

VOL. 13

Traffic Plan's  
official employee  
publication

# UNITED





# HELLO SUNSHINE!

Although it's still winter, we're looking forward to spring — the season of renewal.  
And with that, we're renewing our commitment to safety.

## SMALL DECISIONS

Each day is an opportunity to create a safer work environment for the people around us. Our decisions, even the smallest ones, create a culture of safety at Traffic Plan. It might not seem like our actions have any significant impact at all, but that is not the case. As author Harold Kushner says, “The small choices and decisions we make a hundred times a day add up to determining the kind of world we live in.” At Traffic Plan, our goal is to make the right choices to create a safer world for our clients, communities, and one another.

## OUR PRIORITIES

As a partner in progress, we make decisions every day that ensure our clients — and our teammates — can do their jobs safely. We wear the proper PPE, follow safety procedures, make prudent decisions, and fully focus on the task at hand. Our teams have the ability to bring structure and order to high-stress situations. We know that doing our job well impacts others, and in order to best serve our clients, safety is paramount.

## THE PROGRESS INSTITUTE

Traffic Plan's training facility, the Progress Institute, continues to be a safety resource for employees and clients alike. In a four-month span leading up to this issue of *United*, we conducted 57 classes, providing training for 307 Traffic Plan employees and 77 employees of our clients. We're proud to share our knowledge, and we update our courses regularly to stay on top of the latest industry trends and safety protocols.

As always, we are incredibly grateful for our employees' hard work and dedication. We are proud of the work you do each day, whether it's sunny and warm or cloudy and cold. Your dedication to the job, your teammates, and the traveling public is what makes Traffic Plan a great place to work and an esteemed organization within the community.

Warmer weather is on the way! Stay safe.

*Carolyn Kiely, President & Executive Director  
& Mary Kiely, CEO*



# STRENGTH THROUGH DIVERSITY

As a women-owned business and equal opportunity employer, Traffic Plan strives to create a culture in which diversity is embraced. Our goal is to treat every employee with fairness and equality — regardless of gender, race, sexual orientation, or religion. We value these principles at the core of our organization, which means we work hard to foster an inclusive work environment where everyone feels safe and heard.

We are partners in progress, united in purpose, committed to treating others with respect at the job site and within every aspect of our organization. It is our responsibility to treat others with kindness and fairness because everything we do has the power to benefit the lives of others — including those of our coworkers and the clients and communities we serve.

Our team members come from different backgrounds, opportunities, achievements, and setbacks. We've gained valuable experience from each of the paths that led us to Traffic Plan, and we are proud of the ways our employees celebrate the differences among us. It is with complete confidence that we believe our diversity makes us stronger.

Have ideas for how to promote diversity and inclusion at Traffic Plan?  
**Contact Jessica Carriero at**  
**[jcarriero@trafficplan.com](mailto:jcarriero@trafficplan.com)**

PROGRESS BULLETIN

# OPPORTUNITIES TO MOVE ON UP!

Traffic Plan’s commitment to being a partner in progress doesn’t stop with our communities and customers. We’re also dedicated to helping our employees grow and make progress in their careers, and we’re proud to promote from within. What could your career progression with Traffic Plan look like? Read on.

**TRAFFIC CONTROL TECHNICIAN**

Responsible for working with a crew to protect our customers and the general public on roads and around construction sites. You will be trained in general safety and qualified as an ATSSA-certified flagger. This is a union position. New employees (Technician I) in VA and MD receive increases after 90 days, 180 days, and at one year. In PA and NJ, new employees (Technician I) receive an increase at one year.

**CREW CHIEF**

Responsible for setting up each job and directing Technicians. You will work with customers and Supervisors to ensure a safe work zone and will be responsible for submitting time sheets for your crew. You may use a company van for your daily commute. This is a union position.

**TEAM SUPPORT SPECIALIST**

Responsible for performing daily inspections of field crews to ensure compliance with MUTCD, ATSSA, DOT, and company policies and procedures. You will also provide breaks to flagging crews and act as a liaison between crews and Supervisors. You may use a company pickup truck for commuting and for work assignments.

**SUPERVISOR**

Responsible for the daily management of flagging crews, customer interactions, site visits, equipment maintenance, toolbox safety talks, training, incident management, and reporting. You will be trained with Traffic Control Coordinator, Publication 213, or ATSSA Intermediate certifications. You may use a company pickup truck for commuting and work assignments.

**YARD SUPERVISOR**

Responsible for same duties as Supervisors, but also managing all aspects of the local field office, including equipment ordering, inventory control, and vehicle preventive maintenance programs. You may use a company pickup truck for commuting and for work assignments.

STAND & TAKE A BOW

Employees are Traffic Plan’s most valuable asset. Here, we’d like to take a moment to recognize your milestones and give you a round of applause!

**FIVE-YEAR ANNIVERSARIES**

DANIEL SIKORA..... 11/13/17  
SHAWN LONG ..... 11/20/17  
MICHAEL HOARE ..... 12/06/17  
TALON MORRISON..... 12/06/17  
RICHARD MCALLISTER..... 12/14/17

**ONE-YEAR ANNIVERSARIES**

PHILLIP BAILEY JR. .... 11/15/21  
JOHN GREYDANUS ..... 11/15/21  
STEVEN BASH..... 11/17/21  
SEAN CORDERY ..... 11/17/21  
MARK HUBBARD ..... 11/17/21  
LUIS MENDEZ..... 11/17/21  
JASON DAY ..... 12/01/21  
MICHAEL SAGINARIO..... 12/01/21  
CHRISTOPHER THOMAS ..... 12/01/21  
JESSICA CARRIERO ..... 12/06/21  
EMILY PALM ..... 12/07/21  
LOUIS TOPPER..... 12/07/21  
KAYLA FRIEL ..... 12/08/21  
JUNIOR ARAGON RAMIREZ 12/08/21  
DONTAE GREENE..... 12/15/21  
KENNETH MOORE. .... 12/15/21  
TYLER SAUNDERS ..... 12/15/21  
SCOTT BARDO ..... 12/22/21  
BRANDON HOLLAND ..... 12/29/21

BRAVO!







# FOCUS ON TIM HANDS

## HOW LONG HAVE YOU BEEN WITH TRAFFIC PLAN, AND WHAT'S YOUR ROLE?

A little over a year and a half. Crew Chief.

## WHAT'S YOUR FAVORITE PART OF THE JOB?

Helping to determine solutions that keep both workers and motorists safe. I pray prior to work for this to be the case.

## THE MOST CHALLENGING PART?

Driver behavior tends to deviate based on location. Different areas present different challenges.

## WHAT HAS YOUR CAREER PROGRESSION AT TRAFFIC PLAN LOOKED LIKE SO FAR?

I was blessed to have Ty Visco as my Crew Chief, and he was immensely impactful on numerous levels. I've learned from many others as well, including my Supervisor, Waleed Ebeid. Overall, there are too many to mention. I certainly hope that those unmentioned know how truly valuable they are and have been to me.

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

Just continuing to work hard and treating people kindly.

## WHAT DO YOU LIKE TO DO IN YOUR FREE TIME?

Pray, spend time with my family, work out a lot, read the Bible, and listen to Bible studies.

## WHAT'S A FUN FACT PEOPLE MIGHT BE SURPRISED TO LEARN ABOUT YOU?

Outside of work, I'm quite involved with the US National Greco-Roman Wrestling program.

## ANY ADVICE FOR SOMEONE WHO'S NEW TO TRAFFIC PLAN?

Attitude, effort, and accountability. What we do is more important than perhaps some might realize. Be safe, and also come prepared for the weather. Like the adage says, "It's better to have it and not need it than to need it and not have it."

## HOW WOULD YOUR FRIENDS OR FAMILY DESCRIBE YOU IN THREE WORDS?

I'm not sure. Helpful, humorous, and faithful.

## WHAT'S YOUR FAVORITE QUOTE OR MOTTO YOU LIVE BY?

Inscribed on the arms of my glasses is Romans 8:38-39, which says, "For I am persuaded that neither death nor life, nor angels nor principalities nor powers, nor things present nor things to come, nor height nor depth, nor any other created thing, shall be able to separate us from the love of God which is in Christ Jesus our Lord."

“  
**WHAT WE DO IS MORE  
IMPORTANT THAN  
PERHAPS SOME MIGHT  
REALIZE. BE SAFE, AND  
ALSO COME PREPARED  
FOR THE WEATHER.**  
”



# SAVE TIME & MONEY WITH TELADOC

## WOULDN'T YOU LIKE TO TALK TO A DOCTOR BASED ON *YOUR* SCHEDULE, AND NOT THEIRS? NOW YOU CAN!

HealthNow Administrative Services is partnering with Teladoc to bring you primary care consultations at any time your primary care physician is not available. Avoid unnecessary trips to high-cost settings like the ER and urgent care if you or a family member have non-urgent concerns such as:

- Cold & flu symptoms
- Bronchitis
- Allergies
- Poison ivy
- Pink eye
- Respiratory infections
- Ear infections
- Dermatology
- Behavioral health

## HOW DOES IT WORK?

Simply set up an account at [teladoc.com](https://teladoc.com). Board-certified doctors are available **24 hours a day, 7 days a week** for help over the phone or online, and there are no time limits. You can access Teladoc when you travel, too.

Teladoc's primary care fields are family medicine, internal medicine, and pediatrics. Its doctors can diagnose an illness, recommend treatment, and prescribe medication when medically necessary.

## HOW MUCH DOES IT COST?

Each Teladoc session has a co-pay of **\$55**. The service is considered a qualified expense, so you can use your health savings account, health reimbursement arrangement, or funds from your flexible spending account if you have one.



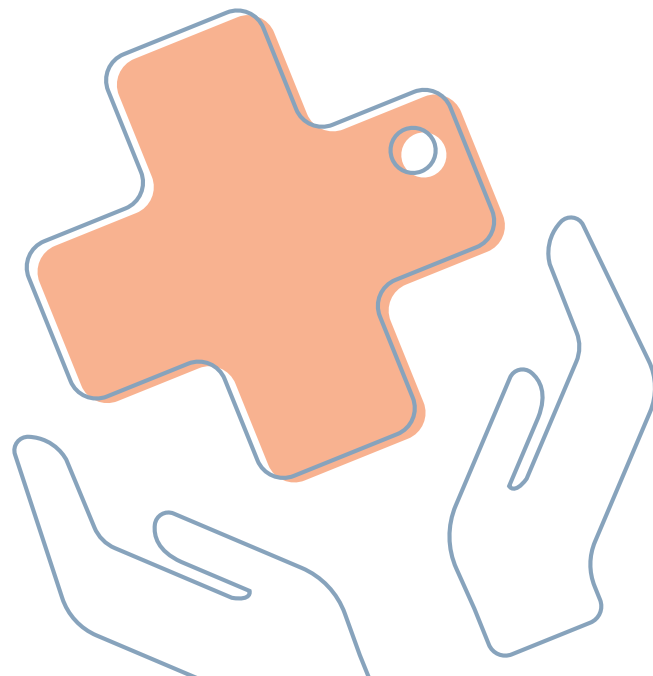
# ALERT! DRIVE SAFELY

Recently, Traffic Plan has seen an increase in driving operation incidents. Use common sense as you make decisions on the job site, remembering that your actions impact the safety of those around you as well as the public's view of the company as a whole. Let's work together to keep each other safe.

Traffic Plan strives to act in a safe, responsible, and respectful manner in everything we do. As an employee, it is your responsibility to operate vehicles accordingly.

## DRIVING OPERATION REMINDERS

1. Do not drive on private property (e.g., driveways, fields, illegal access points, etc.)!
2. Understand the height, weight, length, and width of your vehicle, and consider them when deciding where to drive and turn around. Ask yourself:
  - Is this safe?
  - Will the roadway condition support a heavy vehicle?
  - Is this an adequate location to turn around? Or is there a better alternative?
3. Focus, focus, focus on driving safety at all times!





# FRANKLY SPEAKING



“The only thing worse than training your employees and having them leave is not training them and having them stay.” Henry Ford, Founder, Ford Motor Company

Understanding the proper guidelines, requirements, and installation of MPT work sites is critical for a safe and efficient work environment. **Training is the key!** At Traffic Plan, **WE** understand the value of learning and development as part of our mission to ensure all of **YOU** are equipped with the tools for success during daily operations.

In 2012, Traffic Plan entered the industry as a traffic control company with a limited scope of work relegated to the state of New Jersey. Our first hires were presented with Basic Flagger Instruction, a federally recognized certification from ATSSA (American Traffic Safety Services Association), as their initial training. This basic certification afforded our employees the understanding of a flagging operation, traffic control work site, and safety elements attributed to occupying a work zone. It is still presented during on-boarding for new hires as a first-step measure to becoming a Traffic Control Specialist.

This introduction certification hasn’t changed much during Traffic Plan’s expansion over the years. What has changed tremendously is our training staff — and the amount of training offered. We’ve gone from one part-time trainer to a full-time training department consisting of four full-time trainers, one part-time trainer, a trainer coordinator, and a regional training facility, Traffic Plan’s Progress Institute, located in King of Prussia, PA.



The growth within this department exemplifies our company’s commitment to training and, above all, our concern for safety. Let me highlight what I believe is a great strength within Traffic Plan, **OUR** curriculum of **training and development**:

- ATSSA Basic Flagging Certification
- 2-Day New Hire Onboarding Orientation
- Coaching the Van Driver
- Basic Crew Chief Training Introduction
- Advanced Crew Chief Training
- Publication 213 Training (PA Specific)
- Intermediate/Advanced Work Zone Training (VA Specific)
- ATSSA TMA Truck Training
- Advanced Highway Specific Training

We have certainly come a **LONG WAY!** Safety is the most important outcome of boosting our training knowledge, but there are many other benefits we gain, including:

- Developing strengths — a weak team will only deter the growth of an organization
- Improvement of weaknesses through a practical, hands-on approach to learning
- Elevated performance and productivity of employees
- Adherence to quality standards
- Consistency at work
- Improved morale, job satisfaction, and camaraderie among teams
- Lower turnover rate



Please take advantage of all of the outstanding training opportunities Traffic Plan has to offer. Training sets **US** apart from all others in the industry, and I have received such positive feedback from team members who have

participated. Thank you for making Traffic Plan top-notch in its field.  
Stay safe,  
Frank



# TOOLBOX TALK

## DON'T SLIP UP ON SAFETY

To keep yourself and others safe on the job site, it's important to remember best practices and not get complacent. Here are several things you can do to help prevent accidents and injuries.

- Conduct the Pre-Job Brief Report. Identify obstacles, roadway and sidewalk elevation changes, and uneven surfaces.
- Report any slip, trip, and fall hazards you observe.
- Stay alert to your surroundings. Don't walk distracted.
- Do not overextend/exert yourself when lifting or carrying loads.
- Do not take shortcuts. Stay in the moment. **DO NOT RUSH!**

## STAY OUT OF THE LINE OF FIRE

Line of fire injuries occur when you unintentionally put your body, or parts of your body, in the line of fire of a moving object or an object under tension. The line of fire is the path a moving object will travel. If you are in that path, **YOU ARE AT RISK!**

Look for line of fire hazards before you begin a task. If you identify one, take steps to eliminate the risk of harm. Use best practices for minimizing hazards. The best-case scenario is to position yourself away from a hazard completely. If questionable circumstances arise — always contact Supervision prior to acting.



## DON'T GET BURNED BY THE LINE OF FIRE

Despite our best efforts to ensure a safe job site, accidental injuries can happen. Crew members may unknowingly place their bodies within the “line of fire” when they are not fully aware of their surroundings or they are using tools that are not part of traffic control.

To avoid accidental injuries, ask yourself:

- Is this movement a function of traffic control?

- Is this tool an issued piece of equipment?
- Am I exposing myself to harm by conducting a nonoperational movement?

Do your best to avoid unsafe situations on the job site by following all of Traffic Plan's safety guidelines and procedures.



# PROGRESS INSTITUTE

## UPDATES FROM TRAFFIC PLAN TRAINERS

Traffic Plan is proud to provide continual training to our employees and clients at our Progress Institute. Safety is our top priority, which is why we are passionate about making sure everyone is up-to-date on the latest practices. This helps us fulfill our mission of being a partner in progress, providing the necessary expertise to keep our clients and communities safe.

Here are the courses we offered from the beginning of October 2022 through the end of January 2023. Interested in future training opportunities? Talk to your Supervisor!

### ADVANCED CREW CHIEF TRAINING

We proudly offered four classes and trained 25 employees. We will continue to schedule one class each month for this course.

### ADVANCED HIGHWAY TRAINING

We held one class and trained eight employees during this two-day course. We will continue to schedule one two-day class each month beginning in March 2023.

### ATSSA 4-YEAR FLAGGER RECERTIFICATION

Every four years, ATSSA requires flaggers to receive recertification training. We recently had 25 existing employees attend the class, ensuring they are up-to-date on the latest safety standards.

### TRUCK-MOUNTED ATTENUATOR CLASSES

We provided 11 classes and trained 50 employees on best practices for using truck-mounted attenuators. We will continue to schedule at least one TMA class every month going forward.

### NEW EMPLOYEE TRAINING

We are excited about the onboarding process at Traffic Plan! As an organization, we continue to grow and gain new team members — which led us to train 199 new employees in 36 classes over the past few months.

### CLIENT TRAINING

We held Safety Training classes for Middlesex Water Company on Tuesday, October 25, and trained a total of 70 of their employees over four sessions. We will continue to schedule future classes as requested by our clients.



### LOOKING TO ADVANCE?

If you would like to make traffic control a career, not just a job, you are in the right place. Traffic Plan is always looking for Crew Chiefs and Traffic Safety Specialists, and we want to invest in team members who've proven they're ready for more responsibility. Contact your Supervisor to learn more.





**TRAFFIC CONTROL SERVICES**

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

# BONUS OPPORTUNITIES\$

## MILESTONE BONUSES - \$500 & \$2,000

Receive a \$2,000 bonus 30 days after your 6-month employment milestone, then \$500 30 days after your 12-month milestone! Must be actively employed by Traffic Plan at the time of payment to receive bonus. Valid for union employees only.

## CREW CHIEF BONUS - \$250

Receive a \$250 bonus 6 months after promotion to Crew Chief.

## REFERRAL BONUS - \$1,000

Refer a new employee, and if they remain employed in good standing with Traffic Plan for 6 months, you'll receive a \$1,000 bonus! **Make sure the person you're referring puts your name on their job application!**

