TRAFFIC MANAGEMENT PLAN

<Name of Category 2 or Category 3 Project>
<PROJECT No.>

<Date>

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1. Category Definition

Based on the steps outlined in Section 3.2: Project Category Determination in the **Ministry's Traffic Management Manual for Work on Roadways**, the <Project Name> Project calls for a Category <#> Traffic Management Plan.

A Category <#> Traffic Management Plan is characterized by:

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A Category <#> Traffic Management Plan consists of:

- Traffic Control Plan
- Public Information Plan
- Incident Management Plan
- Implementation Plan

The aim of a Category <#> Traffic Management Plan is to minimize the site-specific risks that were identified for the project.

2. Traffic Control Plan

See also Appendix A: Traffic Control Plan Drawings in this Traffic Management Plan for the proposed layouts of traffic control devices for the project.

Plan Date	Date when plan was initiated.
Latest Revision	Date of latest revision.
Site Name	Name of project.
Plan Developed By	Name of person who developed the plan.
Exact location, direction, and distance to nearest landmarks	Highway number and name of location, LKI, etc.
Project Supervisor	Name of Project Supervisor.
Prime Contractor	Name of Prime Contractor.
Traffic Control Manager	Name of Traffic Control Manager (if applicable).
Traffic Engineer	Name of Traffic Engineer (if applicable).
Traffic Control Supervisor	Name of Traffic Control Supervisor and company.
Traffic Control Persons	Names of TCPs and company.
Project Start Date	
Project Completion Date	

1. Site Factors (Risk Assessment)

Road Alignment	Windy, straight, hilly, banked, etc.
Road Type	Primary, secondary, urban, rural, divided, undivided, arterial, expressway, freeway, number of lanes.
Driver Sight Distances	Consider signs, trees, buildings, and other obstructions that limit visibility.
Approaches	Hill, curves, intersection, accesses, etc.
Work Zone Length	
Affected Lanes	
Regulated Speed	
Reduced Speed Limit	
Traffic Volumes	Approximate traffic volume and type (commercial, residential, agricultural, etc.).
Shoulders	Width, material, etc.
Surrounding Land Use	Commercial, industrial, residential, agricultural, etc.
Residential Areas	Driveways, school buses, etc.
Pedestrians/Cyclists	Is project in an area with potential pedestrians and cyclists?
Weather Conditions	Clear, icy, wet, foggy, snowy, etc.
Site Hazards	List of hazards within project limits.
Concrete Roadside Barriers	Will concrete barriers be removed? If so, what traffic control measures will be in place?

2. Procedural Factors (Risk Assessment)

Work Activity	Type of work: stationary, slow-moving, emergency, brief, short-duration, or long-duration work?
Work On/Off Roadway	Is the work on or off the roadway?
Site Access/Egress	How will equipment access and exit from the site?
Intersections affected by work zone or traffic control devices	
Delays, Closures, Diversions, and Detours	Will delays, closures, diversions, and/or detours be in place? If so, illustrate in Appendix B: Detour Traffic Control Plan Drawing. What is the design speed for the detour? Can it withstand the traffic that will be using the road? For what duration will these be in place?
Hours of Work	The hours during which the work will occur. The time period during which the work will affect traffic.
Dump Site	Location of dump site and access/exit requirements.
Construction Equipment	How will construction equipment be protected during working hours? During off-hours?

3. Special Provisions

Traffic Control Supervisor	Name of Traffic Control Supervisor and company.
Traffic Control Persons	Name of TCPs and company.
Off-Hours Traffic Control	Types of traffic control devices.
Means of Communication	How will TCPs communicate?
Signage	Are signs installed for short-duration or long-duration work? Are the signs spaced in accordance with posted speed?
Portable Dynamic Message Signs (PDMS)	Will PDMS be required? Who will be responsible for updating the sign message(s)?
Dynamic Message Signs (DMS)	Are DMS required? Where will they be located? Who will be responsible for updating the sign message(s)?
Intersections affected by work zone or traffic control devices	Are intersections affected by the work zone or traffic control devices? If so, how will the intersections be controlled? Will additional traffic control devices be required?
Flexible Drums	Will flexible drums be used to delineate lane drops? Will they be used to identify construction accesses to the work activity area?

Traffic Stoppages	Are there any anticipated traffic stoppages? If so, for how long? Will there be single lane alternating traffic?
Layout of Devices	Identify spacing between traffic control devices.
Emergency Vehicles	Will emergency vehicles have clear, unobstructed access to the site? What procedures will be in place to ensure that emergency vehicles are able to access the site without delay?

3. Incident Management Plan

The Incident Management Plan defines processes for responding to unplanned events or traffic incidents in the work zone so that incident response operations within the work site are managed effectively.

The Incident Management Plan requirements are partially determined by the project category (see Section 3.2: Traffic Management Plan Sub-Plans and Section 3.4: Traffic Management Plan Requirements by Category in the **Traffic Management Manual for Work on Roadways**).

Traffic Control Supervisor and Qualifications	Name and qualifications.
Traffic Control Manager and Qualifications	Name and qualifications.
Emergency Response Agencies and Contact Information	Name and contact information (may be listed in Section 6: Contact List).
Types of traffic incident that could occur within work zone	Motor vehicle incident, motor vehicle incident with injuries, vehicle stalls, emergency vehicle transit of work zone, dangerous goods incident, wide load passing, etc.
Procedures for responding to traffic incident that occurs within work zone	Will there be a radio announcement? Who will evaluate the incident? Who will call 911? Will traffic be stopped or will there be single lane alternating traffic? Who will assist the emergency responders through the site, and how? Who will assist if it is necessary to clear vehicles, and how?

Procedures to restore traffic flow around incident site as quickly as possible	How will traffic movement be restored? Will traffic control devices be used? If so, how?
Procedures to clear incident and restore normal project traffic operations as soon as possible	How will the incident be cleared to restore traffic movement? How many TCPs are required?
Procedure to inform and update Ministry regarding incident in work zone	What is the procedure for advising the Ministry that an incident occurred, what response measures are being taken, what clearance measures are required, and what the estimated clearance time will be?
Procedure to inform travelling public of estimated duration of delay and alternative routes (if applicable)	Will DMS or PDMS be used to display information? Will the information be on DriveBC?
Incident Reporting	Who will provide details to the Ministry? What is the process for incident follow-up?
Investigation Process	Who will lead the incident investigation? What investigation process will be used to assess the incident and those involved?
Review and Continuous Improvement Process	How incidents will be reviewed and followed up to reduce the severity and frequency of future incidents?

4. Public Information Plan

The Public Information Plan identifies actions and procedures for informing the travelling public, project stakeholders, and the Ministry of current traffic operations and planned changes to traffic operations.

See also Section 3.2: Traffic Management Plan Sub-Plans and Section 3.4: Traffic Management Plan Requirements by Category in the **Traffic Management Manual for Work on Roadways.**

Process for routinely notifying Ministry of changes to scheduled work plans	Who will be responsible for the changes? What is the person's title?
Process for notifying travelling public of scheduled traffic delays and project duration	Identify the forms of communication to be used [DriveBC, radio, project signs, overhead Dynamic Message Signs (DMS), Portable Dynamic Message Signs (PDMS), public meetings, etc.].
Process for notifying travelling public of unscheduled traffic delays	Identify the forms of communication to be used [DriveBC, radio, Twitter, overhead Dynamic Message Signs (DMS), Portable Dynamic Message Signs (PDMS), etc.].
Major user groups for alternating lane closures or road closures	Identify the major user groups (BC Trucking Association, BC Transit, emergency response agencies, school districts, etc.).

5. Implementation Plan

The Implementation Plan identifies responsibilities and procedures for ensuring that traffic management sub-plans are developed and implemented in a coordinated manner.

It identifies the qualifications, responsibilities, and duties of supervisory and management personnel responsible for implementing the Traffic Management Plan and includes the designation of a Traffic Control Manager and a Traffic Control Supervisor.

See also Section 3.2: Traffic Management Plan Sub-Plans and Section 3.4: Traffic Management Plan Requirements by Category in the **Traffic Management Manual for Work on Roadways.**

Traffic Control Manager and Responsibilities	Name, qualifications, responsibilities, and duties.
Traffic Control Supervisor and Responsibilities	Name, qualifications, responsibilities, and duties.
Person who will manage emergency traffic control operations	Name and title.
Person who will maintain daily traffic control logs	Name and title.
Person who will manage Incident Management Plan	Name and title.
Person who will manage Public Information Plan	Name and title.
Person who will monitor inactive work site	Name, title, and responsibilities.

6. Contact List

1. Emergency Response Agencies/Assistance

Agency/Assistance	Contact 1	Contact 2
RCMP		
BC Ambulance		
Fire and Rescue		
HazMat **24 hr**	**1-800-663-3456**	
PEP **24 hr**	**1-800-663-3456**	
Towing Company		
Road Authority Contacts		
Other		

2. Non-Emergency Contacts

Agency	Name	Phone/Fax	Address
WorkSafeBC			
BC Hydro			
Telus			
Maintenance Contractor			
CP Railway			
Local City Office			
First Aid			
Traffic Control Supervisor			
Traffic Control Company			
Other			

3. Prime Contractor's Contact Numbers

Name and Position	Office Number	Cell Phone Number

Appendix A: Traffic Control Plan Drawings

Site Diagram
(Use additional pages as necessary.)

Show all site factors affecting traffic control, traffic control devices, spacing, signs, explanatory notes, North arrow, etc.

Appendix B: Detour Traffic Control Plan Drawings

Site Diagram
(Use additional pages as necessary.)

Show all site factors affecting traffic control, traffic control devices, spacing, signs, explanatory notes, North arrow, etc.

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