



## TMS Roadside Procedures

September 20, 2020

Procedures that all consultants and their staff, including subcontractors, must follow while collecting traffic data on Maryland Roadways.

- Contractors need to have the crew schedule updated on the TMS contractor page a week before they are on the roadway collecting traffic count data. In case of critical counts please notify DSD in addition to putting that out on the crew schedule
- When performing any manual type counts all count personnel must always remain in their vehicles. The only exceptions are when conditions warrant counting from an overhead bridge or doing Occupancy counts. This protects the Counters and the motoring public.
- All personnel present at the count site must be either **consultant employees or subcontractors**. **All others are prohibited** from the count site before, during, and after the data collection activity.
- When conducting Origin and Destination or License Plate studies, ensure that the staging ground is as inconspicuous as possible. **Do not use tents** under any circumstances. Remove any equipment that might attract attention, such as cameras or video filming equipment, out of the motorists' view as much as possible. To avoid disruption to the traffic.
- All consultant personnel and subcontractors must always wear proper attire. **Shorts, sleeveless shirts**, and any other clothing that might distract motorists are **not acceptable**. Safety vests must be always worn.
- Position vehicles in a manner (preferably **off the shoulder** and **as far as practically possible off the highway**) so that traffic is not disrupted, and no attention is drawn to the traffic-counting operation.
- All consultant personnel and subcontractors must have a copy of DSD's Authorization letter stating that they are engaged in official business for SHA in their possession. With the increased public safety concerns, it is imperative that all traffic-counting personnel can identify themselves with this document upon requests from citizens and police.
- All consultants and their subcontractors must follow proper safety procedures, as listed on DSD's website. DSD field and office personnel perform random spot-checks at traffic count sites at any given time. **If consultants fail to adhere to these rules, they will not be paid for the counts. Repeated violations could lead to the termination of contracts.**