

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Flagging for NDOT TRAINING GUIDE



Revised February 2019

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Preface for Instructors

i. Trainer Introduction

The course will train prospective flaggers to control traffic on roadways through maintenance or construction projects.

ii. Trainer Objectives

Training prospective flaggers to control highway traffic safely through and around maintenance/ construction work or traffic emergencies, so that the traveling public is not delayed long and accidents are prevented.

iii. Instructor Guidelines

- 1. Complete NDOT Form 362 training report.
- 2. Hand out this "The Flagging for NDOT Training Guide" module. <u>Do not hand out the</u> instructors test answer key with the module.
- 3. Give each participant the Nebraska Department of Transportation's "Flagger's Handbook" stock #70-34631.
- 4. Show the Department of Transportation's DVD: "Flagger Training".
- 5. Describe to the participants the objectives on what flaggers are expected to know and do after taking the course.
- 6. Follow the module presentation.
- 7. Demonstrate the fundamentals of using the STOP/SLOW paddle and the red flag described in the module and handbook.
- 8. Administer the written flagging quiz; passing is 80% or greater.
- 9. Take the participants to the roadway and <u>work with them on their first</u> flagging assignment. Check the skills of the prospective flaggers for correct flagging and practicing safe procedures.
- 10. Flagger certification must be renewed every 2 years and the NDOT Form 145 form sent to Human Resources each time a flagger is certified.

iv. Equipment for Training

1.	DVD player & Monitor	8.	Flagger Training DVD
2.	(2) Flagger's STOP/SLOW paddles	9.	(6-10) traffic cones
3.	(2) Red Flags	10.	Training module for each participant
4.	Orange/Yellow green cap/hard hat,	11.	Flagger's hand book for each participant Stock # 70-23631
5.	ANSI/ISEA 107-2004 class 2 fluorescent orange or yellow-green green vest with reflective strips (optional class 3 for night time and foul weather use)	12.	NDOT Form 362 and NDOT Form 145
6.	Air Horn (optional)	13.	Flagging Quiz and Master (answer key)
7.	(2) - Two way radios		

Flagger Training (Duration 4 hours)

I. Introduction

Training Objectives for the Prospective Flagger

- Qualifications of a Flagger
- Flagger clothing and equipment
- Flagger work zone and station
- Flagging procedures
- Emergency situations dealing with hostile drivers
- The Flagger certification card is valid for 2 years
- Flaggers provide temporary traffic control on the work site

II. Flagger Qualifications

The flagger is responsible for road workers and the safety of the traveling public. Because the flagger makes frequent contact with the public, they shall have the following minimum qualifications:

- A sense of responsibility for the safety of the public and coworkers.
- Training and experience in traffic control practices.
- Average or above intelligence.
- Good physical condition, including sight, mobility and hearing.
- Mentally alert and have the ability to react in an emergency.
- Courteous with a professional, firm manner. Neat in appearance.

III. Flagger Clothing and Equipment

Clothing-High-Visibility:

- Wear a shirt with sleeves, trousers not halter or tank top, shorts or cutoffs.
- For daytime work the flagger ANSI/ISEA class 2 vest will be either fluorescent orange, yellow, or yellow-green (all NDOT approved vests have retroreflective materials).
- Orange or yellow-green soft cap or hardhat.
- For nighttime or foul weather work, class 2 garments (optional: use ANSI/ISEA class 3 for night or foul weather) equipped with retro-reflective material, either orange, yellow, white, silver, yellow-green, or fluorescent version of these colors will be visible at a minimum distance of 1000 feet, (300m).
- Retroreflective garments will clearly identify the wearer as a person.

Flagging Equipment:

- The Stop/Slow paddle is the primary and required hand-signaling device because it gives the traveling public more positive guidance than red flags do.
- The STOP/SLOW paddle will be octagonal in shape on a rigid handle.



- The STOP/SLOW sign will be at least 18 inches wide with letters 6 inches high and should be made from light semi-rigid material. See figure 1.
- The background of the STOP face will be red with white letters and border.
- The background of the SLOW face will be orange diamond with black letters and border.
- When used at night, the STOP/SLOW paddle will be retroreflectorized.
- The handle will be at least 5 feet in length.
- Flash light with red lens for night time use. See figure 3.
- Air horn to warn coworkers. See figure 4.
- Two way radios to communicate between flaggers. See figure 5.
- Cones and signs. See figures 6-7.
- Option: the STOP/SLOW paddle can be modified to improve visibility by adding white flashing lights. Two lights may be installed and centered vertically above and below the STOP legend or centered horizontally on either side of the STOP legend. Instead of the above two light arrangement, one light may be centered below the STOP legend.
- Red flags, when used (emergency only if paddle is not available), will be a minimum of 24 square inches, made of a good grade of red or red/orange material, and securely fastened to a staff that is approximately 36" in length. See figure 2.
- The free edge of a flag should be weighted so the flag will hang vertically, even in heavy winds.
- When used at nighttime, flags will be retroreflectorized with red strips.



Figure 1. Stop & Slow Pad



Figure 4. Air horn



-

Figure 2. Red – Red/Orange 24" square



Figure 5. Two-way radio

Figure 3. Flashlight with red lens



Figure 6. Traffic cone



Warning Signs for Traffic Control Zone



Show the Flagging Video "Nebraska Dept. of Roads Flagger Training Video"

IV. Flagger's Station

- Assure that all channelizing devices and advance warning signs comply with the Manual on Uniform Traffic Control Devices (MUTCD) and the NDOT traffic control plans. See figure 8.
- Stand where you will be highly visible to approaching traffic.
- Always have an escape route.
- Don't try to stop an approaching vehicle by standing in the vehicle path.
- Stay in adequate lighting.
- Keep away from shadows, don't stand near parked vehicles.
- When flaggers are no longer needed, be sure to cover, turn, or remove "Flagger Ahead" and "Prepare to Stop" signs. See figure 7.
- Park all vehicles away from the flagger station.
- Keep the flagger station clean. Don't have distraction like chairs, coolers, books, personal cell phones, i-pods, or radios.

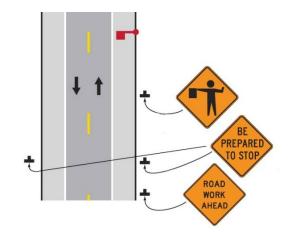


Figure 8.



Note: Factors such as visibility, speed, and volume of traffic, condition of the road, and work being done should be considered in determining your proper location. Generally the flagger station should be located about 200 to 300 feet in advance of the work site.

V. Flagger's Procedures

- Stand on the shoulder.
- To stop oncoming traffic, the flagger will face the traffic and aim the STOP paddle face toward the traffic in a stationary position with the arm extended horizontally away from the body. The free arm will be held with the palm of the hand above the shoulder level toward approaching traffic. See figures 9, 10 &12.



Figure 9. Stopping traffic with a stop/slow paddle

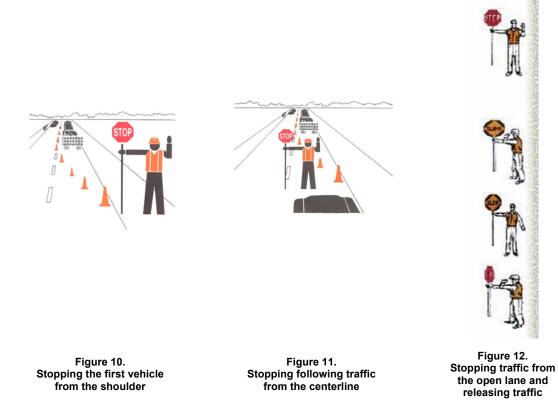
- Be alert at all times. Do not be distracted by the work being done around you.
- Be on your feet facing oncoming traffic.
- Stand where you will be visible at all times
- Do not stand in the shadows or near parked vehicles or equipment which may hide you from approaching drivers.
- Do not stand in the path of an approaching vehicle.
- No vehicle shall be parked in the immediate area of the flagger.
- Stand alone. Do not mingle with the work crew, the traveling public or other people.
- Stop the first vehicle in the closed lane from the adjacent shoulder using the STOP/SLOW paddle.
- Two flaggers working together should always be able to see each other (Flagger on either end of the work area), or use two way radios for communication.
- In such cases one flagger is always in charge; the other flagger coordinates his or her flagging activities accordingly to the lead flagger.

VI. Flagger Activity:

Each student will have a check sheet (this Module) with each flagging activity practiced in the class. Then, with the instructor or supervisor, practice flagging on the roadway.

VII. How to Stop Traffic

- 1. Hold the STOP face of the paddle toward traffic, keep it erect and away from your body.
- 2. Never wave the sign.
- 3. Look directly at the approaching driver.
- 4. Raise the palm of your free hand with the palm exposed to the driver. See Figure 10.
- 5. AFTER the first vehicle has stopped, move to a spot near the centerline where you can be seen by other approaching vehicles. See figure 10.
- 6. Stop all remaining vehicles from the centerline, following steps 1 through 4. See figure 11.
- 7. Remain in this position with the "STOP" sign facing the traffic until you can permit vehicles to travel through the work area.
- 8. For stopping traffic in the open lane and releasing. See Figure 12



VIII. Releasing Traffic

To direct stopped traffic to proceed, the flagger shall face traffic with the "SLOW" side of the paddle face aimed toward traffic in a stationary position with the arm extended horizontally away from the body. The flagger shall motion with the free hand for traffic to proceed.

See Figure 14.



Figure 14. Releasing traffic with the slow paddle



Figure 15. Alerting slowing down traffic

To alert or slow traffic, the flagger shall face traffic with the "SLOW" paddle face aimed toward traffic in a stationary position with the arm extended horizontally away from the body.

See figure 15.

Option: To further alert or slow down traffic, the flagger holding the SLOW paddle faces and may motion up and down with the free hand, palm down.

Flagger Activity

Each participant shall have a check sheet (this module), with each flagging activity practiced in the class where practical, and then shall practice with the instructor on the roadway.

Releasing Traffic from the Closed Lane

- Remain standing near the centerline, turn the "SLOW" side of the sign to face stopped vehicles. See figure 16.
- With your free arm, signal the drivers to proceed into the open lane. Never wave the sign to release traffic into the left lane.
- After all the vehicles have passed, return to your original position on the shoulder to await the next vehicle.

Releasing Traffic to the Open Lane

- While traffic is stopped with the "STOP" face of the paddle facing traffic, return to your position on the shoulder of the road and turn the "SLOW" side of the sign to face the vehicles. See figure 17.
- With your free arm, motion the drivers to proceed. Never wave the paddle to release traffic into the open lane, (beware of two way traffic).
- When releasing traffic on a two lane highway where traffic is stopped temporarily in only one lane, (such as for loading or unloading operations), care must be taken not to confuse continuous traffic traveling the opposite direction.
- Turn the sign so that neither "STOP" nor "SLOW" can be read from either direction. The "STOP" face should face the flagger.



Flagging at Haul Road Intersections

- Generally, traffic control procedures are the same for haul road intersections as for other work areas.
- When trucks are making a right hand turn onto the highway, only one flagger is required.
- When trucks have the right of way and are crossing the highway or making a left turn, two flaggers are required to control traffic one from each direction.

IX. Flagging to Slow traffic on Multilane Roads

Follow these directions when slowing traffic. Use a Stop/Slow paddle to slow down traffic.

- Stand in the lane adjacent to the traveled highway 0-50 feet in advance of the work activity with slow side toward traffic.
- With the approval of the engineer, a red flag may be used to slow traffic on a multilane road until a Stop/Slow (optional) paddle becomes available.

X. Flagging for Pilot Car Operation

Work is often performed over a long section of highway. When the flagger at the opposite end is not visible, a pilot car may be used to escort vehicles through the work area. Use the following directions when a pilot car is being used.

- Stop vehicles in the approved manner.
- Detain all vehicles until pilot car arrives from the opposite direction. Note: Be alert to prevent vehicles from pulling out of line and trying to pass other vehicles.
- After the pilot car arrives, and has pulled into position at the head of your column of vehicles, and the opposite traffic has cleared, step back onto the shoulder.
- With the "SLOW" sign facing the traffic motion the pilot car driver to proceed.

XI. Flagging with a Flag

To stop traffic, the flagger shall face traffic and extend the flag staff horizontally across the traffic lane in a stationary position so that the full area of the flag is visible hanging below the staff. The free arm shall be held with the palm of the hand above the shoulder level toward approaching traffic.

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Figure 18.

XII. Flagger Training Activity

Each student will have a check sheet with each flagging activity practiced in the class. After the classroom activity, the flagger and instructor or supervisor move to the roadway to gain supervised flagging experience.

XIII. Flagging in Emergency Situations

An emergency situation may arise where immediate action to protect the safety of the public requires work to be done on the street or where full compliance with the proper procedures in this program cannot be immediately provided. Nothing in this program shall be interpreted as requiring a person or agency to delay such immediate action. Proper traffic control shall be provided as soon as possible.

XIV. Using Red Flags (for Emergency Only)

Where the STOP/SLOW paddle is not available, a 24" X 24" red flag may be used in regulating traffic in emergency situations, until a Stop/Slow paddle becomes available.

- Stand in a safe position on the shoulder facing traffic.
- Extend the flag into the traffic lane.
- Look directly at the approaching driver.
- Raise your free arm with the palm of your hand exposed to the driver and bring the vehicle to a stop.
- After the first vehicle has been stopped, move to a spot where other approaching vehicles can see you, preferably near the centerline of the roadway.
- Stop all remaining vehicles.
- Remain in this position with the flag extended until you can permit traffic through the work area.

Note: For nighttime conditions, follow the above steps, except a red lantern or flashlight should be used with the red flag or STOP/SLOW paddle.

XV. To Slow Traffic During the Day with a Red Flag

The flagger shall face traffic. To alert or slow traffic, stand in a safe position on the shoulder, slowly wave the flag in a sweeping motion from the 6 o'clock position to the 9 o'clock position and back again. Do not raise your arm above the horizontal position. See figure 20.

XVI. To Release Traffic During the Day with a red flag

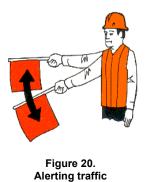
- Move to safe position on the shoulder, keeping the flag in the 9 o'clock position.
- Lower the flag to a 6 o'clock position. To direct stopped traffic to proceed, the flagger shall stand parallel to the traffic movement and with the flag and arm lowered from



the view of traffic, shall motion with the free hand to traffic to proceed. FLAG'S SHALL NOT BE USED TO SIGNAL the traffic to proceed. See figure 19.



Figure 19. Releasing traffic



XVII. Flagger Stations

Flagger stations shall be located far enough in advance of the workspace so that approaching traffic will have sufficient distance to stop before entering the workspace. See figure 21.

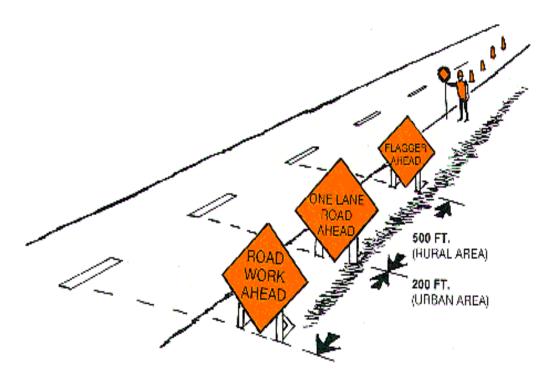


Figure 21.

Guidelines for determining the distance of the flagger station in advance of the workspace are shown in the following table. See figure 22.

Speed* (mph)	Distance (feet)
20	115
25	155
30	200
35	250
40	305
45	360
50	425
55	495
60	570
65	645

The flagger station distances shown in the tables above may be increased for down grades and other conditions that affect stopping distance.

XVIII. Nighttime Flagging

Required equipment for effective nighttime flagging:

- Retroreflectorized STOP/SLOW paddles and advanced signs.
- Well-lighted flagger station.
- Flashlight, lantern or other lighted signal that displays a red warning light.
- Lighted station with lights other than from a vehicle. See figure 24.
- ANSI/ISEA class 2 (Optional class 3) vest with reflectorized strips.
- Yellow-green or orange hard hat or cap.
- Do not wave the flash light to stop traffic.

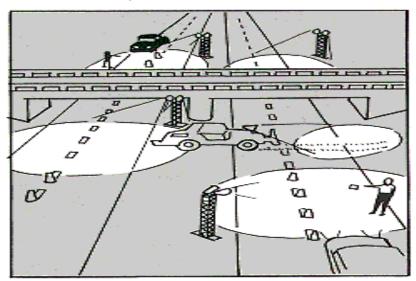


Figure 24. Nighttime lighted flagger's stations.

XIX. Dealing with Difficult Motorists

- Flagging is an important responsibility and should be carried out with authority and dignity. Courtesy and a professional attitude are vital in gaining the respect of the traveling public. The image you project can affect the public attitude toward the whole project and the organization. The following guidelines will make you an effective flagger and make your job easier.
- Always be neat in appearance.
- Do not leave your position to talk with the work crew, or attend to personal business.
- Be friendly and polite to the public, but do not engage in small talk. Do not leave your position to carry talk to motorists.
- Never argue with the occupants of a vehicle. Be courteous, but be brief and factual in your conversation with them.
- If a driver refuses to obey your instructions, report the following information to your supervisor as soon as possible without deserting your post.
 - Give a general description of the vehicle and driver and get the vehicles license plate number.

Solution: Describe the circumstances involved in the incident.

- Be alert to the needs of emergency vehicles.
- Emergency vehicles should be given priority of passage, but only when safety will not be compromised.
- Do not stand in front of an angry motorist's vehicle at any time.

XX. Requirements to Flag for the Nebraska Department of Transportation

- Attend an approved Flagger's training course.
- Meet the minimum standards set forth in flagger course.
- Complete the flagging skill tests to the instructor or supervisor's satisfaction.
- Wear approved vest, cap, or hard hat, and no shorts/cutoffs.
- Use approved STOP/SLOW paddle.
- Pass the 25-question quiz with a minimum score of 80%, missing no more than 5 questions.
- Be registered with the Nebraska Dept. of Roads as a certified flagger.
- Carry your valid flagger certification card while flagging and have the "Flagger's Handbook" available for review while flagging.

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Nebraska Department of Transportation Flagger Certification					
Date: OE: Employee's Name:					
-	Permanent Status Temporary Status Observer Instructions: Please indicate in the boxes under the exercise OK for satisfactory or US for unsatisfactory.				
Flagging Prospects Progress Report					
Stopping traffic	with stop paddle	Releasing traffic	with slow paddle	Using t	he red flag
Right Lane	Centerline	Left Lane	Right Lane	Stopping Traffic	Releasing Traffic
Slowing traffic down Nighttime flagging		Passing test score is 80% or better.			
Two Flaggers			Please circle:		
Stopping Traffic Releasing		g Traffic	Passed	/ Failed	

Instructor's/Supervisor's Name: (Print)

Instructor's/Supervisor's Signature:

Human Resource Safety Office approval for certification:

Card Issued:	(Copy card here)

NDOT Form 145, August 17



Administer the 25-question Quiz.

Please follow these directions.

- 1. This is not an open book test.
- 2. Read all the answer choices before you mark the box.
- 3. Mark only one box.
- 4. When you have completed the Quiz, bring your answer sheet to me.
- 5. I will let you know your score. Mark either Pass or Fail



1	The Flagger's job is not considered important because anyone	🗌 True 🔲 False
1.	can do it.	
2.	The Flagger may always use a Red Flag instead of the "Stop/Slow" sign.	🗌 True 🔲 False
3.	After the first car in a series of cars has been stopped, the Flagger should move from the shoulder to the centerline of the road to make themselves more visible to other cars.	☐ True ☐ False
4.	The Flagger should face oncoming traffic for safety reasons.	🗌 True 🔲 False
5.	Flaggers are permitted to abandon their position to take care of personal needs.	🗌 True 🔲 False
6.	When two Flaggers are necessary to control traffic, they shall communicate with each other by visual signals, radio, pilot car, or passing a baton.	☐ True ☐ False
7.	The Flagger must exercise good judgment in stopping and releasing cars at the correct time and giving advanced warning so the drivers can stop safely before reaching the Flagger's "Stop" sign.	☐ True ☐ False
8.	Reflectorized vests must be worn for nighttime Flagging.	🗌 True 🔲 False
9.	To stop cars at night, the Flagger should wave a red-sleeved flashlight up and down across the edge of the traffic lane to be stopped.	🗌 True 🔲 False
10.	When work has halted and the Flagger is not required, the Flagger warning signs should be removed or covered.	True False
11.	In an emergency, if a "Stop/Slow" sign is not available, a red flag can be used.	True False
12.	When releasing traffic on a two-lane road where traffic is stopped temporarily in only one direction (for example, loading or unloading equipment), the "Stop/Slow" sign should be rotated so the words cannot be seen by motorists approaching from either direction.	☐ True ☐ False
13.	A Flagger should be intelligent, resourceful, patient, courteous, helpful, and tactful.	🗌 True 🔲 False
14.	A. Flagger can use any hand signal because the motorist will understand the signal.	🗌 True 🔲 False
15.	These are examples of "Warning" signs: "Stop," "Speed Limit," "Do Not Enter," and "Detour."	🗌 True 🔲 False
16.	The Flagger's clothing must be neat, clean, and include a vest, shirt, or jacket and a cap or hard hat which are either bright orange, yellow, or yellow-green.	True False
17.	All Flaggers should be alert and conscientious because they are in the eye of the public.	🗌 True 🔲 False



18.	Flaggers need not be aware of the work around them.	🗌 True 🔲 False
19.	All motorists are aware of the construction zone and work activities.	🗌 True 🔲 False
20.	When dealing with motorists in the work zone, the Flagger must be able to communicate clearly and effectively in English.	☐ True ☐ False
21.	The Flagger is responsible for:a. the total daily traffic count.b. the timely completion of the day's work.c. the safety of the workers and passing motorists.	a b c
22.	 Advance warning signs must be in place when traffic is being controlled by Flaggers. Flagging-related warning signs should be placed: a. in accordance with the traffic control plans b. 20 car lengths from the flagger's station c. on 4" x 4" wooden posts 	a b c
23.	The "Stop/Slow" sign should be: a. 12" wide b. 18" wide c. 24" wide	a b c
24.	To maintain a good public image for the Contractor and the Department of Transportation, the Flagger should:a. smile, be friendly, but speak only briefly with any one motoristb. inform each motorist about all details of the workc. avoid answering any questions about delays	a b c
25.	 A properly issued Flagger Certification Card is valid for: a. 1 year b. 2 years c. 3 years 	a b c

Flagger Quiz Answer Key <u>DO NOT DISTRIBUTE</u>

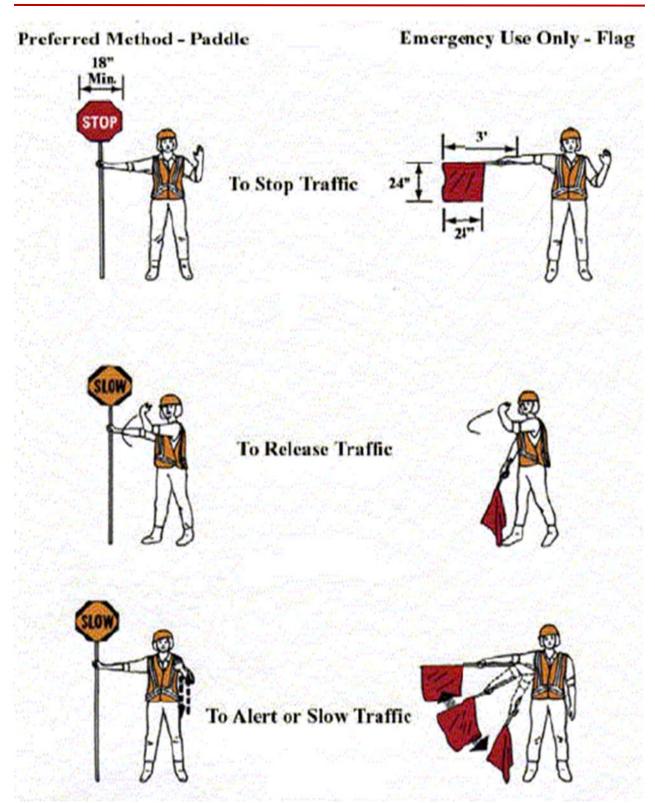
Instructors Copy (80% is passing)

1.	The Flagger's job is not considered important because anyone can do it.	True	🛛 False
2.	The Flagger may always use a Red Flag instead of the "Stop/Slow" sign.	True	🛛 False
3.	After the first car in a series of cars has been stopped, the Flagger should move from the shoulder to the centerline of the road to make themselves more visible to other cars.	🛛 True	False
4.	The Flagger should face oncoming traffic for safety reasons.	🛛 True	False
5.	Flaggers are permitted to abandon their position to take care of personal needs.	True	🛛 False
6.	When two Flaggers are necessary to control traffic, they shall communicate with each other by visual signals, radio, pilot car, or passing a baton.	🛛 True	False
7.	The Flagger must exercise good judgment in stopping and releasing cars at the correct time and giving advanced warning so the drivers can stop safely before reaching the Flagger's "Stop" sign.	🛛 True	False
8.	Reflectorized vests must be worn for nighttime Flagging.	🛛 True	False
9.	To stop cars at night, the Flagger should wave a red-sleeved flashlight up and down across the edge of the traffic lane to be stopped.	🗌 True	🛛 False
10.	When work has halted and the Flagger is not required, the Flagger warning signs should be removed or covered.	🛛 True	False
11.	In an emergency, if a "Stop/Slow" sign is not available, a red flag can be used.	🛛 True	E False
12.	When releasing traffic on a two-lane road where traffic is stopped temporarily in only one direction (for example, loading or unloading equipment), the "Stop/Slow" sign should be rotated so the words cannot be seen by motorists approaching from either direction.	🛛 True	False
13.	A Flagger should be intelligent, resourceful, patient, courteous, helpful, and tactful.	🛛 True	False
14.	A. Flagger can use any hand signal because the motorist will understand the signal.	🗌 True	🛛 False
15.	These are examples of "Warning" signs: "Stop," "Speed Limit," "Do Not Enter," and "Detour."	🗌 True	🛛 False
16.	The Flagger's clothing must be neat, clean, and include a vest, shirt, or jacket and a cap or hard hat which are either bright orange, yellow, or yellow-green.	🛛 True	False



17.	All Flaggers should be alert and conscientious because they are in the eye of the public.	🛛 True 🗌 False
18.	Flaggers need not be aware of the work around them.	🗌 True 🛛 False
19.	All motorists are aware of the construction zone and work activities.	🗌 True 🛛 False
20.	When dealing with motorists in the work zone, the Flagger must be able to communicate clearly and effectively in English.	🛛 True 🗌 False
21.	The Flagger is responsible for:a. the total daily traffic count.b. the timely completion of the day's work.c. the safety of the workers and passing motorists.	a.□ b.□ c.⊠
22.	 Advance warning signs must be in place when traffic is being controlled by Flaggers. Flagging-related warning signs should be placed: a. in accordance with the traffic control plans b. 20 car lengths from the flagger's station c. on 4" x 4" wooden posts 	a.⊠ b.⊡ c.⊡
23.	The "Stop/Slow" sign should be: a. 12" wide b. 18" wide c. 24" wide	a.□ b.⊠ c.□
24.	 To maintain a good public image for the Contractor and the Department of Transportation, the Flagger should: a. smile, be friendly, but speak only briefly with any one motorist b. inform each motorist about all details of the work c. avoid answering any questions about delays 	a.⊠ b.⊡ c.⊡
25.	A properly issued Flagger Certification Card is valid for: a. 1 year b. 2 years c. 3 years	a b. 🔀 c





Reference Chart