VIRGINIA DEPARTMENT OF TRANSPORTATION

TRAFFIC ENGINEERING DIVISION

MEMORANDUM

GENERAL SUBJECT: Work Zone Safety	**NUMBER:** TE-352
	DATE: July 17, 2007
SPECIFIC SUBJECT: Slow Roll Temporary Traffic Control (Slow Roll TTC)	**SUPERSEDES:** TE-344
DIRECTED TO: District Administrators/ Regional Operations Directors	**SIGNATURE:** *R. J. Khoury*

The following guidelines have been developed to ensure consistency for Slow Roll Temporary Traffic Control (Slow Roll TTC) on limited access highways. Activities which may warrant the use of Slow Roll TTC on limited access highways include, but are not limited to: setting of bridge beams, pulling wires or cables across the roadway, placing overhead or cantilever signs, and performing traffic switches from one half of the roadway to the other half. Any planned Slow Roll TTC shall be approved by the Regional Traffic Engineer prior to use.

1. Slow Roll TTC shall only be performed during non-peak travel periods and must be planned to not exceed periods of 15 minutes in duration.

2. The performance of Slow Roll TTC shall include the use of the Virginia State Police (VSP) unless an exception is granted by the Regional Traffic Engineer.

3. Prior to utilizing Slow Roll TTC, a coordination meeting shall be held with all entities involved in the operation to discuss each person's role.

4. At a minimum, a portable changeable message sign (PCMS) or, if available, an overhead changeable message sign (CMS) shall be used a minimum of 1 mile in advance of the beginning of the Slow Roll TTC operation with the following messages: ROAD WORK AHEAD; BE PREPARED TO STOP.

5. A vehicle (contractor, state, or VSP) shall occupy each lane of the route affected by the Slow Roll TTC. All entrance ramps within the Slow Roll TTC operation shall be temporarily closed. A drive through of the route shall be performed prior to beginning the Slow Roll TTC operation to ensure there are no parked vehicles along the roadway which could enter the travel lane during the Slow Roll TTC operation. Once the Slow Roll TTC operation has passed a closed entrance ramp, the ramp may be reopened.

6. Determining where to begin a Slow Roll TTC shall include an evaluation of all factors unique to the road system in question. As a minimum the following items shall be considered in the evaluation:
   a. The time lapse expected for the last uncontrolled vehicle to pass by the site of the planned work.
   b. The assumed maximum time needed for the work operation to be completed.
   c. The projected travel time of the Slow Roll. For example, a travel speed of 10 mph will cover 1 mile in six minutes.
   d. The number of entrance ramps requiring closing at interchanges.
   e. The starting point for the Slow Roll TTC shall be in a tangent section (both horizontal and vertical) of the approach roadway with adequate sight distance.

7. Upon a sufficient gap in traffic, each slow roll vehicle will pull out and occupy a travel lane with their warning lights and hazard lights operating and will travel at a minimum of 10 miles per hour. A shadow vehicle will follow the last motorist vehicle traveling in advance of the slow roll operation vehicles to notify the work crew when the roadway is closed and free of approaching motorist.

8. The lead vehicle in the slow roll operation shall have radio/telephone communication with the work crew. Once the need for the road closure is complete, the work crew shall notify the lead vehicle in the slow roll operation, who in turn will notify the other work vehicles. The slow roll vehicles should gain speed and pull over to the right side of the roadway, starting from the vehicle occupying the left lanes first. The VSP should continue with the flow of traffic to ensure controlled acceleration by the released vehicles.

9. If the slow roll operation vehicles reach the work site before receiving notification that the operation has been completed, they must slow down and/or stop until signaled that the roadway is safe to release traffic.

10. Once the slow roll operation is complete and free flow travel conditions have been re-established, the PCMS or overhead CMS messages shall be modified to remove the BE PREPARED TO STOP message.

cc: Regional Traffic Engineers
Resident Administrators
Division Administrators
Ms. Constance S. Sorrell
Mr. Greg Whirley
Dr. Gary Allen
Mr. Malcolm T. Kerley, P.E.
Mr. Robert Fonseca
Mr. E. D. Arnold