

# KANSAS ROADS SCHOLAR PROGRAM



Promoting a Skilled Workforce for Kansas Public Works and  
Road and Bridge Agencies

Employees benefit from professional and job skills development, and so do their employers. The Kansas Roads Scholar Program enhances the skills and knowledge of equipment operators, supervisors, and executive managers in public works operations.

  
513 Graduates

  
in Public Works

  
Around Kansas

“The Kansas Roads Scholar Program is a real benefit to me and our county. The class materials are well organized and the little flip books come in handy when needing a quick reference whether it’s the do’s and don’ts of a road supervisor or needing to know the weights for materials used in paving and sealing. The instructors are not “talking heads” but rather explain things by real life experiences. You gain an understanding about all of the funding that is out there, explained by KDOT LocalProjects. The KansasRoads Scholar Program also lets you meet personnel from other counties and learn how they do things in their counties.

— Darren Williams, Assistant County Engineer, Barton County

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## | ABOUT

The Kansas Roads Scholar Program is a professional and skills development program of the Kansas County Highway Association (KCHA) and the Kansas Chapter of the American Public Works Association (APWA), with support from the following partners: Kansas Local Technical Assistance Program (LTAP), Kansas Department of Transportation (KDOT), the Federal Highway Administration (FHWA), and Kansas Association of Counties (KAC).

The program offers 28 required courses with 8 electives for around 200 hours of instruction to promote a skilled workforce for Kansas public works agencies. It is designed to increase knowledge of road and bridge management and maintenance procedures and improve technical, supervisory, and managerial skills. The courses are designed to be affordable for local agencies in Kansas.

## PARTICIPATE

Any Kansas public works employee is invited to participate.

## CERTIFY

Currently, each certificate states that the participant attended the required courses. However, Kansas LTAP is working towards tying certification to knowledge checks. These checks will verify a participant's understanding of the material.

## CERTIFICATES

The Program has three levels and a free "Safety Star" program, detailed on the next page. The list of courses required for each certificate is developed by a committee of Kansas Public Works professionals. The courses are designed to give a comprehensive overview of the level's specific area of expertise.

A certificate is awarded to an individual who participates in all required courses for that level within 6 years of the date of enrollment. Courses completed 3 years prior to enrollment can be grandfathered in. A person can be enrolled for more than one level at the same time, if desired. Courses may be taken in any order, at any time. In general, a certificate must be earned for the preceding level in order to obtain a certificate at the next level.

## APPLY

It's easy. Complete the application form and pay a one-time nonrefundable application fee of \$35 (required for levels I-III). The fee provides funds to monitor student progress. Enroll online or download an application at:  
<https://kutc.ku.edu/kansas-roads-scholar-program>

## COURSES

Courses are offered regularly across the State. Roads Scholar partner Kansas LTAP maintains a master calendar for the program that shows when a course was last taught and when it will be taught next. Go to:  
<https://www.events-kutc.ku.edu/kutc/LTAP.asp>

## TRACKING

Kansas LTAP tracks attendance in and reports participant completions to KCHA and APWA for program recognition. Roads Scholar participants and their training managers can access course records through their accounts on the learning management system.

For questions about course completion, or the Roads Scholar Program in general, contact us at [kutc\\_training@ku.edu](mailto:kutc_training@ku.edu).





# HOW MUCH TO BUDGET FOR ROADS SCHOLAR TRAINING

Are you interested in enrolling your staff members in the Kansas Roads Scholar Program but want to know how much it will cost?

Here is your answer. The cost for taking Roads Scholar classes depends on which entity is teaching a particular course (LTAP, KAC, or TASK). The rate for program expenses for the Level One Roads Scholar is around \$700, Level Two around \$700, and Level Three around \$980.

Registration fees cover instruction, materials and lunch (for LTAP and KAC classes). Note: There is a time limit of six years to complete each level from the date of application. Courses taken up to three years prior to the application date can apply toward that level. If you have any questions, contact us at (785) 864-5658 or [kutc\\_training@ku.edu](mailto:kutc_training@ku.edu)



## KCAMP DISCOUNT

KCAMP Discount Members of the Kansas County Association Multiline Pool (KCAMP) are eligible for tuition reimbursement for Roads Scholar classes. KCAMP sets aside funds each year (based on member's annual contribution) from which they can reimburse up to \$50 per person for each Roads Scholar class taken. Students do not need to be enrolled in any level of the Roads Scholar Program to qualify. To request reimbursement, submit the application [PDF] with proof of payment and your certificate of completion to Yana Ross ([yross@kcamp.org](mailto:yross@kcamp.org) or fax to 785-267-2383) before December 15th of each year.

# 1

## ROADS SCHOLAR– TECHNICAL SKILLS

Enhances the knowledge of general public works maintenance and construction methods, safety practices, and how local government is organized and operated as it applies to quality public service.

### COURSES

1. Culverts and Drainage
2. Risk and Liability Issues
3. MUTCD for Technicians
4. Snow and Ice Control
5. Road Maintenance (Choose two of the following three or one of the following three plus one technical skills elective course)
  - Gravel Road and Street Maintenance
  - Asphalt Road and Street Maintenance
  - Concrete Road and Street Maintenance
6. Workplace, Jobsite, and Equipment Safety
7. Foundations in Customer Service
8. Government 101 (choose one of the following two)
  - County Government 101
  - City Government 101

### ELECTIVE COURSES

The following courses are not required, but one may be taken in place of one of the workshops listed to the left.

- Bridge 101
- Introduction to GIS
- Guardrail Maintenance and Repair
- Complete both free NIMS webinars to receive one elective credit
  - Public Works Role in Emergency Management
  - Public Works and Disaster Recovery





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# ADVANCED ROADS SCHOLAR – SUPERVISORY SKILLS

Develops supervisory skills for persons engaged in public works maintenance and construction activities. Pre-requisite: Level One Roads Scholar certificate or five years of public works experience and supervisor approval.

## COURSES

1. Fundamentals of Supervision
2. Legal Aspects of Management
3. Problem Solving for Effective Supervision
4. Communication Skills for Effective Supervision
5. Managing Employee Performance
6. Providing Employee Safety (1/2 day webinar)
7. Supervisor's Role in Enhancing Cooperative Work Relationships
8. Public Works Issues I & II (2 days)

## ELECTIVE COURSES

The following courses are not required, but one may be taken in place of one of the workshops listed to the left.

- Making Safer Roads
- Bridge Maintenance
- Culvert Management
- Advances GIS
- Complete both free NIMS webinars to receive one elective credit (can count towards Level One OR Level Two but not both)
  - Public Works Role in Emergency Management
  - Public Works and Disaster Recovery



The information and the courses in the Roads Scholar Program are aligned with everything that we come in contact on a regular basis in Public Works. Whether it is new products on the market or the best way to get the job done, all are discussed thoroughly so we can do the best job possible with our resources. The Supervisory courses in the Level 2 program really give insight on the best way to get the most out of our employees and how to be a real asset to our organization from a leadership

standpoint. The course discussions open your eyes to the right way to be a leader/mentor in the workings of public service. I feel the courses offered through the Roads Scholar Program are a great investment in our people, and people in all levels in a department can benefit from taking all levels of the training (even through the top ranks of management) to get a good feel for all the different aspects of what we do in providing public service.

— Ryan Fine, Heavy Equipment Operator, Franklin County



*Ryan Fine, Franklin County receives his Level Three Roads Scholar certificate during a County Commission meeting.*

# 3

## MASTER ROADS SCHOLAR – EXECUTIVE DEVELOPMENT

Enhances management and administrative skills for those who are, or aspire to be, a county highway administrator, county or city engineer, or public works director.

### COURSES

1. Fundamentals of Leadership
2. Budgeting and Finances
3. Overview of Human Resource Management
4. Effective Community and Media Communication
5. Project Planning and Management
6. Effective Management of Intergovernmental Relations
7. Legal, Permitting and Regulatory Processes
8. Asset Management and Cost Accounting
9. Local/State Project Coordination
10. Overview of Engineering Functions in PublicWorks

### ELECTIVE COURSES

Select a course of your choosing and request approval from the Kansas Roads Scholar Program Review Committee at [kutc\\_training@ku.edu](mailto:kutc_training@ku.edu)

Master Roads Scholar recognition is awarded to individuals who have either: 1) completed Levels One and Two of the Roads Scholar Program and the courses listed above; or 2) have 5 years of experience in public works administration and have completed Level Two and the courses listed above in the required 6-year time period. Levels Two and Three may be taken simultaneously.



## SAFETY STAR PROGRAM

Enhances the knowledge of safety related basics. This program is intended for City Street Superintendents and County Road Supervisors, but also includes any public works individuals that are interested in safety. The program has no pre-requisites or fee and all students housed in our learning management system are automatically enrolled.

### COURSES

1. Workplace, Jobsite and Equipment Safety (Level One)
2. Risk and Liability Issues (Level One)
3. Overview of Engineering Functions in Public Works (Level Three)
4. MUTCD for Technicians (Level One)
5. Low Cost Safety Improvements (webinar)
6. Road Safety Assessments (webinar)
7. Making Roads Safer (Level Two elective)





## ADVISORY COMMITTEE

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### KCHA

Randy Blehm  
Brice Goebel

### APWA KS CHAPTER

Jeffrey Hancock  
Sara Olberding

### KANSAS LTAP

Lindsay Francis  
Megan Hazelwood

### KAC

Kim Qualls  
Keith Browning

### KDOT

Tod Salfrank



## MONITORING AGENCY

The Roads Scholar Program is monitored by the Kansas Local Technical Assistance Program. Please contact Kansas LTAP at [kutc\\_training@ku.edu](mailto:kutc_training@ku.edu) with any questions about enrolling or your status in the program.

Kansas Local Technical Assistance Program (LTAP)  
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Lawrence, KS 66045