

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***.

1.1.6.1 Registration

TEM users interested in receiving automatic notifications of revisions can subscribe through ***Contact Mailer***. We will survey our registration list by March 1 each odd-numbered year and purge any outdated registrations, as required by ***Section 283.55, F.S.***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 ***DTOEs*** make up the ***Manual Review Committee***.

Statewide ***DTOE*** meetings are held quarterly, and any necessary or recommended additions or changes to the ***TEM*** are discussed there. Items that warrant immediate change are updated with the approval of the ***STOE*** after passing a majority vote of the ***Manual Review Committee*** and consulting with affected parties.

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 from the ***Manual on Uniform Traffic Control Devices (MUTCD)*** and the ***American Association of State Highway and Transportation Officials (AASHTO)*** and specific research.

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 ***TEM Section 1.1.9***. In addition, follow ***MUTCD*** guidance 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 the appropriate ***DTOE*** to approve a variation from the ***TEM*** criteria or standards. 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*** criterion 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.