Fill out this whole document to assist you in developing your traffic management plan.

|  |  |
| --- | --- |
| Plan Date | Date when plan was initiated. |
| Latest Revision | Date of latest revision. |
| Site Name | Name of project. |
| Plan Developed By | Name of person who developed the plan. |
| Exact location, direction, and distance to nearest landmarks | Highway number and name of location, LKI, etc. |
| Project Supervisor | Name of Project Supervisor. |
| Prime Contractor | Name of Prime Contractor. |
| Traffic Control Manager | Name of Traffic Control Manager (if applicable). |
| Traffic Engineer | Name of Traffic Engineer (if applicable). |
| Traffic Control Supervisor | Name of Traffic Control Supervisor and company. |
| Traffic Control Persons | Names of TCPs and company. |
| Project Start Date |  |
| Project Completion Date |  |

Site Factors (Risk Assessment)

|  |  |
| --- | --- |
| Road Alignment | Windy, straight, hilly, banked, etc. |
| Road Type | Primary, secondary, urban, rural, divided, undivided, arterial, expressway, freeway, number of lanes. |
| Driver Sight Distances | Consider signs, trees, buildings, and other obstructions that limit visibility. |
| Approaches | Hill, curves, intersection, accesses, etc. |
| Work Zone Length |  |
| Affected Lanes |  |
| Regulated Speed |  |
| Reduced Speed Limit |  |
| Traffic Volumes | Approximate traffic volume and type (commercial, residential, agricultural, etc.). |
| Shoulders | Width, material, etc. |
| Surrounding Land Use | Commercial, industrial, residential, agricultural, etc. |
| Residential Areas | Driveways, school buses, etc. |
| Pedestrians/Cyclists | Is project in an area with potential pedestrians and cyclists? |
| Weather Conditions | Clear, icy, wet, foggy, snowy, etc. |
| Site Hazards | List of hazards within project limits. |
| Concrete Roadside Barriers | Will concrete barriers be removed?  If so, what traffic control measures will be in place? |

Procedural Factors (Risk Assessment)

|  |  |
| --- | --- |
| Work Activity | Type of work: stationary, slow-moving, emergency, brief, short-duration, or long-duration work? |
| Work On/Off Roadway | Is the work on or off the roadway? |
| Site Access/Egress | How will equipment access and exit from the site? |
| Intersections affected by work zone or traffic control devices |  |
| Delays, Closures, Diversions, and Detours | Will delays, closures, diversions, and/or detours be in place?  If so, illustrate in Appendix B: Detour Traffic Control Plan Drawing.  What is the design speed for the detour?  Can it withstand the traffic that will be using the road?  For what duration will these be in place? |
| Hours of Work | The hours during which the work will occur.  The time period during which the work will affect traffic. |
| Dump Site | Location of dump site and access/exit requirements. |
| Construction Equipment | How will construction equipment be protected during working hours?  During off-hours? |

Special Provisions

|  |  |
| --- | --- |
| Traffic Control Supervisor | Name of Traffic Control Supervisor and company. |
| Traffic Control Persons | Name of TCPs and company. |
| Off-Hours Traffic Control | Types of traffic control devices. |
| Means of Communication | How will TCPs communicate? |
| Signage | Are signs installed for short-duration or long-duration work?  Are the signs spaced in accordance with posted speed? |
| Portable Dynamic Message Signs (PDMS) | Will PDMS be required?  Who will be responsible for updating the sign message(s)? |
| Dynamic Message Signs (DMS) | Are DMS required?  Where will they be located?  Who will be responsible for updating the sign message(s)? |
| Intersections affected by work zone or traffic control devices | Are intersections affected by the work zone or traffic control devices?  If so, how will the intersections be controlled?  Will additional traffic control devices be required? |
| Flexible Drums | Will flexible drums be used to delineate lane drops?  Will they be used to identify construction accesses to the work activity area? |

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| Traffic Stoppages | Are there any anticipated traffic stoppages?  If so, for how long?  Will there be single lane alternating traffic? |
| Layout of Devices | Identify spacing between traffic control devices. |
| Emergency Vehicles | Will emergency vehicles have clear, unobstructed access to the site?  What procedures will be in place to ensure that emergency vehicles are able to access the site without delay? |

Incident Management Plan

The Incident Management Plan defines processes for responding to unplanned events or traffic incidents in the work zone so that incident response operations within the work site are managed effectively.

|  |  |
| --- | --- |
| Traffic Control Supervisor and Qualifications | Name and qualifications. |
| Traffic Control Manager and Qualifications | Name and qualifications. |
| Emergency Response Agencies and Contact Information | Name and contact information (may be listed in Section 6: Contact List). |
| Types of traffic incident that could occur within work zone | Motor vehicle incident, motor vehicle incident with injuries, vehicle stalls, emergency vehicle transit of work zone, dangerous goods incident, wide load passing, etc. |
| Procedures for responding to traffic incident that occurs within work zone | Will there be a radio announcement?  Who will evaluate the incident?  Who will call 911?  Will traffic be stopped or will there be single lane alternating traffic?  Who will assist the emergency responders through the site, and how?  Who will assist if it is necessary to clear vehicles, and how? |

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| --- | --- |
| Procedures to restore traffic flow around incident site as quickly as possible | How will traffic movement be restored?  Will traffic control devices be used?  If so, how? |
| Procedures to clear incident and restore normal project traffic operations as soon as possible | How will the incident be cleared to restore traffic movement?  How many TCPs are required? |
| Procedure to inform and update Ministry regarding incident in work zone | What is the procedure for advising the Ministry that an incident occurred, what response measures are being taken, what clearance measures are required, and what the estimated clearance time will be? |
| Procedure to inform travelling public of estimated duration of delay and alternative routes (if applicable) | Will DMS or PDMS be used to display information?  Will the information be on DriveBC? |
| Incident Reporting | Who will provide details to the Ministry?  What is the process for incident follow-up? |
| Investigation Process | Who will lead the incident investigation?  What investigation process will be used to assess the incident and those involved? |
| Review and Continuous Improvement Process | How incidents will be reviewed and followed up to reduce the severity and frequency of future incidents? |

Public Information Plan

The Public Information Plan identifies actions and procedures for informing the travelling public, project stakeholders, and the Ministry of current traffic operations and planned changes to traffic operations.

|  |  |
| --- | --- |
| **Process for routinely notifying Ministry of changes to scheduled work plans** | Who will be responsible for the changes?  What is the person’s title? |
| **Process for notifying travelling public of scheduled traffic delays and project duration** | Identify the forms of communication to be used [DriveBC, radio, project signs, overhead Dynamic Message Signs (DMS), Portable Dynamic Message Signs (PDMS), public meetings, etc.]. |
| **Process for notifying travelling public of unscheduled traffic delays** | Identify the forms of communication to be used [DriveBC, radio, Twitter, overhead Dynamic Message Signs (DMS), Portable Dynamic Message Signs (PDMS), etc.]. |
| **Major user groups for alternating lane closures or road closures** | Identify the major user groups (BC Trucking Association, BC Transit, emergency response agencies, school districts, etc.). |

Implementation Plan

The Implementation Plan identifies responsibilities and procedures for ensuring that traffic management sub-plans are developed and implemented in a coordinated manner.

|  |  |  |
| --- | --- | --- |
| Traffic Control Manager and Responsibilities | Name, qualifications, responsibilities, and duties. | |
| Traffic Control Supervisor and Responsibilities | Name, qualifications, responsibilities, and duties. | |
| Person who will manage emergency traffic control operations | | Name and title. |
| Person who will maintain daily traffic control logs | | Name and title. |
| Person who will manage Incident Management Plan | | Name and title. |
| Person who will manage Public Information Plan | | Name and title. |
| Person who will monitor inactive work site | | Name, title, and responsibilities. |

Contact List

**1. Emergency Response Agencies/Assistance**

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| --- | --- | --- |
| **Agency/Assistance** | **Contact 1** | **Contact 2** |
|  |  |  |
| RCMP |  |  |
| BC Ambulance |  |  |
| Fire and Rescue |  |  |
| HazMat **24 hr** | **1-800-663-3456** |  |
| PEP **24 hr** | **1-800-663-3456** |  |
| Towing Company |  |  |
| Road Authority Contacts |  |  |
| Other |  |  |

**2. Non-Emergency Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Name** | **Phone/Fax** | **Address** |
| Safety Authority |  |  |  |
|  |  |  |  |
| Hydro |  |  |  |
| Telus |  |  |  |
| Maintenance Contractor |  |  |  |
|  |  |  |  |
| Railway |  |  |  |
|  |  |  |  |
| Local City Office |  |  |  |
|  |  |  |  |
| First Aid |  |  |  |
|  |  |  |  |
| Traffic Control Supervisor |  |  |  |
| Traffic Control Company |  |  |  |
|  |  |  |  |
| Other |  |  |  |

3. Prime Contractor’s Contact Numbers

|  |  |  |
| --- | --- | --- |
| **Name and Position** | **Office Number** | **Cell Phone Number** |
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**Appendix A: Traffic Control Plan Drawings**

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| **Site Diagram**  (Use additional pages as necessary.)  Show all site factors affecting traffic control, traffic control devices, spacing, signs, explanatory notes, North arrow, etc. |

Appendix B: Detour Traffic Control Plan Drawings

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| --- |
| **Site Diagram**  (Use additional pages as necessary.)  Show all site factors affecting traffic control, traffic control devices, spacing, signs, explanatory notes, North arrow, etc. |

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