



Iowa Department of Transportation
Policies and Procedures Manual

Title Work Zone Safety and Mobility		Policy No. 500.18
Responsible Office Bureaus of Traffic and Safety; Construction and Materials; Traffic Operations and Design		Related Policies and Procedures
Effective/Revision Dates 10-11-2007/1-21-2020	Approval(s) <i>Mitchell J. Dillavou</i>	

Authority: Director of Highway Administration.

Contents: This policy establishes guidance for providing safe and efficient movement of traffic in work zones. This policy also fulfills the requirements of 23 CFR Part 630, Subpart J and K.

Affected Parties: District Offices; Bureaus of Bridges and Structures; Contracts and Specifications; Construction & Materials; Design; Local Systems; Location and Environment; Maintenance; Project Management; Systems Planning; Strategic Communications and Policy; Traffic and Safety; and Traffic Operations.

Who to Contact for Policy Questions: Traffic and Safety, telephone: 515-239-1557.

Definitions:

Manual on Uniform Traffic Control Devices (MUTCD) - current edition as adopted in Iowa Administrative Code 761—Chapter 130.

Mitigation Strategies – Any strategy used during the planning, design, letting, staging or implementation of a work zone to manage mobility and safety impacts of a project. Strategies include, but are not limited to: coordinating the scheduling and staging of adjacent projects; limiting lane closures and shoulder closures to low-volume times; lane rental; schedule incentives; intelligent work zone devices (cameras, dynamic message signs, queue detection and warning, speed feedback signs); Traffic Incident Management (TIM) plans; quick clearance of disabled vehicles; traffic control monitoring; extra enforcement; public information outreach; etc.

Significant Project – All Interstate system projects within the boundaries of a designated Transportation Management Area (TMA) that have more than three days with either intermittent or continuous lane closures within the project limits.

Traffic Incident Management (TIM) Plan – A plan created to facilitate quicker emergency response, diversion routes, and incident clearance.

Transportation Management Area (TMA) – An area designated based on an urbanized population of 200,000 or more. In Iowa, there are three Transportation Management Areas: Davenport, Des Moines and Omaha (Council Bluffs).

Transportation Management Plan (TMP) – A plan that contains the strategies used to manage the work zone impacts of a project. A TMP shall always consist of a Temporary Traffic Control (TTC) plan, and may contain a Traffic Operation (TO) component, and a Public Information (PI) component:

Temporary Traffic Control (TTC) Plan – a plan describing the traffic controls to be used to facilitate vehicle and pedestrian movements where road user conditions are changed because of a work zone or incident by the use of temporary traffic control devices, flaggers, uniformed law enforcement officers or other authorized personnel.

Traffic Operation (TO) Component – Identifies strategies that will be used to mitigate impacts of the work zone on the operation and management of the transportation system within the work zone impact area.

Public Information (PI) Component - Communication strategies that informs affected road users, the general public, area residences and businesses, and appropriate public entities about the project, the expected work zone impacts, and the changing conditions on the project.

For significant projects - All three components (TTC, TO and PI) shall be included in the TMP.

Forms: None

Policy and Procedure:

I. Policy

It is the policy of the Iowa Department of Transportation to provide safe, reliable, and efficient travel through work zones on Iowa's highway system. This is accomplished by identifying and implementing mitigation strategies to address safety and mobility challenges while ensuring project constructability. The safety of motorists, pedestrians, and workers shall be paramount during consideration and selection of these mitigation strategies.

II. State-Level Procedures

- A. Highway Administration shall implement systematic procedures during project development to assess the safety and mobility impacts caused by road work activities. These procedures shall examine and promote implementation of mitigation strategies to manage and/or mitigate sustained work zone impacts.
- B. Highway Administration shall use historical and real-time field observations, available work zone crash data, and operational information to manage work zone impacts on specific projects during construction to improve mobility and safety in real time and to improve standards and processes on future projects.
- C. Highway Administration shall establish standards, specifications, guidelines, and appropriate methods of payment that address the use of positive protection devices between the work space and motorized traffic, installation and maintenance of temporary traffic control devices, and use of uniformed law enforcement officers during

construction, utility, maintenance operations, and safe entry/exit of work vehicles into/from the travel lanes that comply with 23 CFR Part 630 Subpart K—Temporary Traffic Control Devices.

- D. Highway Administration shall conduct training for personnel involved in the development, design, implementation, operation, inspection and enforcement of work zone traffic management. Periodic training updates shall be conducted that reflect current industry practice and State processes and procedures.
- E. Highway Administration shall conduct biennial reviews to assess the effectiveness of work zone safety and mobility procedures. These reviews shall include inspections of randomly selected projects throughout the State and may include assessment of development and implementation procedures, specifications, and standards. Results of biennial reviews will be used to improve future work zone standards and processes.
- F. Highway Administration shall develop and implement procedures for development of Traffic Incident Management Plans that are commensurate with the complexity, safety and mobility risk of the project.
- G. Highway Administration shall provide a list of Significant Projects to the FHWA in accordance with the Stewardship and Oversight agreement.

III. Guidelines

- A. The safety and mobility of road users and workers in temporary traffic control zones shall be an integral and high-priority element of every project from planning through design and construction. Similarly, maintenance and utility work shall be planned and conducted with the safety and mobility of all motorists, bicyclists, pedestrians and workers considered at all times.
- B. All work activities that affect road users will require a Temporary Traffic Control (TTC) Plan. For most projects, a TTC Plan is sufficient to meet the safety and mobility needs of all roadway users and workers. The TTC Plan shall be developed according to the guidelines in Part 6 of the Manual on Uniform Traffic Control Devices, the Design Manual, and other applicable standards. The TTC Plan may consist of notes, standard road plans, and project-specific drawings that address the necessary traffic control in enough detail to accommodate traffic through the project.
- C. A Transportation Management Plan (TMP) shall be prepared for Significant Projects to address operational concerns anticipated during construction. Exceptions to FHWA's Significant Projects requirements must be approved by FHWA.

Any exceptions to this policy must be approved by the Director of Highway Administration.