



# **NJDOT WINTER OPERATIONS**

## **WOST Member Frequently Asked Questions**

### **(for Highway Crew Positions)**

**1. WHAT IS THE NJDOT WINTER OPERATIONS SUPPORT TEAM PROGRAM?**

The NJDOT Winter Operations Support Team Program allows full-time and retired New Jersey State employees to enter into an agreement for a position of a snow plow/spreader truck operator or an operation's (snow) representative for NJDOT winter operations.

**2. WHO MAY APPLY FOR THE WINTER OPERATIONS SUPPORT TEAM PROGRAM?**

You must be a full-time or a retired NJ STATE employee to be eligible in the program.

**3. HOW DO I APPLY TO BE A WINTER OPERATIONS SUPPORT TEAM MEMBER?**

Go to the New Jersey Department of Transportation's website ([www.state.nj.us/transportation](http://www.state.nj.us/transportation)) under "About NJDOT" Click on "Winter Readiness", then on the "Winter Operations Support Team (WOST)" link.

The direct link to this page is (<http://www.state.nj.us/transportation/about/winter/wosp.shtm> ).

**4. WHEN WILL I BE NOTIFIED THAT I HAVE BEEN ACCEPTED INTO THE PROGRAM?**

Assignment letters will be sent out in the Fall

**5. WHAT IS THE POSITION OF SNOW PLOW/SPREADER TRUCK OPERATOR?**

As a snow plow/spreader truck operator, the member will operate a dump truck or related equipment for the spreading of anti-icing material or snow plowing with an 11' snow plow.

**6. DOES A SNOW PLOW DRIVER/OPERATOR NEED A CDL LICENSE?**

Yes. Truck Operator's will need at a minimum of a CDL Class B with no air brake restriction.

**7. WHAT IF THE EMPLOYEE DOES NOT HAVE A CDL LICENSE?**

If there is a need for snow plow drivers/operators, the applicant MAY be offered training to obtain their CDL license. The applicant is responsible for the cost related to purchase the CDL permit from MVC. The applicant must possess a valid driver's license to apply. *(Note: If there is no need in the area where the applicant wishes to be a driver/operator then CDL training will not be given)*

**8. HOW LONG IS THE CDL TRAINING?**

ELDT (Entry Level Driver Training) & CDL Permit Training may run from 2-4 days to test for the CDL Permit. Once the applicant has the Permit, Behind the Wheel Training and Road Testing will be an additional 3-5 days.



# **NJDOT WINTER OPERATIONS**

## **WOST Member Frequently Asked Questions (for Highway Crew Positions)**

**9. WILL A TEAM MEMBER NEED TO ATTEND TRAINING FOR SNOW PLOW/SPREADER TRUCK OPERATOR AND/OR OPS (SNOW) REPRESENTATIVE POSITIONS?**

Yes, for new members. New drivers will need to attend new driver training. New snow representatives must take a mandatory snow rep training class. If the assigned supervisor feels you may need additional training, they may request it on your WOST evaluation form at the end of the season, and you will be requested to attend the training again if you reapply for the following season.

**10. HOW WILL A TEAM MEMBER REPORT THIS TRAINING ON HIS/HER TIME SHEET?**

If approved by the member's agency, the employee can use whatever code their particular agency has for training. If not approved, the employee must use appropriate benefit time. Note: personal time may have to be dedicated for training sessions outside of normal work hours that the NJDOT will be scheduling. The NJDOT will not compensate members for training.

**11. WHAT IS INVOLVED WITH CDL TRAINING?**

There is classroom training prior to taking the written test for CDL. Once the written test is taken, and results are received that an employee passed the test, the employee will hold a permit for 3 weeks. The Operations Training Unit will then provide a vehicle for the employee to use to take the driving portion of the test. The employee is responsible to pay for the CDL license. This may be done outside of normal working hours. If offered training the employee must take the written test and obtain the CDL permit for Class B/Air brake.

**12. WHAT IF I GET THE TRAINING, RECEIVE MY CDL AND THEN DECIDE I DO NOT WANT TO VOLUNTEER FOR THIS TYPE OF WORK?**

If the member has been trained and has not completed at least two (2) years in the program, then they will be required to reimburse the department for the cost of the training which is approximately \$2,000 dollars (this cost may vary depending on region and training given).

**13. IS THERE DRUG TESTING RELATIVE TO CDL LICENSE?**

Yes, a DOT mandatory drug test must be passed prior to operating any DOT vehicle. Even though an initial drug test must be performed, the member, once assigned to a crew, will also be subject to random crew drug testing at any time.

**14. WHERE IS THE DRUG TESTING HELD?**

Various approved locations will be available throughout each region.



# **NJDOT WINTER OPERATIONS**

## **WOST Member Frequently Asked Questions (for Highway Crew Positions)**

### **15. WHEN WILL AN EMPLOYEE BE NOTIFIED TO REPORT FOR RANDOM DRUG TESTING?**

The morning of drug testing and will have 32 hours to complete at a certified location provided by the statewide coordinator

### **16. WHAT IF AN EMPLOYEE MISSES DRUG TESTING?**

An employee will not be called to work if drug testing was not performed and possible removal from the program.

### **17. WHAT IS THE POSITION OF OPERATIONS (SNOW) REPRESENTATIVE?**

An Ops (Snow) Representative will be assigned to oversee/monitor a contractor(s) activity of either plowing/spreading or both. It is the responsibility of the Ops (Snow) Representative to act as an extension of the Shift Supervisor to ensure the contractor is performing the duties as described in the contract or waiver agreement. The Ops (Snow) Representative will complete all reports and required documentation at the end of each shift and submit said reports to the Shift Supervisor. A two-way radio will also be assigned to each Representative and must be on at all times during an activation for both communication and tracking purposes.

### **18. IS THERE TRAINING FOR OPERATIONS (SNOW) REPRESENTATIVES?**

Yes. New snow representatives must take a mandatory snow rep training class. If the assigned supervisor feels you may need additional training, they may request it on your WOST evaluation form at the end of the season, and you will be requested to attend the training again if you reapply for the following season. If you are a returning snow rep and wish to take the class again as a refresher, you should contact your respective WOST Coordinator.

### **19. IF A TEAM MEMBER HAS A STATE CAR ASSIGNED TO THEM, WILL THEY BE ABLE TO USE THE STATE CAR UNDER FOR THIS POSITION?**

If the employee's direct supervisor and agency allows the vehicle's usage, then the employee may use their State assigned vehicle to perform the Ops (Snow) Representative function.

### **20. WHAT IF A TEAM MEMBER DOES NOT HAVE A STATE CAR ASSIGNED TO THEM?**

The employee will then utilize their personal vehicle while working as an Ops (Snow) Representative and will be reimbursed mileage from NJDOT. The employee must also submit personal insurance coverage with minimum (25/50/10) coverage.



# **NJDOT WINTER OPERATIONS**

## **WOST Member Frequently Asked Questions (for Highway Crew Positions)**

21. IF A MEMBER DOES NOT WISH TO USE A PERSONAL CAR, WILL THE STATE ASSIGN A CAR FOR THE OPS (SNOW) REPRESENTATIVE POSITION?  
No.
22. IF I AM SELECTED TO BE AN OPERATIONS (SNOW) REPRESENTATIVE DO I NEED A SAFETY LIGHT?  
Yes. An amber safety light is required. See your assigned supervisor for details about obtaining a safety light.
23. WHAT ARE THE HOURS A TEAM MEMBER WILL WORK DURING A WINTER EVENT?  
Members will work during their non-working hours only (except TES). This includes holidays and weekends. However, if state offices are closed during normal business hours due to a weather event and the member is called into work to assist DOT forces, the member is expected to report to the DOT yard. The emergency rate of pay goes into effect only for the hours outside the member's regular working hours.
24. IF I HAVE TO BE AT MY NORMAL JOB AT 0830HRS AND TO DO THAT I HAVE TO LEAVE THE NJDOT FACILITY AT 0700HRS WHEN DOES MY PAY TIME STOP?  
Your pay time will stop when you leave the NJDOT facility.
25. IF A TEAM MEMBER IS CALLED TO WORK AND IS UNAVAILABLE, WHAT HAPPENS?  
If the unavailability is not habitual the shift supervisor will go to the next person on the list for that call-out. If unavailability has become habitual, then that member may be removed from the roster.
26. WHEN IS THE TEAM MEMBER CALLED OUT?  
Depending on staffing and available equipment, the shift supervisor will call a member as soon as he/she has been notified by their management to activate the crews and/or contractor. The member will be expected to report to duty as soon as possible or as instructed by the shift supervisor.
27. WHAT ARE THE WORKING HOURS FOR TEAM MEMBER?  
Driver team members will work on either of two shift schedules, noon to midnight and midnight to noon. The shift changes every two weeks, unless forces are currently fighting a snow storm, and then there is no change until the event has been closed. The maximum number of continuous hours you will be able to work is sixteen (16) hours. A minimum of four (4) hours off is required before you may work again. Snow Rep positions are not assigned a 12 hour shift and may be called to work as needed. Anyone working for facilities the shifts vary.



# **NJDOT WINTER OPERATIONS**

## **WOST Member Frequently Asked Questions (for Highway Crew Positions)**

### **28. HOW ARE TEAM MEMBERS PAID?**

Members are paid on an hourly basis. An hourly rate of pay will be established according to current contract guidelines. Effective with supplemental pay period N/2019 (check date 7/5/2019) supplemental payments will be direct deposited. Any active employee who has direct deposit on the preceding payroll will have their supplemental payment deposited to the same account. This holds true for employees on the bank card as well. Any employee who receives a paper check on the regular pay will receive a paper check on the following supplemental pay. Inactive employees will retain the same information from their last regular pay period, should that information change a cancellation card should be submitted to ensure a paper check will be issued. All of the processes/due dates for direct deposit applications remain the same.

Current State Employees are paid on the Supplemental Pay Week for Emergency Overtime. TES Employees are hired as hourly employees and are paid on Regular State Pay Days. In both instances, timesheets need to be submitted and approved by the appropriate cutoff period to receive their pay on the next scheduled Pay/Supplemental Pay date.

### **29. IF THERE IS AN “EARLY CLOSING” FOR STATE EMPLOYEES DUE TO ADVERSE WEATHER CONDITIONS AND A TEAM MEMBER’S SHIFT IS CALLED TO ASSIST THE NJDOT IN WINTER OPERATIONS, WILL THE MEMBER BE PAID THE HOURLY EMERGENCY RATE?**

No. It will be treated as a normal work day until the member’s regular working hours have ended.

### **30. IF THERE IS AN “EMERGENCY CLOSING” FOR STATE EMPLOYEES DUE TO ADVERSE WEATHER CONDITIONS AND A TEAM MEMBER’S SHIFT IS CALLED TO ASSIST THE NJDOT IN WINTER OPERATIONS, WILL THE MEMBER BE PAID THE HOURLY EMERGENCY RATE?**

No. It will be treated as a normal work day until the member’s regular working hours have ended.

### **31. ARE TEAM MEMBERS EXPECTED TO WORK UNTIL NOON IF IT IS A NORMAL WORK DAY FOR THAT MEMBER?**

*Non-NJDOT Members:* No, unless your agency has agreed to allow you to remain, the other agency member must advise the shift supervisor of what time he/she begins their normal work day so the crew supervisor can release the member in time for him/her to report to their normal work location.

*NJDOT Members:* Yes, NJDOT members are expected to remain active until their shift ends unless there is a greater emergent need to perform their normal function.



# **NJDOT WINTER OPERATIONS**

## **WOST Member Frequently Asked Questions**

### **(for Highway Crew Positions)**

**32. WHAT IF A TEAM MEMBER WORKS THE MIDNIGHT SHIFT ON A NORMAL WORK DAY AND IS TOO TIRED TO GO TO THEIR NORMAL WORK LOCATION?**

At that point, the member must contact their immediate supervisor at their normal work location to request taking benefit time, as this is between the employee and their supervisor.

**33. WILL A TEAM MEMBER BE CALLED OUT EACH AND EVERY TIME IT SNOWS IN NEW JERSEY?**

Team members will be called out on an “as needed” basis, so there may be times when adverse weather conditions are affecting New Jersey but a member may NOT be called out if they are not needed.

**34. HOW DOES THIS CALL OUT PROCEDURE AFFECT OPERATIONS (SNOW) REPRESENTATIVES?**

Ops (Snow) Representatives will only be called out when contractors are being utilized in their designated area. If contractors are not being used during a winter event, ops (snow) representatives will not be called out.

**35. WHAT HAPPENS AT THE END OF THE SNOW SEASON?**

Team Members are evaluated by regional staff which will aid in the decision to bring a member back for the next winter season.

**36. HOW DO I ASK ADDITIONAL QUESTIONS?**

If you have any question or require additional information, please contact your Regional WOST Coordinator by email to:

North Region: [SnowVolunteers.North@dot.nj.gov](mailto:SnowVolunteers.North@dot.nj.gov)

Central Region: [SnowVolunteers.Central@dot.nj.gov](mailto:SnowVolunteers.Central@dot.nj.gov)

South Region: [SnowVolunteers.South@dot.nj.gov](mailto:SnowVolunteers.South@dot.nj.gov)