

PROCEDURE



SIGNS



SIGNALS



MARKINGS



SPECIAL
OPERATIONAL
TOPICS



ADOPTION PROCEDURE

1.1 PURPOSE

The purpose of this manual is to provide traffic engineering standards and guidelines to be used on the State Highway System (SHS) by the Department's [District Traffic Operations Offices](#).

1.2 AUTHORITY

The *Traffic Engineering Manual (TEM)* has been adopted pursuant to the authority conferred within [Sections 20.23\(4\)\(a\)](#) and [334.048\(3\)](#), Florida Statutes (F.S.)

1.3 SCOPE

The *Traffic Engineering Manual (TEM)* is intended to be used by the Department, engineers, consultants, and contractors to develop projects that meet Florida policies and standards.

1.4 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](#)

1.5 DISTRIBUTION

The official recipients of this manual are the [District Traffic Operations Engineers \(DTOEs\)](#) and their staff, and the [State Traffic Engineering and Operations Office](#) managers and staff.

1.6 AVAILABILITY

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

1.7 REGISTRATION

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March 1st of each odd-numbered year, we will survey e-mail addresses from our current registration list and purge any outdated registrations.

1.8 REVISIONS

The [State Traffic Operations Engineer \(STOE\)](#) and the [DTOEs](#) constitute the **Manual Review Committee**.

Items warranting immediate change are made with the approval of the [STOE](#), after passing a majority vote of the **Manual Review Committee** and consultation with affected parties. Statewide [DTOE](#) meetings are held every six months, and a major agenda item will be any additions/changes either necessary or recommended to the **TEM**.

Only substantive revisions or policy-related issues, as determined by the **Manual Review Committee**, will be reviewed for approval by the Secretary following the process established in the [Standard Operating System, Topic No. 025-020-002](#).

The approved revisions are posted on the [State Traffic Engineering and Operations Office](#) website during the normal publishing cycle (first week of November).

An e-mail notification is sent to all registered **TEM** holders that cover revisions posted on the website.

1.9 TRAFFIC ENGINEERING VARIATIONS

The Department's traffic engineering criteria and standards contained in this manual are established by the recommended practice of the [Manual on Uniform Traffic Control Devices \(MUTCD\)](#) or the [American Association of State Highway and Transportation Officials \(AASHTO\)](#) guidelines or by specific research conducted. There may be site-specific conditions or certain circumstances that may warrant a variation from the criteria or standards referenced herein. A variation is a one-time event on a case-by-case basis. This may lead to updates for the **TEM**. A request for and subsequent approval of any variation from those contained in the **TEM** is subject to the procedure established below in **Section 1.9.1**.

1.9.1 TRAFFIC ENGINEERING VARIATION PROCESS

Submit a formal written request from a local governmental agency, engineering consultant, or other interested party to the appropriate [DTOE](#). Include the following as appropriate:

- Proposed location (State Road ID, Mile Post).
- Applicable standard or criterion (Chapter & Section Number).

- Statement of the reasons why the required criteria or standards are not applicable to the site-specific conditions.
- Statement of the proposed variation.
- Statement of how the proposal can be as safe by not following the criteria or standard.
- Description of other impacts (operations, environmental and community needs).

The District Traffic Operations Staff will review and evaluate the proposed variation request according to the following guidelines:

- Whether the variation is necessary for completing a project.
- Whether other alternatives have been considered that would meet current
- TEM criteria or standards.
- Whether the proposed variation has been used in other areas – local, state, or national. Provide examples, including before and after data, if available.
- Whether the proposed variation will require **Federal Highway Administration** approval or coordination.

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.

If the District Staff believes a variation is not warranted, the **DTOE** shall document the reasons and advise the requestor of the findings.

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 requirements to the appropriate **DTOE**. The **STOE** may consult with the **DTOEs** to obtain feedback prior to approving and authorizing the requested variation.

The **<https://www.fdot.gov/traffic/default.shtm>** memorandum serves 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.

1.10 FORMS

See **<https://pdl.fdot.gov/>** for forms referenced in this manual.

1.11 RESOURCES

See all the Transportation Symposium presentations in the following link:
<https://transportationsymposium.fdot.gov/>.