

Kentucky Transportation Cabinet

**POLICY AND PROCEDURES FOR THE
SAFETY AND MOBILITY OF TRAFFIC
THROUGH WORK ZONES.**

DECEMBER 2014

Sections

I. DEFINITIONS	2
II. POLICY FOR TRAFFIC MANAGEMENT PLAN.....	4
III. PROCEDURES	5
PRECONSTRUCTION	5
PROJECT CLASSIFICATION	5
TEMPORARY TRAFFIC CONTROL PLAN (TTCP)	6
PUBLIC INFORMATION PLAN	8
TRAINING	8
PROJECT IMPLEMENTATION	10
CONSTRUCTION	10
CRASH/SAFETY MONITORING	11
IV. PERFORMANCE ASSESSMENT	12
STATEWIDE WORK ZONE TRAFFIC REVIEW COMMITTEE	12

I. DEFINITIONS

Whenever the following terms or abbreviations (or pronouns in place of them) are used in the document, the intent and meaning shall be interpreted as follows:

TRANSPORTATION ENGINEERING BRANCH MANAGER — The engineer who is directly responsible through the Chief District Engineer or Division Director of the Department of Highways on all matters relating to activities of the division that is being supervised by the individual.

CONTRACTOR — The individual, partnership, firms, corporation, or any acceptable combination thereof or joint venture contracting with the Cabinet for performance of prescribed work.

CABINET — The Kentucky Transportation Cabinet

DISTRICT — An organization of the Cabinet in a geographical area of the state charged with all functions of the Cabinet as related to its respective area.

DISTRICT WORK ZONE SAFETY COORDINATOR — The individual in the district responsible for coordinating activities related to work zone safety and mobility on all construction and maintenance projects.

CHIEF DISTRICT ENGINEER (EXECUTIVE DIRECTOR) — The engineer in charge of a designated district of the Cabinet.

FHWA — Federal Highway Administration

MUTCD — Manual on Uniform Traffic Control Devices for Streets and Highways. (603 KAR 5:050)

PS&E — The Plans, Specifications and Estimates assembly necessary for a contract letting.

PROJECT — The specific section of the highway, including approaches, together with all appurtenances and construction to be performed by CABINET employees, under contract, or by permit.

SECTION ENGINEER — The engineer in charge of designated construction projects and maintenance activities in the district.

PROJECT TRAFFIC COORDINATOR (PTC) — The person designated to be responsible for reviewing traffic control on a particular project.

SECRETARY — The Secretary of the Kentucky Transportation Cabinet

STATE — The Commonwealth of Kentucky

STATE HIGHWAY ENGINEER — The State Highway Engineer of the Cabinet acting directly or through an authorized representative.

STATEWIDE WORK ZONE REVIEW COMMITTEE — A committee established by the State Highway Engineer to be responsible for reviewing, revising, and overseeing the Cabinet's Traffic Control Policies and Procedures.

TEMPORARY TRAFFIC CONTROL PLAN (TTCP) — A plan for handling traffic through a specific highway or street work zone.

TRANSPORTATION MANAGEMENT PLAN (TMP) — A set of coordinated strategies and an implementation plan for managing the work zone impacts of a significant project.

II. POLICY FOR TRAFFIC MANAGEMENT PLAN

It is the goal of the CABINET and the FHWA that the construction and maintenance work zones of the Commonwealth of Kentucky be designed, implemented, and maintained to provide a safe and efficient environment for workers and the traveling public. While providing a safe environment, significant effort will be made to ensure a minimum delay to the traveling public. The safety and mobility provided by the work zones will be evaluated both in the design and construction phases of the project. An annual performance assessment will be conducted by the KYTC to identify process improvements that can be implemented in work zones.

In defining procedures for determining the extent of planning, design, and operational activities required for an individual project to meet the CABINET's policy, a determination will be made, in the planning stages, whether a project is designated as either significant or other.

III. PROCEDURES

PRECONSTRUCTION

PROJECT CLASSIFICATION

Significant Projects shall be defined as:

1. Any interstate system project which is anticipated to occupy a location for more than 3 days.
2. Any project on any multilane roadway which is anticipated to occupy a location for more than 3 days where the existing directional ADT is over 1000 vehicles per hour, per lane, that would close a lane during the peak hours.
3. Any project on a 2 lane roadway which is anticipated to occupy a location for more than 3 days where the existing ADT (both directions) is over 1000 vehicles per hour that would close a lane during the peak hours.
4. Any project on the Interstate or National Highway System that would involve a detour.

All projects not meeting the aforementioned requirements shall be referred to as other projects.

For significant projects, a Transportation Management Plan (TMP) shall be developed that details a strategy to manage the work zone impacts. The TMP will include a Temporary Traffic Control Plan (TTCP) and a Public Information Plan (PIP). Transportation Management Plans for significant projects shall also be developed consistent with the Traffic Impact Guidelines listed below. For all other projects, the TMP will only consist of a TTCP unless the Project Team determines that a Public Information Plan is necessary.

The approval of the TMP will be the responsibility of the Project Development Team (PDT). The Project Manager and the District Branch Managers for Construction and Traffic shall approve and sign the TMP. The FHWA shall approve and sign the TMPs for federally-funded interstate or other full oversight projects. The TMP must be approved by the time final plans are sent to the Plan Processing Section. A copy of the approved TMP will be retained in the project files

by the District, with a copy transmitted to the Location Engineer in Central Office Design.

For projects, not identified as significant, such as routine surfacing, bridge deck overlays, pavement marker installations, etc., a TTCP shall be developed and approved by the Division in charge of managing the project.

TEMPORARY TRAFFIC CONTROL PLAN (TTCP)

The Temporary Traffic Control **Plan** may range in scope from being very detailed, designed solely for a specific project, to referencing any number of specified documents. The degree of detail in a TTCP will depend on the project complexity and the relationship of traffic with the construction activities. When necessary, the TTCP shall include the specific phasing required for the particular project. Drawings and notes shall be developed and placed on traffic control sheets within the plans.

To assure consideration is given to traffic control from the inception of design activities, the proposed concept for traffic control shall be discussed at the preliminary line and grade inspection with appropriate notation included in the inspection report. The designer responsible for plan preparation shall expand on the concept recommended at the preliminary line and grade inspection, with the compilation of a detailed suggested sequence of construction. This is to be reviewed at the time of the final joint inspection.

The scope of the TTCP shall be determined at the time of the final joint inspection once the sequence of construction is finalized. The TTCP will be developed using the Standard Specifications (current edition) and the Standard Drawings as a basis. Only those requirements not provided in the Standard Specifications required for maintaining and controlling traffic are to be written into the TTCP. The TTCP will clearly indicate all required phasing, methods of traffic control, and any time or construction limitations that will be placed on the contractor. Attention shall be given to developing strategies that will limit impact to the traveling public. As much as possible, the existing number of lanes shall be maintained throughout a construction project, particularly on interstates. Where it is determined that lane restrictions are necessary, assuring limited closures must

be a primary consideration. Considerations for these decisions will include restricting work during peak periods of traffic flow on the route and requiring the use of nighttime construction. The TTCP shall also take into account other adjacent roadway sections that may be under construction and avoid conflict between competing phases of adjacent projects.

In developing a TTCP the following traffic impact guidelines shall be utilized:

Interstate Projects:

- a. Expected queue length due to lane closures shall be analyzed and should not exceed 3 miles beyond the typical queues expected without the construction project.
- b. Total closures of an interstate segment should not be considered unless there is an interstate detour available that can safely accommodate the expected increased traffic.
- c. User costs shall be analyzed and the use of incentives/disincentives to encourage timely completion of the total project or critical phases should be considered.

Non-Interstate Projects:

- d. Expected queue length due to lane closures shall be analyzed and should not exceed 3 miles beyond the typical queues expected without the construction project.
- e. Total closures of a segment should not be considered unless there is a detour available that can handle the expected increased traffic. Alternate travel routing should not exceed 10 miles.

In developing and implementing the TTCP, it is required that pre-existing roadside safety hardware be maintained at an equivalent or better level than existed prior to project implementation.

PUBLIC INFORMATION PLAN

On significant projects, the project team shall formulate a Public Information Plan that shall identify communication strategies that will be used to inform the affected road users, the general public, area residences, businesses, and appropriate public entities about the work zone traffic control measures of the project. The District's Public Information Officer shall be included on the project teams for significant projects. Public Information should be provided through methods best suited for the project, and may include information on the project characteristics, expected impacts, closure details, and commuter alternatives. Some of the methods to be considered include public meetings, media stories or ads, web sites, highway advisory radio, changeable message signs, 511 messages, printed material at selected sites, rest area kiosks, social media, etc. The Public Information Plan shall be implemented by Cabinet personnel, by hiring a public relations consultant, or by making it a part of the construction contract.

TRAINING

The Cabinet's training program will require appropriate training for personnel involved in the development, design, implementation, operation, inspection, and enforcement of work zone related transportation management and traffic control. This includes, but will not be limited to, transportation planners, design engineers, traffic and safety engineers, construction project staff, and maintenance staff and staff involved in the issuance and monitoring permits. In addition, because the cabinet contracts a significant portion of work to consultants and contractors, the Cabinet may require that appropriate consultant and contractor staff undergo approved work zone traffic management training in order to obtain pre-qualification status.

The Cabinet will require three levels of training for field employees involved in work zone traffic control management.

- Work Zone Traffic Control Supervisor (WZTCS) Training and qualification required of any individual acting as the Project Traffic Coordinator (PTC) for interstate

or other projects which are deemed "significant" by the Cabinet.

- Work Zone Traffic Control Technician (WZTCT) - Training and qualification required of any individual acting as the PTC for any project which does not involve work on the interstates or identified as deemed "significant" by the Cabinet. This position must be supervised by a WZTCS.
- Work Zone Flagger Training and qualification will be required of any individual performing or supervising flagging operations on any roadway regardless of designation.

Training providers and the curriculum of courses offered to meet the aforementioned training requirements shall be pre-approved by the Cabinet. For the Work Zone Traffic Control Supervisor and Technician Courses, training qualifications shall be valid for a maximum of five (5) years from the date of the completion of the course. The Work Zone Flagger training qualification will be valid for no more than two (2) years from the date of the completion of the course.

For approval of training courses please contact the Chairman of the KYTC Work Zone Traffic Control Committee, Kentucky Transportation Cabinet, Division of Construction, 200 Mero Street, Frankfort, Ky 40602.

Approved courses can be found on the KYTC Division of Construction website.

For engineering consultant contracts, the Cabinet will identify needs and requirements through the proposal or consultant procurement process. For construction contracts, the Cabinet shall impose requirements through contract provisions.

All designers, whether state employees or consultants, who are involved in the development or design of a project TTCP shall have, within the last 5 years, completed a approved training course in work zone traffic control within the last 5 years. The Statewide Work Zone Review Committee will be the approval authority for these courses.

PROJECT IMPLEMENTATION

CONSTRUCTION

Each administrative District shall identify an individual as the District Work Zone Safety Coordinator (DWZSC). This individual will be responsible for coordinating the monitoring and reporting of all activities related to the safety and mobility of traffic through work zones in the district.

As outlined in the Construction Guidance Manual, at the pre-construction conference, the Section Engineer, and other interested parties, shall review, discuss, and plan implementation of the TTCP. Inspections required by the guidance manual shall be documented daily on the daily work report.

After a project is placed under contract, the contractor may be permitted to develop his own TTCP to be used in lieu of the TTCP provided in the construction plans. The contractor's plans will be approved for use only if the Cabinet and FHWA, if applicable, find that his plan is as good as, or better, than the plan provided in the construction plans. The contractor may also be permitted to offer a revision, for approval, to any portion of the existing TTCP. To receive approval for major changes to the TTCP, the contractor must submit his detailed alternate plan or revision to the Section Engineer. Depending on the complexity of the requested revision, the major change may be processed as a construction revision, change order, or other document satisfying the condition of written approval. Any major change or alternate TTCP must submit to the same level of traffic impact analysis as was required for the initial TMP. The contractor will not be permitted to implement any part of their alternate plan or revision until they have received written approval from the Cabinet. All major revisions to a project's TTCP shall be reviewed by the initial signers to the subject Plan before any revision is implemented. Minor changes may be approved and appropriately documented by the Section Engineer for immediate implementation as he or she deems necessary.

The initiation of any change order that affects the flow of traffic through the project shall require a review and possible modification of the current TTCP.

For each project, the Cabinet and the contractor must each designate a Project Traffic Coordinator who has the primary responsibility and sufficient authority for implementing the TMP and other safety and mobility aspects of the project. Both positions shall be established at the Preconstruction Meeting. Both the Cabinet's and the contractor's designated Project Traffic Coordinator shall be certified as a Work Zone Supervisor. Work Zone Supervisor Certification and Flagger Certification programs will be made a part of the standard specifications.

CRASH/SAFETY MONITORING

CONSTRUCTION PROJECTS

The Section Engineer shall be responsible for monitoring the crash history for work zones on PD&P projects. The Section Engineer may delegate this authority as necessary. The Section Engineer shall review the existing traffic control if he/she becomes aware of a crash within a work zone on any project. This includes any collisions which may occur upstream of the work zone that are likely caused by features of the downstream work zone. A written report of this analysis and any recommendations shall be sent to the District's Branch Manager for PD&P and the (DWZSC).

On all construction projects, the DWZSC shall maintain a list of all reported crashes. The DWZSC shall locate and retain copies of crash reports for all work zone collisions and shall provide copies of the reports to the Section Engineer when necessary.

PERMITTED PROJECTS

The TEBM Engineering Support (ES) shall be responsible for monitoring the crash history for work zones on permitted projects conducted by state forces. The TEBM ES may delegate this authority as necessary. The TEBM ES shall review the existing traffic control if he/she becomes aware of a crash within a permitted work zone on any project. This includes any collisions which may occur upstream of the work zone that are likely caused by features (such as

vehicle queuing) of the downstream work zone. A written report of this analysis and any recommendations shall be sent to the DWZSC.

On all maintenance projects, the DWZSC shall maintain a list of all reported crashes. The Work Zone Safety Coordinator shall locate/retain copies of crash reports for all work zone collisions and shall provide copies of the reports to the Maintenance Engineer when necessary.

IV. PERFORMANCE ASSESSMENT

STATEWIDE WORK ZONE TRAFFIC REVIEW COMMITTEE

The Cabinet shall perform an annual process review to assess the effectiveness of the work zone safety and mobility procedures. The State Highway Engineer shall appoint a Statewide Work Zone Traffic Review Committee consisting of representatives of the Divisions of Construction, Traffic Operations, Maintenance, Highway Design and Employee Safety. The representative of the Division of Construction shall serve as the chairman of the review team and be responsible for organizing the team, scheduling the reviews, and reporting the results. This committee shall annually review randomly selected projects throughout the State for the purpose of assessing the effectiveness of the procedures included in this document. The committee will review projects across the state annually. Reviews shall include projects that represent a range of characteristics, such as day and night work; type of work being done; duration of the project; local traffic characteristics; and/or transportation management strategies used.

On all scheduled reviews, the following persons should accompany the review team and provide appropriate input:

- FHWA representative
- District Branch Manager for Project Delivery and Preservation
- Design Project Manager
- District Branch Manager Engineering Support
- District Work Zone Safety Coordinator

On each project the committee shall also review the design process. This review may include, but not be limited to, such items as:

- Was the project properly classified as a significant or other project?
- Was the TMP plan approved by the required parties? Was it approved at the proper time?
- On significant projects, were queue length analysis and user costs considered in preparing the TMP?
- On significant projects, what public information items were included in the TMP and how were they implemented?
- If detours were involved, how were they analyzed to assure that the traffic could be accommodated?

The Cabinet will complete an annual work zone performance assessment that will review incidents in work zones.

By March 31 of each year, the District Work Zone Safety Coordinator shall submit a written report to the Central Office Division of Construction regarding the safety performance of work zones in the district. At a minimum, the report should include a collision summary. The collision summary shall include (as a minimum): master file (crash report) number, county, roadway number, milepoint, collision date, collision time, # units involved, number of fatalities, number of injuries, road condition, and type of collision (such as sideswipe, run-off-road, fixed object, etc.).

The Statewide Work Zone Review Committee will use these annual reports to evaluate the effectiveness of work zone traffic control. Based on this review, the division shall prepare a report recommending modifications to statewide traffic control and traffic management strategies. This report will be forwarded to the State Highway Engineer and Federal Highway Administration by May 31 of each year.