



Traffic Control Device: **Work Zone**

Date of Revision: **March 15, 2002**

Division:

Subject: **Traffic Control Coordinator**

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## Purpose

The implementation of a Traffic Management Plan (TMP) requires dedicated staff trained in the appropriate principles and guidelines of the Traffic Management Plan.

## Policy

One person on each traffic control project, hereafter designated as the "traffic control coordinator", must have overall responsibility for implementing the TMP and ensuring that the plan is functioning properly.

## Standard

The duties and responsibilities of the traffic control coordinator include, but are not limited to:

- X ensuring that only those traffic control devices approved by the Department of Transportation and Government Services and called for by the TMP are used in a work zone
- X ensuring that the guidelines of the Policies/Standards are met
- X installing, positioning, relocating or removing traffic control devices as conditions change
- X maintaining traffic control devices and ensuring their reflective surfaces are clean
- X training flagpersons
- X organizing and supervising the development and relief of flagpersons
- X ensuring that flagpersons are properly informed concerning road conditions and that they are relaying the proper information

Since traffic control coordinators' actions affect construction and maintenance work zone safety every traffic control coordinator should receive training appropriate to their position. Only those who are qualified by means of adequate training in safe traffic management practices, and have a basic understanding of the principles established by the applicable Policies/Standards may be appointed to supervise the selection, placement, and maintenance of traffic control devices and train flagpersons. Completion of a Department of Transportation and Government Services sanctioned training course is highly recommended for all traffic control coordinators.

RECOMMENDED: \_\_\_\_\_  
Director, Traffic Engineering

APPROVED: \_\_\_\_\_  
Executive Director  
Highway Engineering