

Approved:

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Office: Procurement

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Department of Transportation

MANDATORY TRAINING FOR IN-HOUSE CONSULTANTS/CONTRACTORS

AUTHORITY:

Sections 20.23(3)(a), and 334.048(3), Florida Statutes (F.S.)

STATEMENT OF POLICY:

It is the policy of the Florida Department of Transportation (Department) to define training requirements for consultants/contractors stationed on a full or part-time basis in Department facilities.

SCOPE:

This policy and procedure applies to all offices that utilize consultants/contractors as support staff.

DEFINITIONS:

Consultants/Contractors: Any individual or firm hired by the Department to perform core and non-core activities as extension of Department staff. These individuals do not include Other Personnel Services (OPS) staff.

Computer Based Training (CBT): Training or professional development instruction delivered through a computer.

District: The nine sub-divisions of the Department to include Central Office, the seven Districts and the Turnpike Enterprise.

Mandatory Training: Knowledge or skill-related learning that is required for consultant/contractor positions stationed within Department facilities. All approved training sponsored by FDOT will be available through the official course catalog accessible on-line from the Department's Organizational Development Internet site.

Responsible Office: The program office is responsible for ensuring that consultant/contractor staff housed in their offices and/or facilities receive the mandatory training. The responsible office shall maintain the training self-certifications and/or training certificates within their office files, and monitor consultant/contractor staff to ensure compliance with training within 30 days of beginning work with the program office, and annually thereafter. The retention period for maintaining consultant/contractor training certifications in the program office is three fiscal years after their tenure with the office.

PROCEDURE:

Consultants/contractors represent a significant resource to the Department, enabling the agency to accomplish its mission of delivering a safe transportation system, and annually delivering the Work Program. As part of the effort to achieve this objective, the Department may allow consultants/contractors or other service providers to share Department office space for the contract duration on a full time or part-time basis. In order to ensure consultant/contractor staff are equipped with the necessary information to safely and ethically provide the necessary support activities, the Department has identified mandatory training to be performed by consultants/contractors.

Documentation of completion of the training (signed copy of the Mandatory Training Certification Form) must be provided by the consultant/contractor within thirty (30) days of their start date within the program office. Consultants/contractors whose tenure in an office extends beyond one year must retake the training that is required annually or every three years according to the timeframes noted in the Mandatory Training Matrix for Consultants/Contractors and resubmit the Mandatory Training Certification Form to the program office at the same intervals. Time spent by the consultant/contractor taking mandatory training referenced below may not be charged to the Department and is not reimbursable on Department contracts.

MANDATORY TRAINING MATRIX FOR CONSULTANTS/CONTRACTORS:

Consultant/Contractor Mandatory FDOT Training		
	Annually	Every 3 Yrs.
FDOT Computer Security Awareness CBT (TRACK) (30 MIN)	√	
Defensive Driving (4 HR) *		√

* Mandated for staff that require access to a FDOT vehicle.

Additional Consultant/Contractor Mandatory Training		
Consultants/Contractors may complete the below FDOT course or self-certify equivalent course completion through primary employer.		
	Annually	Every 3 Yrs.
Equal Employment Opportunity Training (CBT) (1 HR)		√
Fire Prevention Annual Training (CBT) (30 MIN)	√	
Zero Tolerance for Violence – Employee (CBT) (30 MIN)		√

TRAINING

In addition to the training matrix listed above, the program office may require other consultant/contractor trainings/certifications as necessary to fulfill the requirements of the position.

FORMS

The following forms are available in the Department's Forms Library:

375-040-39	Certification of Acceptable Driving Record
375-031-03	Mandatory Training Certification Form for Consultants/Contractors