Purpose
The purpose of this policy is to define the purpose of and the proper process for the issuance of Traffic Engineering Orders (TEOs) by the Utah Department of Transportation (Department). Utah Code 41-6a-302 directs the Department to place and maintain traffic control devices on state highways. TEO’s are the Department’s method of tracking the purpose and authorization of regulatory traffic control signs along state highways.

Policy
The Division of Traffic and Safety is responsible for observation and evaluation of functional characteristics on the State Highway System and enacting traffic regulations in order to promote motorist, bicyclist, and pedestrian safety and efficiency.

TEO's are issued to track specific traffic regulation decisions pertaining to:

1. Speed limits
2. Temporary speed limits
3. Parking restrictions
4. Lane use restrictions, including vehicle type and weight restrictions
5. Turning movement restrictions
6. Pedestrian/bicycle access restrictions
7. OHV access
8. Railroad grade crossing exemptions
9. School zones and reduced speed school zones
10. Engine brake restrictions
11. Snow tire and chain requirements
12. Maintenance turnarounds
13. Other traffic operations necessary to provide appropriate control traffic and enhance safety
TEO's will be issued only after sound traffic engineering studies have justified their need. Guidelines for the basis of traffic studies include, but are not limited to, the following:

1. Manual on Uniform Traffic Control Devices (MUTCD)
2. Crash studies
3. Field reviews

Local jurisdictions will be allowed the right to establish, by ordinance, and maintain turnover parking restrictions such as one-hour parking limits or loading zones. Parking restrictions will be established when a field review indicates that the allowance of parked vehicles constitutes a visual or highway capacity deficiency. A request for these restrictions must first be submitted to the Department and a TEO issued.
Procedures
Issuance and Control of TEO’s

Responsibility: Region Traffic Operations Engineer

Actions

1. Receive a request to establish a specific traffic regulation pertaining to one of the items in the Policy section above. Refer to Policy 06C-25 for speed limits. The request can come from an appropriate elected official, a responsible member of the public, or employees of the Department. Discuss the subject with affected local government agencies and law enforcement officials for their input after evaluation of the request.

2. Forward request along with any supporting analysis or recommendations to the TEO Support Team to establish or amend a TEO if the Region concurs with the request. Inform requestor if there is not concurrence with the request and deny the request.

3. Verify that all TEOs have anticipated completion dates and the Region Traffic Operations Engineer’s signature.

Responsibility: TEO Support Team

4. Write memo and forward with the TEO and supporting documentation from the Region to the Engineer for Traffic and Safety or to the Traffic and Safety Design Engineer.

5. Log TEO for tracking.

Responsibility: Engineer for Traffic and Safety or Traffic and Safety Design Engineer

6. Review the analysis and recommendations of the Region Traffic Operations Engineer. Sign the TEO upon approval and return it to the TEO Support Team.

Responsibility: TEO Support Team

7. Save a copy of the memo, TEO, and supporting documentation and send these documents to the Region Traffic Operations Engineer for execution.

8. Update TEO tracking log.

Responsibility: Region Traffic Operations Engineer
9. Take appropriate steps to verify TEO completion, generally by the posting of official signs.

10. Provide copies of the completed TEO to appropriate local governmental agencies, local law enforcement agencies, and local UHP office as necessary.

11. Notify the TEO Support Team of satisfactory completion of the TEO requirements by sending back the signed memo. Temporary speed limits require installation and completion signatures. All other TEO request types only require completion signatures.

**Responsibility:** TEO Support Team

12. Follow up with the Region Traffic Operations Engineer as necessary to meet or modify TEO completion dates.

13. Update TEO tracking log.

14. File the completed memo and TEO.