

## Chapter 1

# **ADOPTION PROCEDURE**

# TRAFFIC ENGINEERING MANUAL 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.

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 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by March 1 of each odd-numbered year, we will survey e-mail addresses from our current registration list and purge any outdated registrations.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
  - (c)** TEM criteria or standards.
  - (d)** Whether the proposed variation has been used in other areas – local, state or national. Provide examples, including before and after data, if available.
  - (e)** 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 STOEE 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.