

# FREE Publications

The following is a list of **FREE publications** available to Colorado local government agencies in the transportation field. Quantities are limited and available on a first-come, first-serve basis.

Contact the Colorado LTAP office to put in a request for these free publications.

Requests can also be made through the library page of our website, <http://ltap.colorado.edu>.

**Traffic Control Handbook for Mobile Operations at Night**, 53 pages

**A Guide to Transportation Enhancements**, 11 pages

**Guidelines for Developing Traffic Incident Management Plans for Work Zones**, 55 pages

**Travel & Environmental Implications of School Siting**, 33 pages

**Getting to Smart Growth: 100 Policies for Implementation**, 104 pages

**Creating Great Neighborhoods: Density in Your Community**, 42 pages

**Handbook on Successful Supervision**, 130 pages

**Practicas Efectivas Para El Control De Trafico En Zonas De Trabajo En Las Carreteras, Calles Y Puentes**, 5 pages

**Maintenance of Signs and Sign Supports for Local Roads and Streets**, 52 pages

**Advance Warning Arrow Panels: Positive Guidance**, pamphlet

**Traffic Signals**, pamphlet

**Pedestrian Signals**, pamphlet

**Establishing Realistic Speed Limits**, pamphlet

**Do You Own a Roadside Hazard?**, pamphlet

## Colorado LTAP

University of Colorado at Boulder  
3100 Marine St A-211  
Campus Box 561  
Boulder, CO 80309-0561

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Boulder, CO  
Permit No. 257

# Colorado LTAP

February 2004

*Serving local transportation agencies throughout Colorado*

Spring Issue

## Ever Heard of Smart Growth?



The Wellington Neighborhood, Town of Breckenridge Planning Department; the 2002 Winner in the Built Projects category of the EPA's Annual National Award for Smart Growth Achievement.

**D**id you know the Colorado Department of Local Affairs has an Office of Smart Growth?

Did you know the Environmental Protection Agency looks at smart growth considerations when making grants and issuing permits? This is because many smart growth principles have broad application for minimizing environmental impacts.

Smart growth means different things to different people. For those of us involved in transportation it may include:

- Establishing state and local land use strategies to increase population and housing densities and make transit more viable,
- Managing and operating existing highway, transit, and other transportation modes to maintain or improve performance for each mode without adversely affecting neighborhoods or urban centers,
- Knitting transportation improvement projects and public/private investments so that they merge as seamlessly as possible into the community,
- Supporting the provision of mixed use development so that transit, bicycle and

pedestrian facilities, and ferry boats are viable options to driving,

- Accommodating the flow of freight throughout the country so that the economy can continue to grow.

Smart growth principles can result in environmental benefits as well as social and economic benefits, such as air quality improvements (from a decrease in vehicle miles traveled), water quality improvements (from less impervious surface and proper design), preservation of habitat or open space with less fragmentation, lower energy usage, and infrastructure cost savings. Several studies have shown that savings in infrastructure costs from smart growth planning resulting in fewer schools, police and fire stations, water and wastewater treatment facilities, roads and utilities, can be dramatic. Walkable communities can be good for quality of life and are very desirable.

Along with transportation-related issues listed above smart growth may also include:

- Mixed land use
- Compact design
- A broad range of housing opportunities and

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## Routing Slip

After reading this issue of Colorado LTAP, please initial below and pass it along to the rest of your staff.

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## Colorado LTAP

## STAFF

**Yunping Xi**

University Administrator

**Renée Cusson**

Program Manager

**Lindsay Marshall**

Program Coordinator

**Lydia Abarr**

Office Assistant

**Ginny Figlar**

Production Specialist

**Jeremy Goldsmith**

Webmaster

The Colorado Local Technical Assistance Program is sponsored by the Federal Highway Administration, the Colorado Department of Transportation, and the University of Colorado at Boulder.

The Colorado LTAP Newsletter is published quarterly. Articles, pictures and comments are welcome.

For more information, contact:

Renée Cusson  
Colorado LTAP  
University of Colorado at Boulder  
3100 Marine St A-211.  
Campus Box 561  
Boulder, CO 80309-0561

Office:  
(303) 735-3530  
(888) 848-5827

Fax: (303) 735-2968

cltap@stripe.colorado.edu

Website:  
<http://ltap.colorado.edu>

## Program Manager's Corner

We hope everyone is off to a great start of the new year, and hope everyone is sticking to their New Year's resolutions. Like attending MORE classes in 2004!

Colorado LTAP will be offering some new workshops this year. Keep an eye out for Traffic Control Supervisor Certification, Heavy Equipment Training, and Roadside Vegetation Maintenance.

We'd like to mention one big change for 2004. Colorado LTAP has added the Supervisory Skills & Development Program

courses into its yearly Work Plan and is therefore able to offer each course at a new, low rate. The cost of each course is now only \$75 per person, per class. APWA and CARSE would like to continue to support the program and may be providing scholarship money for the Supervisory Skills courses in 2004. Please contact the Colorado LTAP office for more information.

We hope to see some new faces this year!



## Website Question:

## What Does MUTCD Say About "Children at Play" Signs?

Road signs give messages to drivers. If the messages are unclear, unnecessary, or confusing they can cause danger to motorists and others. Maine municipalities and the Maine Department of Transportation use the Manual on Uniform Traffic Control Devices (MUTCD) as the standard for placing traffic signs and markings to give clear messages to motorists.

According to the report *Maintenance Management of Street and Highways Signs* by the Transportation Research Board, improvements in traffic signing have the highest benefit-cost ratio of any highway safety improvement. About 29 percent of tort

liability lawsuits against highway departments are related to traffic signing. For these reasons alone, it is worthwhile to install road signs according to the MUTCD.

Citizens often demand that the town erect "Children at Play" signs on their street to reduce the risk of automobile-pedestrian accidents. Selectmen ask: What does the MUTCD say about "Children at Play" signs? If we erect a sign on one street, won't we get requests from other neighborhoods in town to do the same? What's the town's liability?

**Please visit the Colorado LTAP website at <http://ltap.colorado.edu> for answers to these common questions.**



**<http://ltap.colorado.edu>**

Visit Colorado LTAP online today for committee openings, workshop listings and reference tools.

## Upcoming Events

### Conferences

#### NACE 2004 Annual Conference

April 4-8, 2004  
Orlando, FL

Visit the NACE website for registration information at [www.countyengineers.org](http://www.countyengineers.org).

#### APWA North American Snow Conference

April 25-28, 2004  
Lexington, Kentucky

For registration information, visit: [www.apwa.net/Meetings/Snow/2004/](http://www.apwa.net/Meetings/Snow/2004/)

#### 2004 Rocky Mt. Health & Safety Conference

April 27-28, 2004  
DIA, Denver, CO

Call the Colorado Safety Association for more information: 303-373-1937

#### Asphalt Airport Pavement Workshop

May 11-13, 2004

Holiday Inn Denver Downtown  
Sponsored by the FAA & Asphalt Institute

For more information contact Katrina Walasinski 859-288-4964, or John Duval 503-234-3935.

#### National Public Works Week

May 16-22, 2004

For details and events, visit [www.apwa.net/About/NPWW/](http://www.apwa.net/About/NPWW/)

#### National Transportation Week

May 16-22, 2004

For scheduled activities, visit [www.ntweek.org](http://www.ntweek.org)

#### APWA Click, Listen & Learn

*Erosion Control Compliance w/NPDES Phase II*, April 22

*Trenchless Technology*, May 19

Visit the APWA website for details on these "online" courses at [www.apwa.net/Education/](http://www.apwa.net/Education/)

### Training

#### April - May 2004

*Please contact the LTAP office for further details.*

#### Roads Scholar Elective Classes

##### Asphalt Pavements

March 31, 2004 - Pueblo

##### Construction Grade Stake & Blueprint Reading

April 8, 2004 - Durango

April 13, 2004 - Glenwood Springs

April 14, 2004 - Colorado Springs

April 15, 2004 - Fort Collins

##### Roadway Safety Audits

April 27, 2004 - Grand Junction

April 29, 2004 - Colorado Springs

##### Traffic Control Supervisor Certification

May 3-4, 2004 - Englewood

##### CDOT Research Expo

May 2004 - One date, Front Range

### Workshops

#### Flagger Certification & WZTC

April 7, 2004 - Lamar

April 8, 2004 - Pueblo

April 13, 2004 - Alamosa

April 15, 2004 - Montrose

#### Supervisory Skills and Development Program (SSDP)

#### Ethical: Do You Know What That Means?

April 5, 2004 - Grand Junction

#### Are You Understood? Effective Verbal Communication

April 19, 2004 - Commerce City

### Symposium of Innovative Bridge Materials and Construction, April 22-23

A Symposium of Innovative Bridge Materials & Construction (IBRC) sponsored by the Colorado Department of Transportation (CDOT) and Federal Highway Administration (FHWA) will be held April 22-23, 2004, at the Hilton Hotel Denver Tech Center South.

Topics to be covered include: design/construction of IBRC elements, FRP materials in design, FRP reinforced deck performance, high performance concrete, bridge rehabilitation, NDE techniques, and more.

Conference registration is \$75 by March 15, 2004, or \$100 after March 15. Registration fee includes admission to all sessions, breakfast both days, all breaks, and lunch on first day.

#### For a registration form or more information, contact:

Ahmad Ardani  
303-757-9978,  
email: [ahmad.ardani@dot.state.co.us](mailto:ahmad.ardani@dot.state.co.us);

Richard Griffin  
303-757-9973,  
email: [richard.griffin@dot.state.co.us](mailto:richard.griffin@dot.state.co.us); or

Deborah Sakaguchi  
303-757-9088,  
email: [deborah.sakaguchi@dot.state.co.us](mailto:deborah.sakaguchi@dot.state.co.us).



## What Are Endorsement Codes and When Do I Need Them on my CDL?

Endorsements are necessary for certain commercial driving requirements as follows . . .

- **AIR BRAKES** endorsement for vehicles with air brakes.
- **(T) DOUBLE or TRIPLE TRAILERS.** For tractors pulling two or three trailers.
- **(P) PASSENGER.** For vehicles which are designed to carry 16 or more people (including the driver);
- **(S) SCHOOL BUS.** Any vehicle transporting children to or from school and home regularly for compensation.
- **(N) TANK VEHICLES.** For vehicles designed to haul liquids or liquefied gases in bulk in permanently mounted tanks or portable tanks rated at 1,000 gallons or more.
- **(H) HAZARDOUS MATERIALS.** To carry hazardous materials in amounts requiring placards.
- **(X) Endorsement code** designating a Tank (T) vehicle that carries Hazardous Materials (H).

## Smart Growth

*continued from page 1 ...*

choices

- Walkable communities
- Distinctive, attractive communities with a strong sense of place.
- Preservation of open space, farmland, natural beauty and critical environmental areas
- Strengthening and directing development towards existing communities
- Make development decisions predictable, face and cost effective
- Community and stakeholder collaboration in development decisions
- Local ordinances relating to stormwater treatment, water conservation, green building design, etc.

Smart growth concepts influence the decisions on where, what, and how we build and develop our communities and state. For local transportation decision makers, which roads are widened or re-surfaced, where bike paths are placed or not and how the general transportation system inner-connects are all decisions relating to smart growth. Decisions related to smart growth may be financed by Transportation Enhancement Projects (TE), Congestion Mitigation and Air Quality Improvement Program (CMAC), Transportation and Community and System Preservation Pilot Program (TCSP), and Colorado Conservation Trust Fund projects or local funds. The above definitions should be considered in all transportation related decisions because they impact more than just roads and more than just your community.

Colorado's Office of Smart Growth has a Colorado Heritage Planning Grant Program, to help you plan for smart growth. For more information, visit <http://www.dola.state.co.us/SmartGrowth/CHPG.htm>.

If you're not aware of smart growth, it does and will impact you, so get prepared. Check out the following important references: [www.dola.state.co.us/SmartGrowth/index.htm](http://www.dola.state.co.us/SmartGrowth/index.htm) [www.state.co.us/issues/smartgrowth.html](http://www.state.co.us/issues/smartgrowth.html) [www.anthonydowns.com/smartgrowthmean.ht](http://www.anthonydowns.com/smartgrowthmean.ht) [www.fhwa.dot.gov/planning/ppasg.htm](http://www.fhwa.dot.gov/planning/ppasg.htm) [www.epa.gov/smartgrowth](http://www.epa.gov/smartgrowth) [www.icma.org](http://www.icma.org) (Do a search for "smart growth" to find related articles and documents.)

The following is a series of Colorado Heritage Reports on best practices, developed as part of Governor Bill Owen's Smart Growth: Colorado's Future initiative.

- Best Practices in Natural Hazards Planning and Mitigation
- Best Practices in Intergovernmental Agreements
- Best Practices in Land Use Planning and Growth Management
- Best Practices in Preservation of Open Space, Ranches and Farms

These reports can be downloaded at: <http://www.dola.state.co.us/smartgrowth/>.

The Environmental Protection Agency (EPA) has put together a catalogue of "Selected Smart Growth Publications" that can be accessed at [www.epa.gov/livability/pdf/SGPubsCatalog.pdf](http://www.epa.gov/livability/pdf/SGPubsCatalog.pdf). 🚗

## Quotes

If you live only for yourself, you are always in immediate danger of being bored to death with the repetition of your own views and interests.

- W. Beran Wolfe

of

To every answer you can find a new question.

- Yiddish proverb

the

All of us do not have equal talent, but all of us should have as an equal opportunity to develop our talents.

- John F. Kennedy

Day

Education is the ability to listen to almost anything without losing your temper or your self-confidence.

- Robert Frost

# How to Increase (or at least protect) Your Training Budget, Part 2

Part 2 of 3, Provided by Benchmark Training, December 9, 2003

Here are a few more creative ways to leverage your internal resources to get the training your organization needs when the dollars appear to be tight:

## 1) Create “buy-in” from the top.

This might sound like a no-brainer, but it can be easy to forget to do this early on in the process. If your training “wish list” has the endorsement of top management from the get-go, it’s not only more likely that you’ll get decent funding, but you’ll also get better ongoing support, help with internal marketing and possibly even a presence from VIPs at the trainings. Many top organizations ask VIPs to say a few words about the importance of the training at the beginning of their programs. The best ones are able to take this a step further; they get VIPs and/or their close aides to attend trainings that you deem as being extra important for meeting your organization’s employee development goals. If you want to get the buy-in you need, start early. Go to the top brass as soon as the need is identified. Make their involvement part of the success of your program from the outset, and they’ll take ownership of its success as well. And you’ll look good in the process.

## 2) Identify and work with managers who have discretionary funds in their operating budgets.

Sometimes no matter how clever or persistent you are, the budget people turn their backs on training. If this happens to you, remember that all is not lost. Get back in the saddle and find managers who have potential training dollars in their operating budgets. It’s been our experience in the past that many department and division heads have discretionary funds that can be used for training, but these funds go untapped (or they end up having a disproportionate number of pizza parties in the office). Identify these managers and tell them what your training office is up to. Show them materials from your best vendors. Brief them on the results of your needs assessments. Don't be shy! In the end, they need to spend their money, so it might as well be spent on developing the skills of your high-potential workforce. And the best thing about working with these managers? They can get your classes filled with a few phone calls, emails and memos. They have captive

audiences who are looking to please their bosses.

## 3) Focus your efforts on “group” classes, rather than open enrollment.

One reason why training often gets short shrift is because many classes get canceled because of low enrollment. Unless you’re employing the techniques outlined in one of our previous Training Officer Tips ([www.benchmark-training.com/tips0001.html](http://www.benchmark-training.com/tips0001.html)), you might become frustrated by the challenge of reaching your class size minimums.

What should you do? Rather than hope and pray that open enrollment attracts enough participants, you should target “group” classes. Find departments, divisions, teams or other formal groups of employees who haven’t recently had the training you think they need. Go to the heads of each group (see idea #2 above) and show them why many or all of their employees should be trained in such and such subject. Once you’ve broached the topic, the heads of these groups will realize that you’re right – their people have been under-trained. They will discover that some of the employees are being tasked with things like presentations, performance management or business writing without ever having been trained properly. This “aha!” moment will ensure full classes for you, your managers will be pleased, and the employees will be trained. All of results will further your quest for stabilized and possibly increased training budgets in the future.

Making these techniques part of your daily repertoire is a lot of work. It will take time, but the payoff is too good to pass up. The best training officers in the government employ many of these strategies, so why can’t you? 🚗

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*Benchmark Training was founded in 2003 to provide training solutions that produce lasting improvement for government organizations. They educate their clients by providing Training Officer Tips similar to this one each month as an opt-in email service. The tips focus on strategies and techniques to help training officers do their jobs more effectively and improve upon their training. To sign up to receive these tips monthly by email, go to <http://www.benchmark-training.com/tips.html>.*

## Colorado LTAP Advisory Board Members:

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FHWA



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University of Colorado  
at Boulder

## Road Scholar Graduates

Colorado LTAP would like to recognize the following Road Scholar and Supervisory Skills & Development training program graduates. We appreciate the dedication not only of the participants, but of their supervisors as well. Thank you for your continued dedication to workforce development.

### 1st Quarter Supervisory Skills Plaque Recipients

Tammie Crawford, Routt Co.  
David Ackley, City of Golden  
Steve Kurtz, City of Golden

### 1st Quarter Road Scholar Plaque Recipients

Mike Canterbury, La Plata Co.  
Brent Richers, CDOT  
Greeley  
Mike Cummings, La Plata Co.  
T.J. Dice, Garfield County  
Carl Strobridge, City of Colorado Springs  
Jack Thomas, Mesa County  
Cleve Kingen, Garfield County  
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Bob Harmon, City of Greeley  
Smiley Wise, City of Carbondale  
Don Phelps, Garfield Co.  
Scott Ota, City of Golden

# One Nation on the Move! Poster Art Contest

## National Competition for 5th Grade Students

Please take this opportunity to show your creativity, share your vision of transportation, and help your school.

**T**ransportation — it's all around us. It's your family car taking you to school, to sports practice, music lessons, vacation and shopping. It's the trucks on your local roads or the Interstates that deliver goods to your stores; the ships that bring televisions, cars and bananas to our shores; the planes that move us from one part of the country to another. It's the bus or train that takes you on vacation. We are a country on the move!

What will transportation be like in the future? Who will design safer, more efficient highways and bridges, or invent new forms of transportation and people movers? What will transportation look like?

During National Transportation Week, May 16-22, 2004, Americans have the opportunity to celebrate the benefits of transportation, as well as explore the challenges we face in the future. We encourage you to help make this year's celebration even more special.

**Teachers:** Please help your students recognize the value of transportation, the contributions they can make to the future of transportation and our great country. (Click here for a list of suggested topics for classroom discussion.)

**Eligibility:** Contest open to all 5th grade students (2003-04 school year); public and private schools.

### Rules:

- Art should be completed on 8½ x 11" paper and have a stiff backing. Any materials can be used including, but not limited to, paint, crayon, pencil, pastel.
- Each entry must include on the back: student's full name, teacher's name, and school name, address and phone number.
- Entries must be submitted by the students' school (public or private).
- Students enrolled in 5th grade during the 2003-04 school year are eligible; one entry per student; up to three entries per school.
- Artwork cannot be returned.

The judges will be looking for posters with a simple, clear interpretation of "One Nation on the Move." Lettering should be easy to read. Posters with misspelled words will not be considered by the judges.

**Prizes:** The pictures best capturing the essence of "One Nation on the Move" will be awarded the following prizes:

**First Prize:** \$200 savings bond to the student and \$500 award to the student's school

**Second Prize:** \$100 savings bond to the student and \$200 award to the student's school

**Third Prize:** \$100 savings bond to the student and \$100 award to the student's school

The first prize winner receives transportation for two via US Airways to Washington, D.C., and two nights' lodging during National Transportation Week when the winning poster will be unveiled.

### ENTRIES MUST BE RECEIVED BY APRIL 12, 2004.

Mail or deliver entries to:  
National Transportation Week Art Competition  
4600 North Fairfax Drive, Suite 800  
Arlington, VA 22203

To view previous year submissions, or for more information, visit the National Transportation Week website at <http://www.ntweek.org/posters/default.htm>.





## Cruising toward disaster

It's dangerous to drive with cruise control in conditions when the pavement is not dry, such as: rain, snow, ice, slush, black ice, etc.

## Family Road Safety Information Kit

Road Safety is the theme of this year's annual World Health Day celebration. On April 7, events will be held worldwide to raise awareness about road traffic injuries and public health approaches to prevention.

Road traffic injuries pose a global public health crisis. Each year, road traffic injuries kill more than a million men, women and children around the world. Tens of millions more are injured, some of whom become permanently disabled. In the United States, road traffic injuries are the leading cause of death for persons 1 to 34 years of age, and they represent the greatest health threat to American citizens traveling or living abroad. Each year, more than 40,000 U.S. citizens are killed in motor vehicle crashes, with more than 4 million more suffering injuries severe enough to require treatment in an emergency department.

CDC's Injury Center has developed an information kit, *Family Road Safety: Protect the Ones You Love* for World Health Day 2004. The materials contained in the kit are designed to draw attention to road traffic-related injury, disability, and death and promote safe travel in local communities.

The *Family Road Safety: Protect the Ones You Love* information kit includes:

- A sample mayoral proclamation for World Health Day 2004
  - A sample press release that can be placed in local newspapers for recognition of World Health Day 2004
  - A sample newsletter article on World Health Day 2004 that can be used by local government agencies, civic and education organizations, and businesses
  - A brochure that describes activities that can be done in the community to recognize World Health Day 2004
  - A list of resources for additional information and a list of potential partners in communities
  - A flyer to request a CD-ROM of royalty-free images that model proper injury prevention techniques. Images show children properly restrained in the back seat, drivers, and passengers wearing safety belts, and others.
- All of the materials listed above will be available in print and on the CDC's Injury Website ([www.cdc.gov/injury](http://www.cdc.gov/injury)) the week of February 23, 2004. If you would like to receive a free print copy of *Family Road Safety: Protect the Ones You Love*, please send a request with your complete mailing address to [ohcinfo@cdc.gov](mailto:ohcinfo@cdc.gov). 🚗

## Top Ten Ways to Enhance Your Human Resources for 2004

The American Road & Transportation Builders Association (ARTBA) has provided some suggested steps that agencies can take to improve their Human Resources. The suggestions involve simple common sense and very little expense; however, when executed properly, they can have a positive impact on your agencies effectiveness both legally and morally.

So, keep the following in mind when dealing with employees this year.

- 1) Make sure you designate leave appropriately under the Family and Medical Leave Act.
- 2) Recognize employees for a job well done.
- 3) Terminate poorly performing or disruptive employees.
- 4) Pay unauthorized overtime.
- 5) Make sure you have properly classified independent contractors.
- 6) Make sure employees get feedback on a regular basis.
- 7) Ask employees what they think about their benefits.
- 8) Handle exempt employee time-off properly.
- 9) Schedule something fun on a regular basis.
- 10) Get outside support.

For a copy of the complete article providing details into accomplishing each step, you can contact the Colorado LTAP office. The original article was published in the Nov-Dec 2003 issue of *TransportationBuilder*.