

PROCEDURE



SIGNS



SIGNALS



MARKINGS



SPECIAL
OPERATIONAL
TOPICS



ADOPTION PROCEDURE

PURPOSE

To provide traffic engineering standards and guidelines to be used on the State Highway System by the Department's [District Traffic Operations Offices](#).

AUTHORITY

[Sections 20.23\(4\)\(a\)](#) and [334.048\(3\)](#), Florida Statutes (F.S.)

SCOPE

The *Traffic Engineering Manual (TEM)* affects the State Traffic Engineering and Operations Office and the District Traffic Operations Offices.

REFERENCES

[Chapter 316, F.S., State Uniform Traffic Control](#)

[Rule 14-15.010, F.A.C., Manual on Uniform Traffic Control Devices \(MUTCD\)](#)

[Topic No. 025-020-002, Standard Operating System](#)

1. DISTRIBUTION

The official recipient of this manual will be the [District Traffic Operations Engineers \(DTOE\)](#) and their staff, and the [State Traffic Engineering and Operations Office](#) managers and staff.

2. AVAILABILITY

The *TEM* is available free of charge at the Department's [State Traffic Engineering and Operations Office website](#).

3. REGISTRATION

Users of the *TEM* interested in receiving automatic notifications of revisions to the manual by e-mail may subscribe from the Department's website. As required by [Section 283.55, F.S.](#), by March 1 of each odd-numbered year, we will survey e-mail addresses from our current registration list and purge any outdated registrations.

4. REVISIONS AND ADDITIONS

- (1) The [District Traffic Operations Engineers \(DTOE\)](#) and the [State Traffic Operations Engineer \(STOE\)](#) will constitute the Manual Review Committee.
- (2) Items warranting immediate change will be made with the approval of the [STOE](#) (after a majority vote of the Manual Review Committee and consultation with any other affected parties). Statewide meetings of [DTOEs](#) will be held every six months, and a major agenda item will be any additions/changes either necessary or recommended to the **TEM**.
- (3) All revisions will be coordinated through the Forms and Procedures Office prior to implementation.
- (4) Substantive revisions or policy-related issues, as determined by the Manual Review Committee, will be approved by the Secretary following the process established in the [Standard Operating System, Topic No. 025-020-002](#).
- (5) Once revisions and/or additions have been approved by the Secretary, they will be posted on the [State Traffic Engineering and Operations Office](#) website.
- (6) An e-mail notification will be made to all registered holders of the **TEM** that the revisions have been posted on the website.

5. TRAFFIC ENGINEERING VARIATIONS

- (1) The Department's traffic engineering criteria and standards contained in this manual are established by recommended practice of the [Manual on Uniform Traffic Control Devices \(MUTCD\)](#) or the [American Association of State Highway and Transportation Officials \(AASHTO\)](#) guidelines and/or by specific research conducted for the Department. There may be site specific conditions or certain circumstances that may warrant a variation from the criteria or standards referenced herein. A variation shall be a one-time event on a case-by-case basis or it may be that the **TEM** will be revised to incorporate a variation.
- (2) A request for and subsequent approval of any variation from the criteria and/or standards contained in the **TEM** shall be subject to the procedure established below in **Section 6**.

6. TRAFFIC ENGINEERING VARIATION PROCESS

- (1) A formal written request from a local governmental agency, engineering consultant, or other interested party may be submitted to the appropriate [DTOE](#) and should include the following:
 - (a) Proposed location (State Road ID, Mile Post).

- (b) Applicable standard or criterion (Chapter & Section Number).
 - (c) Statement of the reasons why the required criteria or standards are not applicable to the site-specific conditions.
 - (d) Statement of the proposed variation.
 - (e) Statement of how the proposal can be as safe by not following the criteria or standard.
 - (f) Description of other impacts (operations, environmental and community needs).
- (2) The District Traffic Operations Staff will review and evaluate the proposed variation request according to the following guidelines:
- (a) Whether the variation is absolutely necessary for completing a project.
 - (b) Whether other alternatives have been considered that would meet current **TEM** criteria or standards.
 - (c) Whether the proposed variation has been used in other areas – local, state or national. Provide examples, including before and after data, if available.
 - (d) Whether the proposed variation will require Federal Highway Administration approval or coordination.
- (3) If the District Staff believes a variation may be warranted, the **DTOE** shall forward the request for variation to the **State Traffic Engineering and Operations Office** for review.
- (4) If the District Staff believes a variation is not warranted, the **DTOE** shall document the reasons and advise the requestor of the findings.
- (5) Upon review by the **State Traffic Engineering and Operations Office** Staff, the **STOE** shall submit a memorandum concerning the decision for requested variation, including any special conditions or requirement to the appropriate **DTOE**. The **STOE** may consult with the **DTOEs** to obtain statewide consensus prior to approving and authorizing the requested variation.
- (6) The **STOE** memorandum will serve as the formal document authorizing or denying the requested variation from the applicable **TEM** criteria or standard and shall be filed electronically on the **State Traffic Engineering and Operations Office** SharePoint site for future reference.

7. TRAINING

None required.

8. FORMS

None required.