

Alabama Department of Transportation

Reverse Laning of Interstate 65

Initial Crossover Team Leader Checklist

(Applies to Location 1 only)

Note: The steps in this checklist have been numbered to match the master checklist. Steps from the master checklist that are not included in this checklist are noted.

General

- Do not let traffic at your location enter the contraflow lanes unless you have contacted the Area Maintenance Engineer and received approval to do so.
- Make sure your vehicle is equipped with an ALDOT two-way radio. This will allow you to communicate when you are in areas that have limited cell coverage.
- This checklist contains references to the Area Maintenance Engineer (AME). The AME will designate someone on his/her staff as your contact for communication. Unless you are advised differently at a later time, that person will be your point of contact anytime there is communication between you and the AME.

AME Contact: _____ Primary Phone #: _____

- When reporting events to the AME, include the time at which the event occurred.
- When reporting times, use the time shown on your cellular device.
- Team Members are to print and carry a copy of the Master Checklist in order to better follow the overall progress of plan, especially during those steps that are omitted from this individual checklist. The Master Checklist should be printed on 11x17 paper for best viewing.
- Team Members are to carry State Highway Maps for distribution to travelers as needed. When they are available, Team Members are to also carry copies of the ALDOT Hurricane Evacuation Brochures for distribution to travelers.
- Team Members should be readily identifiable by travelers as ALDOT employees. Wear safety vests and caps with ALDOT stencils during warm weather. During inclement weather, wear the reversible rain jacket previously supplied.
- When contraflow is used, it should be scheduled for daytime hours. However, Team Members should arrive on-site prepared for an extended period of operation should traffic conditions warrant it. For planning purposes, bring sufficient food, clothing, medicines, etc., for an additional 12 hours of operation.



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Level 1 (Beginning of Hurricane Season)

No action required.

***** Steps not included in this checklist: 1**

Level 2 (Hurricane Watch declared)

Completed	Date/Time	Activity
2. <input type="checkbox"/>	_____	The Team Leader is notified by the Central Office that a hurricane watch is in effect. Team Leader is advised that he is on-call.

***** Steps not included in this checklist: 3 and 4**

5. <input type="checkbox"/>	_____	The Team Leader contacts the Assistant Team Leader.
6. <input type="checkbox"/>	_____	The Team Leader makes sure that the following minimum items are on-hand for him/herself and for the Assistant Team Leader: 1) safety vests, 2) flashlights, 3) extra batteries, 4) traffic flags, 5) rainsuits, 6) cooler with drinks, 7) traffic counter, 8) first aid kit and 9) food.

Level 3 (Hurricane Warning Declared)

Completed	Date/Time	Activity
7. <input type="checkbox"/>	_____	The Team Leader is notified by the Central Office that a hurricane warning is in effect. The Team Leader is provided with most current information on hurricane location, speed, strength and expected time and location of landfall.

***** Steps not included in this checklist: 8 thru 10**

11. <input type="checkbox"/>	_____	The Team Leader contacts the Assistant Team Leader. Team Members are to travel as needed so that they are not more than two hours away from their assigned location.
12. <input type="checkbox"/>	_____	The Team Leader contacts the Central Office and advises their status and location from which they will mobilize and provides phone, radio and Southern LINC numbers by which they can be reached.

***** Steps not included in this checklist: 13 thru 17**

Level 4 (Implementation of Reverse Laning)

18. <input type="checkbox"/>	_____	The Central Office notifies the Team Leader that I-65 will be reversed , relays the time that the reversal will start and establishes the arrival time at the assigned location.
19. <input type="checkbox"/>	_____	The Team Leader contacts the Assistant Team Leader, advises that I-65 will be reversed and relays the designated start time and arrival time.



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***** Steps not included in this checklist: 20 thru 21**

- 22. _____ The Team Leader and the Assistant Team Leader arrive at assigned location.
- 23. _____ The Team Leader reports to the Mobile Area Maintenance Engineer that they are on site.

***** Steps not included in this checklist: 24**

- 25. _____ The Team Leader confers with local Mobile Area Maintenance personnel and confirms that all traffic control devices are on site and ready to be placed into final position when needed.
- 26. _____ The Team Leader contacts the Mobile Area Maintenance Engineer and confirms that the reverse laning procedure is ready to be implemented at the assigned location. Team leader advises Mobile Area Maintenance Engineer as to availability of DPS personnel at that location.

***** Steps not included in this checklist: 27 thru 30**

- 31. _____ The Mobile Area Maintenance Engineer notifies the Team Leader that the reverse laning procedure has begun at the interchange locations.

***** Steps not included in this checklist: 32 thru 47**

- 48. _____ The Assistant Team Leader from Location #4 who has been trailing the last of the southbound vehicles on I-65 SB arrives at this location. Advises the Team Leader at Location #1 of any problems (stalled vehicles, vehicles parked on the shoulders, etc.) that were encountered.

ATL 4: _____ Contact #: _____

- 49. _____ The Team Leader notifies the Mobile Area Maintenance Engineer that the Assistant Team Leader from Location #4 has arrived.

- 50. _____ The Assistant Team Leader from Location #4 leaves Location #1 and returns to Location #4 by driving north on I-65 SB.

***** Steps not included in this checklist: 51 thru 55**

- 56. _____ Traffic control barrels and remaining delineator posts are installed on the I-65 Southbound lanes as shown on the traffic control plan.

***** Steps not included in this checklist: 57 thru 58**

- 59. _____ The Team Leader notifies the Mobile Area Maintenance Engineer that traffic control has been installed on I-65 Southbound.



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***** Steps not included in this checklist: 60 thru 63**

- 64. _____ The Mobile Area Maintenance Engineer notifies the Team Leader to open the crossover and divert northbound traffic from the I-65 Northbound lanes onto the I-65 Southbound lanes.
- 65. _____ Northbound traffic is diverted thru the crossover and onto the I-65 Southbound lanes by use of a rolling DPS roadblock. A vehicle from DPS will escort this first platoon of vehicles northward. Traffic control devices for the I-65 Northbound lanes are placed into position.
- 66. _____ The Team Leader notifies the Mobile Area Maintenance Engineer that traffic is now moving through the crossover onto the I-65 Southbound lanes and following the escort vehicle.

***** Steps not included in this checklist: 67 thru 80**

- 81. _____ The Team Leader and Assistant Team Leader remain at their assigned location and respond as needed while traffic moves northward.
- 82. _____ The Team Leader monitors traffic volume at his/her assigned location. As needed, The Team Leader notifies the Mobile Area Maintenance Engineer on the status of traffic. In addition, the Team Leader reports traffic counts when contacted by the Central Office.

***** Steps not included in this checklist: 83 thru 87**

- 88. _____ The Mobile Area Maintenance Engineer notifies the Team Leader that the reverse laning plan is to be terminated.

***** Steps not included in this checklist: 89**

- 90. _____ Traffic control devices on I-65 Northbound are removed and normal Northbound traffic is restored to those lanes. The crossover is closed and barricaded to Northbound traffic.
- 91. _____ The Team Leader dispatches the Assistant Team Leader to trail behind the last vehicle that went through the crossover. The Assistant Team Leader will trail the last vehicle(s) all the way to the North Terminus.
- 92. _____ The Team Leader notifies the Mobile Area Maintenance Engineer that traffic is no longer being placed on the I-65 Southbound lanes and that a DOT vehicle is trailing the last of the reversed direction traffic.

***** Steps not included in this checklist: 93 thru 94**

- 95. _____ As the Assistant Team Leader passes each interchange, he/she will notify the associated Team Leader that the I-65 Southbound lanes are

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Completed Date/Time Activity _____

clear to the south of that location. If the Assistant Team Leader encounters an obstruction that restricts the travelway, he/she is to notify the appropriate Area Maintenance Engineer, describe the obstruction and wait at that location.

96. _____ The appropriate Area Maintenance Engineer, DPS personnel and the Assistant Team Leader determine an estimate of the time required to remove the obstruction from the travelway.

***** Steps not included in this checklist: 97 thru 100**

101. _____ When the travelway obstruction is cleared, the Assistant Team Leader notifies the appropriate Area Maintenance Engineer and then resumes northbound travel on the contraflow lanes.

***** Steps not included in this checklist: 102 thru 107**

108. _____ Remaining traffic control devices, signs and variable message boards are taken down, moved, covered and/or flipped up.

***** Steps not included in this checklist: 109 thru 113**

114. _____ The Mobile Area Maintenance Engineer notifies the Team Leader to release the DOT personnel from their assigned location.

***** Steps not included in this checklist: 115 thru 116**

***** End of Check List *****



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