



Trainee Manual



*Rhode Island Department
of Transportation*

*Office of Compliance
and Regulation*

On-the-Job Training (OJT) Program

Trainee Manual

Rhode Island Department of Transportation

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Welcome Letter

Dear Trainee,

Welcome to the Rhode Island Department of Transportation (RIDOT) On-the-Job Training (OJT) Program. Established under 23 CFR Part 230, the program supports the development of a skilled workforce to meet the needs of Rhode Island's highway construction industry.

This OJT Trainee Manual has been prepared to provide you with essential information about the program. It outlines your responsibilities as a Trainee as well as the roles of your employer's EEO Officer and RIDOT's OJT Compliance Office. We encourage you to use this manual as a reference throughout your training.

If you have any questions regarding the OJT Program, please contact RIDOT's Office of Compliance and Regulation at 401-563-4456.

We look forward to your successful participation in the program.

Sincerely,

Scott Carvalho

Scott Carvalho,
Principal Equal Opportunity Officer

On-The-Job Training Program (OJT)

The Federal Highway Administration (FHWA) On-the-Job Training (OJT) Program, established under 23 CFR Part 230, Subpart A, is a key component of the Federal-aid Highway Program. In Rhode Island, RIDOT uses the OJT Program to help develop a trained and capable highway construction workforce across the Ocean State.

The program provides structured opportunities for individuals to gain the skills and experience needed for careers in highway construction, supporting RIDOT's efforts to meet current and future workforce demands.

RIDOT's Office of Compliance and Regulation (OCR) administers a hybrid OJT program, That is both project-specific and contractor-based.

- **Project Specific:** OJT goals are assigned to specific federal-aid contracts.
 - Goals are to be met by the project's substantial completion date. Trainees must be enrolled under the specific project to meet its contract's Training Specific Program requirement. All training hours attained by the trainee will be applied toward the project's OJT goal.

- **Contractor-Based:** Registered and approved OJT trainees are permitted to work among multiple RIDOT projects when necessary. However, all worked training hours will be applied toward meeting the specific project's OJT goal in which the trainee was enrolled.

RIDOT assigns contractors their training program hours and a specific number of trainees based on each project, allowing a contractor to train a trainee on different projects.

OJT is an opportunity for individuals (like you!) to gain new training skills while on the job. For example, suppose a contractor hired you in general labor. In that case, the contractor on the job can enroll you into the OJT program to complete apprenticeship training to become a carpenter or heavy equipment operator. This training usually takes place right at the job site.

Benefits of RIDOT'S OJT Program

- Gain additional skills to advance yourself in the highway construction field
- The ability to have an increase in pay once fully trained
- Earn a certificate upon completion
- Build a career

Requirements to Participate in OJT Training Program

- You can qualify for the program by demonstrating individual disadvantage, such as documented economic hardship or participation in an assistance program administered by the Department of Human Services. Veterans may also qualify under the program's disadvantaged status.
- You are an individual who has not been enrolled in the OJT program before.
- Enrolled Trainees shall not have more than 2000 hours of prior experience in related work or have previously participated in more than two (2) training programs, pursuant to fulfilling the TSP requirements on a RIDOT contract.
- The training term shall be no less than 2,000 hours and shall not exceed 4,000 for non-apprenticeship positions. Hours for apprenticeship positions may exceed 4000 hours when they are predetermined and approved by the DOL.

Participation in the OJT Training Program

- The contractor will enroll you using a Trainee Enrollment Form.
- The OJT Compliance Officer will provide you with a copy of the Trainee Manual.
- The Prime Contractor will assign you to a journey worker, supervisor, or knowledgeable employee.
- RIDOT will only count the training hours for the classification the contractor enrolled you in.
- The Prime Contractor will report all your completed training hours to the RIDOT'S OJT Compliance Officer.
- The Prime Contractor will also submit monthly OJT hours to RIDOT's OJT Compliance Officer.
- The OJT Compliance Officer will conduct a worksite visit to ensure that you are being trained on your classification.
- Upon accomplishing your OJT hours, you will receive a certificate of completion from RIDOT'S OJT Compliance Officer.

Responsibilities as an OJT Trainee

- Perform all work-related tasks assigned to you.
- Learn all duties as outlined in your classification.
- Be aware of the ongoing progress being made to complete your OJT training hours.
- Notify the Prime Contractor of any circumstantial change that may affect the progress of your training or delay your training.
- Be aware of Prime Contractor's rules and regulations.
- Know to contact the Prime Contractor's Compliance Officer (or RIDOT'S OJT Compliance Officer) if any issues arise while enrolled in the OJT training program.

Prime Contractor's Responsibilities

- Provides you with company policies and procedures.
- Informs you of their EEO Officer.
- Provides you with human resources procedures and policies for personnel
- Provides you with copies of all your training requirements, weekly training reports, and signed training agreement(s).
- Informs you of the point-of-contact responsible for your training.
- Submits weekly & monthly tracking forms to OJT Compliance Officer.

RIDOT'S OJT Compliance Officer Responsibilities

- Assigns OJT goals to FHWA projects.
- Oversight of Prime Contractors, specifically the OJT Training Program.
- Ensures that the OJT Training Program provides meaningful training opportunities.
- Manages program data (# of Trainees on each project, completion of hours, reimbursement approval).
- Approves eligible trainees.
- Manages program reporting to the FHWA.
- Ensures Prime Contractors are following all FHWA regulations.
- Attends on-site audits.
- Ensures Trainees receive OJT Trainee Manual.

RIDOT's Office of Compliance and Regulation Contact Information

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