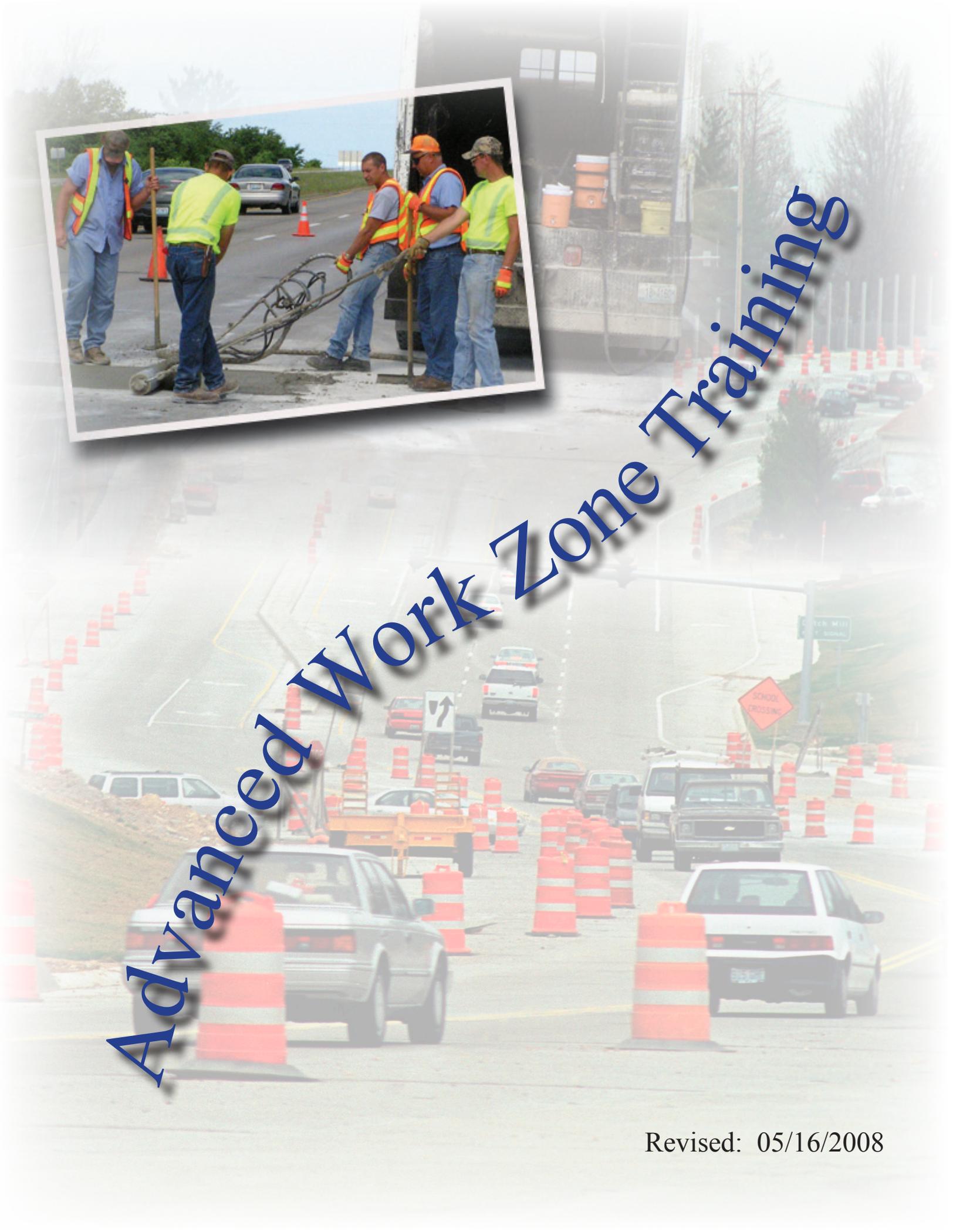




Advanced Work Zone Training



Revised: 05/16/2008

Contents

| | |
|---|-----------|
| Introduction..... | 1 |
| Module 1: MoDOT’s Work Zone Policy..... | 2 |
| Fundamental Principles..... | 2 |
| Responsibilities..... | 3 |
| Measurements..... | 3 |
| Module 2: Work Zone Standards..... | 5 |
| Manual on Uniform Traffic Control Devices (MUTCD)..... | 5 |
| MoDOT Traffic Control for Field Operations Manual..... | 5 |
| Project Design and Construction Documents..... | 5 |
| Module 3: Work Zone Basics..... | 7 |
| Work Zone Components..... | 7 |
| Advance Warning Area..... | 8 |
| Transition Area..... | 9 |
| Activity Area..... | 10 |
| Termination Area..... | 10 |
| Flagger Control..... | 11 |
| Duration of Work..... | 11 |
| Location of Work..... | 14 |
| Module 4: Transportation Management Plan..... | 15 |
| Traffic Control Plan (TCP)..... | 15 |
| Transportation Operations (TO)..... | 15 |
| Public Information (PI)..... | 15 |
| Traffic Management Strategy Matrix..... | 16 |
| General Public Information..... | 16 |
| Module 5: Law Enforcement..... | 17 |
| Module 6: Traffic Capacity (Hourly Volume Restrictions)..... | 19 |
| Interstates and Freeways..... | 19 |
| Multi-Lane Roadways..... | 20 |
| Two-Lane Roadways..... | 20 |
| Module 7: Travel Time Information..... | 21 |
| Module 8: Human Factors..... | 22 |
| Human Traits Affecting Behavior..... | 22 |
| Visual Capability..... | 22 |
| Visual Acuity / Cones of vision..... | 23 |
| The Need for Light..... | 23 |
| All Drivers Are Not the Same..... | 24 |
| Older Drivers..... | 24 |
| Impairment..... | 24 |
| The Driving Task..... | 24 |
| Information Overload..... | 25 |

| | |
|---|-----------|
| Provide Positive Guidance | 25 |
| Module 9: Pedestrian/Bicyclist Consideration | 26 |
| Pedestrians..... | 26 |
| Bicyclists..... | 27 |
| Module 10: Nighttime Work Zones | 28 |
| Typical Advantages | 28 |
| Typical Disadvantages | 29 |
| Apparel | 29 |
| Lighting..... | 29 |
| Traffic Control | 30 |
| Module 11: Work Zone Speed Limits..... | 31 |
| Module 12: Temporary Traffic Control Devices | 34 |
| Signs..... | 34 |
| Barricades..... | 36 |
| Channelizing Devices..... | 37 |
| Warning Lights | 37 |
| Temporary Concrete Traffic Barrier..... | 38 |
| Temporary Concrete Traffic Barrier End Treatments | 39 |
| Truck-Mounted Attenuators | 39 |
| Work Zone Lighting..... | 40 |
| Flagger Control | 41 |
| Traffic Signal Control..... | 41 |
| Flashing Arrow Panel..... | 42 |
| Portable Changeable Message Signs..... | 42 |
| Temporary Pavement Markings | 46 |
| Module 13: Crashworthiness of Traffic Control Devices | 49 |
| Module 14: Creating A Safe Driving And Work Environment..... | 51 |
| Module 15: Basic Plan Reading | 52 |
| Parts of a Typical Traffic Control Plan..... | 52 |
| Module 16: Work Zone Inspections | 54 |
| Quality Control Inspections | 54 |
| Quality Assurance Inspections | 56 |
| Module 17: Addressing Work Zone Deficiencies..... | 59 |
| Module 18: Tort Liability and Risk Management | 61 |
| Basic Definitions | 61 |
| Immunity | 62 |
| Planning, Engineering, and Public Perception..... | 62 |
| Trends in Tort Settlements | 62 |
| The Impact of these Trends..... | 63 |
| Identifying Potential Concerns..... | 63 |
| The answer is No:..... | 63 |

| | |
|--|-----------|
| Intent Matters | 63 |
| Components of a negligence cause of action | 64 |
| Duty..... | 64 |
| Breach of Duty | 64 |
| Causation..... | 65 |
| Damages | 65 |
| Minimizing Liability: What can we do? | 65 |
| Acronyms / Abbreviations..... | 67 |

Introduction

On any given day, the Missouri Department of Transportation (MoDOT) has at least 100 work zones on the highway system. This number increases threefold in the summer months. MoDOT is committed to providing safe and efficient movement of both motorized and non-motorized traffic through or around temporary traffic control work zones and providing protection for workers and equipment located within those work zones. MoDOT focuses its resources to emphasize roadway visibility in temporary traffic control work zones and traffic flow through those work zones.

While work zone traffic accident statistics have been on a steady decline since 2002, there is still a need to reduce the number of accidents in work zone. In 2005 Missouri experienced:

- ◆ 3,140 work zone crashes
- ◆ 988 work zone injuries
- ◆ 15 work zone fatalities

The desired end-results of MoDOT's efforts is to reduce work zone incidents and travel time while providing safer work zones with minimal impact on the traveling public. MoDOT has continued to see a steady decline in the amount of work zone fatalities, injuries, and crashes every year since 2002.

To better educate those responsible for designing and managing temporary traffic control in work zone safety considerations, MoDOT has created this course, "Advance Work Zone Training" (AWZT). The course is the third part of a curriculum pertaining to work zones. Upon completion of the course, the participants will be certified as a "Work Zone Specialist" (WZS). MoDOT will have a WZS involved in every aspect of the traffic control plan from preliminary to post-construction work.

The WZS' actions directly impact the mobility and safety of a work zone. The WZS is responsible for knowing applicable standards, guidelines, interpreting plans, specifications, coordinating temporary traffic control requirements, meeting the requirements of the contract or field operation guidelines, and supervising traffic control personnel.

The WZS' action or inaction can have a dramatic impact on the safety of the traveling public and the workers. Making safety a high priority will minimize crashes. Thereby, reducing property damage, injuries, and fatalities within MoDOT's work zones.

The AWZT consists of four parts including three learning sessions and a project. The subjects will range from reviewing MoDOT's work zone policies, traffic control devices, basic plan reading, work zone inspections, tort liability, etc. The class will be broken into groups which will work on a three-phase project ending in a presentation. Each portion of the project will be utilized upon the tools the participants will learn through the class. Each participants comprehension of the course material will be tested at the end of class.

Module 1: MoDOT's Work Zone Policy

MoDOT is committed to providing for the safe and efficient movement of both motorized and non-motorized traffic through or around temporary traffic control work zones and in providing protection for workers and equipment located within those work zones. It is essential that the Work Zone Specialist actively monitor the work zone and its operations as well as make appropriate adjustments to the plans.

The department has developed fundamental principles, established responsibilities, and implemented measurements to improve the design, management, and operation of work zones located on the state highway system. Examples of these guidelines follow.

Fundamental Principles

Traffic and worker safety is an integral and high-priority element of every incident management, maintenance, permit, and utility operation. Consideration of the following principles will ensure a safe temporary traffic control zone.

- ◆ Prepare a temporary traffic control plan and communicate it to all responsible parties prior to occupying the site.
- ◆ Provide those whose actions affect the temporary traffic control zone with training appropriate to their level of responsibility.
- ◆ Employ the same basic safety principles used to design permanent roadways.
- ◆ Avoid frequent or abrupt geometric changes.
- ◆ Minimize delay and disruption.
- ◆ Schedule and coordinate operations according to MoDOT's Work Zone Guidelines.
- ◆ Provide adequate warning, delineation, and channelization in advance of and through the area affected.
- ◆ Provide positive guidance.
- ◆ Provide for safe operation of work.
- ◆ Encourage use of alternative routes.
- ◆ Assume drivers will only reduce their speeds if they clearly perceive a need to do so.
- ◆ Provide for reasonably safe passage of bicyclists and pedestrians.
- ◆ Provide recovery areas where practical.
- ◆ Coordinate operations with those having jurisdiction over any affected cross streets, railroads, or transit facilities.
- ◆ Ensure continuation of emergency services.
- ◆ Communicate with and provide reasonable accommodations for adjoining property owners.
- ◆ Ensure temporary traffic control devices used are in good working order, reasonably consistent with the temporary traffic control plan, and effective.

- ◆ Monitor performance of the temporary traffic control and modify as needed.
- ◆ Inspect and maintain temporary traffic control devices.
- ◆ Remove, cover, or turn; and turn off all unnecessary temporary traffic control devices.
- ◆ Maintain a record of any crashes or incidents.
- ◆ Store unused equipment and material in such a manner to reduce the probability of being hit.
- ◆ Involve the media to assist in information dissemination.

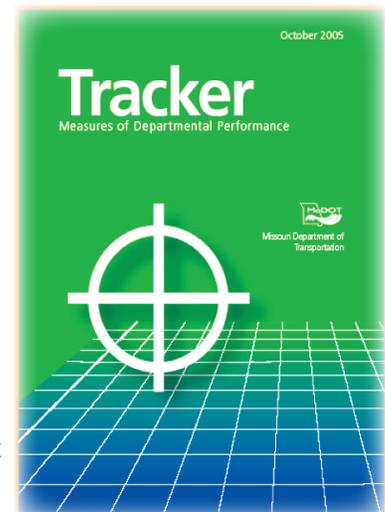
Responsibilities

MoDOT employee's, (field operation forces, construction inspectors, design personnel, district and Central Office staff); contractors; permittees; law enforcement personnel; and product vendors, manufacturers, and suppliers play a vital role in ensuring work zones are safe and efficient. Examples of these responsibilities include:

- ◆ Conduct analyses to identify work zone impacts to traffic flow and safety.
- ◆ Identify strategies to minimize impact and maximize awareness of work zones.
- ◆ Use innovative contracting and bidding options to reduce construction time.
- ◆ Set appropriate work zone speed limits.
- ◆ Incorporate innovative technologies to improve traffic flow through work zones.
- ◆ Coordinate lane closures to maximize traffic capacity and minimize disruption.
- ◆ Designate a trained person at the project/work level who has the primary responsibility, and sufficient authority, to implement the transportation management plan (TMP) and other safety and mobility aspects of the project/work.
- ◆ Verify all personnel are trained in traffic control to a level commensurate with their responsibilities.
- ◆ Ensure work zones are maintained in a neat, orderly, and effective manner.
- ◆ Improve traffic control measures, as needed, to address field conditions pertaining to traffic flow, visibility and workers and motorist safety.
- ◆ Perform quality assurance reviews of work zones to promote consistency and ensure compliance with policies and guidelines.
- ◆ Identify successes and areas of improvement and share that information with appropriate personnel.

Measurements

An important factor in evaluating the department's performance in temporary traffic control design, deployment, operation, and maintenance are the measurements of our work zones affect on mobility and safety. These measures track how well the department meets its customer expectations of work zones on state highways.



MoDOT reports quarterly on its ability to provide safe, effective, and efficient work zones via three Tracker measures. These measures, which relate to the department's tangible results of Uninterrupted Traffic Flow, Roadway Visibility, and Safe Transportation System are:

- ◆ “Percent of Work Zones Meeting Expectations for Traffic Flow”
- ◆ “Percent of Work Zones Meeting Expectations for Visibility,” and
- ◆ “Number of Fatalities and Injuries in Work Zones.”

NOTE: For additional guidance on work zones, refer to MoDOT's Work Zone Safety and Mobility Policy.

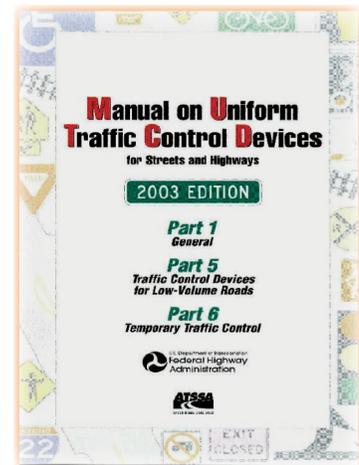
Module 2: Work Zone Standards

There are three sources of information regarding temporary traffic control requirements for work on Missouri's state highway system. They include: Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD); MoDOT's Traffic Control for Field Operations manual; and our project design and construction documents.

Because of variations in temporary traffic control requirements afforded by these documents, it is important to realize the differences and their applicability to activities performed on the state highway system.

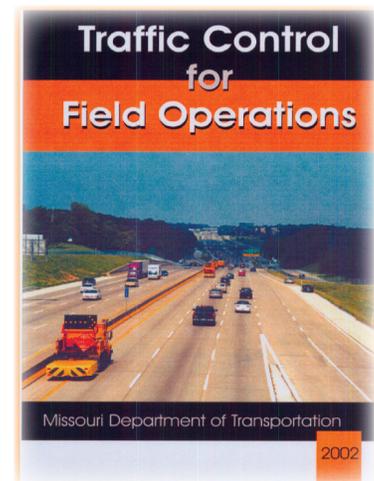
Manual on Uniform Traffic Control Devices (MUTCD)

Part 6 of the MUTCD sets forth minimum temporary traffic control standards to be implemented on the nation's highways. MoDOT elects to use this document as the standard for all permit or utility work on our state highways to provide an easy reference manual to those performing this type of work in multiple states. This allows these parties some flexibility in choosing to use certain devices and equipment in their work zones and the physical and design aspects of those items as long as they comply with the MUTCD, including crashworthiness requirements, and the fundamental principles and responsibilities noted in Module 1.



MoDOT Traffic Control for Field Operations Manual

MoDOT's Traffic Control for Field Operations manual provides guidance on the implementation of temporary traffic control measures by MoDOT's field personnel. The guidelines are based on the standards provided in Part 6 of the MUTCD, but incorporate certain MUTCD allowances and department recommendations to improve work zone safety and mobility. The temporary traffic control set-ups shown in the manual are typical and may, as field conditions require, be adjusted per those guidelines. This manual applies to all operations performed by MoDOT staff on the state highway system. Link: wwwi/intranet/tr/ttc/opt_fo_manual.htm



Project Design and Construction Documents

MoDOT maintains several other publications specifically used in development of contract documents and the administration of those contracts for construction purposes. These publications include the Construction Manual, Engineering Policy Guide (EPG), Standard Plans, Standard Specifications, and Job Special Provisions. The guidance provided in these documents, like those contained in the Traffic Control for Field Operations manual, is based on the standards provided in Part 6 of the MUTCD and incorporate certain MUTCD allowances and department recommendations to improve work zone safety and mobility. However, some requirements are different due to worker liability concerns and the complexity and longevity of construction-type work.

The Missouri Highways & Transportation Commission (MHTC) has adopted the MUTCD as the basis for the creation of MoDOT's traffic policies, including its work zone standards. It may be referred to when MoDOT publications do not adequately address a topic or if additional information on a subject is needed.

Module 3: Work Zone Basics

The purpose of temporary traffic control is twofold. First, to provide for the safe and efficient movement of both motorized and non-motorized traffic through or around a temporary traffic control zone. Second, to provide protection for workers and equipment in the work space.

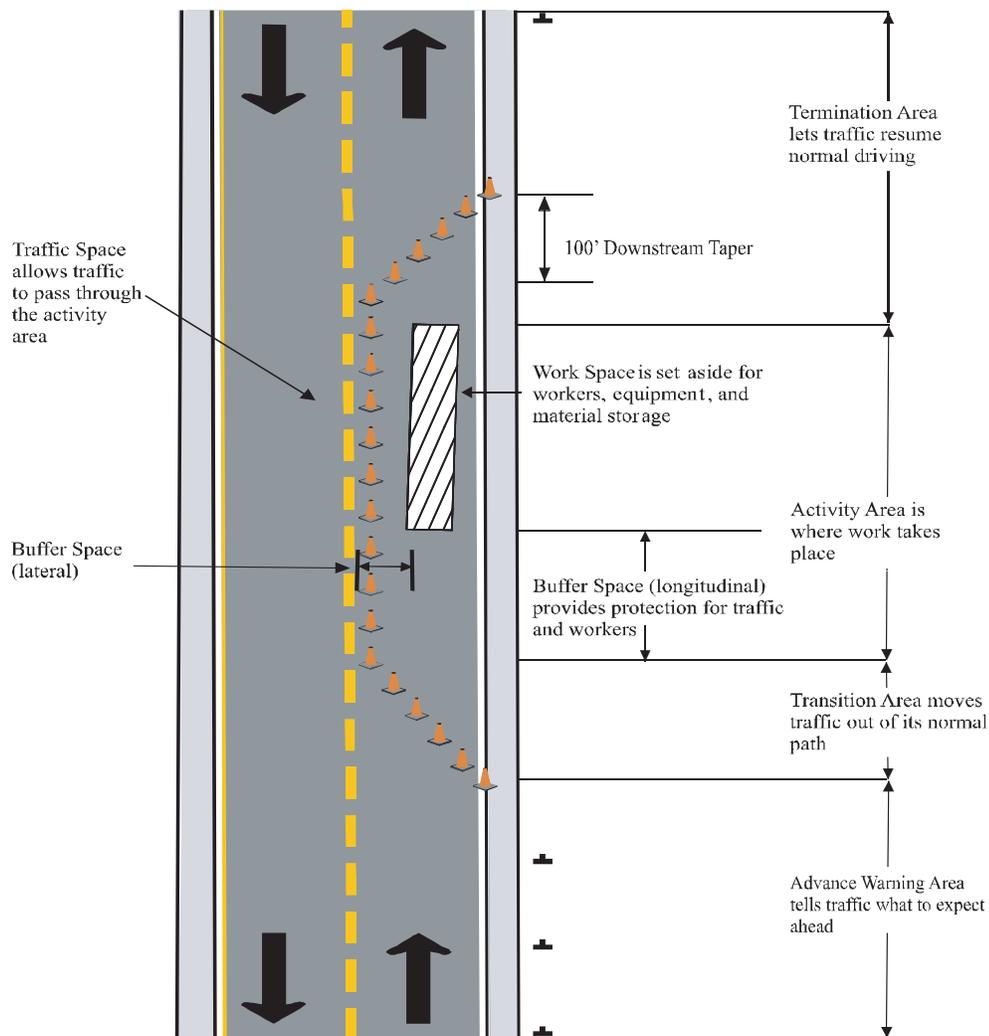
The presence of temporary traffic control devices violates driver expectation and, because highway-related work is performed in vulnerable conditions, it is imperative that temporary traffic control be properly planned and executed to achieve these objectives successfully.

Work Zone Components

A temporary traffic control zone is a section of highway where traffic conditions are changed due to a work zone or an incident area through the use of temporary traffic control devices, law enforcement or other authorized officials. It extends from the first warning sign or rotating/strobe lights on a vehicle to the last temporary traffic control device. The zone may either be stationary or move as work progresses.

A temporary traffic control zone consists of four areas - advance warning, transition, activity, and termination.

These areas are illustrated in the following figure.



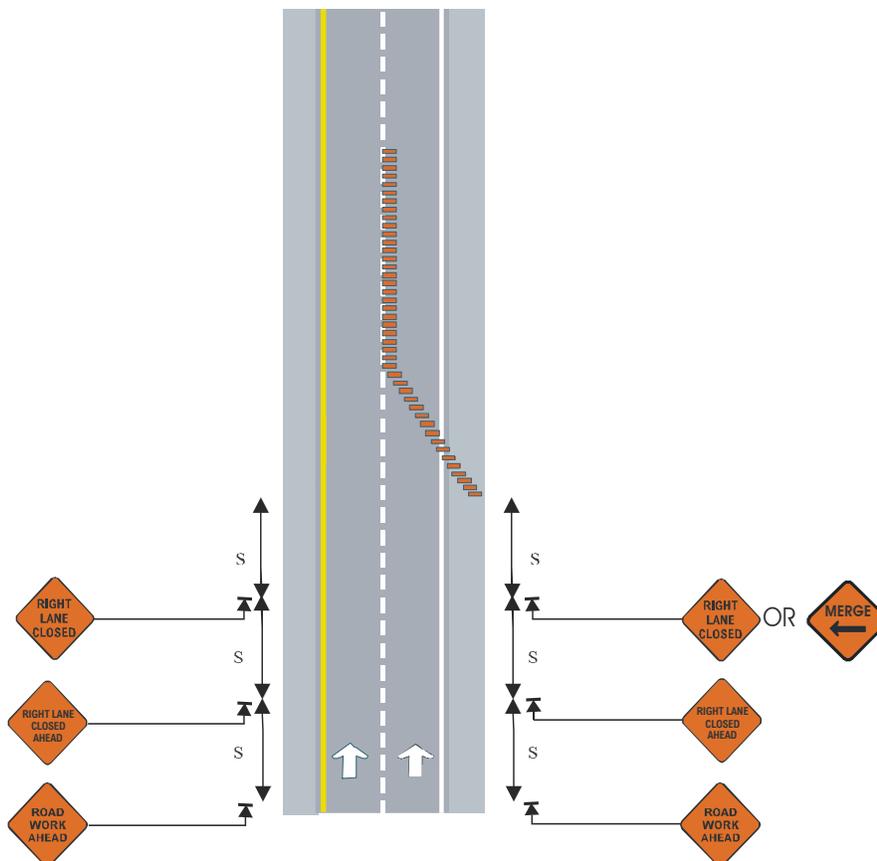
Advance Warning Area

The advance warning area is where traffic is informed of an upcoming temporary traffic control zone. It may vary from a single sign or rotating/strobe lights on a vehicle to a series of signs depending on the duration, location, and type of work.

Recommended sign spacing in this area is shown in the following table.

| Speed Limit (mph) | Spacing ¹ (ft.) | |
|----------------------|----------------------------|-----------------|
| | Undivided Highway | Divided Highway |
| 0-35 | 200 | 200 |
| 40-45 | 350 | 500 |
| 50-55 | 500 | 1000 |
| 60-70 | 1000 | 1000 |

¹Sign spacing may be adjusted, normally by increasing it, to accommodate field conditions and visibility.



Transition Area

The transition area is where traffic is redirected out of its normal path and into the traffic space. This is usually accomplished through the use of a series of channelizers placed in a taper across the portion of roadway to be closed. There are three types of tapers: shoulder; lane; and one-lane, two-way.

- ◆ The *shoulder taper* is used to close the shoulder where it is part of the activity area or when improved shoulders might be mistaken for a driving lane.
- ◆ The *lane taper* is used to close a driving lane by forcing traffic to merge.

Recommended taper length and channelizer spacing for shoulder and lane tapers in the transition area are shown in the following table.

Taper Spacing Chart

| Speed Limit (mph) | Taper Length ¹ (ft.) | | Channelizer Spacing ⁴ (ft.) |
|----------------------|---------------------------------|---------------------------|---|
| | Shoulder ² (T1) | Lane ³ (T2) | |
| 0-35 | 70 | 245 | 35 ⁵ |
| 40-45 | 150 | 540 | 40 ⁵ |
| 50-55 | 185 | 660 | 50 ⁶ |
| 60-70 | 235 | 840 | 60 ⁶ |

¹ Taper lengths may be adjusted to accommodate crossroads, curves, intersections, ramps, or other geometric features.

² Based on 10 ft. shoulder width.

³ Based on 12 ft. lane width

⁴ Channelizer spacing may be reduced to discourage traffic encroachment.

⁵ Spacing reduced to 1/2 at intersections.

⁶ Spacing may be reduced to 1/2 at intersections.

The **one-lane, two-way taper** is used to close one lane of a two-lane, undivided highway where the remaining lane is used alternately by traffic in each direction. The taper should have a length of 100 feet (5 channelizers @ 20 foot spacing). In addition to the channelizers, a flagger, STOP or YIELD sign, pilot car or temporary traffic signal controls traffic through this section.

Note: Taper lengths may be adjusted whenever they are located in close proximity to a crossroad, curve, intersection, ramp, or other geometric feature.

Whenever tapers are used near interchange ramps, crossroads, curves, or other influencing factors, it may be desirable to adjust the length of tapers. Longer tapers are not necessarily better than shorter tapers (particularly in urban areas characterized by short block lengths, driveways, etc.), because extended tapers may encourage motorists to delay lane changing. The real test of taper length involves observing motorists' after the traffic control plan has been implemented.

Activity Area

The activity area is where work activity takes place. It is comprised of three spaces - work, traffic, and buffer.

- ◆ The *work space* is the area closed to traffic and set aside for workers, equipment, materials, and a protective vehicle, if one is used upstream. They are usually delineated by channelizer or temporary barriers to exclude vehicles and pedestrians.
- ◆ The *traffic space* is the area in which traffic is routed through the activity area.
- ◆ The *buffer space* is the area separating traffic from the work space or an unsafe area. Since this area provides some recovery space for an errant vehicle, it should be kept free of any work activity, equipment, vehicles, and material storage. There are two types of buffer spaces - longitudinal and lateral.
 - ▶ A longitudinal buffer space may be used in advance of the work space or to separate opposing traffic flows using portions of the same traffic lane. When an item such as a protective vehicle is located in this space, only the area upstream of the item functions as the buffer space.
 - ▶ A lateral buffer space may be used adjacent to the work space, an unsafe condition, or between two lanes, especially those carrying traffic in opposite directions. The minimum width of this space is not set but should be determined based on the type of facility, work activity, condition for which the space is being provided, and space available.

Recommended longitudinal buffer length and channelizer spacing in the activity area are shown in the following table.

Buffer Chart

| Speed Limit (mph) | Buffer Length (ft.) | Channelizer Spacing ¹ (ft.) |
|-------------------|---------------------|--|
| 0-35 | 120 | 50 ² |
| 40-45 | 220 | 100 ² |
| 50-55 | 335 | 100 ³ |
| 60-70 | 550 | 100 ³ |

¹ Channelizer spacing may be reduced to discourage traffic encroachment.
² Spacing reduced to 1/2 at intersections.
³ Spacing may be reduced to 1/2 at intersections.

Termination Area

The termination area is where traffic is returned to its normal path. This area extends from the downstream end of the activity area to the last temporary traffic control device. This area may include a downstream taper or a sign informing traffic they may return to normal operations (e.g. END ROAD WORK or Speed Limit). When a downstream taper is used, the recommended length is 100 feet (5 channelizers @ 20 foot spacing) per lane.

Flagger Control

The role of the flagger in temporary traffic control is an important one. It is the flagger's responsibility to assess the safety and efficiency of traffic operations within the temporary traffic control zone and manage the movement of traffic through the proper assignment of right of way and/or by controlling speed. Guidelines for performing this vital function are set forth in the *Flagger Training* course materials. It is good practice for flaggers to review these guidelines on a regular basis to ensure they perform their duties effectively.

Except when performed under emergency conditions, workers engaged in flagging operations on the state highway system shall have successfully completed a recognized flagger training course. For MoDOT employees, this requires the successful completion of the *Flagger Training* course or an approved substitute.



Safety Technologies, Inc



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Duration of Work

Work duration is a major factor in determining the number and types of devices used in temporary traffic control zones. The duration of a temporary traffic control zone is defined relative to the length of time an operation occupies a location. The six categories of work duration are:

- ◆ **Long-Term Stationary** - planned work occupying a location more than three days.
- ◆ **Intermediate-Term Stationary** - planned work occupying a location more than one daylight period up to three days, or nighttime work lasting more than 30 minutes.
- ◆ **Short-Term Stationary** - planned daytime work occupying a location for more than 30 minutes, but less than twelve hours.
- ◆ **Short Duration** - planned daytime or nighttime work occupying a location up to 30 minutes.
- ◆ **Mobile** - planned work moving intermittently or continuously.
- ◆ **Emergency** - work involving the initial response to and repair/removal of Response Priority 1 items according to the *MoDOT's Incident Response Plan Manual or District Incident Response Manual*.

Long-term stationary operations include planned work occupying a location more than three days. Post-mounted signs, larger channelizers and barricades, temporary traffic barriers, temporary pavement markings, work lighting, area lighting, warning lighting, and temporary traffic signals are devices generally incorporated into the temporary traffic control plan for these operations. In addition to providing a greater margin of safety, these types of devices provide superior operational characteristics - an important consideration during nighttime hours and periods when workers are not present.

Intermediate-term stationary operations include planned daytime work occupying a location from more than one daylight period up to three days or planned nighttime work occupying a location more than 30 minutes.

In these operations the same procedures and devices used in long-term stationary operations may be desirable. However, their use should be carefully considered, as they may not be feasible or practical to deploy. The increased time to place and remove these devices in some cases could significantly lengthen the project, thus increasing exposure time.

Short-term stationary operations include planned daytime work occupying a location for more than 30 minutes, but less than twelve hours. This category describes the majority of work zone activities undertaken on the state highway system.

In these operations, procedures and devices are usually simplified when compared to intermediate- and long-term stationary operations because workers are present to maintain and monitor the temporary traffic control zone, the zone is only set up during daylight hours, and it is only in place for a relatively short period of time. Portable signs, flashing arrow panels, channelizers, fleet lighting, protective vehicles, and truck-mounted attenuators are devices generally incorporated into the temporary traffic control plan for these operations.

Short duration operations include planned daytime or nighttime work occupying a location up to 30 minutes.

These operations might involve different types of temporary traffic control devices since it often takes longer to set up and remove the temporary traffic control than it does to perform the actual work. Vehicle-mounted signs, truck-mounted flashing arrow panels, fleet lighting, protective vehicles, channelizer cones, and truck-mounted attenuators are typical devices considered for use in these types of operations.

Mobile operations include planned work that moves intermittently or continuously.

These operations often involve frequent, short stops for activities where workers are on foot. These **stops can last up to 15 minutes in duration**. Typical work activities include litter cleanup and pothole patching.

Due to the similarity of these activities to short duration operations, the same procedures and devices considered for use in short duration operations are also desirable for use in these types of mobile operations. When non-mobile devices like portable signs are used, they should be moved periodically to keep them near the operation.

Mobile operations also include work activities in which workers and equipment move along the roadway without stopping. Typical work activities include mowing, snow removal, spraying, sweeping, and long-line striping.

In these types of activities the advance warning area moves with the operation. Therefore, total mobility of the temporary traffic control zone is important and devices should be chosen accordingly. In some continuously moving operations, a work vehicle equipped with fleet lighting may be sufficient. In others, a protective vehicle equipped with fleet lighting, a truck-mounted attenuator, a flashing arrow panel, and a sign may be needed. Where work proceeds at unusually slow speeds, less than five miles per hour, it may be desirable to place warning signs along the roadway and move them periodically as work progresses.

Emergency operations include unplanned work occupying a location up to 15 minutes. Within MoDOT, these operations consist of the initial response to and repair/removal of safety concerns as defined by Response Priority 1 items (refer to the *MoDOT's Incident Response Plan Manual*).

In these operations, it is usually more advantageous, from a safety standpoint, to remove or provide warning of the risk in a timely manner with limited temporary traffic control than it is to set up a temporary traffic control zone for short duration operations. The decision to reduce the temporary traffic control shall be at the discretion of the supervisor. However, work activities shall still be performed with the safety of the motorist and worker in mind. A vehicle-mounted sign, truck-mounted flashing arrow panel, and fleet lighting are devices generally incorporated into the temporary traffic control plan for these operations. A protective vehicle and truck-mounted attenuator should be considered as additional safety measures.

Location of Work

In addition to work duration, work location is also a major factor in determining the temporary traffic control needed for a temporary traffic control zone. As a general rule, the closer the work activity is to traffic, the greater the need for and number of temporary traffic control devices. Typically, the degree of temporary traffic control is based on three locations - work beyond shoulder, work on shoulder, and work within the traveled way.

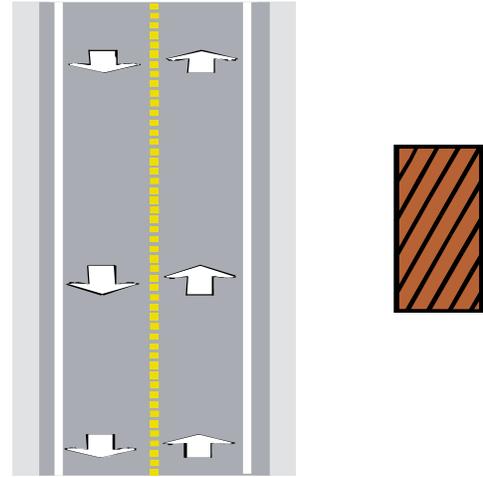
Work beyond shoulder includes any work performed between the edge of the shoulder, the edge of the traveled way where no shoulder exists, to the right-of-way line or within any unimproved median.

Work performed in this area typically requires a minimal amount of temporary traffic control, such as signs and fleet lighting, or even none at all. The amount and type of temporary traffic control depends on the lateral displacement of the work activity and the location and movement of any work vehicle or equipment relative to the edge of the shoulder, or traveled way where no shoulder exists.

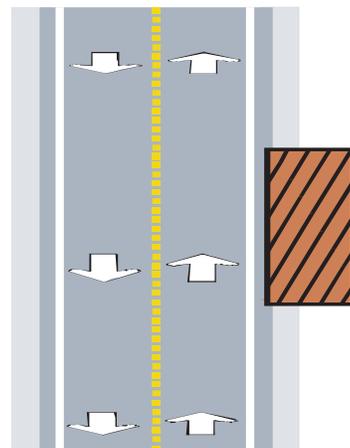
Work on shoulder includes any work performed on the shoulder that does not significantly encroach upon the adjacent driving lane. Where no shoulder exists, this also includes any work performed adjacent to the roadway that encroaches, but not significantly, upon the adjacent driving lane. A significant encroachment means ten feet of driving surface cannot be maintained for traffic.

Work within the traveled way includes any operation requiring a lane closure. Due to the location of the operation, more temporary traffic control devices are required to ensure the safety of both the motorist and the worker. Mobile operations typically require a vehicle-mounted sign, flashing arrow panel, fleet lighting, protective vehicle, and truck-mounted attenuator. Stationary operations usually require the substitution of multiple stationary signs for the single vehicle-mounted sign and the addition of channelizers and flaggers.

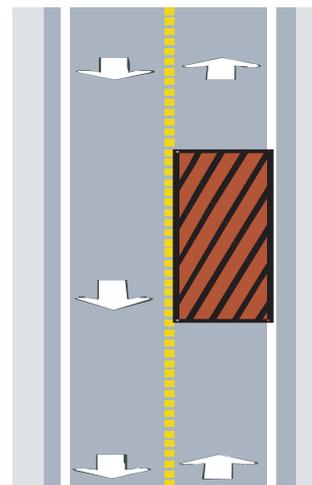
Outside the shoulder



On the shoulder with no encroachment



Within the travel way



Module 4: Transportation Management Plan

The Transportation Management Plan (TMP) consists of strategies to manage the work zone impacts of a project. The TMP may include only a Traffic Control Plan (TCP) on non-significant projects. For projects that have been determined to have a significant impact on the driving public the TMP should include TCP, Transportation Operations (TO), and Public Information (PI) components.

Traffic Control Plan (TCP)

A TCP describes measures to be used to direct road users through a work zone and to provide highway work safety within that work zone. The TCP plan needs to be consistent with MoDOT policies, guidelines and standards, and at minimum shall meet the provisions of Chapter 6 of the Manual on Uniform Traffic Control Devices (MUTCD). The TCP plan shall maintain pre-existing roadside safety hardware at an equivalent or better level of condition than existed prior to project implementation.

Transportation Operations (TO)

The TO component of the TMP identifies strategies that will be used to mitigate impacts of the work zone on the operation and management of the transportation system within the work zone impact area. Typical TO strategies may include, but are not limited to, demand management, corridor/network management, safety management and enforcement, and work zone traffic management. The scope of the TO component will be determined by the project characteristics and the transportation operations and safety strategies. Some examples of TO are capacity, detours, ingress/egress, emergency vehicles, traffic generators, law enforcement, and motorist assist.

Public Information (PI)

The PI component of the TMP communicates strategies to inform affected road users (e.g., the general public, area residents, businesses, and appropriate public and transportation association entities) about the project, the expected work zone impacts of and the changing conditions on the project. The scope of the PI component is determined by the project characteristics and the public information and outreach strategies identified through the use of the traffic management strategy matrix. Public information should be provided through methods best suited for the project and may include, but are not limited to, information on the project characteristics, expected impacts, closure details, commuter alternatives and other traveler information strategies. Some examples of PI are direct mailing, radio, web site, public discussions, news releases, and Portable Changeable Message Signs.

The TMP should be developed and implemented in sustained consultation with all stakeholders (e.g., other transportation agencies, railroad agencies/operators, transit providers, freight movers, utility suppliers, police, fire, emergency medical services, schools, business communities and regional transportation management centers, etc.).

Traffic Management Strategy Matrix

To facilitate the development and continual improvement of the TMP, a traffic management strategy matrix has been developed and should be used throughout all phases of a project, from the preliminary development stage to final construction of a project. The traffic management strategy matrix addresses key components and identifies corresponding strategies to manage the work zone impacts of a project. Thereby assisting in developing the TMP components. Link to the strategy matrix

<http://wwwi/intranet/tr/ttc/programs.htm>



General Public Information

In addition to the work zone specific Public Information activities, MoDOT provides general work zone information to the public through various outlets including publication of a statewide work zone map and work zone driving safety tips, posting of current work zone locations and conditions to the Internet, promotion of Work Zone Safety Awareness Week, and advertisement of work zone safety-related messages via radio, television, and billboards. Through these efforts, MoDOT positively influences work zone safety and mobility, by helping motorists access information they need to plan their trips and become more work zone conscious.

Module 5: Law Enforcement

The use of law enforcement in an active or passive capacity will be identified initially at the planning stage, but needs to be continually re-evaluated throughout the duration of the maintenance or construction project. Typical situations where law enforcement may be beneficial are speed enforcement, temporary flagging situations, incident management, complex traffic control setups, mobile operations, and changes in traffic control setups.

The presence of law enforcement within the work zone may have a positive or negative impact on traffic flow and safety within a work zone, depending on the placement of the law enforcement officials and how law enforcement officials ticket violators. Law enforcement officials and their vehicles should be located as not to be a hazard to the driving public nor themselves. They should be asked to pull violators over at a pre-designated area, such as beyond the end of the work zone, at a location that will have minimal impact.

When law enforcement is present, you need to continually evaluate the effectiveness of their presence. For example, if their presence starts backing up traffic to where motorist may be placed in an unsafe situation, such as just over a hill or around a curve where inadequate sight distance is provided for approaching vehicles to stop, the law enforcement official should be asked to move to another location where they are not restricting traffic flow or to leave the area when such conditions develop.

The following are recommended procedures to provide law enforcement presence in MoDOT construction zones.

- A. Funds for work zone enforcement will be transferred and administered by Highway Safety Division.
- B. Each district should forecast number of enforcement hours needed and designated routes scheduled for the year's construction projects. Average hourly rate for law enforcement is approximately \$35.00 per hour +/- \$10.00 per hour.
- C. Each district should set up their individual funding levels for activity needed. Highway Safety will reimburse the city, county and state law enforcement agencies.
- D. District will submit these estimates to the Highway Safety Division. Highway Safety will review roadways designated by Districts and make contact with law enforcement agencies based on construction locations to attend a meeting at the district to discuss schedule, scope, and logistics of enforcement activity requested.
- E. Highway Safety will work up appropriate contract agreements with selected law enforcement agencies and send to individual agencies.
- F. Pre-Construction meeting will be held with district, construction companies and law enforcement agencies to finalize expectations of times, schedules, scope and logistics of projects.



- G. Districts will work directly with LE agencies to ensure proper enforcement coverage in designated construction zones.
- H. Enforcement activity billing will be sent to Highway Safety for review and approval. All activity will be tracked and a detailed report of expenditures and enforcement activity will be provided to appropriate personnel.

Module 6: Traffic Capacity (Hourly Volume Restrictions)

In planning work on highways, it's important to consider traffic volume. Traffic volumes help determine time of work with minimum disruption to traffic and allows you to gauge the measures necessary to inform the traveling public or mitigate traffic backups when that work can't be done in those specific time frames. The following are traffic capacities for typical highways.

Interstates and Freeways

Interstates and freeways are high-volume multiple-lane routes divided by medians. These routes carry the largest volumes of traffic, and depending on the number of lanes, can affect thousands of vehicles per hour. By using the appropriate work zone guidelines on these roadways, the biggest work zone improvements can be made. The Highway Capacity Manual provides traffic-capacity information for urban freeway work zones. This information may also be used for rural freeways and interstates.

The most common interstate and freeway work zone situation in Missouri is where one of two lanes are closed in a direction. This condition results in a maximum traffic capacity of 1,240 vehicles per hour per lane. Strategies to reduce effects on the motoring public should be considered when traffic volumes approach 1,000 vehicles per hour per lane.

Where there are three lanes in one direction and one is closed, or where there are four lanes with one or two lanes closed, the open-lane capacity is approximately 1,450 vehicles per hour per lane. Strategies to reduce effects on the motoring public should be considered when traffic volumes approach 75 percent of the restricted capacity, or 1,100 vehicles per hour per open-lane.

Where there are three lanes in one direction and two are closed, the maximum capacity is approximately 960 vehicles per hour per lane and strategies should be considered when traffic volumes approach 750 vehicles per hour per lane.

The greatest traffic reductions per lane occur when the situation is most restricted. For instance, if there are five lanes in one direction and three are closed, the capacity of the two open lanes is 1,320 vehicles per hour per lane. Strategies to reduce effects on the motoring public should be considered when volumes approach 75 percent of the restricted capacity, or 1,000 vehicles per hour per open lane.



Multi-Lane Roadways

Undivided multi-lane roadways also have more than one lane per direction. However, because most do not have medians, they must be treated differently than interstates and freeways. The work-zone capacity of multi-lane roadways is approximately 1,000 vehicles per hour per open lane. Strategies to reduce effects on the motoring public should be considered when volumes approach 80 percent, or 800 vehicles per hour per open lane.



Divided multi-lane roadways that are in rural settings with limited access points should be treated like interstates, while such facilities in urban settings with numerous access points should be treated like undivided multi-lane roadways.

Two-Lane Roadways

Work zones for two-lane roadways need to be reviewed on a case-by-case basis. Although these routes have the lowest traffic volumes, they do not have medians and may have narrower shoulders and more curves than higher-volume routes. Strategies to reduce effects on the motoring public should be considered when volumes from both directions approach 600 vehicles per hour.

The capacities provided above are estimates and may be adjusted based on past experience, lane widths, truck volume, geometrics, lane usage, etc..

Module 7: Travel Time Information

To help alleviate driver frustration with delays through maintenance and construction work zones, Portable Changeable Message Signs (PCMS) or Dynamic Message Signs (DMS) are to be used to inform motorists of travel times. The following provides guidance on their usage.

- ◆ On interstate and other major roadway or bridge projects, near real-time travel time will be provided for work zones subject to traffic delays of five (5) minutes or more due to work activity. Delay time will be calculated by the following equation:

| |
|--|
| $\text{Delay Time} = T_{wz} - T_p$ |
| Where T_{wz} = Time to travel through WZ |
| T_p = Time to travel through area at posted WZ speed limit |

- ◆ Travel times will be determined and messages update, as needed, at regular intervals and as conditions change. Possible methods to estimate travel times include: 1) driving the limits of the work zone, 2) establishing times based on predetermined queuing lengths, 3) monitoring travel times of vehicles traveling through the work zone, or 4) automated means.
- ◆ Distance to end of work zone, in miles, with estimated travel times, in five-minute increments, will be displayed on a properly delineated PCMS or DMS board. These boards will be located in advance of any potential traffic queue. Additional boards may be used as needed. The recommended display for these messages is:

| | |
|-------------------------|----------------------|
| Work Zone Ends 10 Miles | 15-20 Minutes Travel |
|-------------------------|----------------------|

- ◆ Unless travel time is provided through automated means, PCMS and DMS units will display the following recommended messages when workers are not present and traffic delay can be expected.

| | |
|-------------------------|---------------|
| Work Zone Ends 10 Miles | Expect Delays |
|-------------------------|---------------|

- ◆ PCMS and DMS units may display meaningful messages when workers are not present, no traffic delay can be expected, and travel time is not provided through automated means.
- ◆ It is recommended that the units be capable of being remotely updated via cell phone or other means to make the information more time relevant.

Module 8: Human Factors

Human Factors is concerned with the design, development, evaluation and operation of traffic control devices so the driver can navigate through work zones as safely and efficiently as possible. Communication between roadway users and the road itself is essential.



Human Factors is integrated in every aspect of the transportation system:

- ◆ Geometry: How much turn at a certain speed can a human tolerate?
- ◆ Sign: How far can a human eye see?
- ◆ Speed Limit: How fast can we travel comfortably at a certain degree in radius of a roadway?

Human factors are increasingly important for temporary traffic control. In work zones we are giving the drivers new information. We are already violating their expectation of a “normal” driving experience.

Human Traits Affecting Behavior

Drivers are affected by the following traits:

- ◆ Visual Capability
 - ▶ Age of driver
 - ▶ Eyesight
 - ▶ Night vision
- ◆ Driver Perception and Response Time
- ◆ Physical issues with aging
- ◆ Information Handling

There are many other human traits we take into consideration when we plan, design, and operate work zones, but these are the core qualities on which to focus.

Visual Capability

Roughly 90% of the information we receive as human beings is visual, and the same applies for drivers. Driver must digest the information given in all conditions while in motion. This includes a need for advanced visual techniques, including depth perception, 3-dimensional analysis, and speed recognition.

Adding to the complexities of the task are distractions inside and outside of the driver’s vehicle, and clutter on the roadway – which can either be literal trash or the clutter of too many signs.

Visual Acuity / Cones of vision

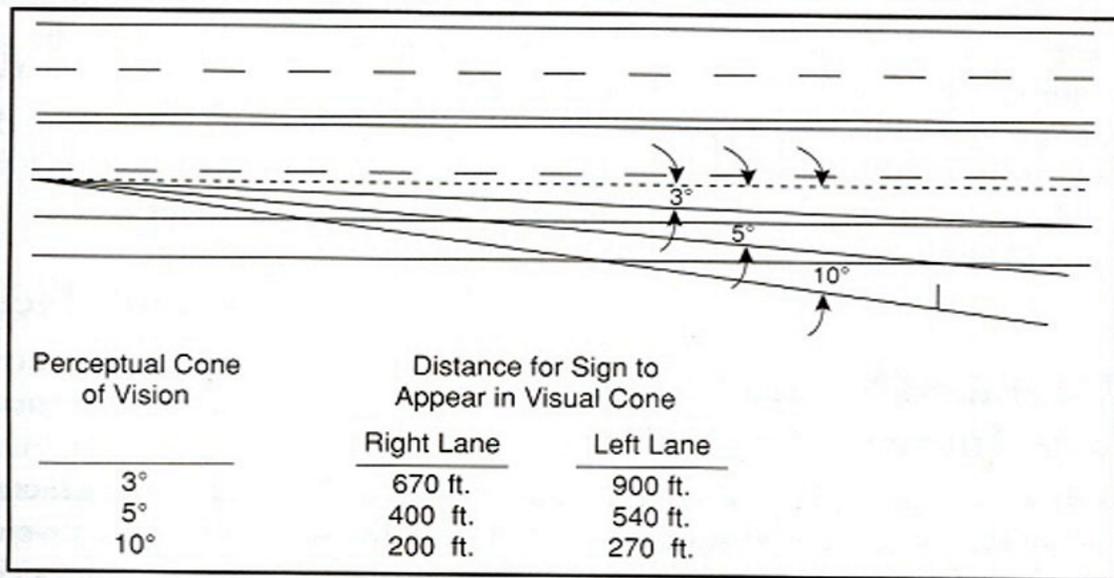


Figure 2-3. Drivers Cone of Vision

The cone of vision shows us how people can take in information. Drivers' ability to understand what they are seeing is reduced the farther the object is removed from the center of their sight.

- ◆ This color vision is seen at about 3 degrees from center, which can be estimated by making a circle with your forefingers and your thumbs at arms length.
- ◆ Between 3 and 6 degrees, color is not as readily obvious, but the information can typically be seen clearly.
- ◆ Outside of 6 degrees, the visual field is hard to see, and it is seen without clear detail.
- ◆ Satisfactory vision is still possible inside 20 degrees.
- ◆ Peripheral vision is typically around 120 – 150 degrees. At this angle, very little detail, if any, can be seen.

The ability to read information placed “not straight ahead” is very important to consider when signs are posted on wide roadways. Of course, our heads and eyes are not fixed; we constantly scan ahead for information. However, the most effective placement of devices is within the 10-20 degree Cone of Vision.

The Need for Light

As we age, our need for light increases significantly. At the same time, it is more difficult for all drivers to see well at night – especially with glare.

An older driver will see only 80% as well as a younger driver during the day. However, that same driver will see just 34% as well at night (compared to the young driver during the day). It is very

important to consider the light conditions of temporary traffic control zones when designing and managing those areas.

Consideration must be given to all light and weather consideration. For example, a sign that has enough contrast enough during the day to be read might not be acceptable at night.

All Drivers Are Not the Same

As discussed in the Visual Acuity section, there are limits to people's ability to gather and process information and to make appropriate responses in work zones. It is important to consider the wide range of the population using the roadway system.

At any given time there are young, old, fatigued, impaired and distracted drivers traveling through your work zones. Not everyone comes to the task with the same knowledge and abilities.

Older Drivers

An additional concern when discussing the range of drivers is the aging of the U.S. population. The average age continues to increase, and the number of older drivers (70+) on the roadways is expected to grow greatly in the next few years. A sub-set of this group is older women, who historically have not driven as they age, but will in the future.

Though motorists older than 70 drive less frequently than other age groups, they already account for more than their share of fatalities. In fact, the only group more dangerous than senior citizens is teen-agers. Senior drivers have special trouble judging speed and distances, which are two important skills needed to navigate through the complex situations in many work zones.

Impairment

Beyond the obvious impairment of alcohol and other drugs, drivers often will be impaired by fatigue and distractions, ranging from cell phones and CD players to kids in the back seat.

The Driving Task

In general, people handle information needed for driving in three steps.

1. Gather information from various sources
2. Use the information to make decision based on experience, knowledge, and skills
3. Perform the action

The time to complete this task is called Perception Reaction Time (PRT). A typical PRT is around 2.5 seconds, though it can increase in complex situations (like work zones).

A lot can happen in 2.5 seconds, illustrated by the chart below. At 70 mph, a driver travels over 250 feet!

| <u>Speed (mph)</u> | <u>Traveled in 2.5 sec</u> |
|---------------------------|-----------------------------------|
| 30 | 110 ft |
| 40 | 147 ft |
| 55 | 202 ft |
| 60 | 220 ft |
| 65 | 239 ft |
| 70 | 257 ft |

Information Overload

Too much information at one time makes the driver confused which information is needed. The driver simply doesn't have enough time to read and digest the information presented. Similarly, multiple signs on one sign array confuses the driver of which signs has the appropriate information for the particular situation. Too many signs in close proximity poses similar problem.

In a work zone the driver needs more time controlling the vehicle, steering, and braking, giving him less time to read, process, and digest signs. In this situation, the potential for information overloading increases. Too much unnecessary information can cause information overloading.

Provide Positive Guidance

It is important to provide the road users with the appropriate information at the right time in order for them to be able gather the information, process it and make the desired decision.

Give drivers only one option – the right one – by showing them very clearly the desired path. This path can be shown to the driver through signing, pavement marking, and channelizing devices.



Module 9: Pedestrian/Bicyclist Consideration

Work zones should continue to accommodate the road users who were using a roadway before construction began. Work zones present additional workload not only to drivers of passenger vehicles and heavy trucks, but also to pedestrians, bicyclists, and motorcyclists. In addition to providing well-designed facilities for these other road users, agencies should notify drivers of the presence of these people and vehicles and design the work zone so drivers can see and avoid these users. Accommodation of pedestrians, bicyclists, motorcyclists, and heavy-truck drivers should be planned before work begins. In addition, regular inspection of conditions for these road users should be performed in order to ensure that these users are being accommodated safely.



Roadway sections in work zones open to public travel should be free from surface irregularities and construction debris. Uneven and cluttered surfaces can cause motorcyclists or bicyclists to fall and may present tripping hazards to pedestrians. Hazards include pavement edges, large or deep ruts, metal plates, drainage grates, expansion joints, and pavement or other surfaces with low skid resistance. The travel path should be continuous and hard. Vehicle detectors and pedestrian push buttons on existing roadways should continue to be accessible, or other options provided, during the project.

Additional strategies beyond those briefly discussed in this section are covered in other volumes of the NCHRP Report 500 series:

- ◆ Pedestrians (Volume 10)
- ◆ Bicycles (forthcoming)
- ◆ Motorcycles (Volume 18)
- ◆ Disabled (Volume 13)

Pedestrians

The MUTCD should be consulted for information on accommodating pedestrians in work zones and on reducing pedestrian-vehicle conflicts.

Careful consideration should also be given to the needs of pedestrians with disabilities, especially when there is evidence that the regular users of this area include pedestrians with special needs. The level of accessibility of existing pedestrian facilities should be maintained during the work period to the extent practical.

The MUTCD provides guidance on providing accessible facilities in work zones, including consideration of pedestrians with either visual or mobility disabilities. The changes made to a pedestrian's path, due to work zones, will interrupt the routine of a person with visual disabilities whose route goes through the affected area. Visually impaired pedestrians need clear guidance through the work zone, and this can be provided through detectable barriers and edges on



channelizing devices, guide rails, audible warning devices, or even audible spoken messages activated by push buttons.

Pedestrian accommodations include:

- ◆ **Pedestrian Paths:** Pedestrian paths should be continuous, smooth, hard, and located out of hazardous areas. Maintaining pedestrian access to adjacent properties throughout construction may be required. While undesirable, it may be necessary for practical reasons to allow for pedestrian travel through the work zone.

If pedestrian travel paths will be obstructed or made more hazardous by ongoing work, the traffic control plan should provide an alternate, safer route. This may be accomplished with:



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- ◆ **Existing pathways:** pedestrians can be directed to use alternate pathways already existing in the work zone. This may include sidewalks on the other side of the street.
- ◆ **Bypasses:** temporary bypass routes can be provided where unobstructed and non-hazardous space is available in the right-of-way. Bypasses may be established in parking lanes or grass buffers in the work zone.
- ◆ **Detours:** pedestrians can be instructed to use a detour route when it is not possible to use other existing pathways.
- ◆ **Traffic Plans:** When establishing pedestrian traffic plans, the origins and destinations of the pedestrians should be considered, as well as the ideal (typically shortest) routes through the work zone. Access to bus stops and cross walks should be maintained, or temporary relocation of both should be considered. Pedestrians will be using the paths during all lighting and weather conditions; therefore, messages (both visual and audible) should be clear at all times.
- ◆ **Channelization:** Pedestrians should be encouraged to use the safest path and to cross roadways in the appropriate location. One way to accomplish this is through channelization, which can help reduce conflicts with work activities and vehicular traffic. Any devices or barriers used to channelize pedestrian movements should not obstruct the sight distance for motorists. Barriers can also serve as protection from vehicular traffic when the two travel paths are close.
- ◆ **Public education:** Educating pedestrians on appropriate behaviors when walking through work zones, as well as on the meanings of traffic control devices, can contribute to their safe use of pedestrian facilities in work zones.

Bicyclists

Consideration should be given to the needs of bicyclists as work zones are being designed, set up, and as work is being performed. Pavement edge drop-offs or longitudinal joints can present hazards to bicyclists, as can surface debris and low-traction areas.

Warning signs increase driver awareness of bicycles in work zones. Standard MUTCD bicycle warning signs should be used to alert drivers to the presence of bicyclists.

Module 10: Nighttime Work Zones

With increased volumes of traffic on the highway system, nighttime road construction has become a strategy that MoDOT uses to minimize traffic delays. When working at night there are several challenges that require attention. First, nighttime work brings a reduction in visibility for workers and drivers. Second, nighttime work may negatively impact the surrounding community with excessive noise and light. Third, construction personnel and the drivers are more likely to suffer fatigue during the night rather than during the day. These challenges make it imperative that a safe work zone and lighting plan is designed to address nighttime challenges.



The decision to work at night should be based on several factors including:

1. Traffic Characteristics
2. Construction Schedule
3. Impact to Communities and Businesses
4. Other Items

Advantages and Disadvantages of Nighttime Work Zones Include:

Typical Advantages

- ◆ Reduced traffic congestion due to low volumes
- ◆ Less involvement with business activity
- ◆ Allows for restoration of normal traffic patterns during the day
- ◆ Less traffic is exposed to hazards related to driving through the work zone
- ◆ Workers are exposed to fewer passing vehicles
- ◆ Road user costs may be lower
- ◆ Work periods may be longer
- ◆ Traffic control options may be more feasible
- ◆ Nighttime work may allow for better productivity, easier material delivery, and reduced equipment costs
- ◆ Air pollution and fuel consumption is reduced
- ◆ Lower nighttime temperatures, during the normal construction season, improves working conditions and makes for better material handling



Typical Disadvantages

- ◆ Reduced visibility
- ◆ Greater probability for fatigued and impaired drivers
- ◆ Impact to surrounding communities
- ◆ Unit construction costs are generally higher
- ◆ Nighttime traffic speeds will tend to be higher because drivers are less likely to expect to encounter work zones
- ◆ A greater proportion of the vehicles encountered at night will include alcohol or drug - impaired drivers
- ◆ Local residents may experience noise and light pollution, as well as vibration disturbances, during night construction
- ◆ Reduced construction season

Below is a list of factors to take into consideration when designing and operating nighttime work zone.

Apparel

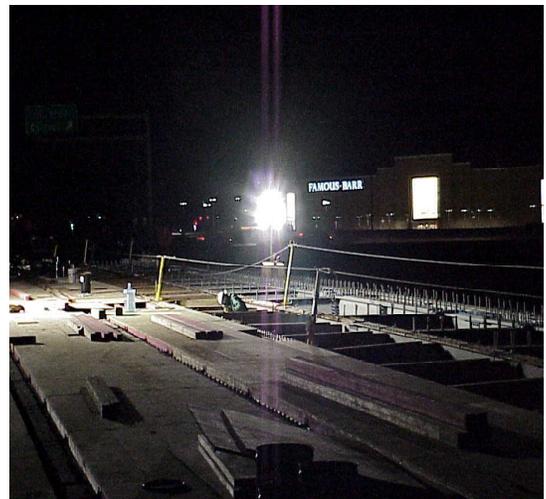
- ◆ For nighttime activity, safety apparel meeting the requirements of ANSI/ISEA 107-2004 Standard Performance for Class 3 Risk Exposure shall be worn by all MoDOT personnel and should be considered by all other entities. MoDOT Consists of class 2 shirts/vests and class E pants.
- ◆ The background material shall be either fluorescent orange-red or fluorescent yellow-green with retroreflective accents of either orange, yellow, white, silver, yellow-green, or fluorescent version of these colors which are visible at a minimum distance of 1000 ft.

Lighting

When nighttime work is being performed, lighting should be used to illuminate the work area, equipment crossings, and other areas. The amount and location of light provided is base on the type and detail of work being performed and the degree of difficulty in navigating the work zone.

Recommended illumination levels are as follows:

- ◆ **Category 1** - 5 foot-candles – e.g. excavation, sweeping, movement.
 - ▶ Low Accuracy
 - ▶ Slow-Moving Equipment
 - ▶ Large Objects
 - ▶ Setup and Removal of Traffic Control Devices
 - ▶ Flagger Stations (required)



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- ◆ **Category 2** - 10 foot-candles – e.g. paving, milling, concrete work.
 - ▶ Work around Construction Equipment
 - ▶ Higher Accuracy
 - ▶ Safety Concerns
- ◆ **Category 3** - 20 foot-candles – e.g. crack filling, pothole filling, signalization.
 - ▶ Pavement Crack/Filling
 - ▶ Patching
 - ▶ Electrical Work

This lighting shall not produce a disabling glare condition for approaching road users, flaggers, or workers.

- ◆ Factors impacting glare:
 - ▶ Distance between driver and luminaires
 - ▶ Height of luminaires
 - ▶ Direction the luminaires are aimed
- ◆ To minimize glare:
 - ▶ Locate luminaires so that axis of candlepower is located away from the line of sight of motorists
 - ▶ Luminaires should be aimed so the center of the beam axis is no greater than 60 degrees above vertical plane.
 - ▶ Tower-mounted luminaires should be aimed either perpendicular or parallel to the roadway.

Traffic Control

Nighttime work does not require changes in traffic control setup or in the design of the devices. However, enhancements to traffic control may be considered and flashing arrow panels and changeable message signs shall be dimmed when working at night. Traffic control enhancements include tighter channelizer spacing, larger devices, addition of warning lights, longer transition areas, etc.



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Module 11: Work Zone Speed Limits

MoDOT's goal is to assure appropriate temporary speed limits or advisory speed placards as applicable, are set for conditions within the temporary traffic control zone and ensure that temporary or advisory speeds are in affect only for the time and vicinity of the condition.

Reduced speed zoning (lowering the regulatory speed limit) should be avoided as much as practical because drivers will reduce their speeds only if they clearly perceive a need to do so. Research has demonstrated that large reductions in the speed limit increase speed variance and the potential for crashes. Smaller reductions in the speed limit of up to 10 mph cause smaller changes in speed variance and lessen the potential for increased crashes.

Factors to consider when posting a reduced speed limit in a work zone include:

- ◆ Protected or Unprotected work area (Shielded by a crashworthy device such as traffic barrier, guard rail, impact attenuators, etc.)
- ◆ Posted speed limit prior to beginning the work activity
- ◆ Location of workers, equipment, and material (distance from edge of thru pavement)
- ◆ Type of facility e.g. multi-lane or two-lane/two-way
- ◆ Flagging operations

The primary tool used in establishing temporary speed limits is the Work Zone Speed Limit Chart, Standard Drawing 606.10.

| Location of Activity (i.e. workers, equipment, material) or Type of Operation | Posted Speed Greater than 55 MPH | | Posted Speed Less than or Equal to 55 MPH | |
|---|-------------------------------------|-----------------------------|--|-------------|
| | Protected | unprotected | Protected | Unprotected |
| Multilane Facility | | | | |
| Beyond 30' of EOTP | Posted | Posted | Posted | Posted |
| 10' to 30' of EOTP | Posted | Posted-10 | Posted | Posted |
| Within 10' of EOTP | Posted | Posted-10 | Posted | Posted-10 |
| In Traffic Lane | Posted-10 | Posted-20 (min. 45 mph.) | Posted-10 | Posted-10 |
| Head-to-Head | Posted-10 | Posted-10 | Posted-10 | Posted-10 |
| 2-Lane / 2-Way Operation | | | | |
| Beyond 30' of EOTP | Posted | Posted | Posted | Posted |
| 10' to 30' of EOTP | Posted | Posted-10 (min. 45 mph.) | Posted | Posted |
| Within 10' of EOTP | Posted | Posted-20 (min. 45 mph.) | Posted | Posted-10 |
| 1 Lane / 2 Way Operation | 35 mph | | | |
| Temporary Closure within Flagger | 35 mph | | | |
| EOTP - Edge of Through Pavement | | | | |

The purpose of the chart is to promote uniformity of temporary speed limits and to assure temporary speed limits are based on current conditions.

Note: The values noted in the drawing are the maximum allowed speed reductions.

To minimize the length of the reduced speed area, the speed limit will be posted as follows:

1. Install speed limit signs required for physical restrictions in the advance warning area.
2. Install advisory speed plaques as necessary on the advance warning signs.
3. Install the speed limit signs required for work being performed immediately prior to the area where work is being performed.
4. Install another speed limit sign reflecting the normal speed limit immediately beyond where work is being performed.
5. Move the signs noted in 3 and 4 as the work progresses down the road.

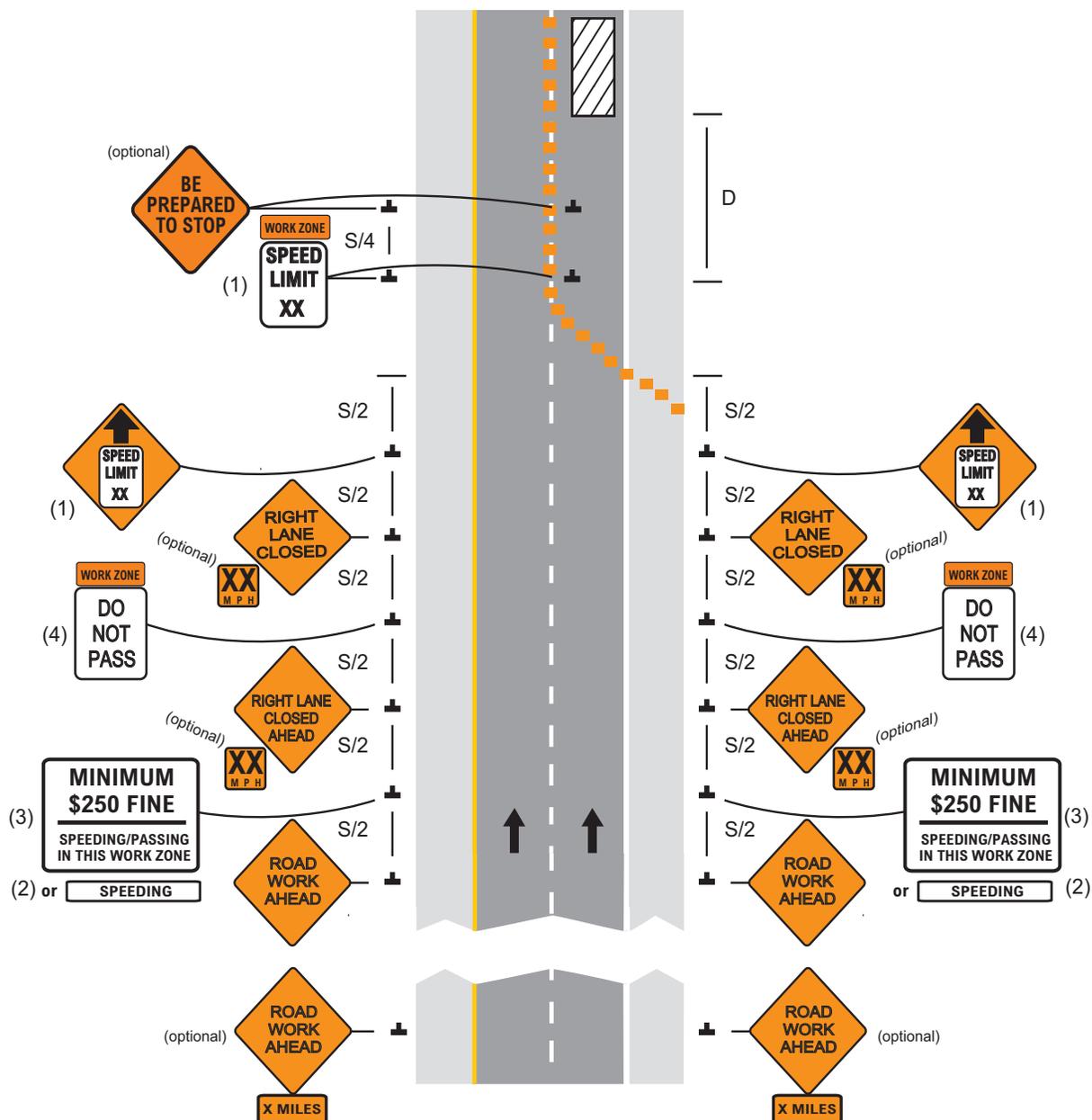
Speed Limits on Divided Highway

Notes:

Work Zone Speed Limit signs posted at $S/2 \leq D \leq 1/2$ mile for work areas and conditions less than 1/2 mile in length and work areas and/or conditions separated by more than 1/2 mile.

Work Zone Speed Limit signs posted at 1/2 mile intervals for work areas and conditions greater than 1/2 mile in length and work areas or condition separated by less than 1/2 mile.

Work Zone Speed Limit and BE PREPARED TO STOP signs **shall** not be located in advance warning of transition areas. Signs to be removed when workers or condition is no longer present.



(1) Signs used with work zone speed limit reduction.

(1), (2), (3) Signs used with work zone speed limit reduction and speeding fine provision.

(1), (3), (4) Signs used with work zone speed limit reduction and speeding and passing fine provisions.

11/01/05

Module 12: Temporary Traffic Control Devices

All temporary traffic control devices (TTCD) shall be certified, constructed, and installed in accordance with standard specifications, standard plans, the traffic control plan, manufacturers' recommendations, and NCHRP 350 crash test requirements, as applicable. Devices not meeting the above referenced requirements shall be replaced, repaired, or removed.

Due to natural or vehicle-induced-wind, ballasting may be required to keep the TTCD in the proper locations. Ballasts shall be selected and installed so the ballast itself does not become a hazard if impacted by a vehicle. Many TTCD have manufacturer's recommendations for ballasting.

Signs

Typical work zone signage includes warning, regulatory, guide, "Drive Smart", "Point of Presence", and "Work Zone Fine" signs.

Regulatory signs give notice of traffic laws or regulations and indicate applicability of legal requirements that would not be readily apparent. These signs are generally rectangular in shape and black on white in color. A noteworthy exception to this rule is STOP, YIELD, DO NOT ENTER, and WRONG WAY signs.

Warning signs give notice to situations or conditions that might not be readily apparent. These signs are generally 48" x 48" diamond-shaped signs and, when used in a temporary traffic control zone, black on fluorescent orange in color.

Guide signs indicate route designations, destinations, directions, distances, services, points of interest, or other geographical, recreational, or cultural information. These signs come in different shapes and colors depending upon type and purpose of the signing. However, special guide signs relating to the conditions of the temporary traffic control zone (e.g. RAMP OPEN, DETOUR, ROAD WORK NEXT XX MILES, etc.) are typically rectangular in shape and black on fluorescent orange in color.

Note: Different sign sizes and types of retroreflective sheeting may be used by entities other than MoDOT or its contractors.

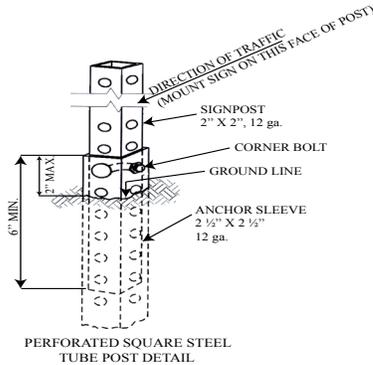
Signs may be installed per the following table:

Drawing 616.10

| Type | Sign Support | Sign Substrate | Minimum Mounting Height (3) | Usage Limitations | Comments |
|------------------------|---|-------------------|---|--|--|
| Post | Perforated Square Steel Tube U-Channel Wood | Rigid | 5' Rural Undivided Highways 7' Rural Divided Highways 7' Urban Highways | None | Posts shall be free of any bracing and extend no further above the sign except as needed for warning light attachment. See standard plan 903.03 for post installation details. Galvanization of posts will not be required. |
| Type 1 Portable | Skid Fold-up Stand | Rigid | 5' Rural Undivided Highways 7' Rural Divided Highways 7' Urban Highways | Permitted only where post mounting is not feasible | Systems shall comply with crash test requirements of NCHRP 350 Test Level 3 and may be placed adjacent to or within the roadway provided a minimum lateral clearance of 3 feet. Measured horizontally from the edge of the sign to the edge of designated traveled way, is maintained. |
| Type 2 Portable | Easel Fold-up Stand Self-driving Post Type III Moveable Barricade Skid | Flexible Rigid | 12" (4) | Permitted only for installation up to 3 days (5). Where signs are obscured by other objects (i.e. traffic control devices, Parked vehicles, barrier, vegetation, etc.) or installed on multiland undivided facilities or multiland divided facilities with 3 or more lanes in one direction. Mounting heights shall be as specified for post-mounted signs | Systems shall comply with crash test requirements of NCHRP 350 Test Level 3 and may be placed adjacent to or within roadway provided a minimum lateral clearance of 3 feet. Measured horizontally from the edge of the sign to the edge of the designated traveled way, is maintained. |
| Barrier | Concrete Traffic Barrier Guardrail | Flexible Rigid | 5' Rural Undivided Highways 7' Rural Divided Highways 7' Urban Highways | Permitted only where longitudinal barrier is present. | System shall provide positive connection to the barrier and minimize potential for vehicle snagging. |
| Vehicle | Pavement Marking Equipment Pilot Car Protective Vehicle | Flexible Rigid | 48" | Permitted only in pilot car or moving operations. | |
| (3) | Measured from the bottom of the sign to the near edge of the pavement. | | | | |
| (4) | Mounting heights for critical regulatory and guide signs (e.g., stop, yield, do not enter, wrong way, one way, and gore exit) shall be as specified for post-mounted signs. | | | | |
| (5) | Signs mounted on Type III barricades, gore exit sign, and signs for crosswalk/sidewalk closures may be left in place for more than 3 days. | | | | |

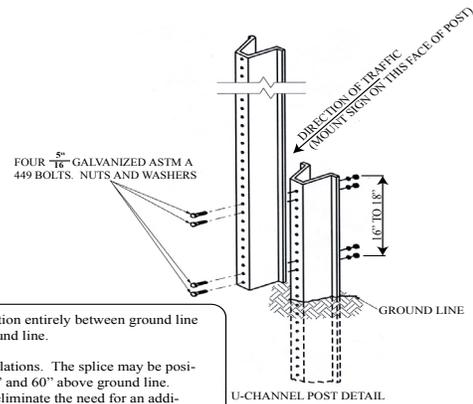
All sign support systems shall comply with crash test requirements of NCHRP 350 test level 3 except for those mounted on barriers or vehicles. When post mounting signs, the appropriate number of posts for the corresponding sign area is critical. Post splices shall be positioned entirely below or above 18-inches, not to exceed 60-inches, above the ground line.

Splice Drawing 903.03



The signpost is attached to the anchor sleeve with the corner bolt per manufacturer's specification.

In temporary installations, a splice may be positioned entirely between 18" and 60" above ground line to accommodate readily available stock. The splice shall consist of a 12 inch piece of 1 1/4 inch tube, inserted 6" into both the upper and lower signpost sections and corner-bolted at both ends.



Splice shall be position entirely between ground line and 18" above ground line.

In temporary installations. The splice may be positioned between 18" and 60" above ground line. Placed to entirely eliminate the need for an additional splice when readily available stock is used.

Only one splice will be allowed per post.

Use of splice is optional.

Drivers are not use to a change in their daily driving patterns, so care must be taken when changing traffic patterns. Signs should be located as to provide the drivers enough reaction time to read, comprehend, and respond accordingly. Signs should be located so they aren't obscured by other signs, trees, grass, vehicles, etc.

Warning lights may be used to enhance signs, but the light shall not obscure the sign face and the battery pack, if separate from the light unit, shall be positioned no higher than 18-inches above the ground line.

Barricades

Barricades consist of one, two, or three horizontal panels with appropriate markings mounted on a portable support system used to control traffic by closing, restricting, or delineating all or a portion of the right of way.

Only Type 3 barricades (three panel) are used in MoDOT applications. One Type 3 barricade is required for each 8 feet of closed pavement, including shoulders. For example, a typical roadway width of two, 12-foot lanes with no shoulders requires 3 barricades.

Signs and/or lights may be attached or mounted to the barricade provided they are lightweight in design (3.3 or less). Signs or lights not meeting this criteria shall be installed on a separate crashworthy mounting located 7-10 feet behind the barricade.



Barricades shall be marked appropriately with right or left markings reflecting the intended direction of travel. Where traffic is to pass to the left, the marking shall be down and to the left. Where traffic is to pass to the right, the marking shall be down and to the right. Where traffic may pass either to the left or right, the marking shall be down and to the sides of the barricade array. Where traffic may not pass either to the left or right, the marking shall be down and to the middle of the barricade array.

Channelizing Devices

Channelizing devices are commonly used to delineate the traffic path through a work zone. Channelizers typically used in MoDOT applications include the following:

- ◆ **Trim-line** – 42” tall, conical shaped orange devices with orange and white retroreflective bands used in all types of operations.
- ◆ **Direction Indicator Barricades** – 36” tall x 24” wide device with two panels. The 12” tall top panel consists of a black on retroreflective orange arrow. The 8” tall bottom panel consists of alternating retroreflective orange and white stripes at a 45 degree angle. They may be used to provide better guidance through merge tapers.
- ◆ **Vertical Panels** - 36” tall x 12” wide device with orange and white retroreflective stripes at a 45 degree angle. They may be used to provide better guidance through longitudinal sections.
- ◆ **Drum-like** – 36” tall, cylindrical shaped orange devices with orange and white retroreflective bands used in merge tapers and longitudinal sections where greater target area is needed and their size is not a hindrance to traffic (e.g., intersections and ramp areas).
- ◆ **Cones** – 28” tall, conical shaped orange devices used in short duration and moving operations bands used in merge tapers and longitudinal sections where greater target area is needed and their size is not a hindrance to traffic (e.g., intersections and ramp areas).
- ◆ **Cones** – 28” tall, conical shaped orange devices used in short duration and moving operations.
- ◆ **Tubular Markers** - 24” tall orange tubes with white retroreflective bands used to divide traffic in temporary two-lane, two-way traffic situations.



Note : Type I and Type II barricades may be used for channelizing purposes by entities other than MoDOT or its contractors.

Warning Lights

In certain situations it may be desirable or necessary to supplement traffic control devices with warning lights. These devices consist of a self contained unit that emits a yellow light in either a steady burn or flashing mode. A description of the types of warning lights is as follows:



- ◆ **Type A** - Low intensity flashing lights capable of being visible from a distance of 3,000 ft. on a clear night. These units may be used on channelizers to warn of an unexpected, isolated hazard. This device should not be used in shifts, tapers or long runs of channelizing devices.
- ◆ **Type B** - High intensity flashing lights capable of being visible from a distance of 1,000 ft. on a sunny day with the sun directly on or behind the device. These units may be used on advance warning signs or other devices when geometrics, traffic volumes or other conditions warrant increased motorist attention.
- ◆ **Type C** - Steady-burn lights capable of being visible from a distance of 3,000 ft. on a clear night. These units may be used on channelizers to delineate traffic in shifts, tapers, diversions, curves, etc. in the work area at night. When used on curves, these units shall only be placed on the channelizers delineating the outside of the curve.

Temporary Concrete Traffic Barrier

Temporary concrete traffic barrier is a physical device used to prevent vehicles from entering the work area or to separate temporary two-lane, two-way traffic situations on normally divided highways. The use of temporary concrete traffic barrier in lieu of standard temporary traffic control measures is based on engineering judgment. However, temporary concrete traffic barrier is required on bridge rehabilitation jobs with bridge rail replacement and/or bridge deck replacement, and should be considered for any other type of long-term bridge repair work.

In general, the preferred installation method for temporary concrete traffic barrier is free-standing, which requires a minimum buffer area of 2 feet behind the barrier to allow for lateral deflection in both work areas and lane separation situations. When free-standing installations are used on bridge decks, a buffer area of 4 feet is required. Concrete traffic barrier may be placed 6 inches from the edge of bridge decks if tie-down straps are used, however, a buffer area of 3 feet must be maintained. On bridge decks where lateral deflection cannot be tolerated, the barriers shall be bolted through the bridge deck. A proper transition from free-standing barrier to barrier with anchor bolts shall be installed on bridge decks. The method of installation on bridge decks is determined by MoDOT's Bridge Division and shown on the bridge plans.

When a temporary concrete traffic barrier has been displaced from its original location due to vehicle impact or other incidents the barrier shall be returned to its original position and pinned together, as originally designed. When the barrier cannot be realigned, sections must be added to provide a 75 foot overlap or the barrier must be anchored. Anchoring is achieved by pinning the barrier into the pavement or by drilling the overlapping barrier sections together with steel rods. Anchoring the barrier into the pavement is not recommended unless that segment of pavement is planned to be replaced or will not be part of the final traveled way. Care must be taken when drilling barrier to prevent damaging reinforcement steel. If any reinforcement steel is damaged by drilling, the barrier cannot be used except when barrier sections are overlapped and secured together.

Appropriate channelizing devices and pavement marking are always used in front of barrier tapers for lane closures, shoulder closures, and transition areas for temporary bypasses or connections. Wherever practical, a lateral buffer space should be provided between the edge of the driving lane and the barrier, and a longitudinal buffer space should be provided between the channelizer taper and the barrier taper.

Temporary Concrete Traffic Barrier End Treatments

Exposed temporary concrete traffic barrier ends present a safety concern and should be treated in one of the following methods:

- ◆ **Barrier Flare** - The barrier run is flared at an 8:1 ratio from the shoulder point to the limits of the clear zone. Where the existing shoulder slope or median slope is steeper than 6:1, temporary grading is provided or other end treatments are needed. The Roadside Design Guide contains recommended barrier placement in non-level medians. These guidelines also apply to outside shoulders.
- ◆ **Barrier Height Transition** - A barrier height transition is designed to redirect traffic away from the blunt end of the barrier. A barrier height transition may be installed, in lieu of barrier flare, on the exposed end of the barrier where the normal posted speed on an existing facility, or the design speed of a temporary facility, is 35 mph or less.
- ◆ **Crash Cushion** - Crash cushions are designed to absorb energy of an impacting vehicle and reduce the force on a passenger to an acceptable level. An approved crash cushion is installed on the exposed end of the barrier when the normal posted speed on an existing facility, or the design speed of a temporary facility, is greater than 35 mph. A crash cushion is required on the upstream end for divided facilities, and on both ends for all two-way facilities.

Crash cushions consist of the following devices:

- ◆ **Impact Attenuators (Sand Barrels)** - This system consists of a group of freestanding sand barrels. Each barrel is designed with a specific weight of sand to absorb the energy of an errant vehicle. Sand barrels are used when sufficient length and width is available for their placement. Care should be taken to ensure the barrel array is properly installed with the proper number of barrels, weights, spacing and alignment to perform properly. The barrel array shall be placed 2 feet from the obstruction and flared at 5 degrees towards oncoming traffic with individual units and separated from each other by 6 inches.
- ◆ **Proprietary Crash Cushions** - Units, such as the Quadguard-CZ and the ADIEM II, may be used when sufficient length or width is not available for sand barrels, in high impact areas, or where numerous deployments are required. These types of crash cushions require a paved surface matching the horizontal and vertical slopes on which the barriers are placed, and are installed parallel to the direction of traffic. Design details, recommended uses and drawings of these devices can be obtained from the MoDOT web site.

Truck-Mounted Attenuators

MoDOT is actively working to have all new NCHRP 350 TMAs on high-volume routes prior to 2008. NCHRP 230 TMAs may continue to be used on lower volume and lower speed routes.

The TMA should be positioned at least 150 feet in the advance warning area of the workplace and observant to all surrounding conditions. The wheels should be aligned with the traffic the wheels should be aligned with traffic.

Seat belt usage is mandatory in a MoDOT owned or leased vehicles. It is extremely important that the driver of a TMA not only wears his/her seat belt, but also must have it adjusted properly.

| Highway Type | Operation Location and Duration | | |
|----------------------|---------------------------------|-------------|---|
| | In Lane | | On Shoulders and Ramps and at Intersections |
| | Mobile | Stationary | |
| Two-Lane Undivided | Recommended | Recommended | Recommended |
| Multi-lane Undivided | Required | Recommended | Recommended |
| Multi-lane Divided | Required | Required | Recommended |

Work Zone Lighting

Work zone lighting provides illumination portion of the roadway so work activities can be safely and effectively performed or to highlight areas requiring increased driver attention at night. This is accomplished through work area lighting and overhead lighting respectively.

Work area lighting enhances workers' safety and quality of work performed during nighttime operations by illuminating the work area to a level at which workers can adequately see what they are doing. A minimum of 5 foot-candles is recommended for this type of lighting. This type of lighting may be provided by portable light towers, balloon lighting, or lights attached to equipment. Refer to Module 10 for additional information on lighting levels and installation recommendations.

Overhead lighting illuminates specific areas significant to traffic guidance within the work zone during nighttime hours. This type of lighting is required at flagger stations in operation at night and may be considered at gore areas, transitions, ingress and egress areas, equipment crossings, intersections, and temporary signals. A minimum of 0.6 foot-candles is required for this type of lighting. This type of lighting may be provided by a portable light tower or post-mounted light. Refer to Module 10 for installation recommendations.

Note: When a project involves stationary operations exceeding 15 continuous days, such as a bridge replacement, interchange, or intersection work that occurs at night, temporary fixed lighting should be considered in lieu of work zone lighting. Temporary fixed lighting should also be considered for islands; temporary bypasses; crossovers and connections; and areas of potential conflict, such as temporary ramps, intersections, and one-lane, two-way traffic operations that are in place for more than 15 continuous days. These conditions may require lighting even though the work may not be conducted at night. This type of lighting, while more difficult to design and install, provides more uniform light distribution; thereby, enabling motorists to better navigate the work zone at night.

Flagger Control

Flagger control should be used to control traffic during one-lane, two-way operations when two-lane, two-way operations will be restored during non-working hours and at equipment crossings. Flagger control should be limited to the shortest distance possible, keeping in mind that flaggers should never be more than one mile from the flagger symbol sign.

On routes with AADTs of 500 or less, a single flagger may be used provided the work zone is less than 500 feet in length, the flagger can see 1,000 feet in each direction, and there is an adequate escape route available.

Flaggers shall be outfitted in proper PPEs, positioned to be visible to oncoming traffic, follow appropriate procedures, and for nighttime work, be provided with overhead lighting.

Pilot vehicles may be used to supplement flaggers.

Consideration for use should be based on traffic volume, length of lane closure, geometrics, number of intersecting roads, and availability of turn around locations.

Automated Flagging Assistance Devices (AFAD) may be used in lieu of human flaggers in some situations. The deployment needs to be evaluated on a case by case basis. Some factors to consider include the length, duration and type of operation, traffic volumes, and geometrics.

Note: Use of this device requires additional signage specific to the type of AFAD deployed.



Traffic Signal Control

Traffic signal control is accomplished through the deployment of portable traffic signals or the installation of temporary traffic signals. Either method may be used for work on two-lane roadways when two-lane, two-way operations will not be restored during non-working hours.

For locations requiring three or more phase signal operation, temporary traffic signals should be used and designed to meet the traffic control needs at the location. These are typically pre-timed, wood pole span, wire installations; however, semi-actuated or fully-actuated control may be considered based on conditions. The traffic control plan should include proposed pole and signal controller locations, type of signal heads, signal phasing, signing, and necessary pavement marking revisions.

Lighting is provided for any portable traffic signal deployment or temporary traffic signal installation. At each portable traffic signal location, approved overhead lighting providing an average maintained intensity of 0.6 foot-candles is required. A 150-watt luminaire mounted at 30 feet is required on each approach for temporary traffic signals.

Flashing Arrow Panel

Flashing arrow panels are intended to provide additional warning and directional information to assist in traffic movement through or around a work zone. These truck or trailer-mounted units are operated in one of three modes - arrow, double arrow, or four-corner caution.

The arrow and double arrow modes are used for stationary or moving lane closures on multilane roads where traffic may pass to one side or both sides, respectively. In stationary operations, the flashing arrow panel should be placed on the shoulder at the start of the lane closure taper or, where space does not allow, within the closed lane behind the taper. In moving operations the unit is placed within the closed lane.

Note: In channelized operations, additional units located downstream of the taper area shall display the caution mode.

The caution mode is used for shoulder work, blocking the shoulder, work within the lane where the lane is not closed, and lane closures on two-lane undivided highways.

Flashing arrow panels should maintain a 7-foot mounting height and a 3-foot offset from the traveled way. Care should be taken to ensure the units are sighted and aligned with approaching traffic and dimmed at night to provide maximum visibility.



Portable Changeable Message Signs

A Portable Changeable Message Sign (PCMS) is a traffic control device that is capable of displaying a variety of messages to inform motorists of unusual driving conditions. Every phase of the message is usually limited to three lines with eight characters per line. A PCMS is housed on a trailer or truck bed and can be deployed quickly to meet the temporary requirements frequently found in work zones or incident areas.

The primary purpose of a PCMS is to advise motorists of unexpected conditions. Some typical applications include the following:

- ◆ When the speed of vehicular traffic is expected to drop substantially;
- ◆ When significant queuing and delays are expected;
- ◆ When adverse environmental conditions are present;
- ◆ When there are changes in alignment or surface conditions;
- ◆ When advance notice of ramp, lane, or roadway closures is needed;



- ◆ When crash or incident management is needed; and/or;
- ◆ When changes in the road user pattern occur (this includes expected reopening of existing closed lanes).

They can also be used for special events and to notify motorists of future construction or events. MoDOT's policy for PCMS indicates the priority of types of messages.

A PCMS can be an effective temporary traffic control device when used appropriately. By its very nature, it draws the attention of the motorist; however, this effect can be diminished if this device is overused. The PCMS should not replace standard signing and should not be used if standard traffic control devices adequately provide the information the motorist needs to travel safely.

PCMS's should be placed in advance of the advance warning area and should be positioned and aligned to provide maximum legibility and safety. The PCMS should be visible from at least ½ mile and legible from a minimum of 650 feet. The bottom of the sign shall be a minimum of 7 feet above the roadway. The PCMS should be located off to the right of any usable portion of the roadway. Where field conditions do not allow this position, the sign may be located on the outside shoulder of the roadway; or, within the median where field conditions do not allow for deployment on the outside shoulder. A minimum lateral clearance of 3 feet, measured horizontally from the edge of the sign to the edge of the traveled way, is recommended. The PCMS should be placed on level ground and aligned three degrees toward the roadway from the perpendicular edge of the roadway to reduce glare. Care should be taken to not place the PCMS so far off the roadway that the PCMS is not in the motorist's cone of vision long enough to read the message.

Factors that change the motorist's cone of vision include:

- ◆ Distance the PCMS is placed from the side of the road
- ◆ Number of lanes
- ◆ Roadway curvature

A minimum of 5 channelizers with a spacing of 20 feet should be used if the PCMS cannot be protected by a physical barrier.

When a PCMS is not being used to display a work zone related message, the board should be turned parallel to traffic or removed.

The brightness of PCMS's should be adjusted to under varying light conditions to maintain legibility. PCMS are virtually unreadable at night if they are not dimmed.

Messages displayed shall convey pertinent information that assists motorists in their driving decisions. Messages shall be conveyed in a standard, non-confusing manner that allows drivers to both perceive and react to the information given in a timely fashion. PCMS shall not be used to convey the same message for an extended period of time when that message could be conveyed with a conventional guide sign, regulatory sign, or warning sign. Each message shall consist of either one or two phases. A phase shall consist of up to three lines of eight characters per line. Techniques such as fading, exploding, dissolving, moving, or scrolling text or symbols should not be used. The entire message cycle should be readable to traffic at least twice while traveling at the posted speed.

Messages should take the following into consideration:

- ◆ Each phase should convey a single thought
- ◆ If the message can be displayed in one phase, the top line should present the problem, the center line should present the location or distance ahead, and the bottom line should present the recommended driver action.
- ◆ The message should be as brief as possible.
- ◆ When a message is longer than two phases, additional PCMS's should be used.
- ◆ When abbreviations are used, they should be easily understood.

The following are examples of pertinent messages which may be displayed on PCMS:

1. Road paving ahead
2. Road under repair
3. Concrete repairs ahead
4. Bridge under repair
5. Drainage work ahead
6. Workers on roadway
7. Use left/right lane
8. Work zone ends xx miles
9. xx minutes travel
10. Expect delays
11. Crash ahead
12. All lanes blocked
13. Crash at xxx mm
14. Delay of xx hour(s) possible

The following table contains the most common abbreviations used in PCMS messages:

| Word | Abbreviation | Word | Abbreviation |
|------------|--------------|------------|--------------|
| Alternate | ALT | Minor | MNR |
| Avenue | AVE | Normal | NORM |
| Boulevard | BLVD | North | N |
| Cannot | CANT | Northbound | NB |
| Center | CNTR | Parking | PKING |
| Do Not | DON'T | Right | RHT |
| East | E | Road | RD |
| Eastbound | EB | Service | SERV |
| Emergency | EMER | Shoulder | SHLDR |
| Entrance | ENT | Slippery | SLIP |
| Enter | ENT | South | S |
| Expressway | EXPWY | Southbound | SB |
| Freeway | FRWY | Speed | SPD |

| | | | |
|------------------------|--------|-----------|------|
| Hazardous Material | HAZMAT | Street | ST |
| High-Occupancy Vehicle | HOV | Temporary | TEMP |
| Hour(s) | HR | Traffic | TRAF |
| Information | INFO | Vehicle | VEH |
| It Is | ITS | Warning | WARN |
| Junction | JCT | West | W |
| Lane | LN | Westbound | WB |
| Left | LFT | Will Not | WONT |
| Maintenance | MAINT | Miles | MI |
| Major | MAJ | | |

Abbreviations in the following table may be used only when the prompt word either precedes or follows the abbreviation.

| Word | Abbreviation | Prompt |
|---------------------------------------|--------------|----------------|
| Access | ACCS | Road |
| Ahead | AHD | Fog* |
| Blocked | BLKD | Lane* |
| Bridge | BRDG | (name)* |
| Condition | COND | Traffic* |
| Congestion | CONG | Traffic* |
| Construction | CONST | Ahead |
| Downtown | DWNTWN | Traffic* |
| Exit | EX, EXT | Next* |
| Express | EXP | Lane |
| Hazardous | HAZ | Driving |
| Interstate | I | (route number) |
| Local | LOC | Traffic |
| Lower | LWR | Level |
| Major | MAJ | Crash |
| Oversized | OVRSZ | Load |
| Prepare | PREP | To Stop |
| Pavement | PVMT | Wet* |
| Roadwork | RD WK | Ahead |
| Route | RT | Best* |
| Turnpike | TRNPK | (name)* |
| Township | TWNSHP | Limits |
| Upper | UPR | Level |
| *Prompt word goes before abbreviation | | |

Abbreviations in the following table should **not** be used as they may cause confusion.

| Abbreviations | Intended Word | Common Misinterpretation |
|---------------|-------------------|--------------------------|
| ACC | Accident | Access (Road) |
| B4 | Before | None |
| CLRS | Clears | Color |
| DLY | Delay | Daily |
| FDR | Feeder | Federal |
| L | Left | Lane (Merge) |
| LT | Light (Traffic) | Left |
| PARK | Parking | Park |
| POLL | Pollution (Index) | Poll |
| RED | Reduce | Red |
| STAD | Stadium | Standard |
| WRNG | Warning | Wrong |

A complete list of acceptable abbreviation can be found in Part 1 of the MUTCD.

Temporary Pavement Markings

Pavement markings are the primary means of channelizing and providing guidance to traffic. However, when temporary traffic control activities impact the use of a roadway, or when operations eliminate permanent pavement markings, existing pavement markings, or lack thereof, can confuse the motorist.

Changes in roadway use caused by long-term operations should be accompanied by pavement marking revisions (i.e., the removal or obliteration of any pavement markings that are not applicable to current roadway use and the installation of temporary pavement markings). For operations of shorter duration, the other temporary traffic control devices (e.g. channelizers, signs, etc.) deployed will be relied on to provide traffic with the needed channelization and guidance cues. Pavement marking revisions for shorter duration operations could be a possibility; but, should be considered on a case-by-case basis.

Elimination of permanent pavement markings for a distance of 200 linear feet or more caused by operations such as leveling course, patching, seal coat, spot sealing, crack pouring, milling, and scrub sealing shall be accompanied by the installation of temporary centerline and lane line pavement markings and NO CENTER STRIPE signs, as specified.

There are four means typically used to provide temporary pavement marking – *preformed short-term pavement marking tape*, Type 1 temporary raised pavement markers, Type 2 temporary raised pavement markers, and pavement marking paint.

Preformed short-term pavement marking tape consists of a four-inch wide retroreflectorized tape with a pressure-sensitive adhesive on the back. The tape, available in white and yellow, may be used to provide a surrogate permanent pavement marking or it may be cut into four-foot long sections and applied to the road surface at 40-foot intervals as a temporary pavement marking. The length and spacing of the latter pavement marking may be reduced to one-half when marking intersections, ramp gores, and other transition areas. This material is typically used to temporarily mark changes in normal roadway use and to provide temporary marking of centerlines and lane lines when permanent pavement markings are eliminated. It is not recommended for locations

where the material will be subjected to heavy traffic, in areas of heavy turning movements, on short radius curves, or on roadways having loose aggregate on the surface, as the material will not adhere well under these conditions. These markings do not have to be removed when placed on intermediate lifts.

Type 1 - Temporary Raised Pavement Markers consist of an L- or T-shaped flexible tab with a retroreflective sheeting on both faces of the vertical section and a pressure-sensitive adhesive on the base. These markers, available in white and yellow, are typically used to temporarily mark centerlines and lane lines by applying them to the road surface at 40-foot intervals and shoulder areas at 200 ft. intervals. Except for hot/cold mix asphalt applications and diamond grinding operations, the markers are installed prior to an operation, with the removal of the protective film covering the retroreflective sheeting occurring upon completion of the operation. This spacing may be reduced to one-half when marking intersections, ramp gores, and other transition areas. Type 1 markers are the preferred means of providing temporary marking on rough surfaces. These markings must be removed prior to placement of subsequent lifts.

Type 2 - Temporary Raised Pavement Markers consist of a plastic dome with reflectors on the sides and a pressure-sensitive adhesive on the base. These markers, available in white and yellow, are typically used to temporarily mark changes in normal roadway use or temporarily mark centerlines and lane lines by applying them to the road surface at 40-foot intervals. This spacing may be reduced to one-half when marking intersections, ramp gores, and other transition areas. Type 2 markers work well on concrete and smooth asphaltic surfaces. These markings must be removed prior to placement of subsequent lifts.

Note: A combination of Type 1 and Type 2 temporary raised pavement markers may be used to temporarily mark centerline and lane lines for enhanced daytime visibility and nighttime reflectivity.

Pavement Marking Paint consists of applying a four-inch wide strip of acrylic waterborne paint with drop-on glass beads for retroreflectivity. The paint, available in white and yellow, may be used to provide a surrogate permanent pavement marking or it may be applied in four-foot long sections at 40-foot intervals as a temporary pavement marking. The length and spacing of the latter pavement marking may be reduced to one-half when marking intersections, ramp gores, and other transition areas. This material is typically used to temporarily mark changes in normal roadway use and to provide temporary marking of centerlines and lane lines when permanent pavement markings are eliminated. These markings do not have to be removed when placed on intermediate lifts.

In addition to providing temporary pavement markings, **NO CENTER STRIPE signs** may also be warranted. NO CENTER STRIPE signs are black-on-orange warning signs used on two-lane and two-lane with auxiliary lane facilities where no-passing zone centerline marking is eliminated for 200 linear feet or more. These signs are placed in advance of the missing no-passing zone centerline marking area at the recommended sign spacing. For extended areas continuously or intermittently missing no-passing centerline marking, NO CENTER STRIPE signs should also be installed within 150 feet after the intersection of a state highway and at one-mile spacing throughout the affected area. Upon the discretion of the supervisor, additional NO CENTER STRIPE signs may be installed within 150 feet after other intersections. When a sign placed at the one-mile interval and one placed after an intersection fall within one-eighth mile of each other, the sign placed at the one-mile interval may be eliminated.

When temporary pavement markings and/or NO CENTER STRIPE signs are necessitated by either a change in roadway use or the elimination of permanent pavement markings, the following provisions shall be incorporated into the operation by:

- ◆ Those performing the operation shall be responsible for coordinating the procurement, installation, maintenance, and removal, as applicable, of pavement markings, temporary or permanent, and any NO CENTER STRIPE signs.
- ◆ Temporary pavement markings and any NO CENTER STRIPE signs shall be in place prior to opening a roadway to traffic. On two-lane highways with AADTs less than 1000, however, installation of pavement markings may be delayed up to 5 working days, initiated by the elimination of the permanent pavement markings, provided the required NO CENTER STRIPE signs are in place prior to opening the facility to traffic.
- ◆ Temporary centerline and lane line pavement markings and any NO CENTER STRIPE *signs* shall be in accordance with Standard Plan 620.10. Note: Temporary marking of edgelines is not required for work performed by maintenance forces.
- ◆ For maintenance forces, permanent pavement markings shall be installed no later than 15 calendar days after an operation has been completed. For construction projects, permanent pavement markings shall be installed no later than 5 calendar days after an operation has been completed. Every effort shall be expended to minimize installation time.
- ◆ Removal or obliteration of all pavement markings are to be complete and leave minimal pavement scarring. Concealing any pavement marking with black paint or liquid asphalt is not acceptable. Installation of temporary pavement marking are to be aligned to the same standards as permanent pavement marking.
- ◆ Temporary pavement markings will provide adequate retroreflectivity for positive guidance to motorists. Temporary pavement markings are to be periodically checked to ensure effectiveness until permanent pavement markings can be applied.

Module 13: Crashworthiness of Traffic Control Devices

To provide safer driving environments, many states, including Missouri, began testing roadside hardware in the 1930's on their own. In the early 1960's, FHWA, state DOT's, and research agencies conspired to bring uniformity to the different tests being performed around the country. As a result, the first comprehensive report, National Cooperative Highway Research Program (NCHRP) 230, was published in 1980. This report provided crash-testing procedures for roadside hardware, including criteria for temporary traffic control devices. These tests were performed using the typical vehicle of the time, a full-sized car. Soon after the publication, however, vehicle design and sales began changing drastically.



To address these changes, the NCHRP 350 report titled “Recommended Procedures for the Safety Performance Evaluation of Highway Features,” was published in 1993. This report took into consideration the most prevalent vehicle types found on the nation's highways (i.e., the mini-compact car, ¾-ton pick-up truck, single-unit cargo trucks, and tractor-trailer) in its crash testing of roadside hardware and recommended performance standards for the use of these devices. These performance standards, or test levels, are dependent on speed (31-mph to 62-mph), size of the vehicles (compact car to tractor-trailer), and impact angles (0 to 90 degrees). The higher the test level the more intense the testing.

In 1998, MoDOT adopted and implemented Test Level 3 criteria for temporary traffic control devices used on Missouri State Highway system.

NCHRP 350 prescribes four categories of temporary traffic control devices. These categories, defined as 1 through 4, are discussed below.

- ♦ **Category 1** – Lightweight devices, including cones, trim-line and drum-like channelizers, and tubular markers, with or without fixed lights. Past testing and performance indicate these devices did not cause an appreciable change in speed or intrude into the passenger compartment of the impacting vehicle. FHWA suggests states accept Category 1 devices based on self-certification by the contractor, manufacturer, and vendor. Hence, MoDOT specifications require the contractor, manufacturer or vendor to furnish a manufacturer's certification of crashworthiness, per NCHRP 350 Evaluation Criteria, for these devices.
- ♦ **Category 2** – Traffic control devices, including, Types I, II, and III barricades, vertical panels, directional indicator barricades, and portable sign supports, with or without lights. These devices must be successfully crash tested to at least NCHRP 350, Test Level 3. For Category 2 devices, this requires crashing a compact vehicle traveling at 62 mph into the device at 0 and 90 degrees. MoDOT specifications require the contractor, manufacturer, or vendor to furnish the FHWA acceptance letter and a certification letter stating the device being furnished is of the same physical and chemical properties of that tested. The FHWA acceptance letter shall indicate the device and appurtenances comply with the crash test requirements of NCRHP 350, Test Level 3 (TL-3).

- ◆ **Category 3** – Rigid devices, including truck-mounted attenuators, barriers (temporary and permanent), impact attenuators, crashworthy end terminals, and breakaway sign supports. These devices must be successfully crash tested to at least NCHRP 350, Test Level 3. For Category 3 devices, this requires crashing a 3/4 ton pick-up truck at 62 mph into the device at 0 degrees (20 degrees for longitudinal barriers). Portable 3-loop concrete barriers and post-mounted sign support assemblies do not require certification of crashworthiness as MoDOT prescribes the design of these devices in its specifications. For other Category 3 devices, MoDOT specifications require the contractor, manufacturer, or vendor to furnish the FHWA acceptance letter indicating the device and appurtenances comply with the crash test requirements of NCRHP 350, Test Level 3.
- ◆ **Category 4** – Trailer-mounted equipment including lighting units, arrow panels, temporary traffic signals, and changeable messages signs. Currently, Category 4 devices do not need to meet any crashworthy requirements. However, these devices shall be properly located and delineated or shielded from traffic, where feasible. In addition, it is important to remove these devices when not needed as they do pose a safety concern.

Note: In addition to the certification requirements noted above, the contractor, manufacturer, or vendor must certify the devices are constructed and installed according to MoDOT standard specifications and plans. Modifications may make devices non-compliant. Modifications must be approved by appropriate MoDOT staff prior to being implemented.

Module 14: Creating A Safe Driving And Work Environment

Work zones can present motorists with atypical driving conditions. These conditions may increase the potential for vehicle on object, vehicle on vehicle, and vehicle on worker incidents. Therefore, it is essential that the WZS review the setup and operation of the work zone and make field adjustments to minimize risk.

- ◆ **Equipment and Material** – Only equipment and materials necessary to perform the work are to be located within the work zone. Unnecessary or non-essential items shall be removed from the roadway or stored in an acceptable staging area. This includes personal vehicles, hauling equipment, idle traffic control devices, machinery, etc.
- ◆ **Traffic Control Devices** - Devices must fulfill a need, provide appropriate and pertinent information, be properly located, and meet quality standards. Devices failing to do so are to be adjusted, replaced, or removed, as appropriate, from the roadway. Unused devices are either stored off site at an acceptable staging area or in a safe manner along the roadside. Care is to be taken to ensure devices are installed and operated in accordance with crashworthiness requirements. This is particularly true for crash cushions, portable concrete traffic barrier, and TMAs where energy absorption, device deflection, vehicle redirection, and roll ahead dynamics are critical to the safe performance of the devices.
- ◆ **Workers** - Personnel should be limited to those necessary to perform the work. Persons not performing actual work on the road should remain in a vehicle until their services are required. All personnel should be attired in proper PPEs. Workers performing traffic control functions, such as flagging, shall make themselves readily visible to oncoming traffic.
- ◆ **Conditions** - Care should be taken to avoid or minimize conditions which may impose safety concerns to traffic. For example: dirt, debris, dust, etc., resulting from work activity should be removed or abated; severe geometrics, blunt ends, open excavations, etc. should be avoided, delineated, or shielded, as appropriate; and driving opposed to traffic, should be restricted to areas where the traffic and work spaces are separated by a physical barrier.
- ◆ **Traffic** - The WZS should actively monitor traffic operations in advance of and through the work zone and make appropriate corrections to the temporary traffic control to improve movement throughout the operation. Evidence of accidents, hard braking, displaced devices, traffic backups, and displeased motorists are indicators of a poor performing work zone that needs modifying.



Module 15: Basic Plan Reading

A Traffic Control Plan (TCP) is a set of drawings and notes detailing the temporary signing, striping, and other traffic control devices to be set up on a specific project. These plans are consistent with the complexity of the project. A TCP can be very simple or very complex, depending on how much a particular job might impact the road user. It is the WZS responsibility to interpret the TCP, implement it in the field and adjust it for field conditions by the safest possible manner.

Parts of a Typical Traffic Control Plan

Title Sheet – This the very first sheet in a set of plans. The title sheet contains the legend of symbols used in that set of plans. The title sheet also contains an index of the plan sheets. The index is important for finding the appropriate information whether it be traffic control, drainage, bridges, etc. The title sheet is also where you will find the name and signature of the engineer of record.

Title Block- This is where you find project-specific information including the route, county, project number, and the contract number.

North Arrow- There is a North arrow on every plan sheet. The North arrow helps you orient the plan by identifying which way the plan lies in relation to the direction, North.

Legend- The legend is where you'll find the symbols used on the plan sheets and their meaning.

Match Lines- Match lines identify where separate drawings may be connected to form a single drawing when the drawing extends over multiple pages.

Break Lines- Break lines are used to indicate an area where geometric conditions do not change or areas of insignificance.

Station- Stationing is the conventional way of identifying distances along the roadway, (usually along the centerline) marking each 100' interval in a 0 + 00 format. Look for equations, which are used occasionally to call out breaks in the stationing, which will need to be accounted for when determining the correct distance between two points (stations) along the roadway. Permanent field markings may be in place on some roadways.

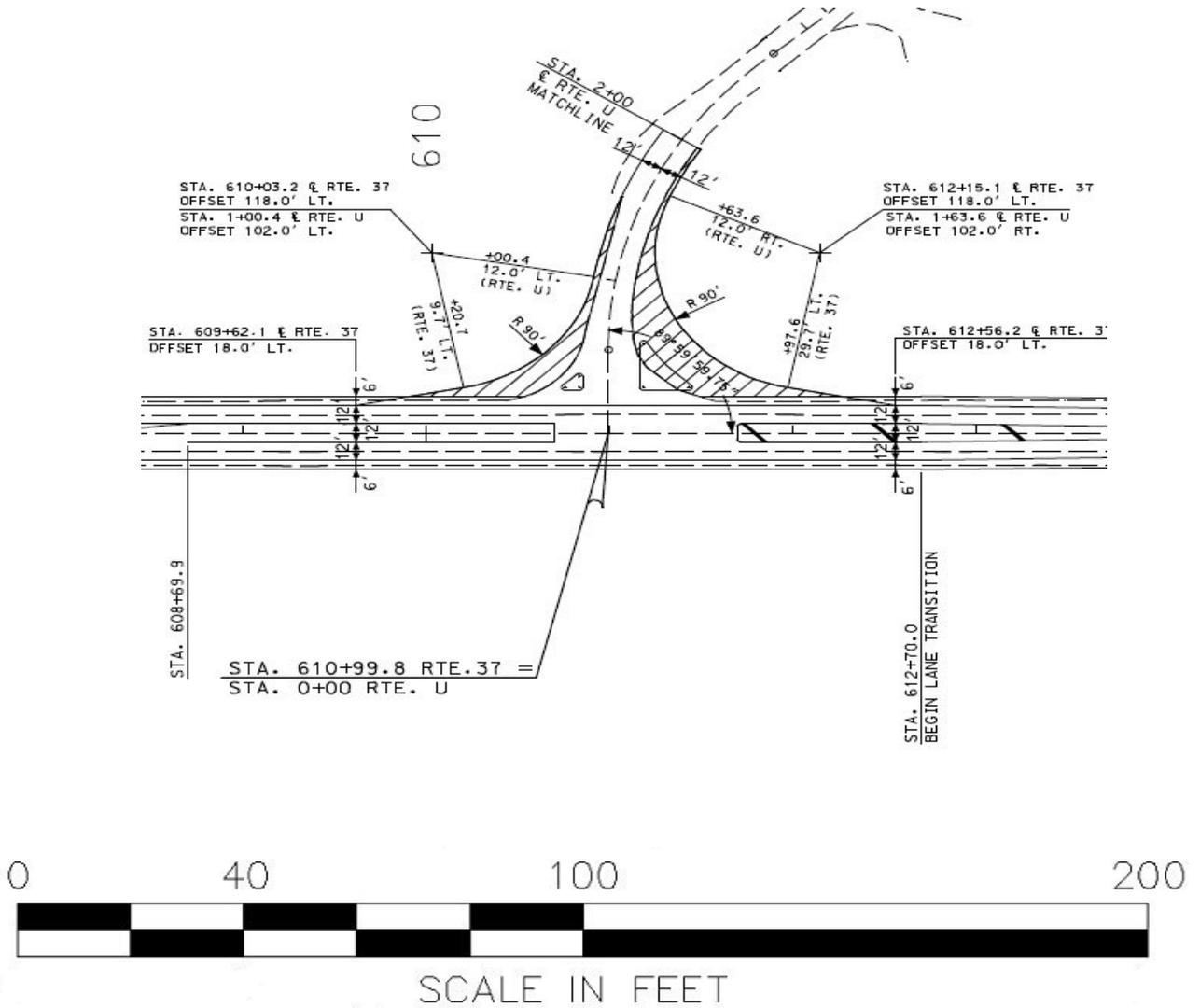
| CONVENTIONAL SYMBOLS (USED IN PLANS) | | EXISTING | NEW |
|---|--|----------|-----|
| BUILDINGS AND STRUCTURES | | | |
| GUARD RAIL | | | |
| CONCRETE RIGHT-OF-WAY MARKER | | | |
| STEEL RIGHT-OF-WAY MARKER | | | |
| LOCATION SURVEY MARKER | | | |
| UTILITIES | | | |
| FIBER OPTICS | | | |
| OVERHEAD TELEPHONE | | | |
| UNDERGROUND TELEPHONE | | | |
| OVERHEAD POWER | | | |
| UNDERGROUND POWER | | | |
| GAS | | | |
| WATER | | | |
| MANHOLE | | | |
| FIRE HYDRANT | | | |
| WATER VALVE | | | |
| WATER METER | | | |
| DROP INLET | | | |
| DITCH BLOCK | | | |
| GROUND MOUNTED SIGN | | | |
| LIGHT POLE | | | |
| H-FRAME POWER POLE | | | |
| TELEPHONE PEDESTAL | | | |
| FENCE | | | |
| CHAIN LINK | | | |
| WOVEN WIRE | | | |
| GATE POST | | | |
| BENCHMARK | | | |

NOTE: DASHED OR OPEN SYMBOLS INDICATE EXISTING FEATURES

Graphic Scale- Because plan sizes often change, a graphic scale is provided to estimate distances.

Golden Rules of Plan Reading: “READ THE NOTES”

When reading a plan, it is important to read the notes. They may contain important information, details, exceptions and clarifications. Designers use notes to be specific about a particular item.



Module 16: Work Zone Inspections

The act of designing a work zone or putting that plan into action does not guarantee satisfactory performance in the field. For that reason, it is vitally important that work zone inspections be performed to assess compliance with temporary traffic control requirements and the safety of both the motorist and the worker. By identifying any concerns and addressing them as soon as practical, we can avoid situations that may reduce the effectiveness of the temporary traffic control measures deployed and potentially improve the overall performance of future work zones.

Work zone inspections, similar to other inspection processes, have a quality control and a quality assurance component. These two inspection categories are discussed in more detail below.

Quality Control Inspections

Quality control inspections are normally performed by the contractor, subcontractor, field operation and inspection personnel responsible for installing, operating, maintaining, and removing the work zone. Inspections performed at different times throughout the life of the operation or project to ensure the temporary traffic control devices are in good condition, function properly, meet requirements, and provide adequate guidance to the motorists. While the results of such inspections may not be documented, the performance of them is important to the overall quality and operation of the work zone and should not be dismissed.

There are four different types of work zone quality control inspections – Pre-Installation, Post-Installation, Routine, and Removal. A description of each type of these inspections follows.

Pre-Installation Inspections are performed at a staging area or maintenance facility prior to deploying temporary traffic control devices in the field. The purpose of this inspection is to ensure the proper devices are available, in good condition, and working properly before they are put into service. Inspection of the work zone location should not be overlooked during pre-installation inspections because modifications to the temporary traffic control plan may be necessary to accommodate field conditions. As with the devices, it is better to identify and address problems before installing the devices.

Post-Installation Inspections are performed after the temporary traffic control devices have been deployed and after any modifications or phase changes. The purpose of this inspection is to ensure the work zone is set up correctly, the devices are working properly, and traffic responds appropriately to the guidance provided to them.

Routine Inspections are performed at regular intervals throughout the life of the work zone. The purpose of this inspection is to identify any concerns with the quality, performance, and placement of the temporary traffic control devices or motorists' response so they may be remedied.

Removal Inspections are performed during the removal of the temporary traffic control devices from the work zone or when they are returned to the staging area or maintenance facility. The purpose of this inspection is to identify and complete any needed repairs and replacements to the devices before they are put back into inventory.

Work Zone Checklist

Advance Warning Area

Message Sign

- Placement/height - 7' above pavement
- Is sign visible by motorist from 1/2 mile and message legible at 650 feet?
- Message appropriate
- Limit of two messages per sequence - no duplications of standard signs
- Is message brief? Is message simple and easy to understand?
- If motorized, tank full of fuel?
- Is panel locked?
- Is board locked in an upright position?
- Is message board in a location that will be least likely to get hit by motorist?

Signs

- Proper signs/number of signs present
- Is spacing correct according to the *Traffic Control for Field Operations Manual*?
- Proper height for duration and location
- Accessories (cones/flags) if required by district
- Visibility by motorist
- Condition/reflective/retroreflective

Flagger

- On site (if required)
- Location of flagger station - can be seen by motorist
- Communication between flaggers (two-way hand held radio and/or clear sight distance)
- Equipment (paddle, vest, and hat)
- Proper techniques (hand signals and paddle)

Transition Area

Taper(s)

- Distance from advance warning area
- Quality of devices
- Proper type, spacing, alignment, and number of devices
- Retroreflectivity if nighttime work
- Room for motorist to merge?
- Are channelizers present?

Arrow Panel

- Placement and visible by motorist
- Type appropriate for job (moving operation or stationary)
- Operating (bulbs work, oil, and fuel)
- Proper setting (day/night, left/right, caution/double arrow)

Activity Area

Channelizer

- Proper type and spacing
- Quality/quantity appropriate for job

TMA

- Protective Vehicle (front wheels aligned with the traffic and brake set)
- Warning lights, safety alarms, arrow panel is operational, and arrow flashing the correct way
- Proper location

Buffer Space

- Proper spacing if used (see buffer chart)
- Free of equipment, vehicles, and people Work Space
- Adequate room to accomplish work
- Stays within range of advance warning area
- Workers adequately protected from motorist
- Are additional traffic control devices needed?
- Does work space encroach on motorist space?
- Are motorist traveling through work zone in a reasonable manner?
- Do motorist seem to comprehend messages conveyed by signs, flaggers, and other traffic control devices?

Termination Area

- Proper spacing
- Proper number of devices
- Speed limit change (if needed)
- Is "End Road Work" sign needed?
- Are routine inspections of traffic control elements being performed?

Quality Assurance Inspections

Quality assurance inspections provide project- and operation-related staff with input on the performance of their work zones from a district or statewide perspective and assist those who perform them in identifying areas of program improvement. These inspections are typically performed by district and Central Office engineering and management staff, but can also be conducted by lead field operation and inspection personnel. They are more formal than the quality control inspections because the inspection results are documented and shared with responsible parties.

Quality assurance inspections can be separated into two different types based on the focus of the inspection. **Technical Inspections** focus on the more physical aspects of the work zone. They consist of identifying the temporary traffic control devices and measures present in a work zone and providing an objective evaluation of how well they comply with MoDOT standards and specifications. In contrast, **Operational Inspections** focus on the more cognitive aspects of the work zone. They strive to evaluate how a work zone might be perceived from a motorist's point of view.

MoDOT's Temporary Traffic Control Inspection Worksheet and Temporary Traffic Control Visibility and Mobility Inspection Worksheet are examples inspectors use to perform technical and operational work zone inspections, respectively.

**MoDOT
Temporary Traffic Control
Visibility and Mobility Inspection Worksheet**

District: _____ County: _____ Route: _____
 Project No.: _____ Location: _____
 Date/Time: _____ Weather: _____ Reviewer User ID: _____

| I. VISIBILITY | | | | |
|---|--|------|------|-----|
| A. General | | | | |
| 1. | Devices installed and maintained at locations and in orientations that maximize safety and minimize disruption to traffic flow. | Pass | Fail | N/A |
| 2. | Devices aligned with the road user's line of vision. | Pass | Fail | N/A |
| 3. | Devices positioned as to not obstruct other applicable traffic control devices | Pass | Fail | N/A |
| 4. | Devices free of any appreciable dents, holes, deformations, abrasions, tears, marks, stains, residues, fading or other deficiencies that affect the operational performance of a device. | Pass | Fail | N/A |
| 5. | Devices properly covered, turned, stowed, or removed when not in use. | Pass | Fail | N/A |
| B. Barricades, Channelizing Devices, and Signs | | | | |
| 1. | Signs convey proper messages | Pass | Fail | N/A |
| 2. | Reasonably plumb to the pavement. | Pass | Fail | N/A |
| 3. | Safely and neatly ballasted, as needed. | Pass | Fail | N/A |
| 4. | Clearly visible and legible/distinguishable to approaching traffic during the day and, if applicable, at night. | Pass | Fail | N/A |
| C. Flashing Arrow Panels | | | | |
| 1. | Functioning in the appropriate mode. | Pass | Fail | N/A |
| 2. | No more than one lamp, of those to be energized, out in stem and no lamps out in the arrow head(s) when in the arrow (single or double headed) mode and no lamps out when in the caution (four corners) modes. | Pass | Fail | N/A |
| 3. | Appropriate light intensity level during day or nighttime. | Pass | Fail | N/A |
| D. Changeable Message Signs | | | | |
| 1. | Displaying a pertinent message at an appropriate cycle. | Pass | Fail | N/A |
| 2. | Clearly legible to approaching traffic with minimal display abnormalities. | Pass | Fail | N/A |
| 3. | Clearly legible to approaching traffic with minimal display abnormalities. | Pass | Fail | N/A |
| E. Temporary Pavement Markings | | | | |
| 1. | In place at applicable times. | Pass | Fail | N/A |
| 2. | Reasonably aligned longitudinally. | Pass | Fail | N/A |
| 3. | Clearly visible to approaching traffic during the day and night. | Pass | Fail | N/A |
| 4. | Completely removed when no longer applicable. | Pass | Fail | N/A |
| F. Flagging Stations | | | | |
| 1. | Flagger Properly Stationed. | Pass | Fail | N/A |
| 2. | Flagger Following proper flagging Procedures. | Pass | Fail | N/A |

| II. MOBILITY | | | | |
|-------------------------------|---|-------------|-------------|-----|
| A. Traffic Management | | | | |
| 1. | Traffic moves at an acceptable pace. | Pass | Fail | N/A |
| 2. | Appropriate speed limit set. | Pass | Fail | N/A |
| 3. | No unnecessary excessive queues. | Pass | Fail | N/A |
| 4. | No unnecessary excessive detour lengths | Pass | Fail | N/A |
| B. Physical Conditions | | | | |
| 1. | Physical restrictions limited to areas of work and need. | Pass | Fail | N/A |
| 2. | Appropriate length transitions. | Pass | Fail | N/A |
| 3. | Adequately designed intersections and entrance/exit ramps. | Pass | Fail | N/A |
| 4. | No unnecessary adverse pavement conditions (e.g., ruts, pot holes, bumps, debris, etc.) | Pass | Fail | N/A |
| 5. | No adverse roadway alignments | Pass | Fail | N/A |
| 6. | Acceptable edge drop-off treatment. | Pass | Fail | N/A |
| PERCEPTION RATING | | Pass | Fail | |

PROVIDE COMMENT ON ALL INDIVIDUAL AND PERCEPTION “FAIL” RATINGS BELOW

REVIEWER SHALL CONVEY ANY COMMENT(S) TO APPROPRIATE DISTRICT STAFF

THE ABOVE COMMENTS(S) WERE CONVEYED TO: _____
 _____ AT _____ ON _____
 (title) (time) (name) (date)

NOTES

- For maintenance, permit, and utility work, insert “Maint”, “Permit”, or “Utility”, respectively, and the type of work being performed (e.g., mowing, patching pot holes, sealing cracks, entrance attachment, line installation/relocation, etc.) as the job number.
- Individual ratings are based on the condition of the listed work zone components.
- Perception ratings will reflect public perception of the work zone. A favorable impression of the visibility or traffic flow attributes of the work zone is reflected in a ‘Pass’ rating. A negative impression, or the presence of an unsafe condition, is reflected in a ‘Fail’ rating.
- Enter the inspection worksheet results into the Work Zone database (accessed through a link on the internal work zone web site or TMS) within three working days of the inspection.

Module 17: Addressing Work Zone Deficiencies

Once you have identified a deficiency or it has been brought to your attention, the time frame for correcting it is based on an evaluation of the exposure. Exposure is determined by the combination of the number of people affected and the severity of the deficiencies. These two factors give an indication of the danger faced by both the motorists and workers. Good judgment must be used to determine the severity of the exposure.

To help determine the severity of the exposure the following categories should be used:

◆ *Priority 1*

Deficiency presents an immediate hazard to motorists or workers (e.g. improperly positioned flaggers, failure to wear PPE, incorrectly installed crash attenuators, blunt ends, missing devices, malfunctioning devices, disabling light glare, short tapers). Corrective actions should be taken as soon as possible (day or night, weekends, or holidays) suspending other work if necessary.

Note: Failure to immediately address the problem can cause the operation to be shut down.

◆ *Priority 2*

Deficiency does not pose an immediate threat to either the motorists or the workers, but can impact the proper functioning of the work zone (e.g. missing pavement markings, improper channelizer spacing, traffic congestion, inappropriate speed limits, displaced/damaged devices, improper barricade marking, sign height). Corrective actions should be accomplished as soon as practical. Depending on the severity the deficiency, corrections should be completed within 12 to 48 hours of notification.

◆ *Priority 3*

Deficiency doesn't impact the functioning of the work zone but is more of a maintenance or aesthetic issue (e.g. leaning signs, dirty devices, bad sign covering, improper storage of devices, CMS messaging, intermixing of channelizers). Corrective actions should be accomplished within 96 hours of notification.

Regardless of the severity of the deficiency, corrections should be made as soon as possible to maintain a quality work zone. Failure to address problems according to the above guidelines may be grounds to suspend work.

| | PRIORITY 1 | PRIORITY 2 | PRIORITY 3 | PRIORITY 4 |
|--|---|---|--|---|
| <p>PRIORITIES ARE GUIDELINES AND MAY BE UPGRADED IF PRIMARY CONTACT DEEMS NECESSARY</p> | <p>Urgent. Respond as soon as possible (day or night, weekends, or holidays) suspending other lower priority work if necessary. May represent immediate hazard to the public.</p> | <p>Repair should be accomplished as soon as practical during normal working hours, but only after Priority 1 repairs are completed.</p> | <p>Repair should be accomplished with higher urgency than routine maintenance.</p> | <p>Not urgent. Normally considered routine maintenance.</p> |
| <p>TRAFFIC CONTROL IN WORK ZONES</p> | | | | |
| <p>SAFETY DEFICIENCIES(e.g., Improper flagging position and procedure; missing PPEs and devices; faulty devices and safety appurtenances; hazards; glare; improper tapers; etc.)</p> | <p style="text-align: center;">X</p> | | | |
| <p>PERFORMANCE DEFICIENCIES(e.g., missing pavement markings; improper device spacing, marking, and dimension; traffic congestion; inappropriate speed limits; displaced and damaged devices; etc.)</p> | | <p style="text-align: center;">X</p> | | |
| <p>AESTHETIC DEFICIENCIES(e.g., Leaning signs; dirty devices; bad sign covering; improper storage; CMS messaging, etc.)</p> | | | <p style="text-align: center;">X</p> | |

Module 18: Tort Liability and Risk Management

This section provides an overview of risk management principles, tort liability, and techniques for monitoring and evaluating existing facilities and programs.

Issues of risk management and tort liability are becoming major determinants of planning, engineering, and implementation programs for motorists.

Agency concerns about potential liability can either lead to innovation and substantially improved facilities and programs or they can lead to a “do nothing” approach. Ignoring risks does not make them go away. Taking systematic steps to identify and evaluate risks and to develop an effective risk management program are essential measures, even if you cannot afford to remedy all problems immediately.

Basic Definitions

Litigation: Civil action brought before a court in which the party commencing the action, the plaintiff, seeks a legal remedy.

Plaintiff: Party who initiates the lawsuit to the court

Defendant: Party required to answer the complaint of the Plaintiff

Tort: Tort provides the rights to compensation when another person harms their legally protected interests.

When an individual is harmed by another party without criminal intent, he or she may be able to file a tort claim. The tort claim must be based on establishing that the party had a duty to perform relative to the injured individual and that this duty was not performed with ordinary care, in a reasonable and prudent manner. An injury resulting from a breach of contract or trust does not fall within the definition of a tort. Torts are generally divided into two categories: intentional torts and non-intentional torts.

- ◆ Intentional torts include those actions that are intentional and voluntary and that are made with knowledge by the tort-feasor (the person who committed the tort) upon the plaintiff (the one who brings the complaint seeking relief). Intentional torts include: battery, assault, false imprisonment, invasion of privacy, fraud, defamation of character, and the real property tort of trespass to land.
- ◆ Unintentional tort claims, negligence, is the most common source of litigation in most American courts. It is a form of extra-contractual liability that is based upon a duty of care of a reasonable person, who, being the proximate cause of damages, and but for the tort-feasor’s act, is the cause of damages to the plaintiff. Other non-intentional torts include negligent infliction of emotional harm (not recognized in all states), malpractice (professional negligence), and product liability (liability of manufacturers, wholesalers and retailers for unreasonably dangerous products). The majority of temporary traffic control lawsuits filed fall into this category.

Negligence: An act or omission within the scope of the duties of an individual, agency, or organization that leads to the harm of a person or of the public; the failure to use reasonable care in one’s actions.



To prove negligence, the plaintiff's attorney must prove each of these conditions:

- ◆ The defendant has a duty to use reasonable care: Do the defendant's duties include responsibility for some element of the accident (site, vehicle, etc.)?
- ◆ The defendant did not responsibly carry out that duty (was negligent): Did the defendant exercise ordinary care performing his or her duty in a reasonable and prudent way?
- ◆ The defendant's failure to carry out that duty (negligence) was directly responsible for the injury ("proximate cause").
- ◆ The plaintiff was not guilty of contributing to the cause of the accident through comparative negligence.
- ◆ The plaintiff incurred damages resulting from the incident.



Immunity

Entities with full sovereign immunity are not required to pay settlements, while those with partial immunity have limits on how much can be awarded or limits on their exposure in certain areas, such as maintenance and operations.

Very few states still have full sovereign immunity. Many governments, including the state of Missouri, have partial immunity. Certain actions have full or partial immunity from legal action. As a general rule, governments still enjoy some immunity in the area of design, although this, too, is eroding. There is little immunity for actions related to operations or maintenance. Lawsuits relating to signing, warnings, surface conditions, poor maintenance, and similar factors are among the most difficult cases to defend.

Planning, Engineering, and Public Perception

Building and maintaining the public's confidence in the work of government is a constant struggle. When an incident occurs on a roadway, the public generally looks beyond themselves for someone to blame. It is tempting to pin responsibility on the faceless public agency most directly involved in design, maintenance, regulation, or operation of the facility.

Implementing an aggressive and well-publicized risk management program can help head off these problems. An effective first line of defense is to build and maintain public confidence; to protect budget allocations for needed public works projects; and to foster a spirit of cooperation, not confrontation, between public and private sector parties.

Today, the newspapers and electronic news media frequently headline court settlements against public agencies that have allegedly failed to use good judgment or carry out their professional responsibility on behalf of public health, safety, and welfare. Some settlements may soar as high as \$10 to \$14 million for a single injury. Even minor lawsuits, which may be settled for as little as \$5,000, may cost \$10,000 to defend.

Trends in Tort Settlements

America is experiencing an increase in tort liability claims. The public and its officials can and should demand fairness in settlements; however, it is unlikely that we will see a dramatic reduction in charges and complaints. Trends indicate just the opposite:

- ◆ More lawsuits are being filed.
- ◆ Legal action is becoming broader in its scope - suing non-profits, families of those affected, as well as agencies and individuals.
- ◆ Government agencies, well-insured corporations, and professionals continue to be favored targets due, in part, to their perceived “deep pockets” and ability to pay.
- ◆ There is a tendency toward increased liability in areas that once had some degree of
- ◆ There is a continuing rise in the size of claims.
- ◆ Insurance companies often settle rather than defend. People who are looking to sue are encouraged by the knowledge that insurance companies often settle quickly rather than bear the time and cost of defending themselves against relatively low-dollar claims. The courts are, in this way, taken out of the process. It is important that agencies and organizations understand it and structure their actions accordingly.

The Impact of these Trends

The issue of risk management is becoming a major factor in decisions about implementation of projects and programs. The high costs associated with claims have, in some cases, meant that things just don't get built or programs don't get funded. Decision-makers are getting gun-shy.

Ignoring the problem, however, won't make it go away. Governments are just as often sued for what they don't do as for the actions they do take. The best approach is to develop a strong, proactive program to plan, design, build, maintain, and operate a fully balanced transportation system that responds to the needs of all potential users. An agency's ability to demonstrate that it is aware of potential problems and is taking systematic steps to address them is very important.

Identifying Potential Concerns

The comment is sometimes heard that if all these potential concerns are identified, then the agency's liability may increase since the agency can be shown to have been aware of the issues without correcting them. Are you really less vulnerable if you don't know what the problems are?

The answer is No:

- ◆ What if you don't know about a potentially hazardous condition and an injury occurs?
- ◆ The success of your defense may, in part, depend on how discoverable or readily apparent the condition was.

Intent Matters

What if you have been made aware of a potentially hazardous condition and an injury occurs before you have taken steps to correct the condition? Agencies have a responsibility to fix problems, but the courts tend to favor good will and intent to find solutions, even if some conditions are too expensive to fix immediately. Again, a great deal will depend on the length of time that has passed between identifying the condition and the injury. If it can be shown that a reasonably short period has elapsed and that the agency or other party is taking positive steps toward correcting the condition, the defense position will be improved.

If it had not identified potential risks and taken steps toward risk reduction, the defense will be substantially weakened.

Signing a hazardous condition has long been recognized as an important interim treatment for many conditions. Failing to sign a known condition is difficult to defend.

Signing and warning offers two types of benefits: (1) People are more cautious, so the number of incidents and injuries are reduced; and (2) The attempt to alert the public about a potentially hazardous condition generates good will and makes it more difficult for a plaintiff's attorney to argue that the plaintiff was surprised by the condition.

Signing should follow standard signing and marking practices. What if you have identified a potentially hazardous condition and have taken steps to correct it?

Assuming the responsible agency has carried out its duties using ordinary care in a responsible way, it will be more difficult to prove negligence. The burden of responsibility may well shift to the injured party whose contributory negligence may have led to the incident.

Components of a negligence cause of action

When considering a negligence cause of action there are four primary elements which need to be viewed and covered thoroughly: (1) duty, (2) breach of duty, (3) causation, and (4) damages.

Duty

The duty element is the legal requirement that the person being sued for negligence must adhere to a standard of conduct in protecting others from unreasonable risk of harm. Different duties apply to different people.

- ◆ Parents have a duty to care for their children.
- ◆ A landlord has a duty to keep a residence habitable for tenants.
- ◆ Each duty is applicable to the pertinent responsibility at hand.
- ◆ Professionals are held to a higher standard of care than the average person in society. Professionals, like lawyers, take oaths in their professions and need to maintain that level of duty when they perform their professional activities.
- ◆ As an entity performing work on a public right-of-way, it is our duty to provide for a safe driving and work environment through application of appropriate temporary traffic control.

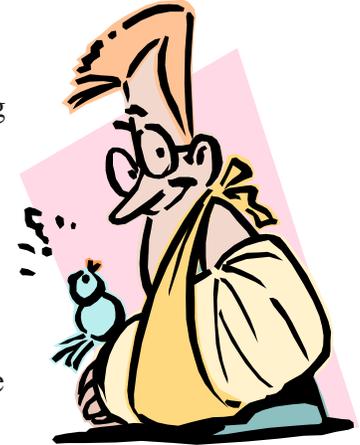
Breach of Duty

Breaching that duty is the second element to a negligence lawsuit. The question to be asked or answered is:

- ◆ Would a reasonable person, in a similar situation, have done the same thing as the person being sued? To come to that conclusion both objective and subjective standards need to be considered.
 - ▶ The objective standard of breach of duty only considers a hypothetical person and what her or his reasonable behavior might be.
 - ▶ The subjective standard considers the actual person being sued and if she or he thinks they acted reasonably in the matter at hand.

Causation

The causation of negligence is the third critical element of the lawsuit. Both actual cause and proximate cause are considered. Actual cause asks the question of whether the person being sued, the defendant, was the actual cause of injuries sustained by the person initiating the lawsuit, the plaintiff. Proximate cause looks at the issue of foreseeability. When considering the event that has happened, it is asked whether or not the injuries sustained were foreseeable or too remotely connected to the incident to even consider.



Damages

The final element of a negligence lawsuit is the damages being sought. Damages are what the plaintiff is seeking in recovering for the incident resulting from the negligent act.

- ◆ Compensatory damages are designed to compensate the plaintiff for actual costs incurred. Of those, there are general and special damages.
- ◆ General damages such as monetary compensation for the injury sustained.
- ◆ Special damages involve extra items such as loss of material possessions resulting from the negligent act.
- ◆ Nominal damages can also be awarded when negligence can be proven without resulting in a quantifiable loss.
- ◆ Punitive damages are those with the intent to punish the defendant. The hope is that awarding punitive damages will deter similar actions in the future both by the defendant and others similarly situated.

Plaintiff or claimant refers to the party initiating the lawsuit and claiming damages for injury or loss. In some jurisdictions, the commencement of a lawsuit is done by filing a summons and/or a complaint -- these documents are known as pleadings -- that describe the alleged wrongs committed by the defendant with a demand for relief. In other jurisdictions, the action is commenced by service of legal process by delivery of these documents on the defendant by a process server; they are only filed with the court subsequently with an affidavit from the process server that they had been given to the defendant(s) according to the rules of civil procedure.

Minimizing Liability: What can we do?

There are effective ways to minimize liability in temporary traffic control zones.

- ◆ Document your duties and responsibilities
- ◆ Follow “Standards of Care”
 - ▶ National/agency standards and guidelines
 - ▶ MUTCD, MoDOT Specs
 - ▶ Traffic Control Plan
 - ▶ Document any deviations from the standards

- ◆ Minimize project duration
- ◆ Search for deficiencies
 - ▶ If you find problems, FIX THEM
- ◆ Keep workers trained and up-to-date
 - ▶ Document training history
- ◆ Share concerns with supervisors, managers
 - ▶ Document conversations
- ◆ Prioritize Safety...always
- ◆ Key Word: DOCUMENTATION
 - ▶ Photos
 - ▶ Video
 - ▶ Drawings
 - ▶ Inspections/Checklists



Acronyms / Abbreviations

| | |
|-------|---|
| AADT | Average Annual Daily Traffic |
| ADA | Americans with Disabilities Act |
| AFAD | Automated Flagging Assistance Device |
| ANSI | American National Standards Institute |
| AWZT | Advance Work Zone Training |
| DMS | Dynamic Message Signs |
| EPG | Engineering Policy Guide |
| FHWA | Federal Highway Administration |
| FPS | Feet per second |
| FT | Feet |
| ISEA | International Safety Equipment Association |
| Lbs | Pounds |
| MHTC | Missouri Highway & Transportation Commission |
| MoDOT | Missouri Department of Transportation |
| MPH | Mile per hour |
| MUTCD | Manual on Uniform Traffic Control Devices |
| NCHRP | National Cooperative Highway Research Program |
| PCMS | Portable Changeable Message Signs |
| PDM | Project Development Manual |
| PI | Public Information |
| PRT | Perception-Reaction Time |
| TCFO | Traffic Control for Field Operations |
| TCP | Traffic Control Plan |
| TL | Test Level |
| TMA | Truck Mounted Attenuator |
| TMP | Transportation Management Plan |
| TO | Transportation Operations |
| TTCD | Temporary Traffic Control Devices |
| VPH | Vehicles per hour |
| WZS | Work Zone Specialist |