

## Training Request Form: Heavy Equipment Courses

Submit this form via email to: [ttraining@azdot.gov](mailto:ttraining@azdot.gov)

**Prior to submission, please review the full list of policies & requirements on our website at this [link](#).**

### Course Request & Delivery Policies

- Only local municipal transportation employees are covered by agency memberships and may attend training.** (i.e. persons whose job duties actively include operation of machinery, roadwork, traffic management, etc). Agencies wishing to include non-transportation personnel must request approval from AZ LTAP. If approved, the attendance fee must be paid prior to the start date.
- Requested training remains *tentative* until your agency receives and signs the Training Confirmation via Docusign *and* the remaining paperwork (i.e. enrollment, invoices) are submitted by the due date.
- If your agency needs to cancel its requested training, you *must* provide at least a two-week notice *prior* to the agreed upon start date. Failure to do so will result in a course cancellation fee.
- You must submit a Course Enrollment Form by the date listed on the Training Confirmation sent via Docusign. **Failure to submit the form may result in immediate cancellation of the training ([link to form](#)).**
- To view the full list of policies, visit our website at this [link](#).**

### Training Requirements

Each piece of equipment is trained for thirty (30) hours a week over a three (3) day period. LTAP requires three (3) participants minimum per class and a maximum of 12 participants. For the additional requirements, please [click here](#) or visit our website.

#### Requesting agency is responsible for providing the following:

- Assemblage of all equipment
- Minimum of 3 to 10 miles of unpaved road or large work area (Practical Location); Blue staked
- A classroom for 4-5 hours on the first day (Training Room); and
- Proper materials for the equipment (i.e. fuel, oil, and grease).

#### To conduct training, the training facilities must be equipped with the following:

- TV/VCR (or projector/TV laptop hookup)
- Whiteboard or Flipchart
- Reliable equipment: one piece of equipment per three participants
- Equipment support
- Transportation of equipment to and from training site
- Training/work area
- Blue staked
- Free as possible of obstructions (overhead and underground)
- Large enough area to hold up to five pieces of equipment
- \*Recommended: Existing job to be rehabilitated or upgraded

## Agency Requestor Information

<b>Requestor's Agency:</b>	<b>Requestor's Name:</b>
<b>Requestor's Phone:</b>	<b>Requestor's Email:</b>

## Training Course & Facility Information

<b>Requested Training:</b>			<b>Training Hours (Select One Option):</b>
<input type="checkbox"/> Motor Grader I	<input type="checkbox"/> Motor Grader II	5:30am - 4:30pm <input type="checkbox"/>	
<input type="checkbox"/> Backhoe I	<input type="checkbox"/> Backhoe II	6:00am - 5:00pm <input type="checkbox"/>	
<input type="checkbox"/> Bulldozer I	<input type="checkbox"/> Bulldozer II	6:30am - 5:30pm <input type="checkbox"/>	
<input type="checkbox"/> Front End Loader	<input type="checkbox"/> Wheeled Excavator		
<input type="checkbox"/> Other (Please contact Tech Training to inquire about other training)			
<b>Preferred Date #1:</b>	<b>Preferred Date #2:</b>	<b>Total Attendees:</b>	<b>Location Requirements:</b>
		_____ of 12 max	Classroom / Conference Room (Day #1) Field / Yard (Day #2 & #3)
<b>AZ LTAP does NOT schedule training on Mondays, Fridays, or during weeks with state/federal holidays.</b>			

<b>Facility Name</b> (e.g. Building Name):	
<b>Training Room Name</b> (e.g. Conference Room #2):	
<b>Facility Contact Name:</b>	<b>Facility Contact Phone Number:</b>
<b>Facility Contact Email:</b>	<b>Facility Hours:</b>
<b>Classroom Address</b> (Address, City, State, Zip):	<b>Practical Address</b> (Name of location, Address, City, State, & Zip):
	<b>Field/yard is located at the same address as the classroom</b> <input type="checkbox"/>

## Facilitator Information

(If your agency changes the facilitator after submitting this form, Technical Training MUST be notified.)

<b>Facilitator Name:</b>	<b>Facilitator Phone Number:</b>
<b>Facilitator Email Address:</b>	

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) and other nondiscrimination laws and authorities, ADOT does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact the AZ Local Technical Assistance Program at [Ttraining@azdot.gov](mailto:Ttraining@azdot.gov). Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.

De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras normas y leyes antidiscriminatorias, el Departamento de Transporte de Arizona (ADOT) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto con la Oficina de AZ Local Technical Assistance Program en [Ttraining@azdot.gov](mailto:Ttraining@azdot.gov). Las solicitudes deben hacerse lo más antes posible para asegurar que el Estado tenga la oportunidad de hacer los arreglos necesarios.