

TEST PROCEDURES

CHAPTER TEST

The tests at the end of each chapter are intended as quick checks to ensure the user comprehends the importance of the information.

Initial Certification

In order for you to obtain certification, contact the operations manager and he/she will administer a CD-ROM based test. The procedures are as follows:

- 1. Insert the CD into an approved PC; it will automatically start.
- 2. Follow the directions on the screen for initial certification.
- 3. Upon completion of the exam, follow the directions for printing the results page.
- 4. You must score least an 80% in order to pass this exam.
- 5. Deliver your test results to the TMC Operations Manager.
- 6. If you scored below 80%, you will be required to review the applicable chapters and then the TMC Operations Manager will authorize a second exam.

Periodic Re-Certification

In order for you to obtain re-certification, contact the operations manager and he/she will administer a CD-ROM based test. The procedures are as follows:

- 1. Insert the CD into an approved PC; it will automatically start.
- 2. Follow the directions on the screen for periodic re-certification.
- 3. Upon completion of the exam, follow the directions for printing the results page.
- 4. You must score at least 85% in order to pass this exam.
- 5. Deliver your test results to the TMC Operations Manager.
- 6. If you scored below 85%, you will be required to review the applicable chapters and then the TMC Operations Manager will authorize a second exam.



TEST PROCEDURES



LIST OF ACRONYMS

GDOT

LIST OF ACRONYMS

| ARA | |
|--------|--|
| ATMS | Advanced Transportation Management System |
| CCTV | |
| CMS | |
| CSR | Customer Service Representative |
| DOT | Department of Transportation |
| *DOT | *368 (All cellular service, except for AT&T) |
| #DOT | #368 (AT&T cellular) |
| DPS | Department of Public Safety |
| EFD | Department of Natural Resources, Environmental Protection Division |
| EMS | |
| EOC | |
| ЕТС | Estimated Time of Clearance |
| FCC | Federal Communications Commission |
| FCM | |
| FEMA | Federal Emergency Management Agency |
| FHWA | |
| GDOT | Georgia Department of Transportation |
| GEMA | Georgia Emergency Management Agency |
| GIS | Geographical Information System |
| GPB | |
| GSP | |
| GSWCC | Georgia Soil and Water Conservation Commission |
| HAZMAT | |
| HERO | |
| HOV | |



LIST OF ACRONYMS

| ITS | Intelligent Transportation System |
|-------|--|
| MARTA | Metropolitan Atlanta Rapid Transit Authority |
| MEN | |
| MM | |
| MP | |
| РС | Personal Computer |
| PDS | Presence Detection System |
| RP | |
| RWIS | Road Weather Information System |
| TCC | |
| TMC | |
| TRB | Transportation Research Board, National Research Council |
| VDS | |
| VIN | |
| VMS | Variable Message Sign |
| VPU | |



GLOSSARY

Abutment. The part of a structure that directly receives thrust or pressure. For example, end bent and caps.

Access Control. The condition whereby the rights of owners or occupants of land abutting the highway right-of-way, or other persons, to access, light, air, or view in connection with a highway is controlled by the Department of Transportation by special order.

- **Full Control of Access or Limited Access.** Means that preference is given to through traffic by prohibiting at-grade intersections or direct private driveway connections and providing access connections only at selected public cross roads by providing interchange connections.
- **Partial Control of Access or Controlled Access.** Means that preference is given to through traffic by limiting the number of public roads crossing at grade and generally restricting private driveway connections.

Acceleration Lane. A speed-change lane, including tapered areas, for the purpose of enabling a vehicle entering the roadway to increase its speed to a rate of which it can more safely merge with through traffic.

Acceptable Condition. The area is clear of debris and obstructions to conventional mowing and/or maintenance practice, plant materials conform to the American Standard for Nursery Stock, Permit conditions, and the Department's Standard Specifications.

Accommodation. The installation of utility facilities along or across right-of-way with the intent that they will occupy and jointly use the right-of-way.

Active Project. An active project is a planned project that is included in the construction work program and will be considered active until the date of its final acceptance.

Adjustment. A legal document that details the conditions of a utility's rights and the procedures by which reimbursements, if any, will be made for relocations and adjustments. Types include Actual Cost, Contract Item, Lump Sum, and Easement Limited.

All Lanes. All highway lanes

Available Day. Any calendar day exclusive of Saturdays, Sundays, and Legal Holidays on which the Engineer determines that the Contractor is not prevented from accomplishing at least five hours of productive work on the controlling item or items of work which would normally be in progress at that time by causes beyond his control, and not due to his fault or negligence, including but not restricted to unsuitable weather and its aftermath, suspension order of the Engineer, acts of God, acts of public enemy, fire, flood, epidemic, quarantine, strikes or fright embargo.



CHAPTER 12 GLOSSARY

Average Daily Traffic (ADT). The average 24-hour traffic volume for a period of time, usually a year.

Award. The formal acceptance by the Department of a bid for highway construction work.

Backfill. Replacement of soil around and over a pipe, ductline, conduit, cable or other underground structure or facility.

Bearings. The support devices that transfer the superstructure loads to the substructure.

Bent. Independent transverse frame used to support bridge spans.

BFI. Bridge Foundation Investigation Report. Contains the recommendations on which the foundations are designed.

Bridge Complete. An entire bridge including its substructure and superstructure.

Bridge Length. The overall length measured along the center of the roadway between backs of abutment backwalls or between ends of bridge floor.

Bridge Roadway Width. The clear width of a structure at right angles to the center of the roadway between the bottom of curbs or, if curbs are not used, between the inner faces of parapet or railing.

Buffer. A defined area or corridor to maintained in a natural, landscaped or other condition as specified.

Buffer (State Waters). An area along the course of any state waters to be maintained in an undisturbed and natural condition.

Center Lane. The most center of lanes (may also be referred to as center left or right, depending on number of lanes)

Certified Flagger. A person providing temporary traffic control who is certified under a program approved by the Department.

Chief Engineer. The Engineering Executive appointed by the State Transportation Board, or other authority as may be provided by law, and acting for the Department within the authority and scope of duties assigned.

Coating. Protective material applied to or wrapped around a pipe, ductline, conduit, cable, etc.



Cofferdam. Temporary structure from which water is pumped to permit construction access and which encloses and protects a work area from lateral water and soil pressure.

Collector Distributer (CD) (Coll Dist). A combination off and entrance ramp

Conduit. An enclosed tubular casing, often with multiple holes for the protection of wires, cables, or lines usually jacketed and often extended from manhole to manhole.

Contract. The written agreement between the Department and the Contractor setting forth the obligations of the parties thereunder, including, but not limited to, the performance of the work, the furnishing of labor and materials, and the basis of payment.

Contractor. The individual, firm, corporation or combination thereof or government organization contracting with the Department for performance of prescribed work.

Continuous Beam. A structure member continuous over three or more supports.

Cradle. A rigid structural element below and supporting a pipe (carrier or casing).

Culvert. Any structure under the roadway with a clear opening of 20 ft (6m) or less measured along the center of the roadway.

Dead Load Deflection. The vertical deflection of a structure member due to the weight of its sustained "dead" loads (slab, coping, barriers, sidewalk and parapet, etc.).

Drainage Structure. Any structure providing drainage for the roadway other than a bridge.

Driving. A small pipe with a pilot shoe can be driven through compressible soils by a steady thrust, hammering or vibrating. Pipe must be smooth and uncoated, and hence a casing or corrosion-resistant carrier must be used. Long drives may wander far from the desired line and grade.

Edge Beams. Concrete beams that are part of the deck and are poured parallel along the edges of the transverse joints at the ends of each span.

Easement. A right, other than the acquisition of title, acquired to use or control property for a designated purpose.

Encroachment. Unauthorized use of highway right-of-way or easements as for signs, fences, building, utilities, parking, storage, etc.

Engineer. The Chief Engineer of Georgia, acting directly or through a duly authorized representative.

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GLOSSARY

CHAPTER 12

Erosion Control. Practices used to minimize soil loss and the discharge of turbid runoff. Erosion control practices shall be in accordance with Local, State and Federal regulations.

Estimated Tip Elevation. Elevation shown in Bridge Foundation Investigation (BFI) report, estimating pile tip elevation.

Falsework. Temporary structure used to support permanent structures during construction or until the permanent structure can stand alone.

Freeway. An expressway with full control of access.

Frontage Road. A street or road auxiliary to and located on the side of an expressway or freeway for service to abutting property and for control of access.

Gallery. An underpass for two or more pipelines, ductline, conduits, cables, etc.

Gore. The area created between two sections of roadway (not median)

Gore Left. Only used if more than one

Gore Right. Only used if more than one

Grounded. Connected to earth or to some extended conducting body that serves instead of the earth whether the connection is intentional or accidental.

Inspector. The Engineer's authorized representative assigned to make a detailed inspection of contract performance of any or all portions of the work or materials thereof.

Jacket. Encasement by concrete poured around a pipe.

Jetting. The process of injecting water under high pressure adjacent to or ahead of a pile so as to loosen dense material and aid in achieving plan driving objective.

Left Lane. Left-most lane

Left Shoulder. Just off the highway

Live Load Deflection. The vertical deflection of a structural member due to the weight of its transient "live" loads (traffic).





Load Test. The process of physically loading a pile with weights or loading by mechanical or hydraulic jacks to verify the bearing capacity of a pile.

Manhole. An opening to an underground system which workers or others may enter for the purpose of making installations, inspections, repairs, connections, tests, etc.

Median. The portion of a divided highway separating the traveled ways for traffic moving in opposite directions.

Normal. Crossing at a right angle.

Nose. A sharp point separating two sections of highway, usually protected by a set of barrels inside a guard rail

Oblique. Crossing at an acute angle.

Off Road Left. Beyond the shoulder to the left

Off Road Right. Beyond the shoulder to the right

Overfill. Backfill above a pipe, ductline, conduits, cables, etc.

Pavement Structure. The combination of subbase, base course, and surface course placed on a subgrade to support the traffic load and distribute it to the roadbed.

Permit. The legal document by which the Department regulates the use and/or occupancy of the right-of-way for a utility. The term also includes all details, plans, special provisions, etc.

Plans. The approved plans, profiles, typical cross sections, working drawings and supplemental drawings or exact reproductions thereof, which show the location, character, dimensions, and details of The Work.

Prequalification. The procedure established and administered by the Department by virtue of which prospective Bidders are required to establish their responsibility and competence in advance of submission of proposals.

Project. The specific section or sections of the highway together with all appurtenances and construction to be performed thereon under the Contract.

Private Lines. Utility facilities not required to hold a certificate from the PSC or not regulated by the FCC. Private lines also include facilities that are not defined as a utility in Georgia law (OCGA 32-1-3) such as irrigation lines and drainage facilities not connected to highway drainage.



GLOSSARY

Proposal. The offer of a bidder, on the prescribed form, to perform The Work and to furnish the labor and materials at the prices quoted.

Prune. The removal of plant parts, dead or alive, in a careful and systematic manner so as to not damage other parts and the health of the plant.

Relocation. The adjustment of utility facilities required for the construction, repair, improvement, maintenance, safe and effective operation, alteration or relocation of all or any portion of the highway.

Repair. The work required by failure of a utility facility, and which consists essentially of replacement in kind and replacement in place of components of the facility.

Right Lane. Right-most lane

Right-of-Way. A general term denoting land, property, or interest therein, usually, but not required to be, in a strip, acquired for or devoted to a highway and its appurtenant structures.

Roadbed. The graded portion of a highway within top and side slopes, prepared as a foundation for the pavement structure and shoulder.

Roadway. The portion of a highway within the limits of construction.

Screed. Mechanical device designed to strike-off and finish concrete.

Seal. Concrete placed in water to seal a cofferdam and provide a foundation for footing construction.

Shear Connectors. Studs welded to top flange of structural steel to resist horizontal shear between the concrete slab and the steel beam.

Shoulder. The portion of the roadway contiguous with the traveled way for accommodations of stopped vehicles, for emergency use, and for lateral support of base and surface courses.

Span. The length between two support points.

Specifications. A general term applied to all directions, provisions and requirements pertaining to performance of The Work.

Spudding. Process of loosening dense material or hard strata through the use of a specially designed tool (Spud), i.e., heavy hammer or ram. Purpose is for pile installation or material removal.



Subcontractor. Any individual, firm, corporation, or combination thereof to which the Contractor with the written consent of the Department sublets any part of the Contract.

Subgrade. The top surface of a roadbed upon which the pavement structure and shoulders are constructed - generally the top 12 inches (300 mm) within cuts and fills.

Subgrade Treatment. Modification of subgrade material by stabilization.

Substructure. All of that part of the bridge structure below the bearings of simple and continuous spans, skewbacks of arches and top of footings of rigid frames, including backwalls, wingwalls and wing protection railings.

Superintendent. The Contractor's authorized representative directly and solely responsible for the supervision and direction of The Work.

Superstructure. The superstructure of a bridge is that portion of the bridge above the caps. This includes the bearing devices, beams, decks, and barrier or railings. (The entire bridge structure except the substructure.)

Stabilization. Modifications of soils or aggregates by incorporating materials which will increase load bearing capacity, firmness, and resistance to weathering or displacement.

Supplemental Agreement. A written agreement entered into by and between the Department covering modifications or alterations to the original Contract.

Test Pile. Pile used to determine order length of remaining piles in foundation as required by the plans or as directed by the engineer.

Traveled Way. The portion of the roadway for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

Tremie. Pipe or tube used in concrete placement. Allows concrete to be dropped over five feet without segregation problems.

Web Wall. Walls constructed between columns on bridges located in flowing water. Used to protect columns and prevent build up of debris, i.e. logs/trees.

Work Order. A written order signed by the Engineer with authority to negotiate changes in the Contract, requiring performance by the Contractor.



GLOSSARY



GDOT

CSR TRAINING MANUAL





CHAPTER 12 GLOSSARY