

SUBJECT: Pre-Traffic Control Shift Conference

GENERAL:

During major construction projects requiring multiple traffic control shifts, safety shall be of the highest priority. The shifting of traffic controls must be accomplished in a timely, efficient manner with as little inconvenience to the traveling public as possible while maintaining sound construction procedures. Coordination among applicable SHA entities, public agencies, affected private interests, and the Contractor is essential in implementing safe traffic control shifts.

PURPOSE:

To provide guidance and establish procedures to ensure that adequate consideration is given to the needs of the motoring public and construction activities during planning and implementing major traffic control shifts.

PROCEDURE:

Prior to implementing any major traffic control shift on a project the ADE- Construction will conduct a pre-traffic control shift conference 30 days prior to the planned shift.

- I. The Project Engineer shall notify the Area Engineer and the ADE - Construction of the proposed traffic control Shift. The Area Engineer shall then notify the following representatives of the date, time and location of the pre-traffic control shift conference.
 - A. ADE - Traffic.
 - B. ADE - Construction
 - C. Regional Construction Engineer.
 - D. Contractor's Traffic Manager.
 - E. Contractor's Superintendent
 - F. Representative from Office of Traffic and Safety (OOTS) Traffic Project Division.
 - G. Representative from OOTS Signal Design (if required).
 - H. Representative from OOTS Sign Design (if required).
 - I. Signing and marking subcontractors (if required)
 - J. Law enforcement agencies (if required).
 - K. ADE - Maintenance.
- II. A record of the pre-traffic control shift conference shall be prepared by the Project Engineer. An agenda of items to be discussed will be prepared by the Project Engineer. A bullet summary of the meeting will be distributed to the District Engineer, the Director-OOTS and all attendees to the conference within 10 days.

CONSTRUCTION DIRECTIVES 07220.100.04

PROCEDURE: (continued)

III. It is intended that a Traffic Control Plan (TCP) be developed that best meets the safety and convenience needs of the traveling public, and that provides acceptable safety conditions for the highway workers.

In reviewing the TCP to see if it needs to be revised in order to implement the impending shift, the following elements should be addressed:

- A. Development of new or special traffic control typicals.
- B. Changes or modifications to current traffic control typicals.
- C. Need for special traffic control devices, application (size, number of devices, unusual messages, placement, etc.).
- D. Constructibility of the project : sequencing, particular time requirements, tie-in with adjacent work or projects, etc.
- E. Highway lighting needs
- F. Use of VMS's
- G. Use of TAR's.
- H. Special enforcement needs (Maryland State Police, etc.).
- I. Analysis of capacity constraints and delay.
- J. Positive Guidance / Driver Expectancy \ signing / markings, etc.
- K. Adherence to the MUTCD fundamental principles.
- L. Access for emergency vehicles.
- M. Proper notification to concerned parties (fire department, school buses, etc.)
- N. Environment/weather conditions with contingency plans.

IV. Actions To Be Taken by the District Prior To Implementation

- A. Must receive approval of the revised traffic control shift plan from the Director - OOTS.
- B. Assure that all necessary materials, TCD's and equipment are available and in good condition for the traffic control shift.
- C. A self-assessment team will be formed to ride through the project immediately after the traffic control shift takes place.
- D. Notification of concerned parties by ADE - Construction (press releases, etc.)

V. Implementing Control Shift

CONSTRUCTION DIRECTIVES 07220.100.04

PROCEDURE: (continued)

- A. When the traffic control shift has been implemented there shall be day and night inspections by the following:
1. District Engineer
 2. ADE - Construction
 3. ADE - Traffic
 4. Project Engineer
 5. Director - OOTS
 6. Contractor's Traffic Manager
 7. Self - Assessment Team
 8. Area Engineer

VI. Actions To Be Taken After Implementation

- A. Any obvious safety problems uncovered by Technical/Assessment Team will be corrected immediately.
- B. On the morning after the traffic control shift, the Technical/Assessment Team will meet at project to discuss any changes necessary.
- C. Implement any changes required.
- D. The ADE - Traffic, in conjunction with the Office of Traffic and Safety consider recommended traffic control devices and strategies for possible new or revised traffic control typicals, and make recommendations to the District Engineer.



Chief, Construction Inspection Division

APPROVED:



Director, Office of Construction