

## Heavy Equipment Request Form

Please contact us at (602) 712-4050 if you have any questions.

Submit this form via email to: [ttraining@azdot.gov](mailto:ttraining@azdot.gov)

### Training Policies

- ☐ All participants in AZ LTAP training must be *transportation employees*. Non-transportation employees must be approved by AZ LTAP prior to training and an attendance fee paid prior to the start date.
- ☐ Requested training remains *tentative* until your agency receives and signs the Training Confirmation via Docusign *and* remaining paperwork (i.e. enrollment, invoices) are submitted by the listed due date.
- ☐ If the course is to be canceled, Arizona LTAP Center requires a **two-week notice** prior to training start date or a cancellation fee will be assessed.
- ☐ The Enrollment Form is due to AZ LTAP by the date listed on the Training Confirmation. **Failure to provide the enrollment form by the due date may result in course cancellation.**

### Heavy Equipment Requirements

Each piece of equipment is trained for thirty (30) hours a week over a three (3) day period. LTAP requires three (3) participants minimum per class and a maximum of 12 participants. For the additional requirements, please [click here](#) or visit our website.

Requesting agency is responsible for providing the following:

- ☐ Assemblage of all equipment
- ☐ Minimum of 3 to 10 miles of unpaved road or large work area (Practical Location); Blue staked
- ☐ A classroom for 4-5 hours on the first day (Training Room); and
- ☐ Proper materials for the equipment (i.e. fuel, oil, and grease).

Course Training Information			
<b>Course:</b> <input type="checkbox"/> Motor Grader I <input type="checkbox"/> Motor Grader II <input type="checkbox"/> Backhoe I <input type="checkbox"/> Backhoe II <input type="checkbox"/> Bulldozer I <input type="checkbox"/> Bulldozer II <input type="checkbox"/> Front End Loader <input type="checkbox"/> Wheeled Excavator  <input type="checkbox"/> Other (Please contact Tech Training to inquire about other training)			<b>Training Hours (Select One Option):</b> 5:30am - 4:30pm <input type="checkbox"/> 6:00am - 5:00pm <input type="checkbox"/> 6:30am - 5:30pm <input type="checkbox"/>
<b>Preferred Date (1<sup>st</sup> Option):</b>	<b>Preferred Date (2<sup>nd</sup> Option):</b>	<b>Total Attendees:</b> _____ of 12 max	<b>Location Requirements:</b> Classroom / Conference Room (Day #1) Field / Yard (Day #2 & #3)

Agency Requestor Information	
<b>Requestor's Agency:</b>	<b>Requestor's Name:</b>
<b>Requestor's Phone Number:</b>	<b>Requestor's Email Address:</b>

Training Facility Information (All Fields Required)	
Facility Name (e.g. Building Name):	
Training Room Name (e.g. Conference Room #2):	
Facility Contact Name:	Facility Contact Phone Number:
Facility Contact Email:	Facility Hours:
Classroom Address (Address, City, State, Zip):	Practical Address (Name of location, Address, City, State, & Zip):  Field/yard is located at the same address as the classroom <input type="checkbox"/>

Facilitator Information	
(If your agency changes the facilitator after submitting this form, Technical Training MUST be notified.)	
Facilitator Name:	Facilitator Phone Number:
Facilitator Email Address:	

FOR OFFICIAL USE ONLY	
Received By: _____	Date Received: _____

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) and other nondiscrimination laws and authorities, ADOT does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact the AZ Local Technical Assistance Program at [Ttraining@azdot.gov](mailto:Ttraining@azdot.gov). Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.

De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras normas y leyes antidiscriminatorias, el Departamento de Transporte de Arizona (ADOT) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto con la Oficina de AZ Local Technical Assistance Program en [Ttraining@azdot.gov](mailto:Ttraining@azdot.gov). Las solicitudes deben hacerse lo más antes posible para asegurar que el Estado tenga la oportunidad de hacer los arreglos necesarios.