



2016 Annual North Central Regional Local Road Conference



Denise Brown, NDLTAP Training Coordinator
NLTAPA President-Elect



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Tools in the Training Toolbox

- Gravel Roads Maintenance
- Culvert Installation
- Recorded Training
- Self-pace Training Modules
- National Center for Rural Road Safety

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IDEAL EMPLOYEE menu

- Skilled**: Experienced and talented in a variety of skillsets applicable to helping the group reach its goals. \$ Priceless
- Hard-Working**: Eager and energetic in doing what it takes to get the job done in achieving objectives. \$ Invaluable
- Adaptive**: Able to quickly assess changing needs and goals, and adjust skills and procedures accordingly. \$ Priceless
- Loyal**: Committed to the organization and always putting the organization first.

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WE'RE HIRING!

EMPLOYMENT APPLICATION

PERSONAL INFORMATION
Name (Last, First, Middle)
Address
City, State, Zip

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New Employee Has Met All Qualifications
BUT
Is Missing Some Valuable Knowledge



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DON'T FORGET
THE MOST
IMPORTANT ITEM



LTAP

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NEW EMPLOYEE CHECKLIST

Welcome to Minnesota State Moorhead! We are delighted to have you join us. The checklist below will ensure that your employment gets off to a smooth start. If you have any questions about this or other information related to beginning your employment, contact Human Resources at 827-388-2115.

STEP 1: Complete the following enclosed documents and return with your appointment documents.

- ☐ Appointment Summary
- ☐ Employee Profile (Please see page 2 of the Employee Profile form for information on using a LinkedIn name)
- ☐ I-9 Form (Complete Section 1 and 2 only. Do not complete Section 3)
- ☐ Direct Deposit Form - (Return to HR - All New or returning employees are required to provide direct deposit information)
- ☐ W-4 Form
- ☐ Pay Option Form - If you are hourly and work less than 11 months per year, indicate whether you would like to be paid on a monthly or bi-monthly basis.
- ☐ Retirement Checklist for New Hires

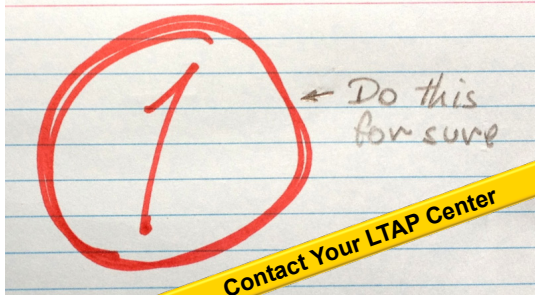
Please return the above listed documents with your signed Appointment Summary.

STEP 2: Report to Human Resources with 2 forms of identification to complete your hire.

- ☐ When 3 days of your start date, or before, you must provide the necessary proof of your eligibility for employment in the U.S.
 - If you are not residing at our Moorhead campus, call Human Resources and we can direct you to other sites where this can be accomplished.
 - International Study or employment related Human Resources for assistance at 827-388-2115.
 - Note: Acceptable forms of identification are listed on the list form.



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Tool for All States



1. www.ndltap.org
2. Resources
3. Gravel/Motor Grader Resources
4. Gravel Roads Maintenance Recorded Video Conference Session – Ken Skorseth, SDLTAP

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- [Gravel Roads Manual](#) (PDF, 18278K)
- [Montana 2000 Gravel Manual](#) (PDF, 4900K)
- [Motor-Grader Maintenance Presentation](#) (PDF, 3549K)
- [Slope Meter](#) (PDF, 2024K)
- [Gravel Roads - Sargent County Township Meeting](#)
- [Montana Gravel Road Video - Flathead County](#) (MACRS/Montana LTAP production)
- [Gravel Road Maintenance: Meeting the Challenge](#) (video) (AMK Production Services)
- [Answers to Common Questions About Gravel Roads](#) (video) (Local Road Research Board)
- [A Day in the Life of a Blade Operator](#) (PDF, 110K)
- [Gravel Roads Maintenance Recorded Video Conference Session – Ken Skorseth, SDLTAP](#) (WMV)
 - [Course Description](#) (PDF, 296K)

4
hours

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Tool for All States

Culvert Installation Information

1. www.ndltap.org
2. Resources
3. Culverts



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- [Culvert Repair Best Practices, Specifications and Special Provisions](#) (PDF, 2129K)
- [CSP Installation Guide](#) (PDF, 943K)
- [Culvert Inspection/Inventory Log-Entity](#) (PDF, 858K)
- [Soil-Steel Bridge Structure Construction Control Form](#) (PDF, 107K)
- [Culvert Hydraulics](#) (YouTube)

National Webinar - Sliplining and Other Culvert Repair Options

- [Sliplining and Other Culvert Repair Options - Video Conference](#) (MP4, 294603K)
- [Large Diameter, Non-Circular Culvert Rehabilitation Using Structural GRP Lining Systems](#) (PDF, 2319K)
- [Sliplining and Other Culvert Repair Options](#) (PDF, 2565K)
- [Course Description](#) (PDF, 206K)
- [Course Description](#) (PDF, 138K)

3
hours

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Tools for ND, SD, WY., and MT.

Most Video Conferences and Webinars are Recorded

1. If you have an account with the Transportation Learning Network (TLN) Learning Management System (LMS)



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You will have access to the
past **video conferences** and **webinars**
on your work or personal computer

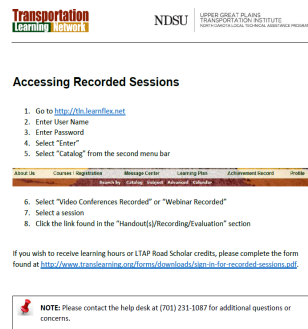
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Tip Sheets – for the
Learning Management
System (LMS)
(ND, SD, MT. & WY.)

Available at the
Registration Table



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Tools for ND, SD, WY., and MT.

Self-Paced Training Modules

1. If you have an account with the Transportation Learning Network (TLN) Learning Management System (LMS)



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1 Hour or Less Training Sessions

TC3 Personal Protective Equipment (PPE) *(online module)*

The Personal Protective Equipment (PPE) course provides students with the knowledge and skills necessary for proper care and use of PPE. This course covers all areas of personal protection, including eye and visibility protection, head protection, respirators, hearing protection, hand and foot protection...

TC3 Safety Orientation *(online module)*

This training provides a general safety awareness orientation. Remember the motto: "Do it safely, or don't do it!" Prevention of injury and safeguarding health is the responsibility of everyone—both management and employees. The safety and health of employees is the overriding concern in all phases...

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Another Tool in Your Toolbox



**National Center
for
Rural Road
Safety**

Funded by the Federal Highway Administration FHWA

Target Audience: state, local and tribal road owners and their stakeholders

Focus: rural and local

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Information & resources on safety
broken into 8 topics

News and events


Training – Webinars (recorded), conferences across US

Resource Database

Research

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Training Announcement – Email Blasts



- Sent every two weeks
- Include all safety trainings across the US
 - Traffic Safety Weeks
 - Webinars
 - Instructor-Led Trainings
 - Conferences

• Sign up for distribution list: <http://ruralsafetycenter.org/sign-up/>

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Two photographs of children playing in a dirt mound. The left photo shows a young girl in a green shirt and pink pants sitting on the dirt. The right photo shows two children, a boy and a girl, standing on the dirt mound. The background is a dry, open field under a clear blue sky.

Questions?

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