



CHAPTER
1

Procedure

SECTION 1.1

ADOPTION PROCEDURE

1.1.1 PURPOSE

The ***Traffic Engineering Manual (TEM)*** provides traffic engineering standards and guidelines to be used on the State Highway System (SHS) by the FDOT [***District Traffic Operations Offices***](#).

1.1.2 AUTHORITY

The ***TEM*** was adopted by the authority conferred in [***Sections 20.23\(4\)\(a\)***](#) and [***334.048\(3\)***](#), Florida Statutes (F.S.).

1.1.3 SCOPE

The ***TEM*** is intended for use by FDOT engineers, consultants, and contractors to develop projects that meet Florida policies and standards.

1.1.4 REFERENCES

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

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

1.1.5 DISTRIBUTION

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

1.1.6 AVAILABILITY

The ***TEM*** is available under [***Traffic Studies***](#) within the [***Traffic Services Section***](#) of the ***State Traffic Engineering and Operations Office*** [***website***](#).

Registration

TEM users interested in receiving automatic email notifications of revisions can subscribe through [***Contact Mailer***](#). We will survey email addresses by March 1 each odd-numbered year from our current registration list and purge any outdated registrations , as required by [***Section 283.55, F.S.***](#)

1.1.7 REVISIONS

The **State Traffic Operations Engineer (STOE)** and the **DTOE**s make up the **Manual Review Committee**.

Items that warrant immediate change are updated 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 quarterly, and any necessary or recommended additions/changes to the **TEM** will be discussed in these meetings.

Substantive revisions or policy-related issues, as determined by the **Manual Review Committee**, are reviewed for approval by the **Chief Engineer of Operations**.

The approved revisions are announced through a bulletin and posted on the **State Traffic Engineering and Operations Office** website. The **TEM** is published annually and posted during the regular publishing cycle by the first week of November. Substantive or policy-related revisions as approved by the **STOE** and **Chief Engineer of Operations** may be announced outside of the regular publishing cycle.

A notification is sent to all registered **TEM** subscribers covering revisions posted to the website.

1.1.8 TRAFFIC ENGINEERING VARIATIONS

FDOT's traffic engineering criteria and standards, as described in this manual, are based on guidelines and specific research from the [Manual on Uniform Traffic Control Devices \(MUTCD\)](#) and the [American Association of State Highway and Transportation Officials \(AASHTO\)](#). There may be site-specific conditions or certain circumstances that warrant a variation from **TEM** criteria or standards. A variation is a one-time event, granted on a case-by-case basis. The variation process is described in **Section 1.9.1**. In addition, follow **MUTCD** procedures if **MUTCD Standards** are not met.

1.1.9 VARIATION PROCESS

A local government agency, engineering consultant, or other authorized party may submit a formal written request to approve a variation from the **TEM** criteria or standards to the appropriate **DTOE**. Include all of the following that apply.

- Proposed location (state road name, roadway ID, and milepoint)
- Applicable standard or criterion (chapter and section number)
- Justification of why the required criteria or standards do not apply to site-specific conditions
- Proposed variation
- Evaluation of how the proposed variation is at least as safe as the **TEM** criteria or standard

- Describe impacts of the variation on operations, environmental, or community needs
- Provide examples, including before and after data for a comparable site, if available

District Traffic Operations Office staff will review and evaluate the proposed variation based on the following considerations.

- The proposed variation is necessary to complete the project.
- The applicant has considered other alternatives meeting **TEM** criteria or standards.
- The proposed variation has been used elsewhere, locally, in Florida, or nationally.
- The proposed variation may require Federal Highway Administration (FHWA) approval or coordination.

If a variation is not warranted, the **DTOE** will document the reasons and advise the requester of the findings.

If a variation is warranted, the **DTOE** will forward the proposed variation to the **State Traffic Engineering and Operations Office** for review and approval.

Upon review and recommendations from **State Traffic Engineering and Operations Office** staff, the **STOE** responds to the appropriate **DTOE** with a memorandum addressing the request. The memorandum may include special conditions or requirements. The **STOE** may solicit feedback from the **DTOEs** to achieve statewide consensus before approving and authorizing the requested variation.

The memorandum signed by the **STOE** serves as the formal document authorizing or denying the requested variation from the applicable **TEM** criterion or standard. These memoranda are filed on the **State Traffic Engineering and Operations Office [SharePoint](#)** site and are geolocated for easy access under the **TEM Variation Locations** layer on [Internal eTraffic](#).

1.1.10 FORMS

See the [Procedural Document Library](#) for forms referenced in this manual.