

PROCEDURE



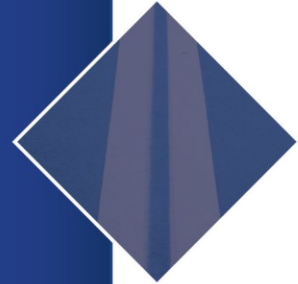
SIGNS



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 1<sup>st</sup> of each odd-numbered year, we will survey e-mail addresses from our current registration list and purge any outdated registrations.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 Chief Engineer.

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/>