

Deputy Directive

<i>Number:</i>	DD-60-R2
<i>Refer to Director's Policy:</i>	DP-03-R1 Safety and Health DP-05 Multimodal Alternatives Analysis DP-08 Freeway System Management DD-64-R2 Complete Streets
<i>Effective Date:</i>	01/15/2015
<i>Supersedes:</i>	DD-60-R1 (09-28-07)
<i>Responsible Program:</i>	Maintenance & Operations

TITLE Transportation Management Plans

POLICY

The California Department of Transportation (Caltrans) minimizes disruption to the traveling public on the State Highway System (SHS) by utilizing Transportation Management Plans (TMPs). TMPs are required for all planned construction, maintenance, and encroachment permit activities on the SHS to minimize work-related traffic delays while reducing overall duration of work activities.

BACKGROUND

Caltrans' emphasis towards the SHS has largely shifted from new construction to the reconstruction, rehabilitation, operation, and maintenance of existing facilities. With the ever increasing traffic volumes on California's SHS and more complex highway corridor projects, the need to actively manage traffic on the state's highway facilities is even more critical.

In order to prevent unreasonable traffic delays resulting from planned work, TMPs must be carefully developed and implemented to maintain acceptable levels of service and safety during all work activities on the SHS.

Federal Work Zone Safety and Mobility regulations (23 Code of Federal Regulations 630, Subpart J) require Caltrans to adopt a policy for the systematic consideration and management of work zone impacts on all federally funded highway projects. This policy and TMPs are to be consistent with the regulations.

TMPs are also to be consistent with Deputy Directive-64, “Complete Streets-Integrating the Transportation System.”

DEFINITIONS

Transportation Management Plan is an approach for alleviating or minimizing work-related traffic delays by the effective application of traditional traffic handling practices and the innovative combination of various strategies. These strategies encompass public awareness campaigns, motorist information, demand management, incident management, construction methods and staging, and alternate route planning. Caltrans' “Transportation Management Plan Guidelines” provide more information on the recommended level of detail for TMPs.

Major Lane Closures are closures that are expected to result in *significant traffic impacts* despite the implementation of TMPs.

Significant Traffic Impact is defined as being an individual traffic delay of 30 minutes or more above normal recurrent travel time on the existing facility or the delay time set by the District Traffic Manager (DTM), whichever is less. TMP strategies are designed to maintain additional delays to be less than 20 minutes above normal recurrent travel time.

District Lane Closure Review Committee (DLCRC) is composed of the Deputy District Directors of Construction, Design, Maintenance and Traffic Operations, and the District Public Information Officer (PIO). In a regionalized setting, DLCRC is composed of the representatives of the Deputy District Directors of Construction, Design, Maintenance and Traffic Operations, and the District PIO.

Headquarters Lane Closure Review Committee (HLCRC) is composed of the Division Chiefs of Construction, Design, Maintenance, Traffic Operations, and the Deputy Director of External Affairs. The California Highway Patrol may be called upon to participate as appropriate at the district or headquarters level.

RESPONSIBILITIES

District Directors:

- Ensure TMPs and lane closure policies comply with established procedures, guidelines, and policies.
- Ensure TMPs are considered during the project initiation or planning phase to the fullest extent.

Chief, Division of Traffic Operations:

- Develops, implements, and maintains statewide policy regarding TMPs.
- Provides direction, assistance, and training to district staff on all TMP activities.
- Ensures consistency among the districts on the development and implementation of TMPs.

Deputy District Directors of Construction, Design, Project Management, Maintenance, and Traffic Operations:

- Require all staff involved in TMP activities to participate in TMP training.
- Ensure that staff involved in highway work activities consider alternatives that strike a balance between reducing the overall construction duration and minimizing disruption to the traveling public.
- Deputy District Director of Construction must designate a Construction Traffic Manager to serve as a liaison between Construction, the DTM, and the District Transportation Management Plan Manager (DTMPM) to review TMPs and traffic handling contingency plans for constructability issues.

District Public Information Officers:

- Work with the project managers to ensure that the TMP funding for community outreach strategies is planned and expended appropriately, and that personnel time is included in the work breakdown structure for the project.
- Attend preconstruction or planning meetings as needed.
- Lead the implementation of a project's public awareness campaign.

District Lane Closure Review Committee:

- Reviews proposals from the project manager for work activities of the preferred alternative that require major lane closures, and approves or makes recommendations in a timely manner when planned activities are expected to result in significant traffic impacts.
- For any activities that are of an interregional, statewide, environmental, or otherwise sensitive nature, the Deputy District Director of Traffic Operations shall contact the HLCRC to discuss the specific project, its anticipated impacts, and to obtain approval.

Headquarters Lane Closure Review Committee:

- Reviews and approves the proposals from the DLCRC for any activities that are of an interregional, statewide, environmental, or otherwise sensitive nature.

District Transportation Management Plan Managers:

- Act as the single focal point for planning and development of the TMPs.
- Participate in the evaluation of design, potential traffic impacts, and mitigation measures for project alternatives.
- Involve the DTM and the Project Development Team (PDT) in the planning and development of the TMP to address all pertinent issues.
- Work with the DTM and the PDT as appropriate to determine the scope and extent of a TMP, and ensure that the TMP is updated during all phases of a project.
- Consider the cumulative impact of multiple projects as well as other activities that may create or generate an increase in traffic demand or delay within the

project limits and during the work period. Coordinate with other jurisdictions (such as between corridors, districts, neighboring states, and Mexico) on regional and interregional TMPs.

Project Managers:

- Require TMPs to be considered in the earliest stages of development for all projects and activities performed on the SHS.
- Identify needed project resources for all TMP measures and activities.
- Encourage the use of innovative construction staging and contracting methods to accelerate project completion when appropriate.
- Include the DTMPM, the DTM, and the District PIO as needed on PDTs from project initiation phase through completion of construction.
- Prepare and submit the major lane closure request memo to the DLCRC when approval is being requested for proposed work activities causing significant traffic impacts.
- Coordinate development of TMPs with affected local and regional transportation stakeholders as needed.

District Traffic Managers:

- Consult with the DTMPM during the planning and development of the TMP.
- Coordinate with the district construction engineers, resident engineers, DTMPM, encroachment permit inspectors, maintenance supervisors/superintendents, and District PIO to ensure implementation of the TMP during construction.
- Responsible for the day-to-day decisions pertaining to traffic impacts from planned activities on the SHS.
- Coordinate with the Transportation Management Center (TMC) or District Communication Center staff (coordinate with adjacent districts, if applicable) and PIO to respond with appropriate measures when significant travel delays occur on the SHS.
- Facilitate review, approval, modification, or denial of planned lane closure requests on the SHS.
- Recommend termination or modification of active lane closure operations without compromising the safety of the public or workers when traffic impact becomes significant.
- Review construction and maintenance contingency plans.

District Design Engineers, Encroachment Permit Engineers, and Maintenance Engineers:

- Ensure TMP measures are fully incorporated in the development of a project and for special event permits.
- Coordinate with the DTM and the DTMPM to consider alternative strategies as appropriate to determine the best alternatives for balancing traffic impacts, and construction duration and cost.

- Ensure that impacts of TMP options are fully considered during the development of work schedules and cost estimates.
- Coordinate with the DTM, the DTMPM, and Construction if changes in the TMP strategies are warranted during special events and all phases of the work.

District Construction Engineers, Resident Engineers, and Maintenance Supervisors/Superintendents:

- Ensure full implementation of approved TMPs in close coordination with the DTM and District PIO.
- Include the DTMPM, the DTM, and the District PIO as appropriate in preconstruction or work planning meetings.
- Coordinate with the DTM and the DTMPM as soon as possible to consider traffic and construction impacts if an event is scheduled in an active work zone or construction area.

Traffic Management Center Staff:

- Activate transportation system management elements in support of the TMP.
- Inform the DTM when notified of potential significant impacts due to incidents or ongoing highway activities.

APPLICABILITY

All Caltrans employees involved in TMP activities.

Original signed by:

1/15/2015

KOME AJISE
Chief Deputy Director

Date Signed