

## Making every minute count...

### ► Take the training to the next level of trainers

The incident management training you just received is an important first step in spreading the word about the value of responder and motorist safety through safe, quick clearance techniques.

You were selected to take this training because you are recognized as a proven leader in your agency. You are now part of the TIM “pit crew,” ready and able to make a difference in your community.

Our goal is to reach as many responders as possible with this training so your role in “paying it forward” is critical.

Here’s how to make sure that these life-saving techniques will be put to wide use in your state.

## Tips to successful training

### ► Build a local training team

- Identify the individuals in your training session who live or work in your geographic area or region.
- Contact them about joining you in a follow-on session to discuss how you can take this important information to your colleagues.
- At the coordination meeting:
  - Discuss ways you can put this training immediately to work – and what might need more collaboration.

- Identify the best trainers in your field or agencies – peer knowledge is important but so is effectiveness in training.
- Identify any information from the course that needs to be localized for your state or region.
- Each trainer should schedule and hold two training sessions in your region in the next eight months.
- Determine your logistics:
  - Identify the training team, potential partners and host locations and dates.
  - Assign tasks – who will teach; who will track invitations, responses and logistics; who will coordinate with the state leads.
  - Identify which course works best for your region or locality -10 hours, 4 hours, modules, etc.
  - Identify participants – remember to include police, fire, EMS, communications/dispatch, tow-truck drivers, departments of transportation (state and local) and other appropriate responders in your area.
  - Secure approvals.
  - Send invitations and follow up.
- Promote the training through events, conferences and other activities in your region.

### ► Conduct your training course

The **Instructor Guide** has all you need to put together a great training course. Some highlights:

- Assemble all the AV equipment you need to complete the training.
- Print out all materials, including table-top exercise.
- Buy and “damage” the model cars you need for the exercise.
- Review the training CD.
- Practice with trainers as needed.
- Remember to have all the students complete the end-of-class survey.
- Report your training to your state’s TIM coordinator and to FHWA.

### ► Build a statewide network

Your state has developed a “train-the-trainer” state implementation plan.

- Designate one or two people in your region to work with the statewide coordinator.
- Using your existing email network, send periodic updates with dates of training sessions, links to the TIM website or other information.
- Provide talking points to your leadership so they know the value of the training and can speak easily about it.
- As you begin to use the training in the field, document successes or any other positive feedback. This information will show the value of TIM to your decision makers, your agencies, your communities.





## Staying Connected

- ▶ FHWA is asking all new trainers to first register at [www.transportationresearch.gov/dot/fhwa/SitePages/register.aspx](http://www.transportationresearch.gov/dot/fhwa/SitePages/register.aspx). It may take 24 hours for your account to be approved. Once approved, you can access the National Traffic Incident Management Responder Instructor site directly at [www.transportationresearch.gov/dot/fhwa/timp](http://www.transportationresearch.gov/dot/fhwa/timp).
- ▶ Trainers will have access to all training materials and updates. You should use this site to report all your training sessions, a critical step in ensuring we meet our goals to spread these life-saving incident-responder messages across the country.

“One of the best training courses I’ve seen from beginning to end...”



*In Atlanta, improved incident clearance practices reduced secondary crashes by 69 percent in 12 months, saving lives, time, and money.*

Photo Credits: FHWA

## Help Spread the Word about the Value of Coordinated Traffic Incident Management



### Save Lives

- ▶ Better training leads to faster incident response and clearance, resulting in fewer secondary crashes; and less exposure to moving traffic.



### Save Money

- ▶ We know that time equals money. Quicker clean-ups result in shorter back-ups and less congestion.



### Save Time

- ▶ Train-the-trainer courses help responders learn more quickly and build strong teams.
- ▶ Working together, responders can cut clearance times in half, saving resources while reducing incident-related congestion.



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## The National Traffic Incident Management Responder Course

**Take your training to the next level**



U.S. Department of Transportation  
Federal Highway Administration



### About SHRP2 Solutions

The National Traffic Incident Management Responder Course was developed through the second Strategic Highway Research Program (SHRP2) and presents a unified, multi-disciplinary approach based on best practices. The curriculum has been extensively peer-reviewed and pilot-tested in states across the country. SHRP2 is a national partnership of the Federal Highway Administration, the American Association of State Highway and Transportation Officials and the Transportation Research Board. SHRP2 Solutions are delivering products to enhance the productivity, boost the efficiency, increase the safety, and improve the reliability of the Nation’s highway system.