Purpose
To define the proper process for handling traffic in and around a Utah Department of Transportation (Department) work zone.

Policy
Conduct routine inspections using the Work Zone Traffic Report to provide a representative sample of work sites throughout each Region or District.

The Region Traffic Operations Engineer and the Region or District Safety Manager will assist the construction, maintenance, or permits personnel in conducting inspections in their respective areas of responsibility. Spot inspections by central office personnel and surveillance teams will be reviewed with the appropriate Region or District personnel.
Responsibility: Region Director or District Engineer

Actions

1. Review the construction, maintenance, and encroachment/utility activities within the Region or District as applicable to ensure compliance with approved plans, manuals, specifications, and special provisions. Review may be assigned to members of the Region or District staff.

2. Review recommendations and provide direction to the staff regarding proposed corrective action to be taken or authorize changes to the Traffic Control Plan (TCP), Maintenance of Traffic (MOT) according to applicable Department Policies, Procedures, specifications, or special provisions.

Responsibility: Traffic and Safety Division

3. Provide training for Region Traffic Engineers, Safety Managers, construction, maintenance, and design personnel in traffic control procedures.

4. Conduct random inspections of traffic control in work zones.

5. Notify applicable Region of any deficiencies.

6. Refer non-corrected deficiencies to the Operations Engineer for consideration.

Responsibility: Traffic and Safety Studies Engineer

7. Review accident history for each project site and recommends strategies for work zone safety improvement.

Responsibility: Region Traffic Operations Engineer

8. Review and provide comments to initial contract and proposed changes to the TCP/MOT.
**Responsibility:** Resident Engineer, Maintenance Station Supervisor, Regional Right-of-Way Coordinator, District Permit Officer.

9. Assign a member of the crew as Traffic Control Manager (TCM) to be responsible for the management of traffic through the work zones. The Resident Engineer, Maintenance Supervisor, Regional Right-of-Way Coordinator, or District Permit Officer as applicable will be the TCM if no assignment is made.

10. Control and handle all other changes in cooperation with the Region Director, District Engineer, or Region Resident Engineer as appropriate. Use emergency measures to immediately correct hazardous situations.

**Responsibility:** Resident Engineer, Maintenance Station Supervisor, Region or District Safety Manager, Incident Management Team (IMT).

11. Establish communication with Utah Highway Patrol or local law enforcement agency with jurisdiction over work site location to ensure notification of any accidents associated with the work site. Investigate all of the above type accidents.

**Responsibility:** Traffic Control Manager

12. Conduct on-going inspection of work site to ensure compliance with approved TCP/MOT.

13. Request assistance from appropriate Region Staff for problems requiring engineering evaluation.

14. Report all traffic accidents occurring in the work site to the Region or District Safety Manager.

15. Check placement of the traffic control devices at least once each operating day and document sign and device placement.

16. Perform a nighttime review after each change in the TCP/MOT. Perform at least one daytime inspection per week and one nighttime inspection per month.

17. Notify the Resident Engineer, Maintenance Station Supervisor, Regional Right-of-Way Coordinator, or District Permit Officer as appropriate of deficiencies in traffic control.
Responsibility: Resident Engineer, Maintenance Station Supervisor, Regional Right-of-Way Coordinator, District Permit Officer

18. Take appropriate action to remedy deficiencies in traffic control.

Responsibility: Traffic and Safety Studies Engineer


Responsibility: Statewide Transportation Safety Specialist

20. Prepare annual monitoring work plan and submit to the Engineer for Traffic and Safety.

21. Initiate annual monitoring work plan.

22. Conduct representative sample inspection of work sites.

23. Train and certify personnel from Design, Construction, and Maintenance in traffic control procedures. Provide training for contractors and utility company personnel in traffic control processes.

24. Coordinate joint inspection activities with FHWA, Surveillance Team, or Region or District personnel.

Responsibility: Region or District Safety Manager

25. Conduct a nighttime and working hours inspection on at least one construction project each month. Review each project engineer’s work zones at least twice each year.


27. Inform Region/District personnel and Region Traffic Engineer when a change to the TCP appears necessary.

28. Conduct monthly inspection of at least one maintenance station work zone activity including night operations. Review a maintenance station work zone activity for each maintenance station once each year as a minimum.

29. Record and review accident information if liability is apparent.
30. Maintain an inspection file at the Region/District Office including work zone accidents by work site.

Responsibility: Region, District Regional Right-of-Way Coordinator, District Permit Officer

31. Submit monthly inspection summary to the Transportation Safety Specialist.

32. Conduct an inspection of a minimum of one encroachment permit project each week. Complete Work Zone Traffic Report and distributes copies as required.

33. Conduct a minimum of one water, gas, or telephone utility relocation project inspection within the Region or District each week. Complete and distributes Work Zone Traffic Report. The results of these inspections will be included in the monthly summary to the Transportation Safety Specialist by the Region or District Safety Manager.