

TMS Roadside Procedures

June 25, 2008

In light of some recent issues with manual and machine traffic counters disrupting the flow of traffic on our highways, we are reiterating the procedures that all consultants and their staff, including subcontractors, must follow.

- Notify the Highway Information Services Division (HISD) in advance when consultants or sub-contractors are to perform any traffic count (manual or machine) on any highway. This includes both Special and Program counts. Send, in writing, a schedule of traffic count/studies to HISD, the appropriate SHA Engineering District, and local authorities by the Friday before the week of the assigned counts. For Critical Counts, provide 24 hours' notice (minimum required) before the day of the assigned counts. E-mail is the preferred method, but fax submissions are also acceptable.
- When performing any manual type counts, such as Turning Movements and Manual Classification, all count personnel must remain in their vehicles at all times. The only exceptions are when conditions warrant counting from an overhead bridge or when the count personnel are **off the highway** and not easily visible to motorists. Sitting outside vehicles in lawn or beach chairs with coolers and other picnic-or beach-type paraphernalia is **expressly prohibited**. This protects the counters and the motoring public, as well as the public image of the State Highway Administration.
- 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.
- All consultant personnel and subcontractors must wear proper attire at all times. **Beach-type attire, shorts, sleeveless shirts**, and any other clothing that might distract motorists are **not acceptable**. Orange safety vests must be worn at all times.
- 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 HISD's letter stating that they are engaged in official business for SHA in their possession. With the increased public safety concerns since September 11, 2001, 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. HISD 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.**