

COUNTRY ROADS & CITY STREETS

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WV LTAP Celebrating 40 Years!

This year is a big year for WV LTAP! In 1984, WV LTAP got its start as the West Virginia Municipal Street and Highway Information Program, housed at West Virginia University under the direction of Dr. Ed Neumann. In 1989, the center's name changed to the West Virginia Transportation Technology Transfer Center (T2 Center), and in 1990, Dr. Ron Eck was named the new center director when Dr. Neumann left WVU. In spring 2005, the center staff decided it was time to update the logo and center name to better align with the national program, which is when the center became the WV Local Technical Assistance Program (WV LTAP).

Over the course of this year, we will be highlighting the center's history and accomplishments, sharing stories, and celebrating our 40 year anniversary. We are looking forward to unwrapping many wonderful memories and ideas as we share the history of LTAP and our thoughts for the future.



WV Local Technical Assistance Program

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WVU is an EEO/Affirmative Action employer — Minority/Female/Disability/Veteran.



WV Local Technical Assistance Program

WORK ZONE SIGN PACKAGE TIME



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The Work Zone Sign Package Program is one of the many services offered by the WV LTAP. This past fall, ten packages were awarded to West Virginia municipalities to help improve work zone safety during road maintenance, utility operations, and incident management.

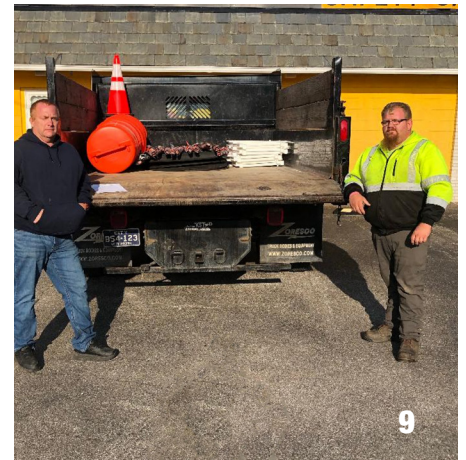
“The WV LTAP staff recognize how important these work zone sign packages are to West Virginia communities. Both the equipment and the training that goes along with the packages help enhance safety for both motorists and workers and facilitate traffic flow in these communities,” WV LTAP Program Coordinator Andrew Morgan says.

Each package includes the following:

- **Twelve 36" x 36" Retroreflective Portable Work Zone Signs**
- **Six Sign Stands**
- **Four Barricades**
- **Four Drums with Reflective Tape**
- **16 Cones**
- **Two Reflective “Stop/Slow” Paddles**
- **Four Class III Full-Coverage Safety Vests**
- **Two Whistles with Lanyards.**

In addition to the package, each municipality receives a free work zone safety or flagger training course taught by a WV LTAP staff member.

Including this group of recipients, the WV LTAP has awarded 106 work zone sign packages to in-state municipalities since the program began in 1996. This program is being offered again this year! Please visit wvltap.org to complete and submit your application.



1. Town of Anmoore
2. Town of Davis
3. City of Glenville
4. Town of Marlinton
5. Town of Moorefield

6. City of New Martinsville
7. Town of Reedsville
8. Town of Rivesville
9. City of Smithers
10. City of Williamstown

2024 BUILD A BETTER MOUSETRAP

Celebrating Public Works Innovations

Share Your Creative Solutions

Roadway and street department employees are a very creative and resourceful group — skilled at problem-solving and finding ways to make things work. This is where the WV LTAP's Build a Better Mousetrap recognition program comes into play. We want to celebrate, showcase, and share these creative ideas!

Creative Solution Examples

- A locally relevant product, tool, gadget, or an equipment modification
- A refined process or technique
- A technological innovation
- A unique use of new tools such as drones, apps, computers, smart phones, tablets
- And more...

Ask Yourself

- Did the solution provide an improvement in your roadway agency/street department activities? For instance, in the areas of maintenance, construction, contracting, inspection, finance, etc.
- Did it enhance safety, reduce costs, and/or improve efficiency?



Judging

Entries will be judged by WV LTAP staff and representatives from the WV LTAP Advisory Board using the criteria of:

- Cost savings benefits to the community and/or agency
- Ingenuity
- Transferability to others
- Effectiveness.

Winners will be recognized in our newsletter and receive an award. Additionally, the winning entries will be submitted to the national Build a Better Mousetrap recognition program that is conducted by the Federal Highway Administration. Winners of the national program will be announced at the annual LTAP conference this summer.

Submit Your Entry

We would love to receive your Build a Better Mousetrap entry and be able to help share your innovative ideas. We want to make this process as simple as possible. If you need assistance completing the brief entry form, taking photographs, or shooting videos, the WV LTAP staff can help!

To submit your entry, complete the form at the WV LTAP website wvltap.org/mousetrap or contact Kim via email kim.carr@mail.wvu.edu or phone 304-293-9924.

To help get your creative juices flowing, take a look at the innovative examples from other states on the following page and visit wvltap.org/mousetrap to learn about previous WV entries.

The WV LTAP staff also encourages you to review past Build a Better Mousetrap national entries from across the United States that have been compiled by FHWA. There are some wonderful ideas that have been implemented in many different states!

<https://www.fhwa.dot.gov/clas/babm/>

Tools or Gadgets • Equipment Modifications • Improved Processes or Procedures • Software

BUILD A BETTER MOUSETRAP 2023 ENTRIES - MN, IL, & NH



Sidewalk Snow Blower Castors — City of Bloomington, MN

The City of Bloomington, Minnesota spent a lot of time and money replacing snow blower shoes during winter storm maintenance projects. Additionally, the snow blower operators had issues with the constant grating noise from the shoes and there would be injuries from the snow blower coming to a sudden stop after getting caught on concrete slabs that may have shifted up from ground moisture caused by wintry wet weather.

The City of Bloomington's innovative solution was to create castors that will eliminate the shoe wear, are quieter for operators, and no longer can catch on the sidewalk concrete slabs. The City tried a few different wheels before finding a style and material that worked well, and the design took 15 hours to complete. The City says the Castors saved time and money and created safer work environments for the snow blower operators.

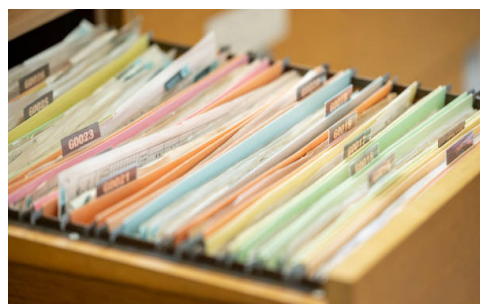


Go the Extra Mile for Safety Award — Illinois Tollway, IL

The Illinois Tollway wants safety to be a top priority not just for their customers but also their workers in the Road Maintenance Department. Their challenge/goal was to strengthen their internal culture of safety among the staff.

The Illinois Tollway created the "Go the Extra Mile Safety Award" to positively reward safe behavior and strengthen the culture of safety at its maintenance facilities among staff members. The name of the award was selected based on ideas submitted by Illinois Tollway employees to give them ownership over the project. To support

this effort, the Illinois Tollway also created a series of videos, called "Protect your Assets," which featured the employees who demonstrated the safest ways to avoid injuries on the job. As a result of the program, the Illinois Tollway saw a reduction in the number of workers compensation claims. The workers conducted more than 100 'Toolbox Safety Talks' activities, and for the first time ever, the Tollway saw at least three facilities go without a single injury in one year.



Vehicle Work Order System — Bedford, NH

The Bedford's Department of Public Works (DPW) is responsible for maintaining all government department vehicles and equipment information, including recordkeeping. Their tracking service methods consist of paper documents, various informal communication and vehicle ID data information. This method makes work history records nearly impossible to keep current. Without a digital tracking system there was no simple way to analyze any data that was kept.

The Bedford team utilized the Chat Generative Pre-Trained Transformer (ChatGPT) Artificial Intelligence (AI) platform to develop a work order system at no cost to the organization. By utilizing this cutting-edge technology, the Bedford DPW implemented better data management practices; applied scripted automation; and created a more robust system, including improving its call log system for the vehicle work order system.

More information on all of the 2023 winning entries and honorable mentions are available at <https://www.fhwa.dot.gov/clar/babm/> or on the WV LTAP website at wvltap.org/mousetrap.

ENTRY LEVEL DRIVER TRAINING

Minimum Federal Curricula Requirements

This is a summary of the minimum Federal curriculum requirements for entry-level driver trainees seeking a Class B CDL. The curriculum for Class B applicants pertains to heavy straight vehicles (Group B) as defined in § 383.91(a)(2).

Visit <https://tpr.fmcsa.dot.gov/content/Resources/ELDT-Curriculum-Summary.pdf> for more information.

Theory Instruction

There are no required minimum instruction hours for theory training, but the instructor must cover all the topics in the curriculum.

Training providers must use assessments (in written or electronic format) to determine if trainees are proficient in all units of the theory curriculum. Students must earn a minimum overall score of 80 percent on the theory assessment(s).

- B1.1 Basic Operation**
- B1.2 Safe Operating Procedures**
- B1.3 Advanced Operating Practices**
- B1.4 Vehicle Systems and Reporting Malfunctions**
- B1.5 Non-Driving Activities**

Behind-the-Wheel (BTW) Range

There are no required minimum instruction hours for BTW range training, but the instructor must cover all topics set forth in the BTW range curriculum. The instructor must document the total number of clock hours (one clock hour for each 60 minutes of instruction) each trainee takes to complete the BTW range curriculum.

The instructor must document that each trainee is proficient in all elements of the BTW range curriculum for the trainee to successfully complete this module. This unit must teach driving exercises related to basic vehicle control skills and mastery of basic maneuvers, as covered in 49 CFR §§ 383.111 and 383.113. The training providers must teach this unit on a driving range as defined in § 380.605. The training provider must teach “Get Out and Look” (GOAL) to the trainee as it applies to units B2.2-2.6.

- B2.1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip**
- B2.2 Straight Line Backing**
- B2.3 Alley Dock Backing (45/90 Degree)**
- B2.4 Off-Set Backing**
- B2.5 Parallel Parking Blind Side**
- B2.6 Parallel Parking Sight Side**

Behind-the-Wheel (BTW) Public Road

There are no required minimum instruction hours required for BTW public road training, but the instructor must cover all topics set forth in the BTW public road curriculum, and must document the total number of clock hours (one clock hour for each 60 minutes of instruction) each trainee takes to complete the BTW public road curriculum.

The instructor must determine and document that each trainee is proficient in all elements of the BTW public road curriculum for the trainee to successfully complete this module. The instructor must engage in active two-way communication with the trainees during all active BTW public road training sessions. Skills described in units B3.8 through 3.12 of this section must be discussed during public road training, but not necessarily performed. Trainees are not required to demonstrate proficiency in the skills described in units B3.8 through B3.12.

- B3.1 Vehicle Controls Including: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway**
- B3.2 Shifting/Transmission**
- B3.3 Communications/Signaling**
- B3.4 Visual Search**
- B3.5 Speed and Space Management**
- B3.6 Safe Driver Behavior**
- B3.7 Hours of Service (HOS) Requirements**
- B3.8 Hazard Perception**
- B3.9 Railroad (RR)-Highway Grade Crossing**
- B3.10 Night Operation**
- B3.11 Extreme Driving Conditions**
- B3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies**

Note: BTW training must be conducted in a CMV for which a Class B CDL is required. Consistent with the definitions of BTW range training and BTW public road training in § 380.605, a simulation device may not be used to conduct such training or to demonstrate proficiency.

CITY OF MARTINSBURG'S CDL TRAINING SOLUTIONS

Jeff Wilkerson, Public Works Director for the City of Martinsburg, WV

The Commercial Driver's License (CDL) Entry-Level Driver Training (ELDT) was implemented on February 7, 2022, and is regulated through the Federal Motor Carrier Safety Administration (FMCSA). The regulation requires that before anyone can apply for a CDL, they must first complete the ELDT through an approved provider. When this went into effect it left many local and state agencies scrambling to develop a plan for future training of CDL drivers.

The City of Martinsburg initially reached out to a local technical school that provided CDL training to see if we could develop a plan for training future City drivers. The City also researched the requirements needed to become an approved training provider for the ELDT. After researching our options and having discussions with current City employees with CDLs and City officials, it was determined that the needed training could be provided in-house.

Some ELDT providers charge a fee for the training, and their programs are available to anyone. However, the City of Martinsburg developed the training for City employees only. It was also determined that the training would be limited to CDL Class B licenses. If a Class A license or special endorsements are needed, that employee would need to attend a training facility that is approved for that specific license.

The City's plan included having three experienced CDL drivers provide the training. These are CDL professionals with a total of 46 years of experience operating dump trucks, garbage trucks and heavy equipment. These drivers are also registered with the FMCSA as our approved trainers for the City of Martinsburg.

The training consists of theory, driving training, and a driving assessment by one of the three experienced drivers (trainers). Once these steps have been completed, the employee is able to schedule and take the actual CDL written test at a local Division of Motor Vehicles location. The theory (book) portion for our program involves 20 hours of theory training by one of our approved trainers. Once this portion is completed, the candidates move to the driving portion which consists of 20 hours of training that involves closed course and over the road training. After the training has been provided, the candidate must score 80% or better on a training assessment. When the process has been completed, the training provider submits the candidate's information to FMCSA via the Training Provider Registry, and the candidate is ready to proceed with the CDL testing process.

If your agency is interested in setting up your own in-house CDL training program or you need further information regarding the ELDT, please contact me at jjwilkerson@cityofmartinsburg.org.

CDL TRAINING MATERIALS

clearroads.org



Another free resource to help state and local agencies who are interested in becoming a registered training provider and offering their own in-house CDL training can be found at clearroads.org. These entry-level CDL training materials are for instructor-led classroom and behind-the-wheel training. The training materials focus on operators who are obtaining an initial Class B CDL, upgrading from a Class B CDL to a Class A CDL, or obtaining the hazardous materials endorsement for the first time.

The request form to obtain these materials is located on the Entry-Level CDL Training Materials project page.

WHAT NOT TO DO

Guidance for Liability Neutral Language (Part 2)

Ron W Eck, P.E., WVU Professor Emeritus & WV LTAP Director

On April 19, 2023, WV LTAP presented a To the Point webinar on liability neutral language including What Not To Say and What Not To Do. The recording of this approximately 40-minute session can be found at <https://www.wvltap.org/recorded-webinars>.

For those interested in the broader topic of the legal exposure of and risk management for road agencies, WV LTAP offers a six-hour class (offered in-person or virtually) on Tort Liability and Risk Management. If you are interested in scheduling this class for your agency, contact Kim Carr at WV LTAP.

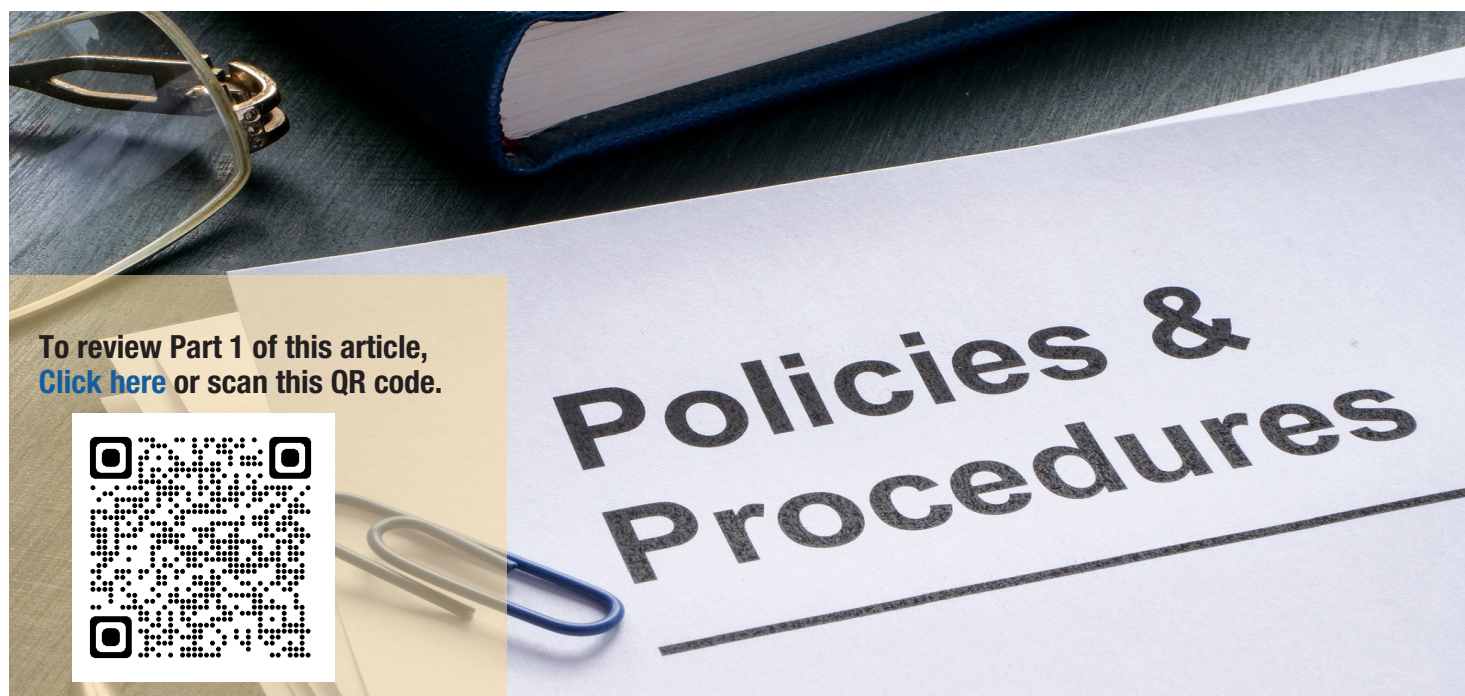
BACKGROUND AND INTRODUCTION

The spring 2023 edition of this newsletter included Part 1 of this two-part series on liability neutral language and discussed "What Not To Say" — words and phrases to avoid in agency communications. In this Newsletter, we will examine "What Not To Do" in terms of considerations related to policy and operational documents. As in Part 1, these recommendations are taken from the National Cooperative Highway Research Program (NCHRP) publication Legal Research Digest 83 — Guidelines for Drafting Liability Neutral Transportation Engineering Documents and Communications Strategies (<https://nap.nationalacademies.org/25894>).

MORE RECOMMENDATIONS FOR LIABILITY NEUTRAL DOCUMENTS AND COMMUNICATIONS STRATEGIES

Don't Forget To Schedule Regular Policy Reviews

Policy documents and instructional manuals should undergo regularly scheduled comprehensive reviews. The agency should look for information that is confusing or inaccurate and ensure that the processes that were in place at the time the guidance was initially written are still in place. Technical documents should be reviewed by engineering or other technical staff to verify compliance with generally accepted engineering practices. In addition, staff who implement the policy should be involved with its review to ensure that the guidance, as contemplated, can be, or has been, implemented in the field. Agency legal counsel should also be actively involved in revisions to policy, especially when the agency is considering changing descriptions of techniques, guidance or concepts that are frequently the subject of litigation.



When revising a policy, make sure internal consistency is maintained. For instance, a DOT may issue a memorandum instructing their staff to plan for bicycle use on all roads by providing adequate shoulders. If the agency requires a 4-foot shoulder for bicycle use, it should not, in another portion of that technical memo, allow 2-foot shoulders on collector routes.

Example 1: County X's Website

The county's website provides instructions to the public on how to report conditions that may require maintenance. A few pertinent parts of the website are set out in the following:

Shoulder Maintenance

Accidents are likely to occur where drivers are called on to make decisions under circumstances where their vehicles are unable to respond properly.

When a vehicle leaves the roadway, the driver no longer has the ability to fully control the vehicle. Maintaining usable shoulders along rural roads helps to provide a clear recovery and maneuver room ("space") to escape potential accidents or reduce their severity. **The two (2) basic maintenance problems we face are:** shoulder "drop-offs" which should be scheduled for maintenance and immediate repair if the "drop" from the edge of pavement is greater than 2 inches; and shoulder "build-up" which is handled by cleaning the shoulders, especially after the winter season, and berm removal operations prior to paving.

Sidewalks

The County Highways Division keeps a list of **sidewalk problem locations** that have been reported by residents. If the sidewalk is settled, but not broken, the sidewalk will be temporarily patched with asphalt **if there is a tripping hazard.**

In example 1, the explanations and words in bold regarding road operations and characteristics provide a multitude of opportunities for the plaintiff. A discussion about the consequences which may occur when a vehicle leaves the roadway should not be found in a maintenance policy or on an agency's website. The statements made in the passage diminish the role of driver error in the sequence of events. Additionally, in another section, the agency has admitted that it has a list of "problem" sidewalks that it has not fixed.

The purpose of the website is to provide information to the public about how and when to contact the agency to report road conditions, not provide an explanation of the reasons that roadways have been constructed. These passages should be rewritten. The passages could be reduced to simply provide contact information for the departments that perform repairs during and after business hours and give examples of the conditions of the road that merit reporting.

Example 2: County X Suggested Website Rewrite

Maintenance Requests

Please contact the agency via e-mail or phone during regular business hours if you observe any of the following conditions:

- Trees or shrubs blocking the view of oncoming traffic;
- Debris on shoulders or near the road;
- A pothole or sinkhole;
- A clogged drainage ditch;
- Damaged pavement markings/stripping/stop bars;
- Shoulder conditions where there is a difference in elevation between the traveled way and the shoulder in excess of two inches;
- A settled or broken sidewalk.

Please call 911 for roadway conditions such as:

- Objects in roadways such as debris, trees or large animal carcasses;
- Downed electric or phone lines;
- A collision;
- Roadway(s) flooding; snow and ice conditions;
- Liquid such as gasoline, oil, on or near the roadway;
- Traffic or pedestrian signal malfunction;
- Missing or damaged red traffic control signs such as stop and speed limit signs;
- Animal carcass obstructing travel lanes;
- Flooding in roadside ditches or in/across roadways.

Don't Fail to Match Field Conditions to Language in Guidance

A conflict between written policy and the application of the policy in the field will usually be resolved in favor of the plaintiff rather than the road agency. Language in the policy or guidance must match the practices in the field, and all instructions should be written so that they are easy to understand and interpret. Language should be reviewed periodically for liability issues and to make sure the written guidance is aligned with current practices.

Some roadway conditions, like a missing or damaged stop sign, require immediate attention. Other items, such as a damaged chevron in a series of twelve, can be part of a scheduled repair.

Example 3 - Timing of Repairs as Presented in County Y's Maintenance Manual

County Y prioritizes repair of components that provide for the safety of the traveling public into categories such as priority one, two, and three. It also provides sub-categories within its priority one system for guardrail, concrete median barriers, and crash attenuators. Those levels of service are:

Desirable — Maintain all safety appurtenances to original design standards; all hardware functional; no noticeable appearance **defects**.

Acceptable — Maintain all safety appurtenances to original design standards; all hardware functional; few noticeable appearance **defects**.

Tolerable — Maintain all safety appurtenances to original design standards; all hardware functional; readily noticeable appearance **defects**.

The words “desirable,” “acceptable,” “tolerable” and “defects” are all expressions of the author’s opinion. They do not convey directions, examples, or a clear message.

Instead of opinion words, a list of examples or photographs could be used to convey the message intended by the author.

Another option is to exclusively use a priority system, such as Priority A, Priority B, and Priority C and give examples of those situations.

Regardless of the priority system used, care must be taken by the agency to make sure that the conditions or features of the road that are identified within the priority system are in compliance with the written expectations of the agency.

Don't Hit SEND Without Carefully Reviewing Your Emails.

Emails are frequently and commonly used for communications both within and outside the agency. They may involve policy changes under consideration or may be related to design, construction, or maintenance activities. Texts, emails, and other communications should include only facts that are presented in an understandable, factual, and neutral manner. They may be a good source of documentation of the thought process of staff as they review and revise policies. However, it's important to remember that an email is a legal document, not a conversation. Emails are forever. Don't say anything in an email that you don't want to see on the front page of the local newspaper.

Example 4 - Two City Z Employees' Emails

Two technician employees of City Z's public works department are discussing, via agency email, the recently released design plans to reconstruct a major intersection in the city. Snippets of their email thread follow.

Heather: “What do ya think of the left turn design from Maple to Fifth?”

*Ryan: “Looks **dangerous** to me! It's creating a **trap** for southbound pedestrians. Somebody could get **killed** there.”*

Heather: “Agreed!!!”

In example 4 above, the City employees are entitled to express their opinions on this matter. However, using the agency email system, which is subject to discovery during the legal process, is not the appropriate forum. They can discuss their thoughts in the break room or in the parking lot.

The numerous “loaded” words, shown in bold italics in this email example, would be used to advantage by a plaintiff's attorney. Part 1 of this article discusses additional words that should be avoided.

MEDIA TRAINING

Media training is essential for any staff member who has the potential to be a department spokesperson.

Continued on page 15 is a list of tips for giving a successful media interview and “what not to do.”

ROADS SCHOLAR GRADUATES

The WV LTAP staff is excited to recognize these individuals for completing the course requirements for either the Roads Scholar I or II programs. Congratulations for this achievement!

If you would like to learn more about our Roads Scholar programs, please visit the WV LTAP website at wvltap.org and click on the training tab or contact Kim at kim.carr@mail.wvu.edu. We strive to offer relevant and interactive training that provides participants with practical knowledge and skills.

ROADS SCHOLAR I GRADUATES



Jason Mitchem
TW3 Crew Chief
WVDOH-D6



Sam Zavatsky
County Administrator
WVDOH-D6

The WV LTAP offers a mixture of in-person, live virtual training, and pre-recorded self-paced opportunities.

Here is a sample of our available Roads Scholar I Classes:

Applying ADA in Work Zones

ATSSA Flagger Certification

Drainage: The Key to Roads that Last

Proper Signs and Markings

Winter Maintenance

ROADS SCHOLAR II GRADUATES



Chad Robinson
Bridge Engineer
WVDOH-D1



Carla Rotsch
Transportation Business Manager
Central Office



Sam Richardson
Transportation Planner
Regional Intergovernmental Council

REDUCING SNOWPLOW DRIVER FATIGUE DURING STORMS

Article excerpted from the *Clear Roads August 2014 Research Brief* - clearroads.org

Clear Roads is a national research consortium focused on rigorous testing of winter maintenance materials, equipment and methods for use by highway maintenance crews. The Clear Road's website has a wealth of winter maintenance information whether you are a small local agency or a large state agency. Check it out when you get a minute!



Fatigue is a serious safety hazard for any motor vehicle operator. Snowplow drivers are particularly susceptible because of the conditions under which they must operate. Reducing this fatigue could improve public safety, operator health and operator productivity.

A significant body of research addresses the factors contributing to fatigue in commercial truck drivers. Although many of these factors also affect snowplow drivers, they face the additional challenge of unusual hours—often working between 2 a.m. and 6 a.m. when human energy levels are typically lowest. The number of hours worked by snowplow drivers is often not limited by the federal guidelines that apply to over-the-road trucking. Snowplow drivers also face the stress of driving during winter emergencies, the hypnotic effect of blowing snow, and the vibration and noise of winter maintenance equipment.

Since snowplow drivers work in emergency conditions and often face demanding service level expectations, blanket fatigue-reduction recommendations that apply to all agencies are not feasible. However, researchers do offer several general recommendations, including:

- Encourage the use of breaks and naps to reduce fatigue.
- Encourage drivers to report fatigue.
- Increase vehicle maintenance and use equipment such as segmental snowplow blades or rubber blades that reduce noise and vibration.
- Consider scheduling shifts so they do not start or end during the circadian low between 2 a.m. and 6 a.m.
- Offer shift options.
- Increase personal interactions between managers and drivers, and involve snowplow drivers in the decision-making process.
- Use free resources from the [North American Fatigue Management Program](#) and the [National Surface Transportation Safety Center for Excellence](#) websites.

SAFETY BRIEF

Stay Fit for Snow Fighting

NLTAPA Collection Safety Tailgate Talk - <https://www.wvltap.org/tailgatetalks>

<http://www.themunicipal.com/2014/12/monitoring-and-detecting-snowplow-driver-fatigue/>

With winter weather comes snow fighting and with snow fighting comes fatigue. Long and difficult hours on the road coupled with few breaks and limited sleep are the perfect combination to lead to fatigue. The unpredictable weather often leads to varying work schedules which can throw an individual's circadian rhythm out of balance. Circadian rhythm (also known as an individual's sleep/wake cycle or body clock) is a natural, internal system that is designed to regulate feelings of sleepiness and wakefulness over a 24-hour period. When we make changes to our sleep patterns, it throws our rhythm out of balance, interrupts sleep patterns, and causes fatigue.

WHAT HAPPENS TO OUR BODIES WHEN WE ARE FATIGUED?

When our bodies are fatigued, the following symptoms can result:

- **Decreased Alertness** – Takes longer to notice a threat
- **Reduced Situational Awareness** – Lowered ability to notice what is happening around you
- **Poor Assessment of Risk** – Decision-making is more difficult
- **Impaired Memory** – Can be difficult to remember details
- **Reduced Field of Vision** – Peripheral vision is reduced and tunnel vision can result
- **Difficulty in Staying Awake** – Eye lids get “heavy” and eyes can shut for longer periods of time

EXERCISE

- After a brief rest break and before a long shift, take a few minutes to warm up your body. Try doing some quick exercises to help increase your heart rate. Even a short walk can increase endorphins to help with physical wakefulness.
- If you find yourself getting tired during your shift, take a quick stretch break to wake up your muscles and improve your ability to focus.
- At home, in between storms, exercise regularly to improve your overall sleep quality and to help you fall asleep faster.

MANAGE YOUR SLEEPING ENVIRONMENT

While the weather is outside of our control, there are several things that are within an individual's control including optimizing your sleeping environment to help make your sleep more restful.

- Room temperature should be between 60 and 72 degrees.
- Complete silence is best but using earplugs or using steady background noise or white noise to help mask surrounding sounds can help too.
- Reduce lighting as much as possible. If there are windows in your rest area, use shades to block sunlight coming in.
- Try to limit your use of technology right before you sleep.
- Think ahead. If you know a storm is coming, be sure to get a good night's sleep so your body is prepared for the longer hours ahead.

EAT WELL – FEED YOUR BODY PROPERLY

- Stay away from drinks that contain caffeine.
- Avoid junk foods that are high in fat and sugar.
- Try to eat high protein foods which can help you stay awake longer.
- Lean meats, nuts, eggs and dairy are all good choices to fuel your body for the long haul.
- Stay hydrated.



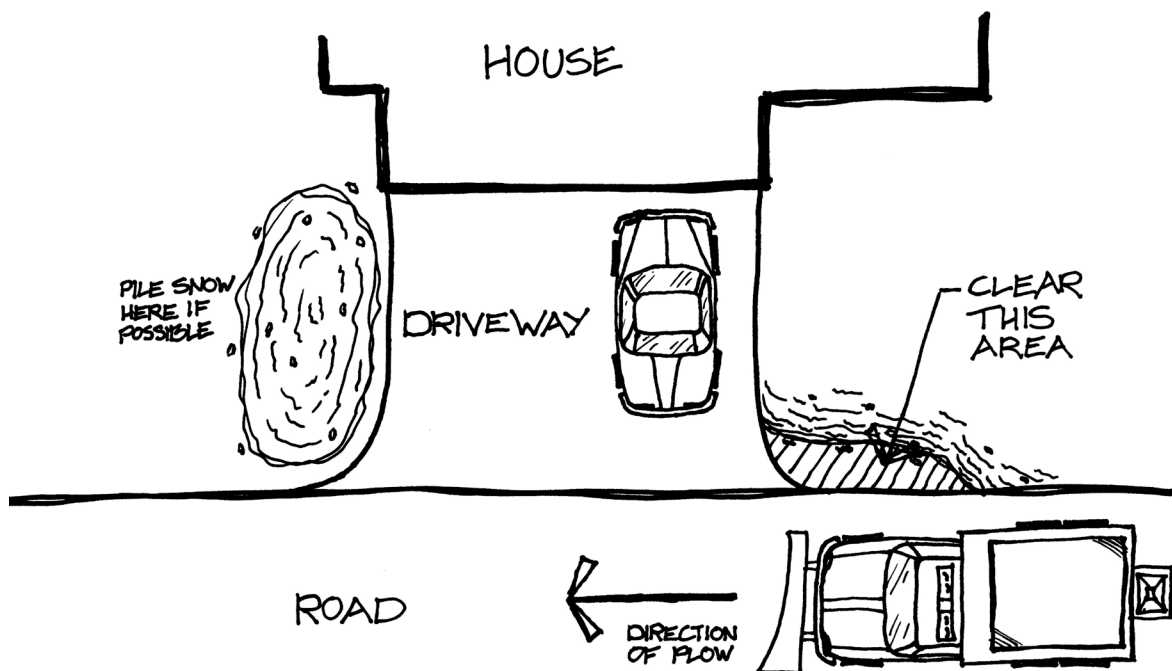
SNOW REMOVAL COMMUNICATION

Communicating with residents should be a vital part of any local agency's winter maintenance communication plan. One of the more irritating issues for anyone is having their newly shoveled driveway covered once again when the snow plow passes by. Several years ago, the WV LTAP developed the tips and image below as a simple communications tool that you can share with your residents. Feel free to print this, send it out electronically, and/or put it on your agency's website. If you would like an electronic file that you can personalize, please email Ashley at acolli15@mail.wvu.edu.

SNOW REMOVAL TIPS FOR RESIDENTS

Winter snowstorms can make travel difficult and treacherous for motorists. Our snow plow operators work very hard at keeping roadways clear, and our road crews are ready with equipment and materials to help control snow and ice. Sometimes narrow roads and streets, parked cars, and mailboxes present challenges for our snow plow operators. Residents face their own challenges in trying to keep sidewalks and driveways clear. With a little cooperation from everyone, we can keep traffic moving safely and minimize disruption for all concerned. Here are some tips for property owners for doing just that.

- Don't push snow out onto roads/streets at anytime. Putting snow from driveways and walks into the street creates a hazardous driving condition.
- Where possible, eliminate snow piles at the driveway entrance. High snow piles block the view of both motorists exiting the driveway and approaching motorists on the street.
- **HELPFUL HINT:** When shoveling driveways, clear an area or "notch" (see drawing), at the end of the driveway, a few feet in the direction from which the snow plow will be coming. This clear area allows much of the snow on the plow to "unload" before reaching the driveway. By depositing your shoveled snow away from the direction of the plow, this will prevent the bulk of snow from being pushed back into the driveway.



UPCOMING EVENTS



The WV LTAP, the WV Association of Metropolitan Planning Organizations (WVAMPO), and the WV Division of Highways (WVDOH) are co-hosting the 2024 Transportation Planning Conference being held May 21-23 in Huntington, WV.

Please visit wvampo.org for more information.
To register, visit <https://form.jotform.com/232884240476158>.

Save the Date Roadway Management Conference -2024



October 23-25, 2024
Atlantic Sands Hotel & Conference Center
Rehoboth Beach, Delaware



MEDIA TRAINING TIPS

1. Prepare in advance. Find out the topics that will be covered in the interview and know who will be conducting it and whether it is for print or television. Be able to provide factual information, such as statistics, dates, or dollars spent.
2. Identify the major points of discussion and plan to present accurate and timely information in an understandable way. Use words that your audience will understand. Be prepared and plan different ways to convey the message. Memorize key points and be ready to explain them.
3. Plan the specific words that you intend to use. While spokespersons can be mis-quoted or quotes taken out of context, a well-prepared spokesperson can avoid a trap.
4. Provide the information that has been requested. Share information that is useful, but be aware of the potential for disaster. Do not stray very far from the message you intended to provide.
5. Do not answer a question that is unclear. Ask for clarification or for the question to be reworded. Do not guess. If necessary, tell the reporter that information will be provided later.
6. Practice in front of a mirror and with friends, family, or colleagues.
7. Dress appropriately for the context of the interview. The appropriate attire for a construction zone, a public meeting, and a television interview varies considerably.
8. If a statement has been made by the reporter that is false or misleading, address it. Otherwise, remaining quiet may send the message that you agree with the statement. Beware of statements that are mostly true or correct, yet contain an error or falsehood. A phrase such as "before we change subjects, please let me clarify" can be used to redirect the conversation.
9. Take a breath. Don't rush to answer a question, especially if it is a difficult one. With some practice, experienced speakers are able to control the message and the interview.
10. Ask for help. Media training classes and workshops are widely available. Larger agencies have community outreach staff who can also provide assistance.

WV Local Technical Assistance Program
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Country Roads & City Streets is published two times per year. The purpose of this newsletter is to provide information that is beneficial to decision makers, elected officials, and roadway construction, maintenance, and management personnel.

The material and opinions included in this newsletter are those of the West Virginia LTAP and do not necessarily reflect the views of FHWA or the WVDOT. Every effort has been made to ensure the integrity and accuracy of both original and borrowed material. However, the West Virginia LTAP does not assume responsibility for any information that is found to be incorrect.

THE MISSION

The mission of the West Virginia LTAP is to foster a safe, efficient, and environmentally sound transportation system which enhances the economic development of West Virginia by improving skills and increasing knowledge of the transportation workforce and decision makers.

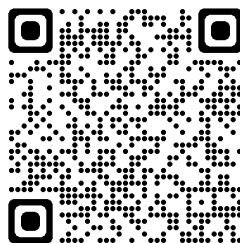
To help achieve this mission, training, demonstrations, technical assistance, and resource materials are provided.

NEEDS ASSESSMENT



We need your feedback! The WV LTAP is conducting a Needs Assessment Survey to help us better understand the needs of the WV LTAP audience and improve our center and services. Responses from this survey will help us determine what training topics to develop in the future, how to best communicate news and information to our audience, in-person and virtual training logistics, etc.

We know that many people dislike filling out surveys, but your input is vital. It should take ten minutes or less of your time to complete, and we also encourage you to pass this survey along to others in your agency!



cognitofrms.com/WVLTAP/_2023/WVLTAPNeedsAssessment

Scan the QR code or visit the listed website address to access this survey. Thank you for your time.