

Introduction and Program Objectives

The Road Scholar Program's primary purpose is to promote a skilled workforce for Kansas public works agencies. The program provides training to increase knowledge of road maintenance procedures and improve technical, supervisory and managerial skills. The program enhances skills and knowledge of operators as well as those who supervise others, or aspire to management in public works operations.

Level I Technical Skills Program: Technical information is provided regarding specific public works maintenance and construction methods for roads/streets, bridges, culverts and levees, traffic control, safety, snow removal, reducing liability, and providing quality local government services.

Level II Supervisory Skills Program: Provides information supervisors need to effectively lead and support small work groups or crews. Some of the topics include the fundamentals of supervision, developing communication skills, employee performance, positive discipline, cooperative work relations, decision making, and cost management.

Level III Executive Development Program: Participants receive information to expand knowledge and skills in public relations, legal and ethical obligations, budget and finance issues, regulations and permits, communication with the media, and increasing awareness of government operations.

Training is provided by KS LTAP, KAC, APWA and KDOT. Attendance is tracked and certificates of program completion are awarded twice a year by KCHA and annually by APWA, in conjunction with state-wide meetings.

Certificates are awarded at each program level and must be earned at the preceding level in order to obtain a certificate at a more advanced level. The Executive Development Program certificate requires completion on Level II courses. **Classes may be taken in any order at any time.** However, a certificate will not be awarded until all required courses are completed in the program.

All Kansas public works employees are invited to participate in the Kansas Road Scholar Program. Enrollment in the Road Scholar Program is not a requirement of class attendance. This is not a degree program and completion does not certify a standard of performance. Each certificate states that the participant attended the required courses.

More detailed information is available by contacting KAC at 785-272-2585 or KS LTAP at 785-864-2594.

Getting Started

Class Credit

Credit is given for classes taken within the last three years. The full series in each program must be completed within six years of program enrollment.

To Apply

Complete the application form, attach copies of certificates of attendance for training you have received in the past three years, enclose the application fee and mail as directed on the application form. The Technical Skills Program and the Executive Development program are monitored by KS LTAP, and the Supervisory Skills Program is monitored by KAC.

Application Fee

A one-time non-refundable application fee of \$35 is required for each program level. The fee provides funds to monitor the progress of each individual involved in each program. Apply as directed on the application form.

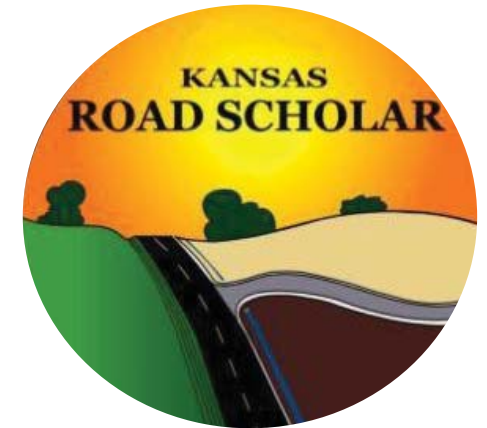
Class Availability

Classes are offered in an on-going basis all across the State. Classes are provided on a 2-year rotation. Contact KS LTAP or KAC for information on training scheduled in your area.

The Program Story

In 2000, a committee of Kansas County Highway Association members began meeting to consider a road scholar program for Kansas. In conjunction with efforts from KS LTAP, KDOT and KAC, the program - Kansas County Road Scholar Program - began. From 2001 through 2006 approximately 45 counties - 250 individuals - have participated in the program. In 2004 a committee of Kansas Chapter American Public Works Association members began meeting to consider a road scholar program for Kansas municipalities. Kansas Chapter APWA and KCHA collaborated and the brand new - Kansas Road Scholar Program - was born.

Obtain program applications by contacting KS LTAP or KAC as indicated on the inside of this brochure, or visit the Kansas Road Scholar web site at <http://www.ksroadscholar.org>



Kansas Road Scholar Program A Training and Recognition Program for Counties and Cities

Partners

Kansas County Highway Association (KCHA)
American Public Works Association (KS Chapter)
Kansas Association of Counties (KAC)
Local Technical Assistance Program (KS LTAP)
Kansas Department of Transportation (KDOT)
Federal Highway Administration (FHWA)

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<http://www.ksroadscholar.org>

Level I Road Scholar: Technical Skills Program

Goal: To enhance the knowledge of general public works maintenance and construction methods, safety practices, and local government organization as it applies to the direct delivery of quality public service.

Objective: To provide a comprehensive technical skills program and recognition for participation in technical skills training.

Courses:

Culverts, Drainage and Levee Maintenance
Risk and Liability Issues
Work Zone and Traffic Control Safety
Snow and Ice Control
Road Maintenance (choose 2 of the following 3)
 Gravel Road and Street Maintenance
 Asphalt Road and Street Maintenance
 Concrete Road and Street Maintenance
Signing and Pavement Markings
Workplace, Equipment and Job Site Safety
Service Excellence in Local Government
Government 101 (choose 1 of the following 2)
 County Government 101
 City Government 101

Recognition: Road Scholar certificates are awarded to individuals who participate in all required courses within the required time period. Courses completed 3 years prior to registration are eligible towards completion of the certificate. See program application for details.

Monitoring Agency: KS LTAP
1530 W. 15th, #2160
Lawrence, KS 66045

Contact: Kristin Kelly at 785-864-2594
kbkelly@ku.edu.

Level II Advanced Road Scholar: Supervisory Skills Program

Goal: To develop supervisory skills for persons engaged in public works maintenance and construction activities.

Objective: To provide comprehensive supervisory skills training and recognition for participation in supervisory training.

Courses:

The Fundamentals of Supervision
Legal Aspects of Supervision
Communication Skills for Effective Supervision
The Supervisor's Role in Managing Employee Performance
Coaching and Positive Discipline Skills for Effective Supervision
Providing Employee Safety
The Supervisor's Role in Enhancing Cooperative Work Relationships
Supervisory Techniques for Problem Solving
Public Works Issues I (*formally called Road and Bridge I*)
Public Works Issues II (*formally called Road and Bridge II*)

Recognition: Advanced Road Scholar recognition is awarded to individuals who have achieved Road Scholar status and completed all of the above courses within the required time period. Courses completed 3 years prior to registration are eligible towards completion of the certificate. Level I and Level II courses may be taken simultaneously. See program application for details.

Monitoring Agency: KAC
300 SW 8th, 3rd FL
Topeka, KS 66603

Contact: Sarah Meyer at 785-272-2585
meyer@kansascounties.org

Level III Master Road Scholar: Executive Development Program

Goal: To enhance management and administrative skills for those who are appointed or aspire to be appointed as a county highway administrator, county or city engineer, or public works director.

Objective: To provide comprehensive administrator training and recognition for participation in the executive development program.

Required Courses:

Fundamentals of Leadership
Basics in Budgeting, Finance and Reporting
Overview of Human Resource Management
Effective Community and Media Communication
Project Planning and Management
Effective Management of Intergovernmental Relations
Legal, Permitting and Regulatory Processes
Asset Management and Cost Accounting
Local/State Project Coordination
Overview of Engineering Functions in Public Works

Elective Courses: (choose one, or select one of your own choice and request approval from the Kansas Road Scholar Program Review Committee):

Fleet Management and Equipment Maintenance
Solid Waste Management
National Highway Institute Classes
Appropriate Classes Provided by KDHE

Recognition: Master Road Scholar recognition is awarded to individuals who (1) have completed Levels I and II of the Road Scholar Program and the courses listed above; **or** (2) have 5 years of experience in public works administration and have completed Level II and the courses listed above in the required 6 - year time period. Level II and Level III may be taken simultaneously. See program application for details.

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1530 W. 15th, #2160
Lawrence, KS 66045

Contact: Kristin Kelly at 785-864-2594, kbkelly@ku.edu.