

**Procedure for Work Zone Traffic Control Decision Making  
for Significant Division Activities**

1. Once the need for an activity has been identified, determine the extent of traffic control measures necessary for this activity considering:
  - Duration of activity including traffic control set-up (if greater than 8 hours, it may be considered "long term" which would require different decision making parameters)
  - Safety of workers
  - Mobility impacts to motoring public using proper traffic control set-up
  - Manpower available to perform activity
  - Time of day the work will be done
  - Exposure for workers installing traffic control devices vs duration of activity excluding traffic control set-up
  
2. Once you have determined what type of traffic control is required for the activity, consider what time of day to work:
  - ADT (evaluate volumes per hour...more than 150 per lane will cause backups)
  - Peak hour volumes vs non-peak hour volumes
  - Is the traffic heavier during the week or the weekend?
  - Is the traffic heavier certain times of year?
  - If traffic is lighter on the weekend, is the traffic heavier on Saturday than Sunday?

Considerations for night work:

  - Do you anticipate any quality control issues for night work?
  - Do you anticipate a decline in the mental and physical alertness of your workers if you work at night?
  - Does working at night increase or decrease the safety of your work zone?
  
3. Once you have determined when and how you are going to perform the activity, contact the following to inform them of your plans:
  - NCDOT Communications Office
  - Local Emergency Services (EMS, Fire, Police, etc.)
  - NCDOT TIMS (Traveler Information Management System)
  
4. Before deploying personnel and devices, visit the site to pre-plan the use of traffic control devices:
  - Are there vertical and/or horizontal curves at the site that require amendments to the traffic control set-up?
  - Are there driveways and/or ramps that need to be addressed?
  - Can traffic control device locations be pre-determined to minimize set-up time and exposure to traffic?
  - Are there permanent DMS (Dynamic Message Signs) on-site and/or in the vicinity that could be used to aid in the traveler information?
  
5. Once the traffic control has been installed and before workers enter the work zone:
  - Watch traffic to see if they are perceiving the traffic control measures as anticipated
  - Is a queue beginning to form or is traffic flowing smoothly through the work zone?
  - Are motorists taking last minute chances that can be related to misinformation?
  - Does there appear to be near misses or crashes that can be attributed to the work zone installation?
  - Will the workers feel safe working in the work zone?

If problems occur or anticipated, make appropriate changes to the traffic control measures before workers enter the work zone

6. Once work has been completed and traffic control measures have been removed:
  - Evaluate the plan that was put into place to determine if it worked as anticipated.
  - Were changes made during the work period? If so, did they alleviate the problems?
  - Were there any work zone related crashes that could have been avoided by using alternate/additional traffic control measures?
  - If a queue formed, how long was it, and was it acceptable? Were there crashes related to traffic being stopped at the back of the queue?
  - Were citizen complaints received about the work zone? If so, were they related to the quality of the work zone traffic control?

**DIVISION ACTIVITY  
TRANSPORTATION MANAGEMENT PLAN (TMP)**

<b>Temporary Traffic Control (TTC)</b>	What type of Work Zone Traffic Control Plan are you using? RSD, Detail Drawings, Prepared Plan? _____ If using RSD, list _____ If using RSD, are there any necessary changes anticipated? List _____	
<b>Temporary Traffic Control (TTC)</b>	What type of Work Zone Traffic Control Plan was used? RSD, Detail Drawings, Prepared Plan? _____ If RSD was used, list _____ If RSD was used, were there any necessary changes? List _____	
<b>Transportation Operations (TO)</b>	What time of day is the work anticipated to take place? _____ What time of day do you anticipate installing the first traffic control device? _____ What time of day do you anticipate getting the first piece of work equipment into the travel lane? _____ What time of week do you anticipate the work taking place? _____ What is the anticipated duration of the activity without traffic control set-up? _____ What is the anticipated duration of the activity with the traffic control set-up? _____	
<b>Transportation Operations (TO)</b>	What time of day did the work actually take place? _____ What time of day did you install the first traffic control device? _____ What time of day did you actually get the first piece of work equipment into the travel lane? _____ What time of week did the work actually take place? _____ What was the actual duration of the activity without traffic control set-up? _____ What was the actual duration of the activity with the traffic control set-up? _____	
<b>Public Information (PI)</b>	Will the Communication Office be notified? If not, why? _____ Will local Emergency Services be notified? If not, why? _____ Will the activity be entered into TIMS? If not, why? _____ Will CMS/DMS be used? If not, why? _____	
<b>Public Information (PI)</b>	Was the Communication Office notified? If not, why? _____ If so, when? _____ Were local Emergency Services notified? If not, why? _____ If so, when? _____ Was the activity entered into TIMS? If not, why? _____ If so, when? _____ Were CMS/DMS used? If not, why? _____ If so, when? _____ How far before the work zone are the CMS/DMS? _____	
<b>Evaluation/Assessment</b>	If there were any changes to the planned TMP, what were they and why were they changed? _____ _____ If there was a lesson learned for the next similar activity, what was it? _____ _____	
<b>Contact Info.</b>	Date: _____ Name: _____ Title: _____ Office Location: _____ Phone No: _____	Other Information: _____ _____ _____