

VIRGINIA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION (CD)

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM (IIM)

GENERAL SUBJECT: MAINTENANCE OF TRAFFIC ON CONSTRUCTION PROJECTS	NUMBER: IIM-CD-2013-02.02
SPECIFIC SUBJECT: WORK ZONE TRAFFIC (WZTC) COORDINATOR	DATE: January 21, 2014
	SUPERCEDES: IIM-CD-2013-02.01
APPROVED: <p style="text-align:center">----- Mark E. Cacamis, P.E., CCM State Construction Engineer</p> DATE: <u>January 21, 2014</u>	

Purpose: To define the duties of the Work Zone Traffic Control (WZTC) Coordinator assigned to each construction and maintenance project.

DIRECTED TO - DISTRICT ADMINISTRATORS

The District Administrator (or designee), will designate a WZTC Coordinator for each construction and/or maintenance contract. The designated individual does not have to be, but can be an Inspector currently assigned to the project. When it is necessary to utilize consultant staff, the District Administrator (or designee) will coordinate with the consultant firm to identify the designated WZTC Coordinator. The Engineer will provide the Contractor the name of the WZTC Coordinator, in writing, prior to the commencement of construction activities. The WZTC Coordinator will assure that pedestrian and vehicular traffic can travel safely through the project work zone(s), in accordance with the contract documents and industry professional standards of care.

The designated WZTC Coordinator must hold a valid Intermediate Work Zone Training Verification Card. Information regarding this training requirement can be found in the Traffic Engineering Division Memorandum TE-345 located at <http://www.virginia.gov/business/trafficeng-WZS.asp>.

In addition, no later than April 1, 2014, the WZTC Coordinator must complete the online Work Zone Training for Law Enforcement Officers (LEO) training module. The LEO module was developed by the Traffic Engineering Division in coordination with the Virginia State Police, who are requiring all of their personnel to complete this one hour training module.

All VDOT Area Construction Engineers, Construction Managers, and Inspectors are to complete the LEO module by the April 1, 2014 date. All new personnel who assume one of these positions after April 1, 2014, must complete the LEO module within six months of assuming the position. After April 1, 2014, all WZTC Coordinators must complete the LEO training prior to being so designated. The LEO module is available through the online VDOT University and only has to be completed once. The Construction Division will notify you anytime the LEO training is updated and personnel are to take it again.

Through the use of the contract documents, which include the *Virginia Work Area Protection Manual* and the Work Zone Safety Checklist, the WZTC Coordinator shall be capable of identifying inappropriate Maintenance of Traffic (MOT) configurations and ensuring that the completed checklist is incorporated into the project records. If an unsafe condition is identified on the project, it will be the responsibility of the WZTC Coordinator, in conjunction with the Engineer (or designee) to enforce the Contract requirements and/or determine a solution and implement the necessary changes.

The WZTC Coordinator will conduct all appropriate work zone reviews to include night and weekend checks on the project for the functionality and proper application of project signs, channelizing devices, barricades, pavement markings, etc. Checks should also be made immediately after a change in traffic patterns or severe weather conditions. The WZTC Coordinator will have the authority to take the necessary steps to perform the following duties:

Coordinate with the Contractor to determine construction operations and regularly inspect the worksite to identify potentially unsafe MOT conditions; paying special attention to detours, the work zones, pedestrian access, and traffic control.

Monitor the Contractor's execution and adherence to the appropriate traffic safety requirements and guidelines as specified in the contract documents and when required, have the Contractor implement immediate corrective actions.

Examine the scenes of serious motor vehicle accidents within the project limits as promptly as possible; documenting the existing MOT configurations, weather conditions, existing construction operations, and other pertinent information.

Coordinate with the State and local Police, Fire & Rescue and Safety Service Patrols on the project when applicable.

In accordance with Section 105 of the Specifications, stop the work when required MOT configurations are not promptly implemented until corrective actions are completed.

In addition, the Department's Contractor agents are expected to assign key staff members the same responsibilities.

Attached is a sample letter designating a WZTC Coordinator, which can also be modified and used to notify the Contractor of the name and responsibilities of the WZTC Coordinator.

Your cooperation in this matter is appreciated.

Attachment

SAMPLE

MEMORANDUM

TO:

RE: Work Zone Traffic Control (WZTC) Coordinator

PROJECT:

DATE:

For the referenced project, this memorandum is to advise that the Department has selected you as the WZTC Coordinator until final acceptance of the referenced construction project.

Your duties as WZTC Coordinator are outlined in Construction Division Memorandum IIM-CD-2013-02.02. If a potentially unsafe MOT condition is identified on the project during construction or maintenance activities, it will be your responsibility in conjunction with the Engineer (or designee) to enforce the Contract requirements affecting MOT operations and/or determine an acceptable solution and take the necessary steps to affect the proper changes. As specified in Section 105.03 of the Specifications, you have the authority and the responsibility to halt work that is causing an unsafe MOT situation.

VDOT's Traffic and Safety Engineers will also continue their review of MOT operations and will be available for consultation.

Engineer