

VOL. 9

Traffic Plan's
official employee
publication

UNITE



A FOND FAREWELL

TO 2021

It's hard to believe that another year is almost over! The months have flown by, and we once again have a lot to be thankful for here at Traffic Plan.

Continued Growth

In the midst of a year that challenged us all to adjust to a "new normal" in both our personal and professional lives, we continued to grow and welcome new and exciting opportunities for our organization.

Our new administrative office in Tinton Falls, New Jersey, is up and running, and we have received wonderful feedback from the HR, Recruiting, Sales, and Accounting teams who operate from this location.

Our company continues to grow — and grow! We are in the planning stages of opening a new office in Annapolis Junction, Maryland, and we are looking to expand into the Richmond, Virginia, area. With the addition of this office, we will have three in the Old Dominion State!

New Faces

Our continued growth this year required us to reach out and recruit more employees. To help us attract qualified team members in a highly competitive job market, we doubled our first-year retention bonus for new hires. Today, Traffic Plan stands strong with more than 600 employees throughout New Jersey, Pennsylvania, and Virginia.

Familiar Faces

In addition to welcoming new employees to the Traffic Plan family, we celebrated many familiar faces too. We recognized the achievements of hundreds of team members who celebrated their one-year anniversaries, and dozens of team members who celebrated their five-year anniversaries. We also promoted a number of individuals for going above and beyond in their daily work. Congrats to you all — our success wouldn't be possible without your hard work and dedication.

A Year of Flexibility

We learned the true meaning of flexibility in 2021. As work regulations associated with the COVID pandemic continued to change over time, all of our teams did an amazing job going with the flow and remaining flexible as rules and policies shifted. By working together as a team, we made a challenging situation easier to manage.

Our 10-Year Anniversary

2022 will mark Traffic Plan's 10-year anniversary! We have come a long way since opening our doors in 2012 with just three vans and six employees. In the coming months, we will celebrate all of our accomplishments — past, present, and future. Stay tuned for details!

Cheers to the New Year,
Carolyn Kiely and Mary Kiely

OUR MISSION STAYS THE SAME

As we say goodbye to 2021, we have much to look forward to in the New Year. Even though each month will bring new and exciting changes for us, our mission shall remain the same: to be partners in progress, united by purpose.

Being united as one — with our employees, our customers, and the communities we all serve — cannot be achieved without a steadfast commitment to diversity and inclusion.

As a women-owned business, we are passionate about having a workplace culture where diversity is embraced and where everyone is treated as an equal — regardless of gender, race, or religion. These principles are at the core of our organization and more important today than ever before.

It is the responsibility of everyone at Traffic Plan to support our mission and embrace what is unique about each of us as individuals. And that starts with treating one another with kindness, acceptance, and professionalism at all times.



SAFETY TIPS

For many people, the holiday season is filled with as much stress as it is joy. Did you cook enough food? Will you ever find that gaming system? What are you going to buy for your cousin? With all of those worries ahead of you, put winter travel worries in your rearview mirror with the following tips.

1

Plan Ahead

Whether you're traveling a distance or just running holiday errands, a little planning can save a lot of stress. Schedule an oil change and rotate your tires before winter weather hits. Check tires regularly to make sure they're properly inflated and have plenty of tread. And always keep at least half a tank of fuel in your vehicle throughout the season.

2

Stay Focused & Alert

Keep everyone on the road safer by avoiding distractions like texting, tuning the radio, and eating. Cold temperatures and precipitation — in any form — can change driving conditions quickly. Slow down, and never use cruise control on slippery surfaces. Stay alert and ready to react.

3

Pack a Winter Emergency Kit

An emergency kit is always a good idea, but adding a few winter extras can be a lifesaver if you're left stranded. Include jumper cables, LED flashlights, blankets, snacks, water, a snow scraper and shovel, and a first aid kit. A five-pound bag of sand, road salt, or kitty litter is a good idea as well, to provide tire traction in case you get stuck.

STAND & TAKE A BOW

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

ONE-YEAR ANNIVERSARIES

PAUL BUCHER.....09/01/2020
KAITLYN GRABOWY.....09/01/2020
MICHAEL MELICI.....09/14/2020
EDWARD DESIDERIO.....09/14/2020
JEFFREY ZANDERS.....09/22/2020
DONALD SUNDSTROM.....09/29/2020
MATTHEW MATUSZAK.....09/30/2020
THOMAS AVERSA.....09/30/2020
DANIEL TRACY.....09/30/2020
SHYHEIM SMITH.....10/06/2020
JORGE CUETO.....10/06/2020
JASON SICCO.....10/12/2020
JOHN VAN HEEST.....10/12/2020
JOSE MARTE JR.....10/13/2020
WENDELL STANDARD.....10/14/2020
GARY GILLESPIE.....10/27/2020
KEITH COLDON.....10/28/2020
JARED BIELECKI.....10/28/2020
HINDRO MERCEDES.....11/03/2020
DAKOTA BUSH.....11/03/2020
QUINCY SKINNER.....11/03/2020
WILLIAM BRENT III.....11/03/2020
JESSICA GILZOW.....11/09/2020
CLARENCE WILFONG.....11/18/2020
ALEXANDER STEFANOWICZ.....11/23/2020
ANGEL RODRIGUEZ.....11/23/2020
CHRISTIAN SMITH.....11/23/2020
AHMED BENYARD.....11/23/2020
KERRY LEAMAN.....11/23/2020
DANIEL RIVERA.....12/01/2020
HAROLD ARMSTRONG JR.....12/01/2020

AYTREYU OGLESBY.....12/01/2020
TIMOTHY POWERS.....12/01/2020
JUAN RODRIGUEZ.....12/08/2020
KENDRA MCKENZIE.....12/09/2020
RYAN CZESLAW.....12/09/2020
DAVID HENDERSON.....12/16/2020
BRIAN KORENSKI.....12/21/2020
SAMANTHA SCANNELLA.....12/21/2020

FIVE-YEAR ANNIVERSARIES

RICHARD M. FRYE.....10/03/2016
MATTHEW M. MICCICKE.....10/03/2016
BRENDA A. WINCHESTER.....11/07/2016
STEVEN L. BLISS.....11/14/2016



WHAT UNITES US

HOLIDAY EDITION

This issue's employee survey asked about holidays! Maybe it's because they're top of mind at this time of year, but Thanksgiving and Christmas got a lot of love. Keep an eye on Traffic Plan's Facebook page to have your say in the next edition of What Unites Us.

What Is Your Favorite Holiday?

Half of you said Christmas! Thanksgiving, New Year's, and the Fourth of July were the top runners-up.

What Is Your Favorite Holiday Tradition?

A third of you are busy in the kitchen — making Christmas cookies, candy, and other treats with your family. Simply having time off and spending time at home were also popular responses.

What Is Your Favorite Thanksgiving Food?

The bird is the word. Turkey topped the list for two-thirds of you, followed by rolls and filling. (Or is it stuffing? Let the debate begin!)

Are You Still Awake at Midnight on New Year's Eve?

Most of you stick it out to till midnight to ring in the New Year. A few responded that it depends, and only one person fessed up to being fast asleep when the clock strikes 12.

Do You Think the Day after the Super Bowl Should Be a Holiday?

Overall, you think it should be a holiday. But a few did suggest "Only for the East Coast" (because the game ends a lot earlier on the West Coast) and "Depends who's playing." Good points!

What Is Your Favorite Holiday Cookie?

Sugar cookies and sand tarts are popular favorites, but half of you went for the year-round classic — chocolate chip.



FOCUS ON

CHARLES “CHUCK” MILLER

Crew Chief Charles Miller — or as most people call him, Chuck — began his career with Traffic Plan nearly two years ago at the opening of our location in Gainesville, Virginia. Even though he had little prior experience, he hit the ground running and earned his Virginia Intermediate Work Zone Certification in less than six months.

Chuck has a military background, which shines through in his exceptional leadership and discipline on the job site. He’s dedicated to the safety of others and holds the utmost respect and loyalty for his position and fellow crew members — making him an awesome Traffic Plan team member!

HOW LONG HAVE YOU BEEN WITH TRAFFIC PLAN?

I’ve been with Traffic Plan for two and a half years. I’m currently a Crew Chief for the NOVA area.

WHAT MADE YOU WANT TO JOIN TRAFFIC PLAN?

I wanted to do something different outside of what I had done most of my work life, and Traffic Plan fit the bill.

WHAT HAS YOUR PROGRESSION AT TRAFFIC PLAN LOOKED LIKE?

I was hired as a flagger at the end of March 2019, and in June of that year, I was promoted to Crew Chief.

WHAT DO YOU LIKE MOST ABOUT BEING CREW CHIEF?

Helping our clients get their job done and seeing everything done smoothly and safely. And sometimes, at the end of the day, getting an “Atta boy” for the crew for a job well done.

WHAT IS YOUR FAVORITE THING ABOUT TRAFFIC PLAN?

The people and the job itself. It’s great to get out there and help people succeed in their jobs and positions.

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

I hope to be with Traffic Plan as long as they let me! I’m interested in the Team Support Specialist position for the NOVA office when it becomes available.

WHAT DO YOU LIKE TO DO OUTSIDE OF WORK?

Life outside of Traffic Plan is sometimes hectic. I have eight grandkids, and they keep me on my toes.

WHAT DOES HOME LIFE LOOK LIKE FOR YOU?

I live in Locust Grove, Virginia. It’s a small town outside Fredericksburg. Since my wife passed away last year from COVID, I live with my daughter, her husband, and two grandbabies.

ANY ADVICE FOR SOMEONE WHO’S NEW TO THE TEAM?

My advice is to keep your head up and learn as much as you can, because you never know when you might be asked to step up to the plate.

“ IT’S GREAT TO GET OUT THERE AND HELP PEOPLE SUCCEED IN THEIR JOBS AND POSITIONS. ”

FRANKLY SPEAKING



Another year is drawing to an end. All of you have pushed through with grit during these trying times, meeting challenges head-on. Hats off to everyone at Traffic Plan for standing tall, day in and day out. Be proud of yourselves for being vibrant members of today's workforce.

What exactly does it mean to be part of the workforce? Who are we as workers? Well, let's first define the literal meaning of the word:

Workforce: the part of the population that provides goods and services in exchange for a wage or salary

Of course, we the workers know it's so much more than that — especially with today's easy access to remain inert while at the same time being rewarded for lack of participation. When we come to work, a wide range of emotions and a sense of accomplishment accompany our efforts.

First, we feel included in something larger. We feel like part of a team, like-minded people working together, motivated to take on the same challenges, knowing that our actions make a difference for a successful outcome.

Along the way, we also make friends, acquaintances, and work relationships that broaden our worlds.

Second, there's the emotion that comes with knowing that we are needed and are being relied on to do our jobs. There is great responsibility in accepting the trust bestowed on us to keep customers, motorists, and the public protected.

Third, and just as important, we feel a sense of satisfaction after a long day of work, knowing that all of our tireless efforts came together and we succeeded. In other words, it's knowing upon self-reflection that "I did my job, and I did it well." This cannot be understated. A true sense of accomplishment is critical to our psyche. So, as you see, being part of the workforce is not just providing goods or services in exchange for a wage or salary. It's being part of a community, a family. It's being part of an environment committed to an organization's goals and values, where each worker is motivated to contribute to organizational success and enjoys an enhanced sense of well-being.

I salute all of you. Stay safe!
Frank



If you have any questions or topics you would like to see discussed here, please email me:
FRANKLYSPEAKING@TRAFFICPLAN.COM

TOOLBOX TALK

1

EXCESSIVE ENGINE IDLING

Reminder: Traffic Plan policy prohibits long-duration engine idling! Excessive idling could result in:

- Heavy MV, OSHA, DEP Fines
- Sustained Damage to Vehicles
- Harm to the Environment
- Extensive Cost Overruns

2

DRIVING OPERATION SCORECARD COMPETITION

As part of our continued efforts to recognize and reward top performers, we kicked off the Driving Operation Scorecard Competition in August. **Have you been a winner yet?**

The driving behaviors of union employees are scored in the following categories:

- Speed Limit Assessment
- Collision Risk
- Crash Alerts
- Harsh Events
- Distracted Driving

Each month, the first, second, and third top scorers in each **state** receive \$100, \$50, and \$25 rewards.* Additionally, the team member in each **office** with the lowest idling time wins a \$25 reward!* Congratulations to all who have won so far, and keep up the great driving habits!

**Rewards are handed out in gift cards.*

3

JOB BRIEFS / TAILBOARDS

Job Briefs (tailboards) are a daily responsibility! A Job Brief should be conducted on arrival at a job site, before beginning work, to discuss potential hazards and mitigation strategies related to performing the assigned job and its preliminary pre-job tasks. These include but are not limited to:

- Seasonal/Terrain Conditions
- Work Area Protection
- Positioning of Vehicles or Traffic Control Devices
- Uneven Surfaces
- Obstacles
- PPE, Safety Glasses, Whistles, Masks
- Hazardous Conditions

The Job Brief should identify the nearest medical facility, and the four key questions and corrective actions taken should be discussed. This is also a great time to review company policies, such as:

- First Move Forward
- Circle of Safety
- Line of Fire
- 3 Points of Contact

Don't forget: GMs/Supervisors are required to review the Pre-Job Brief Report!



PROGRESS INSTITUTE

UPDATES FROM TRAFFIC PLAN TRAINERS

A key part of Traffic Plan's mission is keeping our clients safe as they work to improve our communities. To meet that goal, we teach employees the latest work zone safety techniques at our very own Progress Institute.

We're proud to provide the expertise needed to ensure people make it home safely after a hard day's work — including our clients, the traveling public, and one another. Training for new and existing Traffic Plan employees remained steady over the summer, and we're pleased to report the following numbers for June through August of 2021.

ADVANCED CREW CHIEF TRAINING

We held nine classes and trained 14 employees to be Advanced Crew Chiefs this summer. We will schedule two classes a month moving forward.

ADVANCED HIGHWAY TRAINING

Six employees received Advanced Highway Training. We will continue to hold this two-day class once a month.



ATSSA 4-YEAR FLAGGER RECERTIFICATION

ATSSA requires flaggers to be recertified every four years. Nine employees earned this ATSSA recertification, ensuring they are up-to-date on the latest safety techniques and standards.

TRUCK-MOUNTED ATTENUATOR CLASSES

We trained 25 employees over the course of three classes. At least one TMA class will be scheduled every month, with more added as needed.

NEW EMPLOYEE TRAINING

The Traffic Plan family grew by 136 newly trained employees this summer! We held a total of 35 classes and will continue to schedule these trainings regularly as members join the team.

CLIENT TRAINING

We were honored to host a class for New Jersey American Water, where we shared our industry knowledge with ten of their employees. These trainings are scheduled at the request of our clients.



PROGRESS INSTITUTE PROFILE

For this issue of *United*, we asked Progress Institute trainer Michael Nordstrom a few questions. Not only did we learn his perspective on Traffic Plan training, but we got to know a little more about the man behind the training manual!



HOW LONG HAVE YOU BEEN A TRAINER WITH TRAFFIC PLAN?

I've been a trainer with Traffic Plan for just over two years now, since August of 2019.

WHAT IS YOUR FAVORITE PART OF TRAINING NEW HIRES?

Most new hires have never worked in this type of industry, so training is vital to ensure their safety and job performance. It is also nice to meet new people and share their experiences.

WHAT IS THE MOST IMPORTANT PART OF PROGRESS INSTITUTE TRAINING?

The safety aspect. Everything Traffic Plan does is to ensure the safety of workers and motorists. Whether it is New Hire or Advanced Training, our mission is to improve an employee's skill set. The crews are the most important element of the company, and Traffic Plan provides a path to continued development of their skill sets through training.

ANY ADVICE FOR SOMEONE GOING THROUGH TRAINING?

You must have an open mind about training. The classes are designed to be interactive and allow the members to have a combination of classroom and hands-on training. This allows for a great training experience. Everyone can learn something new, so be engaged and enjoy it.

WHAT DO YOU LIKE TO DO OUTSIDE OF WORK?

I love to work out and try to keep fit. My new hobby is my boat.

WHERE DID YOU GROW UP?

I grew up in Middletown, New Jersey.

WHAT IS YOUR FAVORITE MOVIE?

I have two: *Gladiator* and *13 Hours: The Secret Soldiers of Benghazi*.

WHERE IS YOUR FAVORITE VACATION SPOT?

My entire family loves to cruise. We are trying to plan one now to get back in the swing after COVID. We usually cruise out of New Jersey or New York City and head to the Caribbean. At times we have groups as large as 55 people, which adds a new level of fun.

IF YOU COULD EAT ONLY ONE FOOD FOR THE REST OF YOUR LIFE, WHAT WOULD IT BE?

Steak or chicken parmigiana.

WHAT IS YOUR FAVORITE HOLIDAY TRADITION?

I love Christmas, decorating the tree and all the festivities.



TRAFFIC CONTROL SERVICES

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BONUS OPPORTUNITIES\$

\$500 & \$2,000 MILESTONE BONUSES

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.

\$250 CREW CHIEF BONUS

Receive bonus 6 months after promotion to Crew Chief. Valid for union employees only.

\$2,000 REFERRAL BONUS

Refer a new employee, and if they remain employed in good standing with Traffic Plan for 6 months, you'll receive a \$2,000 bonus!

Make sure the person you're referring puts your name on their job application!