University of Florida Transportation Institute
Florida Transportation Technology Transfer (T2) Center
UNIVERSITY *of* FLORIDA

Basic Temporary Traffic Control

Participant Workbook

FDOT

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Flagger (Basic)

Temporary Traffic Control Training

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Session 1

Introduction
Course Overview
Policies

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Course Organization

1. Introduction to Flagging and Course Overview
2. People and Signs
3. Flagging Tools
4. Clothing Requirements

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3

Course Organization

5 Flagger Duties and Responsibilities

6 Flagging Station

7 How to Flag

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State Policy Requirements

Applies to all personnel responsible for the development, design, implementation, operation, enforcement and inspection of work zone related transportation management and temporary traffic control on streets and highways within the State Highway System right-of-way.

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TTC Training Categories

Flagger

Intermediate

Advanced

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Flagger Training

- Minimum areas covered are Flagger Control from the MUTCD, Standard Plans Index 102-600, and general information for traffic control work zones
- Participant must demonstrate knowledge and proficiency in flagging operations
- Field demonstration/dexterity test using hand signaling devices for flagging operations

REQUIRED FOR PERSONNEL WHO:

- Have responsibility for flagging traffic

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Testing

Quiz	• True or False
Skills Assessment	• Field Demonstration • Dexterity Test • Using STOP/SLOW paddle and flag

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Intermediate Training

- 16 Hours long
- Classroom instruction and workshops
- 102-600 Series Index of Florida Standard Plans
- 50 Question qualification test

REQUIRED FOR PERSONNEL WHO:

- Supervising the placement or field maintenance of temporary traffic control devices, excluding temporary barriers.
- Inspection of the placement or operational function of temporary traffic control devices, excluding temporary barriers.

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Advanced Training

- 20 Hours long
- Classroom instruction and workshops
- In-depth review of Standard Plans
- Design exercises and problem solving of TTC in TTCP
- 60 Question qualification test

REQUIRED FOR:

- The Professional Engineer responsible for the development of the Temporary Traffic Control Plan.
- The Worksite Traffic Supervisor in accordance with FDOT Standard Specifications, Section 102.
- Personnel responsible for supervising the placement or field maintenance of temporary traffic control devices, including temporary barriers.
- Personnel responsible for inspection of the placement or operational function of temporary traffic control devices, including temporary barriers.

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State Policy Requirements

Refresher Courses:

Training or refresher courses, for all category levels are required every four years for all persons to be qualified to perform their assigned duties.

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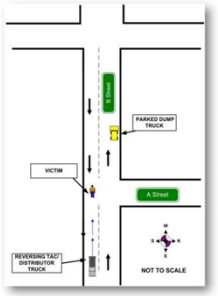
An Example of a Work Zone Fatality



- 28-year-old
- Backed over by a truck while working as a flagger in a work zone.

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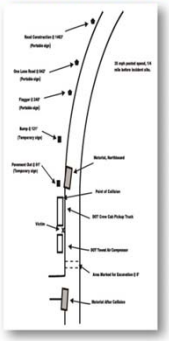
And Here's Another…



- 34-year-old worker
- Struck by a motor vehicle while working in a construction zone.

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State and National Manuals

Manual on Uniform Traffic Control Devices (MUTCD)

Standard Plans, Index 102 Series

Standard Specifications

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When are Flaggers needed?

Flaggers are needed whenever the safety of the crew or the motoring public is a question.

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Your Basic Responsibilities

- **PROTECTING** yourself and your co-workers
- **PROTECTING** the traveling public

- **GUIDING** traffic efficiently through or around a construction site
- **USING** your skills and intelligence in all flagging situations

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Protecting Yourself and Co-workers

Remember:

- You must be able to perform your job to keep yourself and these people safe.
- You must always be alert to any dangers that may be present. You are responsible for your safety.

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Protecting the Public

You may need to stop and hold traffic until it is safe to pass or slow traffic down and alert the drivers to the dangers ahead.

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Guiding Traffic Efficiently

- Keep traffic moving smoothly and efficiently
- Help regulate the traffic flow so that the motorists can pass smoothly, easily and safely

20

Using Your Skills and Intelligence

Although you will normally be supervised by the person in charge of traffic control and safety, there will be many instances where you will have to think **QUICKLY** and use your own judgment.

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Ensuring Your Safety

- Protect **YOURSELF!**
- Have an escape route
- Be aware that you must always protect yourself as well as the public and your co-workers

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Session 2

People and Signs

23

People Who Can Help

Worksite Traffic Supervisor (WTS)

- May NOT be a full-time job except on very large projects
- Foreman or crew member with advanced TTC certificate

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Always Ask Questions

- When you have a question - ask it!
- Make sure you **KNOW** what you are doing - **DO NOT GUESS**.

The safety and lives of many people are involved!

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Regulatory Signs

- Generally rectangular with longer vertical dimension black legend and border on white background
- Impose legal obligations and/or restrictions on all traffic
- STOP, YIELD, DO NOT ENTER, and WRONG WAY signs have white legend on red background

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Warning Signs

- Diamond is basic shape
- Temporary warning signs black legend and border on fluorescent orange background
- Permanent warning signs yellow background with black legend may be in the work zone if they are still applicable

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Common Warning Signs

Remember: The person in charge of the traffic control and safety will be responsible for deciding the **USAGE** and **POSITIONING** of these signs.

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Flagger Sign

The **FLAGGER** sign is always placed in advance of any point where a flagger is going to be stationed.

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Road Work Ahead Sign

This sign is always placed in advance of any road or street work activity.

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Detour Sign

- Detour signs should be placed in advance of any road section that has been closed or blocked, where an alternate route has been established.
- If an alternate route is established, try to familiarize yourself with the route so that you can answer any questions that drivers may ask.

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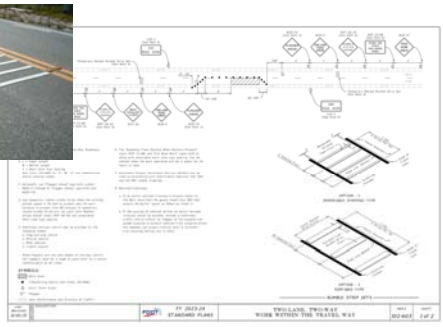
Rumble Strips



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Session 3

Flagging Tools and Equipment

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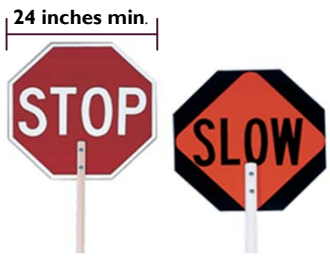
STOP/SLOW Paddles



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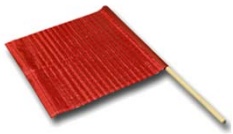
Flags

When used at night, flags shall be Retroreflective Red.



24 x 24" on minimum
36 inch staff

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Flagger Equipment at Night

- **If you are flagging at night, you should also have a flashlight with a red lighted cone on the end.**
  - The lighted part of the flashlight will be RED and at least 6 inches in length. It should be clearly visible to motorists.

- **You may be issued a LIGHTED WAND.**
  - These are generally at least 30 inches long and are very effective and very visible.

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Right Equipment for Right Time

- The Stop/Slow paddle is the primary traffic control device.
- Flag use is limited to immediate emergencies, intersections, and when working on the centerline or shared left turn lanes where two (2) flaggers are required and there is opposing traffic in the adjacent lanes.
- Flashlight, lantern or other lighted signal that will display a red warning light shall be used at night.

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Radios

- **There are several types of radios used to improve safety. Your supervisor may give you a radio to use in certain situations.**

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Automated Flagger Assistance Devices (AFADs)

The flagger is positioned out of the lane of traffic and they are used to control road users through temporary traffic control zones.

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Session 4

Clothing Requirements

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Three Reasons to Dress the Part

1. As a flagger you must be visible both day and night
2. Wearing the proper clothing will protect you from the elements
3. It will help you be recognized as a flagger

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Dressing the Part

Important Point:

If motorists see you dressed inappropriately, you will not be able to command respect from either the motorists or the work crew.

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Flagger Clothing

- ANSI/ISEA 107-2004/107-2010 or newer High-Visibility Safety Apparel:
  - Standard Class 2 for Day
  - Standard Class 3 for Night
- Required within Right-of Way

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Not All Vests Meet ANSI/ISEA 107

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Hard Hat

While optional, wearing a hard hat identifies you as part of the work crew to both motorists and the construction crew.

It will also protect your head from flying debris and other dangers.

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Shoes

Always wear substantial shoes or work boots.

High boots may firm up your ankle to prevent sprains and strains.

Tennis shoes, sandals and other types of footwear are not recommended.

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Other Things You May Need

Remember, a flagger has a serious responsibility and an important job.

You must dress so that you are **VISIBLE, SAFE AND COMFORTABLE**.

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Session 5

Job Duties

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Your Responsibilities

1. Protecting yourself and your fellow employees
2. Protecting the public from construction

3. Guiding traffic efficiently
4. Using your skills and intelligence

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Traffic Laws

As a flagger, you need a good working knowledge of normal traffic laws and regulations.

However, you do not have the same LEGAL AUTHORITY that police officers have to regulate, control or direct traffic.

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Flagging Skills

Be aware of – and be able to use – the flagging techniques you can use on your job

51

Public Relations

You should be polite, answer questions to the best of your knowledge and make every attempt to help the traveling public.

52

Be Alert

You are responsible for the safety of many lives so you must always be alert.

Never leave your flagging station until you are relieved by another trained flagger.

53

Never Lean On Cars Waiting In Line

- Looks as if you are not doing your duty.
- It can also keep you from being seen.
- If you aren't visible, you'll find it very hard to get your job done.

54

Be Prepared for the Weather

- Know your weather conditions
- Know how to perform your job duties under these conditions

Keep in mind that it will take drivers longer to stop or slow down on wet pavement.

55

Conversations

- Don't become involved in long drawn-out conversations

- Don't become involved in heated discussions

- A brief, polite explanation will generally handle any situation

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Control and Direct

If you make them think your job is not important, you will not be taken seriously.

- Be courteous
- Be polite
- Be firm!

Remember:

You have the authority to control and regulate traffic around or through the worksite – you must exercise this authority firmly

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Dangerous Drivers

If a careless or erratic driver does not obey your commands, try to get the license number of the vehicle.

If a motorist places the work crew in a dangerous situation, try to warn the crew.

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Emergency Vehicles

If the emergency vehicle passes, try to alert the crew ahead.

Behind the emergency vehicle will be others who will **NEED** to be controlled.

Use **GOOD JUDGMENT** when you become involved with fast moving emergency vehicles.

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Session 6

Flagging Station

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Your Flagging Station

- Be clearly visible to oncoming traffic.
- Be stationed far enough ahead so that even heavily loaded trucks can slow down enough to stop.
- Be close enough to the work being done to protect your fellow workers.

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Where to Stand

- Do NOT stand in the shade, behind a tree, or next to or behind a vehicle.
- Do not park your own car near your flagging station.
- Do NOT stand just over the crest of a hill or just around a curve in the road.
- Make sure your clothing contrasts with the background.

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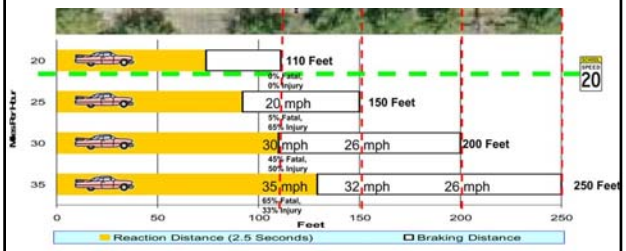
Consider Speed



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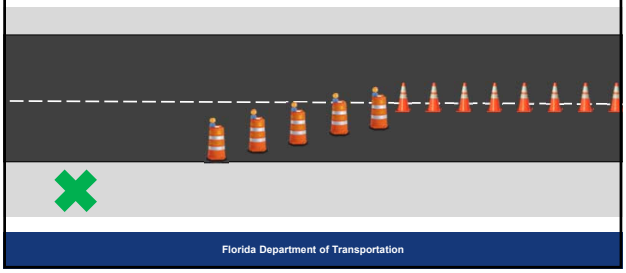
Other Factors to Consider

Stand on the shoulder which is NEXT to the lane of traffic you will be directing.



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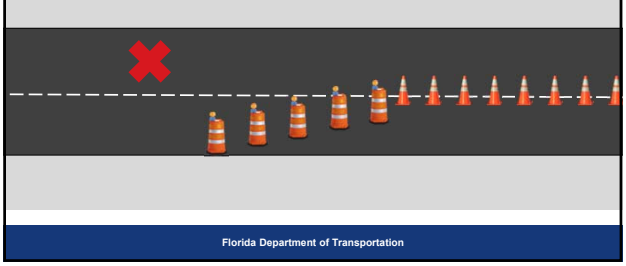
Other Factors to Consider

Do not stand IN THE TRAVELED OR OPEN LANE.



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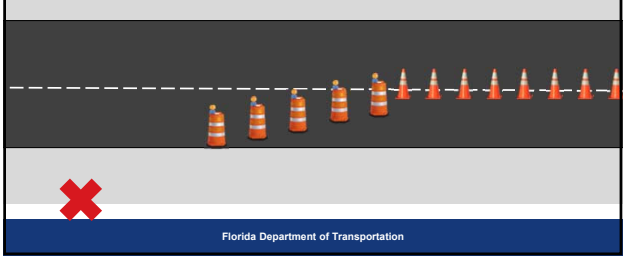
Other Factors to Consider

Do not stand so far OFF the shoulder that you cannot be seen by oncoming cars.



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Flagging at Night

- ALWAYS wear retroreflective hard hats and vests.
- ALWAYS have retroreflective tools.

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Lighted Flagger Station

The lighting devices must not shine into the eyes of the drivers.

DO NOT FLAG AT A STATION WHICH IS NOT LIGHTED.

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A Few Tips:

- DON'T mingle with the work crew while you are working.
- Stand alone and well away from the crew.
- Remember, DO NOT LEAVE your flagging station.
- Always have an escape route.

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Advanced Warnings

There should ALWAYS be advance warning signs.

If you have questions or doubts about your assigned position, be sure to tell your supervisor.

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This is NOT Advanced Warning!

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Session 7

How to Flag

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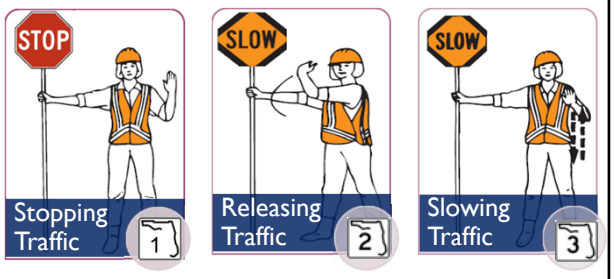
Basic Flagging Functions



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Stop/Slow Paddle Procedures

1. Stand on the shoulder looking at traffic.
2. To stop: Hold the "STOP" side of the paddle in the right hand.
3. With the free hand raised and the palm of the hand exposed to the driver, bring the vehicle to a full stop.

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Stop/Slow Paddle Procedures

4. After the first vehicle has stopped, move to a spot where you can be seen by other approaching vehicles, preferably near the centerline of the road.
5. Remain in this position until you can permit travel through the work area.
6. Return to your original position on the shoulder.

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Stop/Slow Paddle Procedures

7. While standing to the front and right of stopped traffic, turn the "SLOW" side of the paddle to face the vehicles.
8. With your free hand signal the drivers to proceed in the next lane.

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To Slow Traffic

If you are only trying to warn or alert traffic to the construction ahead, but do not need to slow the speed of the cars greatly, stand in your position on the side of the road, or in a barricaded lane facing traffic and display the "SLOW" side of your paddle.

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To Slow Traffic

If you need to emphasize your position, raise and lower your free arm slowly in front of you, with your palm parallel to the ground.

Be sure to make eye contact with each driver.

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Night Time Flagging

Everything that you use, vests, hard hats, paddles or signs must be retroreflective.

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To Stop Traffic at Night

Hold the paddle sign as you would for daytime flagging

You may hold your free arm out, palm facing traffic to emphasize your motion.

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Using a Flashlight or Wand

If you are using a flashlight or wand, hold it in your free hand.

Slowly swing the flashlight or other lighted materials in a sweeping motion across your body.

- Do not swing the flashlight over your head.
- Keep your movements slow and deliberate.

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To Release Traffic at Night

Lower your flashlight to your side.

Stand facing traffic and motion drivers ahead with a slow, sweeping motion of your flashlight or wand.

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To Slow Traffic at Night

Using the "**SLOW**" side of the paddle sign, you will slow traffic.

Using a flashlight or wand, face the traffic, and slowly swing the light across your body.

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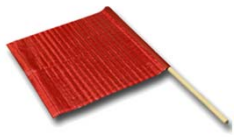
Use of flags



Flag use should be limited to:

- Emergency situations
- Intersections
- Working on the centerline or shared left turn lanes where 2 flaggers are required and there is opposing traffic in the adjacent lanes

If used at night, they must be retroreflective.

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To Stop Traffic

Stand in a safe position.

Face traffic and hold the flag out, about shoulder level so that it hangs into the edge of the traffic lane.

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To Stop Traffic

Your palm should be facing the driver.

Attempt to catch the driver's eye.

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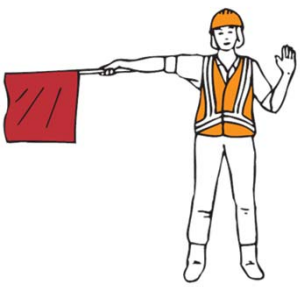
To Stop Traffic



After the first vehicle has stopped, move to a clearly visible position.

- Don't move directly into traffic.
- Don't stand directly in front of the car you have just stopped.

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To Release Traffic

Slow deliberate arm movements

Move back over to the right side of the lane of traffic.

Stand parallel to the traffic. (You will be facing the passenger door on a car).

Put the flag down to your side, out of sight and motion traffic to proceed with your free arm.

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To Slow Traffic

Do not madly wave or swing the flag

Hold the flag in a horizontal position

Slowly wave the flag in a sweeping motion, without raising your arm above the shoulder

To warn or alert use the same procedures you would to slow traffic.

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Two Flaggers

Must be able to see each other or have two-way radios

One flagger should be the lead

Coordinate all activities

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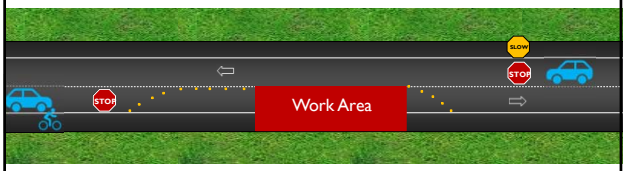
Two Flaggers – Accommodations for Bicyclists



After bicyclists have crossed, release opposing traffic.

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Flagger Review Video

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Session 8

Summary

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Do's and Don'ts

DO	DON'T
▪ Be alert at all times	▪ Read or listen to a radio while on duty
▪ Wear the proper equipment	▪ Take part in conversations
▪ Acquaint yourself with the current work activities	▪ Wave your stop/slow paddle
▪ Treat each driver with respect	▪ Leave your flag position

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Do's and Don'ts

DO	DON'T
▪ Be extra careful	▪ Stand with a group of people
▪ Become familiar with the equipment and devices	▪ Come to work impaired
▪ Consider all trucks to be heavily loaded	▪ Recline, sit or squat
▪ Have an escape route	▪ Park your car near your flagging station

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Final Questions?

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AlfKa
Innovative | Lean | Engineering

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MOT Basic Flagger Skills Evaluation Form

A. Course Information

Course Date and Location	Skills Assessment Date
Course Provider	Instructor Name

B. Candidate Information: (To be completed by the candidate)(Write Legibly)

First Name	M. I.	Last Name	
Street Address	City	State	Zip
Cell Phone Number/Work Number	Email (Must have to receive login instructions-legible)	TIN # (First 9 numbers, no letter of your driver's License or State ID) _ _ _ - _ _ _ - _ _ - _ _ _ - _	

C. Flagger Knowledge Assessment: (T/F) (To be completed by the student-If you cross out an incorrect answer you must initial it)

☐True	☐False	No matter where your flagging position may be, there should ALWAYS be advance warning signs to alert motorists of your presence.
☐True	☐False	USAGE and POSITIONING of traffic control devices like cones or drums will be the responsibility of the traffic control supervisor or other authorized persons.
☐True	☐False	When you notice that cones have been knocked over, you can leave your station to pick up and reset cones.
☐True	☐False	The STOP/SLOW paddle should be at least 24 inches wide and be mounted on a minimum 6 foot pole.
☐True	☐False	Flag use should be limited to emergency situations.
☐True	☐False	During day time flagging operations you can wear ANSI class 2 clothing. During night time flagging operations you must wear ANSI class 3 clothing.
☐True	☐False	Never leave your flagging station until you are relieved by another trained flagger.
☐True	☐False	Your flagging station must be positioned so that you are clearly visible to oncoming traffic.
☐True	☐False	When flagging always have an escape route in mind.

D. Flagger Skills Assessment: (To be completed by an authorized proctor or instructor at time of demonstration)

Stop / Slow Paddle Procedure	Effective Demonstration (Pass)	Effective with Minor Corrections (Pass)	Not Effective (Fail-Retake course)
• Demonstrates Proper STOP			
• Demonstrates Proper SLOW			
• Demonstrates Proper PROCEED			
Emergency Flagging Procedure	**Effective Demonstration (Pass)**	**Effective with Minor Corrections (Pass)**	**Not Effective (Fail-Retake course)**
• Demonstrates Proper STOP			
• Demonstrates Proper SLOW			
• Demonstrates Proper PROCEED			

E. Proctor Information: (To be completed by an authorized proctor or instructor only)

☐Y	☐N	Was this class taught in-person?
☐Y	☐N	Was this class taught online? (Must be approved to teach Virtual BMOT)

Proctor Name:	Signature

DATE: Revised 7/18/2021

PROVIDER NAME:

INSTRUCTOR NAME:

FORM INSTRUCTIONS

1 Fill circles completely Like this ●
Not like this ◔ or ✓
2 For handwritting inputs, please use capital PRINT letters.
3 If you erase, make sure it is erased completely.
4 Mark only one bubble per question.

COURSE FEEDBACK

Please rank the statements below. A 4 represents that you strongly agree with the statement, while a 1 rating represents that you strongly disagree with the statement.
If you cannot provide feedback on a specific statement, please mark the "N" for Not Applicable.

The instructor maintained control of the classroom in a positive manner	4 3 2 1 N
The instructor or proctor was present in the room during the entire testing period	4 3 2 1 N
The instructor encouraged class participation	4 3 2 1 N
The class discussion helped me understand	4 3 2 1 N
The instructor was knowledgeable about the subject matter	4 3 2 1 N
The instructor was courteous and informative	4 3 2 1 N
The instructor used teaching methods which appealed to my learning style	4 3 2 1 N
The breaks and lunch periods were adequate	4 3 2 1 N
The instructor answered my questions to my satisfaction	4 3 2 1 N
The instructor practiced effective time management	4 3 2 1 N

EXAM LEVEL

- ○ Advanced
- ○ Advanced Refresher
- ○ Intermediate
- ○ Intermediate Refresher
- ○ Basic (Flagger)

Please provide your feedback in the form below about the class and instructor. Your feedback is important as it allows the FDOT TTC Training to improve. Use the space below to provide us with any comments that can help us improve.