

VOL. 2

Traffic Plan's
official employee
publication

UNITE





GREAT THINGS

ARE HAPPENING AT TRAFFIC PLAN

Greetings! We hope you enjoyed the premiere issue of our new *United* newsletter, and we're excited to share Volume #2 with you.

As we enter the busy summer season, we'd like to share some of the recent activities happening at Traffic Plan. It's a great time to be part of the Traffic Plan family—and we're so glad you're here!

First, we're pleased to report that Traffic Plan is nearing 500 union employees! This increase in our workforce reflects the growth we continue to experience across our business. And it's a true testament to our position as one of the Mid-Atlantic's leading providers of traffic control services and equipment.

Speaking of growth, our team recently had a very receptive meeting with Miller Bros., a leader in the utility contracting industry. They work in many areas of the construction industry, including engineering, design and construction of large-scale utility, transit, heavy and highway, renewable energy, and commercial and industrial projects.

With company headquarters in Conshohocken, PA, there's great potential to partner with Miller Bros. and expand the level of service we provide out of our King of Prussia office.

As Traffic Plan continues to thrive and be a partner in progress for our customers, we want to recognize our unique position in the industry as a woman-owned business that is certified by the Women's Business Enterprise National Council (WBENC).

As the largest certifier of woman-owned businesses in the US, WBENC is a leading advocate for companies like Traffic Plan. WBENC believes that diversity promotes innovation and opens doors—and their mission is to fuel economic growth globally by identifying, certifying, and facilitating the development of woman-owned businesses. We're committed to WBENC and are thankful for the valuable resources they offer that help us succeed.

Another initiative we are all committed to here at Traffic Plan is our pledge to be a partner in progress. While safety is at the heart of everything we do, we understand the need for seeing the bigger picture. We protect our customers and the traveling public so that our communities and infrastructures are not only maintained but improved for a brighter future. We're proud to be a family-owned company that's committed to being a partner in progress, united by purpose!

One last exciting piece of news—a new Traffic Plan website is live! We've spent the last several months creating new brochures, videos, and other content that tells who we are, what we do, and what it's like to work here. Our new website is one of the finishing pieces and will make it easier than ever for our clients and job seekers to connect with us.

Happy Summer to All!
Carolyn Kiely and Mary Kiely

PROGRESS BULLETIN

SUMMER SAFETY TIPS



KNOW THE SIGNS OF HEAT STRESS

Keep an eye on yourself
—and your coworkers—
for these five potential signs
of heat-related stress:

- 1 Hot, Dry Skin
- 2 Sweating
- 3 Confusion or Hallucinations
- 4 Dizziness
- 5 Fever

THE WINTER CHILL IS BEHIND US.

Now it's time to focus on the warm summer months ahead! Of course, summertime brings lots of fun outdoor activities, but for those of us who work outside every day, heat stress can be a real danger.

To prevent heat-related issues while on the job site, follow these five simple safety tips:

1. Hydrate

Staying hydrated in the summer is important. Drink lots of fluids, especially water. Have a drink within your reach at all times on hot days. Invest in a reusable water bottle and write down a drinking schedule to help keep you hydrated, healthy, and alert.

2. Eat Right

When you're working in the summer heat, avoid high-fat and greasy foods. Say no to things like hot dogs, ice cream, and creamy pasta salads. Choose lighter and more healthy options like whole grains, salads, fruits, and vegetables.

3. Get Sleep

Achieving deep REM sleep is harder to do in hot weather. Make it a goal to sleep at least eight hours each night. Stick to a regular sleep schedule, limit your smartphone use at night, and create a cool sleeping environment, as hot/humid air makes it tougher to catch the ZZZ's.

4. Avoid Air Conditioning

Don't expose yourself to extreme temperature swings. If you're sweating from working outside, avoid going into a cold air-conditioned space. Your skin is more susceptible to drying out or getting irritated, and your natural defenses can be lowered, which puts you at greater risk of getting sick.

5. Look Out for Heat Stress

Know the signs of heat-related stress. Common symptoms include hot, dry skin; sweating; confusion or hallucinations; dizziness; and fever.

STAND & TAKE A BOW

In each issue of *United*, we recognize the achievements of Traffic Plan's most valuable asset—you, our employees.

PROMOTIONS

Thomas Siegler,
Chesapeake Office, Promoted from
Crew Chief to Team Support Specialist

Raymond Mitchell,
King of Prussia Office, Promoted from
Crew Chief to Team Support Specialist

5-YEAR ANNIVERSARIES

Tonya Slocum 2/24/14
David Troxell 3/24/14
Dennis Heffelfinger 3/24/14
Matthew Fraser 5/5/14
Alberto Fray 5/27/14
Thomas Marks III 5/27/14
Andrew Battend II 6/16/14
John Kenny 6/23/14

1-YEAR ANNIVERSARIES

Sanusie Fallah 1/9/18
Jeffrey Heilbroun 1/11/18
Daniel Tarpey 1/11/18
Steven Napolitan 1/25/18
Nicholas Manzoni 2/7/18
Sean Ross 2/7/18
David Espinal 2/15/18
Paul Armento 2/15/18
Nicole Cholish 2/15/18
Tabatha Graham 2/15/18
Jeff Frazher 2/15/18
Paul Phillips 2/27/18
Evelyn Aviles 2/28/18
Joel Rivera 2/28/18
Ishmeal Hardeman 3/6/18
Te-Nicia Oakman 3/6/18
Jamie DiFabio 3/6/18
Lawrence Taylor 3/8/18
Daniel Briody 3/8/18
Michael Wood 3/8/18
Christina Hendriksen 3/8/18
Peter Williams Jr. 3/13/18
Troy Stives 3/15/18

John Susino 3/15/18
Andrew Choi 3/15/18
Sixto Rivera 3/19/18
Jay Spengler 3/20/18
Ronald Elliott Jr. 3/26/18
Richard Gonzalez 3/26/18
Rodney Foster II 4/3/18
Nicholas Affinito 4/3/18
Zachary Corvino 4/10/18
Austin Jussen 4/17/18
Walter Zimmerman Jr. 4/17/18
James Mountcastle 4/19/18
Willie Dudley 4/19/18
Richard Johnson Jr. 4/24/18
Antwain Steed 4/24/18
Michael Karlowski 4/24/18
Shirocker Gross 4/26/18
Jozef Swatowski 5/1/18
Taheem Warren 5/9/18
Matthew Mueller 5/16/18
Thomas Pirkowski Jr. 5/16/18
Shawn Higgins 5/16/18
Richard Runge 5/17/18
Manuel Maldonado 5/17/18
Bret Miller 5/31/18
Patrick Dougherty 6/5/18
Edward Donlon 6/5/18
John Loennecker 6/5/18
Shawn Steward 6/11/18
Mario Guzman Jr. 6/13/18
Takiara Justice 6/13/18
Christopher Eckbold 6/13/18
Nathaniel Young 6/19/18
Demetrius Warren 6/21/18
Robert Colmyer 6/21/18
Aaron Chavez-Zevallos 6/21/18
Mark Hernandez 6/25/18
Thomas Kasper 6/25/18
Gabriel Gross 6/25/18
David Weinberger 6/27/18
Joseph Vandegrift 6/27/18
James Morgan Jr. 6/28/18
Randy Pfautz 6/28/18



FOCUS ON

DAVE “SOUPY” TROXELL

Dave Troxell, or “Soupy” as he’s sometimes called, is a five-year employee of Traffic Plan who celebrated his work anniversary in March. He’s a Bethlehem native and currently resides in Allentown, Pennsylvania. Dave worked in the print and advertising business for 35 years before retiring from that profession. Today, we’re happy to have him at Traffic Plan.

WHAT’S YOUR ROLE AT TRAFFIC PLAN?

I guess you could say I’m the “Yard Guy” at our Bethlehem office. I do general servicing of our equipment, and I also coordinate the setup and teardown of all our work zone signage in Pennsylvania.

WHAT MADE YOU WANT TO JOIN TRAFFIC PLAN?

I was retired for about a year, and there was a new sports arena—the PPL Center in downtown Allentown—under construction near my home. I noticed the flaggers stationed around the job site and thought that might be something I’d enjoy doing, since I was looking for a job that provided healthcare.

Around that same time, Traffic Plan opened their Bethlehem office. I had a great interview with Ken Walker and Carolyn Kiely and decided to join the company as a flagger. Ken asked me in the interview if I had patience—which he now knows I have in spades.

WHAT HAS YOUR PROGRESS AT TRAFFIC PLAN LOOKED LIKE?

I was a flagger for eight months. I have much respect for the workers who take on that role every day! But I was curious to try another job, and the yard position became available at just the right time. So I started my new role and have been here ever since.

WHAT DO YOU ENJOY ABOUT YOUR JOB?

Using RapidPlan’s program as a guide, I really enjoy setting up equipment prior to the start of a construction zone, and then picking up the equipment after the job is done. I also like taking care of minor maintenance on all the equipment.

WHERE DO YOU SEE YOURSELF AT TRAFFIC PLAN IN THE FUTURE?

I’m content with my current role. I’m 59 years old, and I enjoy my job 90 percent of the time. How many people can say that?

WHAT IS YOUR FAVORITE THING ABOUT TRAFFIC PLAN?

I really like the people. I’m particularly grateful for the friendship and guidance offered each day by Tom Craig, Mark Hickling, Sean Long, Jeff, John, and Morgan. They’re not only my coworkers, they’re my friends too.

WHAT’S THE BEST PART ABOUT YOUR POSITION?

The people!

WHAT DO YOU LIKE TO DO OUTSIDE OF WORK?

I currently help take care of my mother. But I also enjoy trying my luck at the casino and going to Lehigh Valley Iron-Pigs baseball games.

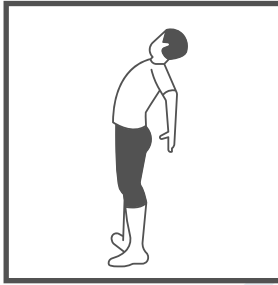
DO YOU HAVE ANY ADVICE FOR ANYONE WHO’S NEW TO THE TEAM?

Patience is a must. Another word of advice is to keep your mouth closed and watch others before you offer input or advice. Learn before you do.



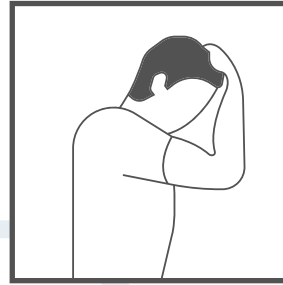
WORKSITE WARM-UPS

Taking ten minutes to stretch can help you reduce fatigue and avoid injury. Try the following stretches at the start of each workday.



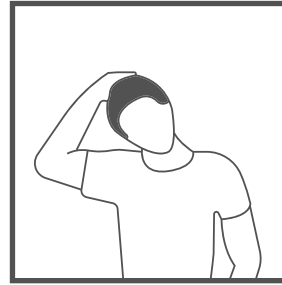
Back Stretch

Standing with feet apart, slowly lean backward, reaching both arms back and toward each other. Hold for 5 seconds. Repeat 3 times.



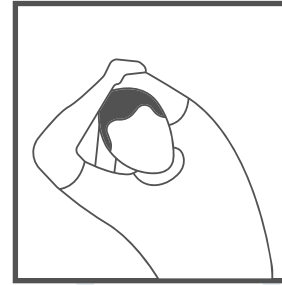
Neck Stretch 1

While tilting the head forward, gently lower chin toward chest. Place your hand on the back of your head for added stretch. Do this once for 15 seconds.



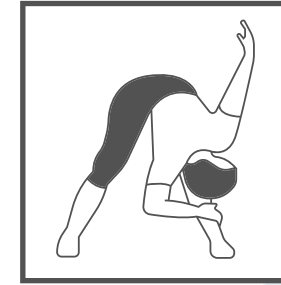
Neck Stretch 2

Gently pull the head toward one shoulder without twisting the neck. You should feel the neck pull on the opposite side. Do this once for 15 seconds. Repeat for the other side.



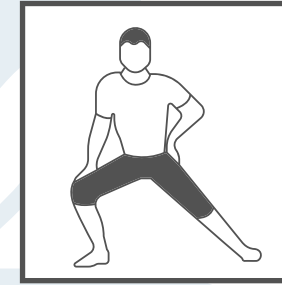
Lateral Torso Stretch

Raising one arm above the head, grasp it with the other hand and lean sideways. Hold the position for 5 seconds. Repeat 3 times on both sides.



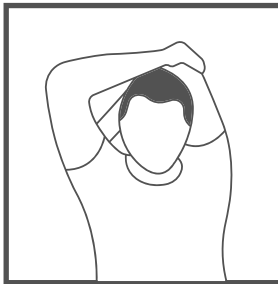
Lower Back Stretch

Standing with feet shoulder-width apart, twist while leaning forward to touch your toe with the opposite hand. Extend your other arm up behind you. Hold for 5 seconds. Repeat with the other hand.



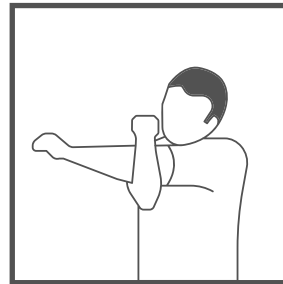
Inner Thigh, Groin Stretch

Stand with feet shoulder-width apart and with toes pointed forward. Bend slightly at the knee and move left hip downward toward right knee. Hold for 15 seconds and then repeat with the other leg.



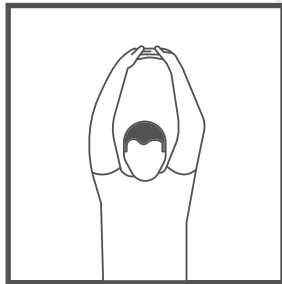
Lateral Shoulder Stretch

Raising one arm overhead, grasp with the other hand and pull the elbow slowly behind the head. Hold this position for 15 seconds. Do once on each side.



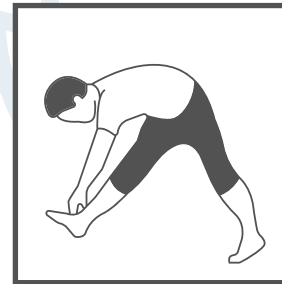
Posterior Shoulder Stretch

Stand and place left hand on right shoulder. Using your left hand, pull right arm across the chest toward the left shoulder. Hold position for 15 seconds. Repeat for other shoulder.



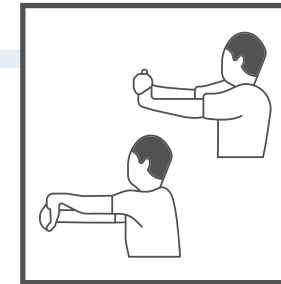
Bridge Stretch

Lifting arms above your head, interlace fingers, straightening elbows, and reach as high as possible. Hold for 15 seconds.



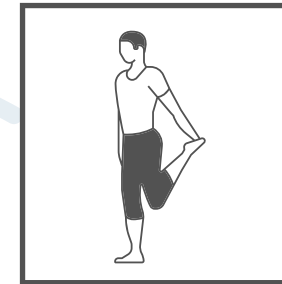
Calf Stretch

Assume a lunge position, bending the back knee. Stretch the calf muscle by grasping the toes of the front leg. Hold for 15 seconds. Repeat for the other leg.



Forearm & Wrist Stretch

Without bending the elbow, extend one arm outward. Bending the wrist upward, use the other hand to pull the fingers back toward you. Release and bend the same wrist downward, gently pulling on the fingers. Repeat with the other hand.



Front Thigh Stretch

Lift one leg behind you and grasp with your arm. Pull the leg up behind you to stretch the front of the thigh. Hold for 15 seconds. Repeat with the opposite leg.

BENEFITS OF REGULAR STRETCHING

1

Prepares muscles for everyday work stresses, pre-fueling them with oxygen and other needed chemicals.

2

Provides instant circulation for an instant energy boost.

3

Improves the body's posture, decreasing the risk for possible injury.

4

Reduces muscle shortening and internal friction and stiffness of the tendons, joints, or ligaments.

5

Increases oxygen flow to the brain for improved morning alertness.

6

Increases mental relaxation and reduces anxiety.

CUSTOMER COMPLIMENTS

“Traffic Plan is always on time and ready to go!”
RICK WYATT, PROJECT MANAGER, FULL CIRCLE CONCEPTS

“Traffic Plan makes my crew and I feel safe.”
ANDREW MADDOX, PROJECT MANAGER, MASTEC

“Chris Hines (Crew Chief) always does a great job for us, wouldn’t use anyone else.”
JEFF SMITHDEAL, FOREMAN, PAXTON CONTRACTORS

“Doing a great job. Keep it up!”
PASTOR RANDY DUNCAN, NEW CREATION METHODIST CHURCH

“Always on time and fast to correct any issues to meet inspector’s wants.”
RICHARD PENDER, SUPERINTENDENT, SOUTHEAST CONNECTIONS

“I don’t normally get involved in this type of thing, but I believe he deserves the recognition. Ray [Mitchell] is one of the best flaggers I have been around. He is not only always on time, but deeply cares about the job. It is a relief showing up on-site, seeing Ray, and knowing you don’t have to worry about traffic.”
GREG HOLLERAN, FOREMAN, HENKELS & MCCOY

FRANKLY SPEAKING



A major concern recently has been the operation/driving habits of our field employees. I cannot stress enough how important it is to safely operate Traffic Plan vehicles within the guidelines of all motor vehicle laws. Driving haphazardly is a major contributor to motor vehicle accidents.

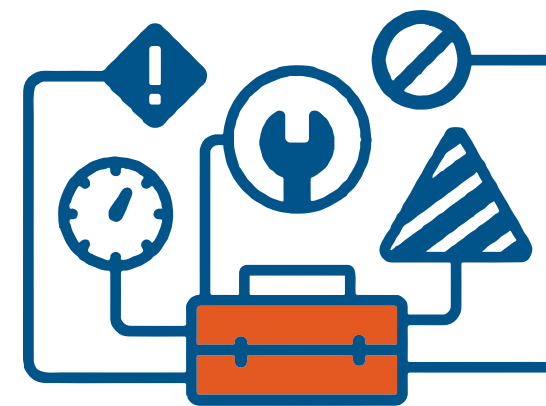
First, the safety of our employees is paramount, to me and to all of our Traffic Plan family. I want everyone to return home to their families safe and secure at the end of the day.

Second, as we depart from our starting locations, whether our homes or office yards, the vehicles we drive become an extension of the workplace. Our vehicle decaling, as we all know, is clearly visible and easily recognized. As advertised in our company name, Traffic Plan, the public perception is that “the traffic” element is not only associated with traffic control but also our driving habits as we maneuver in and about traffic. Many times I receive feedback from the motoring public emphasizing our lack of safety while driving. This, in many cases, is our first point of contact with the public. My goal is that the Traffic Plan name becomes synonymous with safety from the start of the day until we return home safe to our families.

A FEW TIPS

- Leave enough time to get to your job location safely.
- Try to understand traffic patterns, rush hours, and delays.
- Slow and steady. Obey all traffic laws.
- Do not engage with other drivers who may be driving erratically.
- Maintain polite driving habits.
- Always remember our name is our brand—do not tarnish it.

FRANKLYSPEAKING@TRAFFICPLAN.COM



TOOLBOX TALK

Driving Traffic Plan Vehicles

The safe operation of the Traffic Plan fleet is to be conducted at all times. Our vehicles are moving billboards, and we are always in the public eye. To operate your vehicle safely and make a good impression on the traveling public, keep the following tips in mind:

- Refrain from speeding.
- Do not make unsafe lane changes.
- Avoid road rage incidents and impolite hand gestures.
- Remain aware of weather changes.

Two-Way Radio Communication

During all transmissions, please follow company policy and maintain proper etiquette. Remain professional, and use clear and concise communication. Refrain from transmitting:

- Sensitive or confidential information
- Personal information
- Sexual or harassing content
- Foul language

Remember, everyone is listening.



We were honored to support the Police Unity Tour again this year.

During the four-day ride into Washington, DC, riders relied on the Traffic Plan truck at the start of each leg, at the stops to get information, and to support with problems during the ride. The riders battled wind the first three days, then heavy rain the last day as they cycled the final 300 miles into the US capital. This year the tour raised a record \$2.8 million to support the National Law Enforcement Officers Memorial and Museum.



PROGRESS INSTITUTE

UPDATES FROM TRAFFIC PLAN TRAINERS

Traffic Plan's Progress Institute has been extremely busy the past several months! Here's what we've been up to.

GENERAL SAFETY TRAINING

Our general winter safety training sessions took place at each of our eight Traffic Plan locations throughout January, February, and March. These one-day meetings took place on Saturdays and were mandatory for all employees.

The primary training topic for the winter session was Sexual Harassment. Trainers also presented Reaction-Based Training for how to properly use a fire extinguisher, conduct first aid, and wear PPE (personal protective equipment) gear. There was also a hands-on tutorial for how to hitch a trailer correctly.

ADVANCED HIGHWAY TRAINING

Advanced Highway Training was conducted on Friday, March 29. Full-time Progress Institute trainers Steve Albanese and Pat Mackin led the session along with Frank Emmons, our VP of Operations, and Mark Hickling, Bethlehem Supervisor.

Six employees nominated by Eric Nelson participated in the training, which was held at our King of Prussia location. The agenda for the day included classroom training that focused on how to handle lane closures, taper setup, and class truck safety. Trainees also learned how to set up and pick up lane closures with a crash truck (a truck-mounted attenuator, or TMA).

NEW EMPLOYEE TRAINING

Onboarding classes for new Traffic Plan employees were held throughout the month of April. There were a total of 16 classes held for 75 new employees. Our company's goal is to train between 750 and 1,000 new employees this year. Wow!

TRUCK-MOUNTED ATTENUATOR (TMA) TRAINING

TMA training classes were held during the first quarter. The final schedule for upcoming classes is in the works. Classes will take place on Fridays. Stay tuned for more info.

VIRGINIA TRAINING

The Progress Institute team recently conducted training classes that are specific to the state of Virginia. Two intermediate and two TMA training sessions were held, with six employees participating in each class.

The objective of the TMA sessions was to train second-seater employees in our Chesapeake and Gainesville, VA, offices in order to promote these employees to Crew Chief positions. Lessons included training on lane closures, TMA truck safety, and arrowboards.

CLIENT TRAINING

On Thursday, April 18, the Progress Institute provided Temporary Traffic Control training to our client Vollers. Headquartered in North Branch, NJ, Vollers delivers quality construction services to public, commercial, and private clients in NJ, PA, and NY. More training classes are currently in development for our client PSE&G. Two sessions will be held on the topic of Safety for Utility Work.

UPCOMING TRAINING OPPORTUNITIES

Additional mandatory training will be conducted bimonthly under the guidance of Steve Albanese at the Progress Institute in King of Prussia. Advanced Crew Chief and state-specific Advanced Highway Training will alternate and remain constant in order to elevate the skill set of our crews.

July 12	Advanced Crew Chief	(PA specific)
July 26	Advanced Highway	(NJ specific)
August 9	Advanced Crew Chief	(PA specific)
August 23	Advanced Highway	(NJ specific)



Traffic Plan
PROGRESS INSTITUTE



TRAFFIC CONTROL SERVICES

Corporate Headquarters
5300 Asbury Road
Farmingdale, NJ 07727
844-875-2644

NEW BONUS PROGRAM FOR FIRST-YEAR EMPLOYEES

Earn up to \$1,250 in bonuses after one year of employment!

Work Anniversary Milestone Bonuses

4 months - \$500 | 12 months - \$500

Employees will receive bonus money thirty days after reaching their milestone dates of 4 months and 12 months. Employees must be actively employed by Traffic Plan at the time of payment to receive the bonus.

Promotion Bonus

Crew Chief - \$250

Employees promoted to crew chief will receive their bonus six months after the promotion date. It will be scheduled in the next payroll.

This bonus program is for union employees only and may be discontinued at any time based on management discretion. It is not retroactive.

TAKE HOME AN EXTRA \$1,000!

Attention all Traffic Plan employees: Don't forget we have an employee referral program. Through August 31, 2019, refer a new employee, and if they remain employed in good standing with Traffic Plan for six months, you'll receive a \$1,000 bonus. Make sure the person you're referring puts your name on their job application!

UNION WAGE INCREASES

New employees (Technician I) receive increases after 90 days, 180 days, and at 1 year.