

Standard Operating Procedure

Traffic Interruption Reporting (T.I.R.)


ALABAMA DEPARTMENT OF TRANSPORTATION

STANDARD OPERATING PROCEDURE FOR TRAFFIC INTERRUPTION REPORTING (T.I.R.)

RECOMMENDED FOR APPROVAL:




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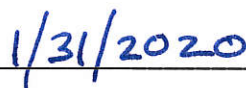
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Date

Introduction and Background

- A. In conformance with Title 23 CFR Part 511 of the United States Code, the Alabama Department of Transportation (ALDOT) shall establish a reporting process for construction and maintenance activities that affect travel conditions by closing and reopening roadways or lanes.
- B. This reporting process requires that information about construction and maintenance activities involving shoulder, lane, and/or roadway closures or other blockages (hereinafter “closures”) be reported within 10 minutes of beginning a closure or reopening a closure. Any support activities associated with the aforementioned that require such closures shall also be subject to the outlined reporting requirement.
- C. Planned and actual closures shall be reported through the five Region Traffic Management Centers (RTMC) in Huntsville, Tuscaloosa, Birmingham, Montgomery, and Mobile, who shall then disseminate the information to the public via AlgoTraffic.
- D. This reporting provides benefits to safety, work-zone management, and travel-time reliability for workers and motorists alike.
- E. A Traffic Interruption Reporting (T.I.R.) module within the RTMC software shall be utilized to record and distribute planned/actual closures. This Standard Operating Procedure (SOP) provides guidance to staff across multiple disciplines on the processes for implementation and utilization of this recording tool including needed information for each closure.
- F. The person(s) responsible for reporting closures to the RTMCs shall be designated by the Regions/Areas. For construction projects, the responsible person(s) may be in the Area Construction Office or the Project Office. Hereinafter, this SOP will use the term “Area Construction Staff” as the responsible party. For maintenance operations, the responsible person(s) may be the Area Maintenance Office or the District Office. Hereinafter, the GFO will use the term “Area Maintenance Staff” as the responsible party.
- G. Closures that do not utilize stationary shoulder or lane closures are exempt from these reporting requirements. Examples of “Moving Operations” are striping, scoring, pavement marker application, roadside mowing, herbicide applications, etc.

Roles and Responsibilities

- A. The Region Transportation System Management & Operations (TSM&O) Engineer’s office shall serve as the intermediary to bridge the various disciplines and associated work activities within each Region, Area, or District.
- B. Area Construction Staff shall incorporate T.I.R. into their project planning and execution with each Area and District project.
- C. Area Maintenance Staff shall incorporate T.I.R. into their daily work activities (planned or unplanned) with Area and District maintenance crews.
- D. Other ALDOT personnel in the Central, Region, or Area offices (ie..Design, M&T, etc.) performing closures in support of the aforementioned shall coordinate their respective duties with the Region TSM&O Engineer’s office.
- E. On construction projects, the Contractor shall coordinate closures with the Area Construction Staff.

Reporting Processes

Construction Activities

- A. The Region TSM&O Engineer shall be included in the Pre-Construction meetings for each construction project. The TSM&O Engineer shall provide a briefing of the T.I.R. requirements to the Area Construction Staff and Contractor. The TSM&O Engineer shall collect the information outlined in the **Data Needs** section below during construction of the project.
- B. The TSM&O Engineer shall disseminate important information with the meeting attendees such as RTMC contact information and the steps to be taken by Area Construction Staff for reporting closures.
- C. Once project work begins, it shall be the responsibility of the Area Construction Staff to coordinate weekly work plans with the Contractor and pass the work plans along to the RTMC. The Area Construction Staff shall contact the RTMC to relay closing/reopening times and impacted lanes within 10 minutes of each closure(s) taking place.
- D. Any adjustments to project duration shall be communicated to the RTMC. Area Construction Staff shall notify the RTMC once the project is complete.

Maintenance Activities

- A. Maintenance activities typically do not require a kick off meeting. The absence of this meeting will result in the Area Maintenance Staff needing to work closely with the Region TSM&O Engineer and RTMC staff to insure critical T.I.R. information is exchanged. The RTMC shall collect the information outlined in the **Data Needs** section below.
- B. It shall be the responsibility of the Area Maintenance Staff to contact the RTMC to relay closing/reopening times and impacted lanes within 10 minutes of closure(s) taking place.

RTMC

- A. The RTMC is tasked with collecting and disseminating the T.I.R. information to the public. The T.I.R. information will be published to the Algo web, mobile apps, and social media platforms.
- B. The RTMC shall monitor all active T.I.R. events for accuracy and timeliness.

Data Needs

The following information shall be required and be readily available from the Area Construction Staff (construction activities) or the Area Maintenance Staff (maintenance activities). This information shall be shared with the RTMC operators as soon as a schedule is confirmed.

- A. Type of work to performed (i.e. Bridge work, Paving, Railing, Signal, etc....)
- B. Lane blockage (Shoulder, Lane(s), Roadway, etc....)
- C. Location Information
 - a. Roadway Type (Interstate, U.S. Highway, State Route)
 - b. Road Name (i.e. I-10, US 80, AL 9)
 - c. Direction (North, South, East, West, North/South, East/West, All)

- d. Mile Marker (Beginning and Ending)
 - e. Cross Street (if applicable)
 - f. City(s) (if applicable)
 - g. County(s)
- D. Duration
- a. Scheduled start and end date/time
 - b. Actual start date/time
 - c. Actual end date/time
- E. T.I.R.
- a. Project Number
 - b. Primary Contact (Project Manager or Maintenance Superintendent)
 - c. Alternate Contacts (other designated field personnel)
 - d. Oversized Load Restrictions
 - i. Horizontal clearance less than 16'
 - ii. Vertical clearance less than 14'6"
 - e. Speed Limit changes