

**Iowa Work Zone Council**  
**Iowa DOT**  
**May 15, 2019**  
**Revised July 20, 2020**

## **Function of the Council**

The Iowa Work Zone Council provides overarching leadership and direction of work zone activities throughout the state. The Council will accept recommendations from subcommittees, recognize and support best practices, foster innovation and new ideas, and provide statewide uniformity of work zone mobility and safety impact mitigations and temporary traffic controls.

Council activities will promote establishment of work zone mobility and safety principles such as maintaining capacity and mobility, minimizing delay, and advancing new technology. The Council will improve communication and coordination of work zone traffic activities by fostering participation by district operations personnel in policy making to improve work zone operations.

This council will be a stand-alone group that provides updates to other groups (Highway Division Management Team (HDMT), Transportation Systems Management and Operations (TSMO) Steering Committee, etc.) as needed.

The Council will promote the best interests of the Iowa DOT by providing improved mobility and safety through highway construction and maintenance work zones on State managed roadways by:

- Establishing a central organization through which central office and district operations personnel can collaborate to develop policy and standards.
- Discussing, studying, promulgating and advocating the adoption of technical standards for selection, use, and placement of roadway safety devices.
- Establishing partnerships with affiliated and related organizations that value and promote roadway safety.
- Promoting activities that enhance work zone mobility and safety.

## **Innovation**

Members of the Council will encourage new or innovative work zone mobility and safety techniques and procedures. The Council will provide a forum to bring innovation forward and a mechanism for evaluation, dissemination and application of the results.

## **Frequency of Meetings**

The Work Zone Council will meet quarterly.

## **Articles of Incorporation**

### Administration

The Council will be administered by the Traffic Safety Engineer and the Work Zone Traffic Control Engineer

### Council Leadership

The Traffic Safety Engineer, Work zone Traffic Control Engineer, the Director of the Project Delivery Division and the Director of the Operations Division will act as leaders of the Council and provide management perspective and, when necessary, determine actions to be taken regarding work zone mobility and safety issues.

### Council Membership and Organization

Council membership and organization is shown on the attached diagram. Each District will have a council member selected by the District Engineer. In addition, the District TSMO Engineers and District Traffic Technicians have a member as selected by their respective groups.

### Agenda

Agenda topics will be submitted by the Work Zone Council Subcommittees and District TSMO Engineers two weeks prior to the meeting. Agenda topics will be selected by the Traffic Safety and Work Zone Traffic Control Engineers. The final meeting agenda will be posted on the Work Zone Reference Library (WRL) one week before the scheduled meeting.

### Meetings

Quarterly meetings will be held online to facilitate statewide participation. The meeting will be two hours or less based on agenda content. Meeting dates and times will be posted on the Work Zone Reference Library (WRL).

Meetings are open to all Iowa DOT personnel as directed by their management team and all invited guests.

Committee meetings will consist of presentations of topic matters followed by a short discussion to answer questions and concerns and solicit input from meeting attendees. If consensus of council members cannot be reached on an item Council leadership will determine the disposition of the topic and next steps. This includes referring further action to a committee or group for further study and development, deciding to terminate consideration of the topic, giving additional guidance based on Council discussion, or moving the decision to HDMT.

### Meeting Minutes

Meeting minutes and actions will be posted on the WRL within one week of the meeting date.

## **District Involvement to Facilitate Operations Personnel Participation**

The council will include a variety of central office and field staff. The focus of the Council is to encourage and facilitate participation of operations personnel in developing processes, procedures, guideline and standards to improve mobility and safety in work zones.

Posting of Council meeting dates, agenda and meeting minutes on the WRL will aid district managers in determining the best fit for operations personnel to attend and participate in Council meetings. Key to this will be the participation for the District TSMO Engineers in providing leadership and communication of work zone operation and mitigation efforts in their respective districts and across the state. It is recommended that district participation include maintenance, construction, and administrative staff as appropriate.