intended and shall not be used to discriminate against any applicant for training, whether the applicant is a member of a minority group or not. The prospective Trainee must express interest in entering the OJT Program and exhibit a sufficient commitment to completing the training.

Trainee Assignment: Training assignments are determined based on a three-year average of the Contract volume of State and Federally funded work awarded to a Contractor by the Oklahoma Department of Transportation during the three previous state fiscal years (July 1st to June 30th). The Oklahoma Department of Transportation Contract Compliance Division will notify contractors meeting the selection criteria for their annual training goal assignment before January 1st.

ANNUAL GOAL BASED ON THREE (3) YEAR AVERAGE CONTRACT (STATE & FEDERALLY FUNDED) VALUE WITH THE DEPARTMENT

Contract Value		Minimum Trainees Required Annually
Over $50,000,000		3
$30,000,000	To $50,000,000	2
$15,000,000	To $30,000,000	1

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No contractor employee shall be employed as a Trainee in any classification in which they have successfully completed a training course leading to journeyman status or in which they have been employed as a journeyman. The Contractor should satisfy this requirement by including appropriate questions in the employee application or other suitable means. Regardless of the method used, the Contractor's records should document the findings in each case.

Program Requirements. Fulfill all of the requirements of the OJT Program, including the maintenance of records and submission of monthly reports documenting program performance. Trainees shall be paid at least sixty percent (60%) of the appropriate minimum journeyman's rate specified in the Contract for the first half of the training period, seventy-five percent (75%) for the third quarter and ninety percent (90%) for the last quarter. Contractors will be reimbursed for each training hour per the OJT Program Manual.

Furnish the Trainee with a copy of the program that will be followed during the training. Maintain Trainee performance records and furnish periodic reports documenting the Trainee's performance per the OJT Program Manual. Upon completion of the training, provide each Trainee with a certification showing the type and length of training completed.

Fulfilling contractual responsibilities is achieved by providing acceptable training to the number of Trainees required by the annual goal assignment within the calendar year (January 1st to December 31st).

When the annual training goal cannot be achieved with female or minority Trainees, the Contractor must produce adequate documentation of a Good Faith Effort to the Oklahoma Department of Transportation Contract Compliance Division. Good Faith Efforts are those efforts designed to achieve equal opportunity through positive, aggressive, and continuous measures (23 CFR 230.409(g)(4)). Good Faith Efforts should be made as trainee hiring opportunities arise.

Noncompliance with this Special Provision or the OJT Program may be cause for corrective measures by the ODOT Standard Specifications Subsection 102.04, "Refusal of Proposals," and Subsection 108.10, "Default of Contract."

Appendix B
Classifications

Training Program	Training Hours Required
Asphalt Paving Equipment Operator - Screed	1000
Asphalt Paving Machine Operator	1040
Asphalt Raker	520
Backhoe / Trackhoe Operator	1040
Bulldozer Operator	720
Carpenter	1040
Cement Mason / Concrete Finisher	1000
Concrete Paving Machine Operator	1040
Construction Grade Checker	1100
Crane or Any Machine Power Swing Equipment	1200
Front End Loader	520
Ironworker (Structural) / Reinforcing Steel Setter	720
Mechanic	1440
Motor Grader Operator	1040
Oiler	1040
Pipe Layer	520
Roadway Milling Machine Operator	1000
Roller Operator (Asphalt / Finish Operator)	1000
Roller Operator (Soil / Subbase Compaction)	520
Scraper Operator	600
Transfer Machine (Shuttle Buggy) Operator	720
Tractor / Box Blade Operator	520
Trenching Machine Operator	1000
Truck Driver	1040

Asphalt Paving Equipment Operator – Screed

Approximate training time: **1,000 hours**

I. Orientation and Observation

A. Safety Procedures ..... **5 hours**
B. Observation of machine in operation..... **35 hours**
C. Starting and manipulating levers for moving equipment and attachments ..... **30 hours**

II. Care and Maintenance

A. Safety procedures .....**5 hours**
B. Routine fueling, lubrication, and servicing ..... **150 hours**

III. Actual Operation of Equipment

A. Safe operating procedures .....**5 hours**
B. Screed regulation indoctrination and operation .....**100 hours**
C. Operation of machine .....**670 hours**



Asphalt Paving Machine Operator

Approximate training time: **1,040 hours**

I. Orientation and Observation

A. Safety Procedures .....**5 hours**
B. Observation of machine in operation.....**35 hours**
C. Starting and manipulating levers for moving equipment and attachments .....**30 hours**

II. Care and Maintenance

A. Safety procedures .....**5 hours**
B. Routine fueling, lubrication, and servicing .....**150 hours**

III. Actual Operation of Equipment

A. Safe operating procedures .....**5 hours**
B. Observation of machine in operations .....**120 hours**
C. Operation of machine .....**690 hours**



Asphalt Raker

Approximate training time: **520 hours**

I. Orientation and Observation

A. Safety Procedures ..... **5 hours**
B. Observation of placement of materials ..... **5 hours**
Perform duties of asphalt shoveler .....**35 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubrication, and servicing .....**35 hours**

III. Actual Operation of Equipment

A. Safe operating procedures .....**5 hours**
B. Adjustment of screed to regulate width depth
of material .....**35 hours**
C. Distribution of material .....**395 hours**



Backhoe / Trackhoe Operator

Approximate training time: **1040 hours**

I. Orientation and Observation

A. Safety Procedures ..... **5 hours**
B. Observation of machine in operation ..... **50 hours**
C. Starting and manipulating levers for moving equipment and attachments ..... **45 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubrication, and servicing .....**295 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **5 hours**
B. Trenching operations (for pipe laying, etc.)..... **300 hours**
C. Excavation (for structures, footings, etc.) ..... **300 hours**
D. Special applications and functions ..... **35 hours**





Bulldozer Operator

Approximate training time: **720 hours**

I. Orientation and Observation

A. Safety Procedures ..... **5 hours**
B. Observation of the machine in operation ..... **35 hours**
C. Starting and manipulating levers for moving equipment and attachments ..... **30 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubrication, and servicing..... **5 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **5 hours**
B. Movement and stockpiling of material..... **150 hours**
C. Pushing and rough grading ..... **125 hours**
D. Clearing and grubbing..... **125 hours**
E. Finish grading ..... **175 hours**
F. Special applications ..... **30 hours**



Carpenter

Approximate training time: **1040 hours**

I. Orientation and Safe us of Tools of the Trade

A. Power and hand tools .....**20 hours**
B. Materials selection ..... **20 hours**

II. Applied Techniques of Highway Construction Carpentry

A. Safety procedures ..... **5 hours**
B. Pier, pile, and cap formwork ..... **145 hours**
C. Decking formwork .....**150 hours**
D. Parapet and hand railing formwork ..... **150 hours**
E. End wall formwork ..... **150 hours**
F. Box culverts, inlets, and headwall formwork ..... **150 hours**

III. Blueprint or Construction Plans Reading and Application ..... **50 hours**

IV. Basic Form Design Familiarity ..... **95 hours**

A. Safety procedures .....**5 hours**

V. Striping and Salvage of Forms for Re-Use

A. Safety procedures .....**5 hours**



Cement Mason / Concrete Finisher

Approximate training time: **1,000 hours**

I. Orientation and Observation

A. Safety Procedures ..... **5 hours**
B. Observation of use of straight edges and steed trowels ..... **25 hours**
C. Observation of forming and finishing of edges and joints ..... **25 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine cleaning of work area and materials; holding materials, tools, and handling canvas belting or burlap strips .....**235 hours**

III. Actual Operation of Equipment

A. Safe operating procedures .....**5 hours**
B. Basic operation of tools ..... **200 hours**
C. Use of straight edges and steel trowels .....**200 hours**
D. Forming and finishing edges, joints, curbs, and gutters .....**300 hours**



Concrete Paving Machine Operator

Approximate training time: **1040 hours**

I. Orientation and Observation

A. Safety Procedures .....**5 hours**
B. Observation of the machine in operation ..... **35 hours**
C. Starting and manipulating levers for moving equipment and attachments .....**30 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubrication, and servicing..... **150 hours**

III. Actual Operation of Equipment

A. Safe operating procedures .....**5 hours**
B. Screed regulation indoctrination and operation .....**120 hours**
C. Operation of machine .....**690 hours**



Construction Grade Checker

Approximate training time: **1100 hours**

I. Orientation, Observation, and Basic Tasks

A. Safety procedures, care and safety of equipment and personnel on the job site……**25 hours**
B. History of Sectional Survey, Townships, Ranges, Metes and Bounds ..... **25 hours**
C. Run rods for benches and cross-section elevations. Position and hold the vertical rods to measure angles, distances, and elevations……**100 hours**
D. Search for section corners, property irons, and survey points. Set out and recover Stakes, marks, and other monumentation……**100 hours**
E. Maintain equipment and vehicles used by surveying crews……**100 hours**
F. Perform manual labor, such as cutting brush for lines, carrying stakes, rebar, other heavy items, and stacking rods……**100 hours**
G. Place and hold measuring tapes when electronic distance-measuring equipment Is not used. Learn how to make tape corrections……**50 hours**

II. Operation of Equipment

A. Test, adjust, and operate surveying instruments such as prisms, theodolites, and Electronic distance measuring equipment. (GPS)……**300 hours**
B. Compile information necessary to stake projects for construction using engineering plans. Side slope calculations and slope staking……**100 hours**
C. Record survey measurements and descriptive data using notes in the GPS data Collector or field book……**100 hours**
D. Layout grids and determine horizontal and vertical controls. Horizontal and vertical curve layout computations……**100 hours**



Crane or Any Machine Power Swing Equipment

Approximate training time: **1200 hours**

I. Orientation and Observation

A. Safety Procedures ..... **10 hours**
B. Observation (as a passenger) of the machine in operation ..... **35 hours**
C. Starting and manipulating levers for moving equipment and attachments.....**45 hours**

II. Care and Maintenance

A. Safety procedures .....**10 hours**
B. Routine fueling, lubrication, and servicing.....**375 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **10 hours**
B. Excavation for footings and removal of unsuitable materials .....**200 hours**
C. Loading and unloading materials.....**125 hours**
D. Trenching for pipe, etc.....**150 hours**
E. Hoisting materials.....**75 hours**
F. Placement of beams, pipe, girders, piles, etc.....**75 hours**
G. Charge hoppers with materials on asphalt and concrete plants.....**75 hours**



Front End Loader

Approximate training time: **520 hours**

I. Orientation and Observation

A. Safety Procedures ..... **5 hours**
B. Observation of the machine in operation ..... **20 hours**
C. Starting and manipulating levers for moving equipment and attachments ..... **15 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubrication, and servicing.....**35 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **5 hours**
B. Loading materials.....**250 hours**
C. Excavation.....**150 hours**
D. Special applications .....**35 hours**



Ironworker (Structural) Reinforcing Steel Setter

Approximate training time: **720 hours**

I. Orientation and Observation

A. Safety Procedures .....**5 hours**
B. Observation of steel being set and welding of rods .....**15 hours**

II. Care and Maintenance

A. Safety procedures .....**5 hours**
B. Steel bar placement..... **50 hours**

III. Actual Steel Setting

A. Rod fastening .....**80 hours**
B. Rod cutting..... **80 hours**
C. Rod welding.....**80 hours**
D. Rod placement.....**255 hours**
E. Fabrication of reinforcement assembly.....**150 hours**



Mechanic

Approximate training time: **1440 hours**

I. Orientation and Observation

A. Safety Procedures ..... **15 hours**
B. Cleaning, disassembling, and inspection of engine parts ..... **40 hours**
C. Installation and adjustment of minor parts..... **50 hours**

II. Care and Maintenance

A. Safety procedures ..... **15 hours**
B. Engine reconditioning ..... **200 hours**
C. Clutch installation ..... **50 hours**
D. Transmission reconditioning ..... **100 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **20 hours**
B. Electrical systems ..... **200 hours**
C. Hydraulic systems ..... **200 hours**
D. Final drive and track assemblies ..... **150 hours**
E. Welding and fabrication ..... **100 hours**
F. General field maintenance ..... **300 hours**



Motor Grader/Blade Operator

Approximate training time: **1,040 hours**

I. Orientation and Observation

A. Safety Procedures .....**5 hours**
B. Observation of machine in operation..... **100 hours**
C. Starting and manipulating levers for moving equipment and attachments...**95 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubricating, and servicing .....**35 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **5 hours**
B. Scraping and leveling dirt on roadway.....**180 hours**
C. Spreading and mixing materials on roadway .....**170 hours**
D. Shaping and blading subgrades .....**150 hours**
E. Balancing and rough shaping base course materials.....**150 hours**
F. Fine grading and dressing of shoulders and slopes .....**145 hours**



Oiler

Approximate training time: **1,040 hours**

I. Orientation and Safe Use of Tools of the Trade

A. Lubrication and requirements of mechanical equipment ……**20 hours**
B. Materials selection…….. **20 hours**

II. Applied Techniques of the Oiler

A. Safety procedures ..... **5 hours**
B. Equipment characteristics and lubrication points ……..**145 hours**
C. Oil changes, filter changes, grease guns, hard packing of grease and grease bearings……..**450 hours**
D. Minor adjustments to drive chains and clutches……..**150 hours**

III. Shop and Field Practices……..……**50 hours**

IV. Equipment operation and operation of oil, grease, and fuel service truck…..**190 hours**



Pipe Layer

Approximate training time: **520 hours**

I. Orientation and Observation

A. Safety Procedures .....**5 hours**
B. Observation of spade operation and laying of pipe.....**20 hours**
C. Study of various types of pipe and related materials.....**5 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Ditch preparation, handling of materials and tools fueling.....**20 hours**

III. Actual Handling of Pipe and Spade

A. Ditch grading with compressed air driven or hand spade .....**50 hours**
B. Handle materials and assist in lowering pipe..... **50 hours**
C. Work with pipe later in laying all types of pipes and ducts. Adjust the pipe to elevation and insert the spigot end of the pipe into the bell end of the last laid pipe..**365 hours**



Roadway Milling Machine Operator

Approximate training time: **1,000 hours**

I. Orientation and Observation

A. Safety Procedures .....**5 hours**
B. Observation of machine in operation..... **35 hours**
C. Starting and manipulating levers for moving equipment and attachments...**30 hours**

II. Care and Maintenance

A. Safety procedures .....**5 hours**
B. Routine fueling, lubricating, and servicing .....**150 hours**

III. Actual Operation of Equipment

A. Safe operating procedures .....**5 hours**
B. Screed regulation indoctrination and operation.....**100 hours**
C. Operation of machine.....**670 hours**



Roller Operator (Asphalt/Finish Operator)

Approximate training time: **1,000 hours**

I. Orientation and Observation

A. Safety Procedures .....**5 hours**
B. Observation of the machine in operation..... **35 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubricating, and servicing ..... **35 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **5 hours**
B. Roll base course to desired compaction..... **425 hours**
C. Roll asphalt surfaces to desired compaction and smoothness and assure proper sealing of joints..... **490 hours**



Roller Operator (Soil/Subbase Compaction)

Approximate training time: **520 hours**

I. Orientation and Observation

A. Safety Procedures .....**5 hours**
B. Observation of the machine in operation..... **25 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubricating, and servicing ..... **35 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **5 hours**
B. Compacting operations..... **360 hours**
C. Special applications and functions..... **85 hours**



Scraper Operator

Approximate training time: **600 hours**

I. Orientation and Observation

A. Safety Procedures ..... **5 hours**
B. Observation (as a passenger) of the machine in operation..... **40 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubricating, and servicing ..... **40 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **10 hours**
B. Loading..... **170 hours**
C. Spreading material ..... **170 hours**
D. Rough roadway grading..... **90 hours**
E. Compaction of embankment ..... **70 hours**



Transfer Machine Shuttle Buggy Operator

Approximate training time: **720 hours**

I. Orientation and Observation

A. Safety Procedures ..... **5 hours**
B. Observation of the machine in operation ..... **35 hours**
C. Begin operation and moving equipment ..... **30 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubricating, and servicing ..... **150 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **5 hours**
B. Transfer operation, maintenance, and cleaning..... **200 hours**
C. General operation of the machine ..... **290 hours**



Tractor/Box Blade Operator

Approximate training time: **520 hours**

I. Orientation and Observation

A. Safety Procedures ..... **5 hours**
B. Observation of the machine in operation ..... **30 hours**
C. Starting and manipulating levers for the moving of equipment ..... **25 hours**

II. Care and Maintenance

A. Safety procedures ..... **5 hours**
B. Routine fueling, lubricating, and servicing ..... **35 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **5 hours**
B. Pulling compaction implements ..... **150 hours**
C. Pull graders for dressing operations ..... **150 hours**
D. Ground clearing assistance ..... **115 hours**



Trenching Machine Operator

Approximate training time: **1000 hours**

I. Orientation and Observation

A. Safety Procedures ..... **10 hours**
B. Observation (as a passenger) of the machine in operation ..... **50 hours**
C. Starting and manipulating levers for the moving of equipment ..... **40 hours**

II. Care and Maintenance

A. Safety procedures ..... **10 hours**
B. Routine fueling, lubricating, and servicing ..... **340 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **10 hours**
B. Excavating for footings and removal of unsuitable materials ..... **200 hours**
C. Loading and unloading equipment ..... **200 hours**
D. Trenching for pipe, etc..... **140 hours**



Truck Driver

Approximate training time: **1040 hours**

I. Orientation and Observation

A. Safety Procedures ..... **10 hours**
B. Observation (as a passenger) of the vehicle in operation ..... **50 hours**
C. Starting and manipulating vehicle ..... **40 hours**

II. Care and Maintenance

A. Safety procedures ..... **10 hours**
B. Routine fueling, lubricating, and servicing ..... **340 hours**

III. Actual Operation of Equipment

A. Safe operating procedures ..... **10 hours**
B. Loading and unloading materials and operation of vehicle ..... **200 hours**



Appendix C
OJT Forms

Oklahoma Department of Transportation
Contractor On-the-Job Training Plan / Acknowledgment Form

The training program and upgrading of minorities and women toward journey worker status is a primary objective of the training provision. Accordingly, the contractor shall make every effort to enroll minority trainees and women trainees in the extent such persons are available within a reasonable area of recruitment. Contractors are encouraged to make systematic and direct recruitment efforts through public and private sources that are likely to yield minorities and females available for training. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether members are of a minority group or not. For questions, contact the Oklahoma Department of Transportation's (ODOT) Contract Compliance Division at 405-521-3186.

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email ODOT-ada-titlevi@odot.org.

I. Contractor's Information

Contractor:		Trainee Goal:	Year:
Address:		City, State, ZIP	
Company EEO Officer:	Email Address:	Phone Number:	

II. Recruitment Information

Explain the method(s) that will be used in selecting Trainees for the OJT Program. Acknowledgement form will not be approved without explanation of how trainees will be selected.

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email ODOT-ada-titlevi@odot.org.

III. Contractor Acknowledgement Statement

I understand and will comply fully with the plans and specifications under which this OJT Program is being performed.

_____ _____

EEO Officer Signature Date

_____ _____

President / Director Signature Date

IV. ODOT Use only

_____ _____

Signature Date

_____ _____

Print Name Title

☐ Approved	☐ Disapproved
Comments:	

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email ODOT-ada-titlevi@odot.org.

FEDERAL ON-THE JOB- TRAINING PROGRAM ENROLLMENT FORM

Date:

TRAINEE INFORMATION

Last Name First Name MI:

Address: Employee ID:

City: State: Zip Code: Phone:

Please check the following

Gender ☐ Male ☐ Female ☐ Other or do not want to specify

Race: ☐ Native American ☐ Black American ☐ Asian or Pacific Islander ☐ Hispanic
☐ American Indian or Alaskan Native ☐ Caucasian ☐ Other, Please specify

If you are a Caucasian male, are you considered disadvantaged? ☐ Yes ☐ No

☐ New Hire ☐ Upgrade If upgrade, previous job classification:

Previous Wage The candidate expressed interest in the OJT Program? ☐ Yes ☐ No

TRAINING INFORMATION

Proposed job trainee classification Training Starting Wage

Planned training start date: Starting Federal-Aid-Project

Is the OJT Special Provision included in the contract? ☐ Yes ☐ No

Resident Engineer: Division:

CONTRACTOR INFORMATION

Contractor:

Contact Person: Phone:

Address: City,State,Zip:

Email:

Trainee Signature Print Name

Contractor Signature Print Name

Contract Compliance Signature Print Name

Submit this form to ODOTs Contract Compliance Division (CCD) by email to jared.coleman@odot.ok.gov. A signed copy must also be maintained in the project files. Upon receipt of this form and if appropriate, CCD will furnish an enrollment confirmation letter to the contractor and the applicable Resident Engineer.

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation, please get in touch with the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email: ODOT-ada-titlevi@odot.org.

OJT Trainee
Interview Form

Project #:_____ County:_____Date: _____

Contractor: _____

Employee Interview

Employee Name: _____

Has a copy of the training program manual been provided to you? ☐ Yes ☐ No

How did you find out about the training program? _____

How long have you been with the company? _____

Trainee Classification: _____ Previous Classification: _____

Wage Rate (Trainee): _____

Describe your work duties and tools used during training:

_____

_____

Do you work over 40 hours per week? ☐ Yes ☐ No

How often are you paid? _____

Who is currently training you? _____

Who is the company's EEO Officer? _____

Do you know where the project bulletin board is? ☐ Yes ☐ No

What is on the project bulletin board?

_____

_____

ODOT Comments

Reviewer Signature and Title

Date

Print Name

Oklahoma Department of Transportation
OJT Program Annual Reporting Form

Reporting Date:
Number of contractors selected for OJT:
Number of contractors providing OJT:
OJT trainee goal for the year:
Number of OJT participants:

Enrollments				
Race/Ethnicity	Male	Female	Other	Total
Caucasian				
Black American				
Hispanic				
Asian or Pacific Islander				
American Indian				
Other				
Totals:				

Active				
Race/Ethnicity	Male	Female	Other	Total
Caucasian				
Black American				
Hispanic				
Asian or Pacific Islander				
American Indian				
Other				
Totals:				

Graduations				
Race/Ethnicity	Male	Female	Other	Total
Caucasian				
Black American				
Hispanic				
Asian or Pacific Islander				
American Indian				
Other				
Totals:				

Terminations				
Race/Ethnicity	Male	Female	Other	Total
Caucasian				
Black American				
Hispanic				
Asian or Pacific Islander				
American Indian				
Other				
Totals:				

OKLAHOMA Transportation

FEDERAL ON-THE-JOB TRAINING PROGRAM
MONTHLY REPORTING FORM

Date:

TRAINEE INFORMATION		
Last Name:	First Name:	Employee ID:
Training job classification:		Hourly wage rate:
Contractor:		

TRAINING INFORMATION				
Reporting Month:		Total training hours prior to this month:		
Payroll period (weekly)	**Project**	**Division**	**Residency**	**Training hours for payroll period**
Total training hours for the reporting month:				
Total training hours (current and previous months):				

Contractor representative _____ Contact phone _____ E-mail _____

TRAINEE STATUS	
Date of graduation:	Date of termination/resignation:
Reason for trainee leaving program or additional comments:	
☐ Check box if reimbursement is requested. When training is complete, reimbursement will be made under the active Federal-aid contract that the trainee performed the most training hours identified here. County _____ Project # _____	

OKLAHOMA DEPARTMENT OF TRANSPORTATION USE ONLY	
Date checked against payroll:	
ODOT representative and title:	Print name: Title:
Comments:	

Submit this form to the Contract Compliance Division by the 10th of each month, reporting on the preceding month. Submit by mail to 200 NE 21st St, Room 1-C1, Oklahoma City, OK 73105, fax 405-522-2136, or email to jared.coleman@odot.ok.gov

OJT Reimbursement Form

Trainee Name: _____ **Trainee Classification:** _____

Reimbursement will be from the federally funded project on which the trainee worked the most hours. The trainee will be reimbursed for the project.

CONTRACTOR

_____

Work Week Ending	Project No.	Residency	Training Hours

Work Week Ending	Project No.	Residency	Training Hours
Total Reimbursable Training Hours			
Total Reimbursement (x $0.80)			

_____ _____

ODOT Contract Compliance Rep Date Contractor Representative Date

Appendix D
Federal Regulations

Title 49, Code of Federal Regulations, Part 21

Title 23 CFR 230