

Section 9.3

WORK ZONE TRAFFIC INCIDENT EVALUATION AND REPORTING

9.3.1 Purpose

To standardize a procedure for reporting traffic crashes that occur in construction work zones and to analyze construction work zone operations at crash sites.

9.3.2 Authority

[Section 334.048\(3\), Florida Statutes](#)

[Section 20.23\(3\)\(a\), Florida Statutes](#)

9.3.3 References

[Title 23 Code of Federal Regulations \(CFR\), Part 630, Subpart J](#)

9.3.4 Background

The Federal Highway Administration (FHWA) requires that each State develop a system to report traffic crashes in construction work zones. The crash reports are reviewed to locate and isolate problem areas to evaluate and enhance the safety measures in the work zone, if deemed necessary.

9.3.5 Identification of Traffic Crashes

Resident Level Responsibilities

- (1) When a traffic crash occurs within a work zone and is brought to the attention of the Project Administrator through actual observation, notification by others, or through signs of a crash aftermath (i.e. debris, extensive damage to work zone devices, etc.), contact state or local law enforcement agencies and/or county traffic engineering departments to obtain crash reports.

- (2) Upon identification of a crash, the Project Administrator will conduct an evaluation of the maintenance of traffic features and devices in the immediate area of the crash site.

9.3.6 Reporting Traffic Crashes

Resident Level Responsibilities

- (1) Fill out the [Engineer's Maintenance of Traffic \(MOT\) Evaluation at Crash Site Form No. 700-010-64](#), along with detailed diagrams and narratives. Minor crashes are defined as skid marks, damaged barricades, etc., and crashes in which there are no injuries or fatalities and less than \$1,000 of property damage. Major crashes are defined as crashes in which there are injuries, fatalities, or result in more than \$1,000 of property damage. If a major crash occurs or multiple minor crashes occur in the same vicinity, then the traffic control plan and traffic movements should be analyzed to determine the cause and subsequent corrective action.
- (2) Attach digital photos and a copy of the Traffic Control Plan (TCP) of the immediate area of the crash to the [Engineer's Maintenance of Traffic \(MOT\) Evaluation at Crash Site Form No. 700-010-64](#). The photos should clearly portray the MOT setup and roadway conditions in the immediate vicinity of the crash site and any resulting property damage. Examples include but are not limited to impacts or damage to temporary barrier, crash cushions and other roadside safety hardware, traffic markings and signage, and vehicle damage.
- (3) Appropriate corrective action is to be taken immediately and noted on the form.
- (4) Attach any other supporting documentation, such as crash reports or driver information exchange reports, to the [Engineer's MOT Evaluation at Crash Site Form No. 700-010-64](#). Do not wait for such documentation, complete the report immediately.
- (5) When a crash report contains information contrary to the facts that project personnel are aware of, and the crash report is correct, be sure to amend the [Engineer's MOT Evaluation at Crash Site Form No. 700-010-64](#). If it is unclear if the crash report is correct, acknowledge the discrepancies on the [Engineer's MOT Evaluation at Crash Site Form No. 700-010-64](#).
- (6) Discuss crashes and subsequent corrective actions at the weekly Progress Meetings.

9.3.7 MOT Evaluation at Crash Site

Evaluate all possible factors to determine its cause and to make corrections that will reduce the probability of additional crashes. However, the occurrence of a crash does not automatically mean that a change in work zone traffic controls is required. Crashes usually are the result of a combination of factors.

Examine the relationship of the crash to the existing work zone traffic controls and evaluate signage, pavement markings, and all other temporary traffic control devices in the immediate vicinity of the crash site. A night inspection is required if the crash occurred at night. If any enhancements or corrective measures are to be taken, list them on the [Engineer's MOT Evaluation at Crash Site Form No. 700-010-64](#) and document the action on the Daily Work Report in Site Manager.

Do not make changes to the Traffic Control Plans which will change traffic patterns or movements without the approval of the Resident Engineer.

9.3.8 Other Actions

The [FHWA "Emergency Reporting Procedures, Order 5181.1A"](#) has certain criteria for immediate reporting of incidents to their office. Criteria for reporting incidents can be found in paragraph # 6 of FHWA's Emergency Reporting Procedure, Order 5181.1A. Report these incidents to the District Traffic Safety Office, who will relay the information to FHWA.

The [Engineer's MOT Evaluation at Crash Site Form No. 700-010-64](#) should be prepared with photos attached and distributed within two weeks of the incident.

Email a copy of the [Engineer's MOT Evaluation at Crash Site Form No. 700-010-64](#) and other supporting documentation to the State Construction Engineer.