PROCEDURE FOR WORK ZONE TRAFFIC CONTROL DECISION MAKING FOR SIGNIFICANT DIVISION ACTIVITIES

1. Once the need for an activity has been identified, determine the extent of traffic control measures necessary for this activity considering:

- Duration of activity including traffic control set-up (if greater than 8 hours, it may be considered "long term" which would require different decision making parameters)
- Mobility impacts to motoring public using proper traffic control set-up while providing access to businesses and residences
- Manpower available to perform activity
- Exposure and safety of workers installing traffic control devices vs duration of activity excluding traffic control set-up
- Any known crash history
- Other work zones and activity areas within the network (coordinate with these)
- A different way to complete activity which would have less impact on traffic
- How deliveries will be made in and out of the work area while not delaying traffic
- Any potential 3rd party conflicts that could delay your activity and should be addressed or mitigated before your work begins
- Could you reduce exposure while maintaining same level of quality
- Time of day the work will be done
  - Once you have determined what type of traffic control is required for the activity, consider what time of day to work:
    - ADT (evaluate volumes per hour…more than 150 per lane will cause backups)
    - Peak hour volumes vs non-peak hour volumes
    - Is the traffic heavier during the week or the weekend?
    - Is the traffic heavier certain times of year?
    - If traffic is lighter on the weekend, is the traffic heavier on Saturday than Sunday?
  - Considerations for night work:
    - Do you anticipate any quality control issues for night work?
    - Does working at night increase or decrease the safety of your work zone?

2. Once you have determined when and how you are going to perform the activity, contact the following to inform them of your plans:

- NCDOT Communications Office
- Local Emergency Services (EMS, Fire, Police, School Systems, IMAP, Incident Management, etc.)
- NCDOT TIMS (Traveler Information Management System)

3. Before deploying personnel and devices, visit the site to pre-plan the use of traffic control devices:

- Are there vertical and/or horizontal curves at the site that require amendments to the traffic control set-up?
- Are there driveways and/or ramps that need to be addressed?
- Can traffic control device locations be pre-determined to minimize set-up time and exposure to traffic?
- Are there permanent DMS (Dynamic Message Signs) on-site and/or in the vicinity that could be used to aid in the traveler information?

4. Once the traffic control has been installed and before work begins

- Watch traffic to see if they are perceiving the traffic control measures as anticipated
- Is a queue beginning to form or is traffic flowing smoothly through the work zone?
- Are motorists taking last minute chances that can be related to misinformation?
- Does there appear to be near misses or crashes that can be attributed to the work zone installation?
- Will the workers feel safe working in the work zone?
- Provide continuous updated information to the Public through DMS and TIMS, etc.

If problems occur or are anticipated, make appropriate changes to the traffic control measures before work begins

5. Once work has been completed and traffic control measures have been removed:

- Evaluate the plan that was put into place to determine if it worked as anticipated.
- Were changes made during the work period? If so, did they alleviate the problems?
- Were there any work zone related crashes that could have been avoided by using alternate/additional traffic control measures?
- If a queue formed, how long was it, and was it acceptable? Were there crashes related to traffic being stopped at the back of the queue?
- Were citizen complaints received about the work zone? If so, were they related to the quality of the work zone traffic control?

Fore more information, refer to the Work Zone Safety and Mobility Guidelines found at
http://www.ncdot.org/doh/preconstruct/wztc/final%20rule/default.html

DIVISION ACTIVITY

TRANSPORTATION MANAGEMENT PLAN (TMP)

Temporary Traffic Control (TTC)	What type of Work Zone Traffic Control Plan was used? RSD, Detail Drawings, Prepared Plan? _____ _____ If RSD was used, list _____ If RSD was used, were there any necessary changes? List_____ _____ _____
Transportation Operations (TO)	What time of day did the work actually take place?_____ What time of day did you install the first traffic control device? _____ What time of day did you actually get the first piece of work equipment into the travel lane? _____ What time of week did the work actually take place?_____ What was the actual duration of the activity without traffic control set-up? _____ What was the actual duration of the activity with the traffic control set-up? _____ Did traffic flow smoothly through the work zone? If not, why? _____ Were there any accidents related to the work zone and/or resulting queue? If so, describe._____ _____
Public Information (PI)	Was the Communication Office notified? If not, why?_____ _____ If so, when?_____ Were local Emergency Services notified? If not, why?_____ _____ If so, when?_____ Was the activity entered into TIMS? If not, why?_____ _____ If so, when?_____ Were CMS/DMS used? If not, why?_____ _____ If so, when?_____ How far before the work zone are the CMS/DMS?_____
Evaluation/ Assessment	If there were any changes to the planned TMP, what were they and why were they changed? _____ _____
	If there was a lesson learned for the next similar activity, what was it? _____ _____
Contact Info.	Date:_____ Name:_____ Title:_____ Office Location:_____ Phone No:_____
	Other Information: _____ _____ _____ _____