

VIRGINIA DEPARTMENT OF TRANSPORTATION
TRAFFIC ENGINEERING DIVISION
MEMORANDUM

NUMBER: TE – 350.1	DATE: November 3, 2009	
SUPERSEDED: TE - 350	SUNSET DATE: N/A	
GENERAL SUBJECT: Work Zone Safety		
SPECIFIC SUBJECT: Work Zone Speed Analysis		
DISTRIBUTION TO: Regional Operations Directors Regional Traffic Engineers		

The Virginia Work Area Protection Manual, in section 6C.01, states the following regarding reducing speeds in work zones:

“Speeds shall only be reduced within construction/maintenance work zones by the Regional Traffic Engineer upon completion of an engineering and traffic investigation warranting the reduction. Documentation of the change shall be performed and maintained.”

To facilitate the documentation of these “engineering and traffic investigations” in a manner that will be similar throughout the state, the attached *Engineering and Traffic Investigation - Work Zone Speed Analysis* form shall be used. A printed copy of each completed and approved (PE Signed and Sealed) form shall be retained by the Regional Traffic Engineer and in the project’s contract file. In addition and at the direction of the Code of Virginia, § 46.2-878, if the analysis results in an reduced speed limit posting for the work zone, a copy of the form shall be provided to the State Traffic Engineer.

CC: Mr. Greg Whirley
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