

Section 9.3

WORK ZONE TRAFFIC INCIDENT EVALUATION AND REPORTING

9.3.1 Purpose

To standardize a procedure for reporting traffic crashes that occur in construction work zones and to analyze work zone operations at problem crash sites.

9.3.2 Authority

Section 334.048, Florida Statutes

23 Code of Federal Regulations (CFR), Part 630, Subpart J

9.3.3 Background

The FHWA requires that each State develop a system to report traffic crashes in construction work zones. The crashes are reviewed to locate and isolate problem areas so as to evaluate and enhance the traffic control devices in the work zone if deemed necessary.

9.3.4 Notification of Traffic Crashes

(A) Resident Level Responsibilities

- (1) A traffic crash occurring within the work zone is brought to the attention of the Project Administrator through actual observation, notification by others, or through signs of a crash aftermath such as debris, etc. It may also be advisable to conduct a routine inquiry of local police departments and/or county traffic engineering departments for crash reports.
- (2) The Project Administrator will conduct an evaluation of the maintenance of traffic features in the immediate area of the crash site, if made aware of the crash.

9.3.5 Reporting Traffic Crashes

(A) Resident Level Responsibilities

- (1) Fill out the **Engineer's Maintenance of Traffic Evaluation at Crash Site Form No. 700-010-64**, <http://formserver.dot.state.fl.us/capture/listings/FormListing.aspx?ListType=FormNumber> along with detailed diagrams and narratives. Diagrams showing traffic control devices in the immediate area of the crash shall be included.
- (2) Do not fill out the **Engineer's Maintenance of Traffic Evaluation at Crash Site Form No. 700-010-64** for minor occurrences such as skid marks, damaged barricades, etc. However, if these incidents begin to be localized, then the traffic control plan and traffic movements should be analyzed to determine the cause and subsequent cure. It is recommended that a project file be kept of minor occurrences for future reference.
- (3) Appropriate corrective action is to be taken immediately and noted on the form.
- (4) Obtain all supporting documents if possible such as police reports, etc., and attach to **Engineer's Maintenance of Traffic Evaluation at Crash Site Form No. 700-010-64**, but do not wait to do the report.
- (5) When a police report contains information contrary to the facts that project personnel are aware of, be sure to make that notation on the **Engineer's Maintenance of Traffic Evaluation at Crash Site Form No. 700-010-64**.

9.3.6 MOT Evaluation at Crash Site

When the Project Administrator becomes aware that a crash occurred, all possible steps shall be taken to determine its cause and to make corrections that will reduce the probability of additional crashes. However, where a crash occurs it does not automatically mean that a change in work zone traffic controls is required. Crashes usually are a result of a combination of factors.

The Project Administrator shall examine that relationship of the crash to the existing work zone traffic controls. Evaluate all warning signs, pavement markings, barricades, and lights in the immediate vicinity of the crash site. A night inspection is required if the crash occurred at night. If any enhancements or corrective measures are to be taken, list them in the crash report and document this action in the daily diary.

No changes to the Traffic Control Plans shall be made which will change traffic patterns or movements without the approval of the Resident Engineer.

9.3.7 Other Actions

- (1) If a fatality or any disabling injury occurs, or if there is a serious crash involving three or more people, notify the District Safety Office by telephone immediately.
- (2) The FHWA "Alert Bulletin Procedure" has certain criteria for immediate reporting of crashes to their office. These are highway crashes or incidents such as those involving the death of five (5) or more persons, those involving more than 10 vehicles, and those involving a school bus where there are fatalities and/or disabling injuries. Any incident that causes an interstate highway to be closed for more than six hours, or a major roadway to be closed for more than 24 hours, except for closures (maintenance, construction, etc.) where the public has been notified in advance must be reported. Report these crashes to the District Safety Office which will relay the information to FHWA and the State Safety Engineer.
- (3) The report should be prepared and distributed within two weeks of the crash. Documentation such as police reports and photographs may have to follow and should be collected and forwarded as received.
- (4) If one or more fatalities occur, submit a copy of the ***Engineer's Maintenance of Traffic Evaluation at Crash Site Form No. 700-010-64*** to the State Construction Office and State Safety Office (attention Ed Rice) within five (5) working days.

9.3.8 District Office Evaluation

(A) District Level Responsibilities

The Project Administrator MOT evaluation reports are to be evaluated by the District Office to determine if corrective action is needed during construction. Also, the District Office is to evaluate the Traffic Control Plans of randomly selected projects to improve future Traffic Control Plans.

See attached ***Engineer's Maintenance of Traffic Evaluation at Crash Site, Form No. 700-010-64***. <http://formservr.dot.state.fl.us/capture/listings/FormListing.aspx?ListType=FormNumber>