

**CHARLOTTE COUNTY
PUBLIC WORKS DEPARTMENT
CHARLOTTE COUNTY, FLORIDA**

POLICY

Subject: Maintenance of Traffic (MOT) Policy	Effective Date: August 7, 2017	From: Joanne Vernon, County Engineer
Applies to: All Employees of the Charlotte County Board of County Commissioners	Last Amended: July 2017	Page: 1 of 7 pages

The purpose of this policy is to provide instructions to assure that all work being performed in the County’s rights-of-way are performed under both The Manual of Uniform Traffic Control Devices (MUTCD) and The Florida Department of Transportation (FDOT) Roadway & Traffic Design Standards thus, assuring a safe environment for both the worker(s) and driver(s) on all County roads. Short term projects that last only a few hours will not be held to the same planning outlined in this policy however they shall still be subject to MUTCD and FDOT standards. The entire MOT Policy must be followed even if more stringent than the MUTCD and FDOT standards.

This policy shall apply to all work in the rights-of-way including that performed by contractors working for the County, contractors working for developers, utility companies (including work being performed by their personnel or contractors/sub-contractors) and all County work forces within each department of each division. Both internal requirements (departmental) as well as external requirements (contractors) are governed by this policy. A copy of this policy shall be attached to all permits for contractor compliance. All instruction references to the MUTCD Part VI and Index 600 of the Florida Department of Transportation Design Standards, shall apply to the latest edition.

The contractor shall at all times take every available precaution to safeguard the public as well as the construction workers. The contractor’s personnel shall comply with the Maintenance of Traffic requirements, comply with reasonable requests from County employees, and act courteously with the public.

1. All personnel working within the County’s rights-of-way shall at **ALL** times, wear FDOT approved safety vests, including those who may be periodically on-site and out of their vehicles, i.e., supervisors, foreman, testing personnel, etc.
No personnel in the County’s rights-of ways shall wear headphones or earbuds.
2. Each contractor shall submit a Maintenance of Traffic Plan for any construction project involving work or activity that may affect traffic on any County street, roadway, bike path, or sidewalk, and obtain approval prior to

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the start of the project. The MOT plan submitted will only be good for 60 days from the date approved. If work does not commence prior to the 60 day timeframe, a new MOT plan must be submitted and approved prior to any construction beginning.

3. The MOT Plan shall consist of one or more engineering drawing(s) signed and dated by a person certified by the International Municipal Signal Association (IMSA), Florida Intermediate or American Traffic Safety Services Association (ATSSA), in work zone traffic safety, qualified and knowledgeable in the field of traffic engineering, detailing traffic control for any road construction, detours, or road closures. If any changes to the MOT occur during any phase of the project, a revised MOT Plan shall be immediately submitted and approved reflecting all changes.
4. For all work within the County rights-of-way, where construction operations will alter traffic activities, the contractor will designate a qualified individual who will be responsible to implement, inspect, and/or supervise the placement, maintenance, and removal of traffic control devices in the work zone. The person responsible, possessing current valid and verifiable wallet cards from the above approved courses, shall be the only person approved to work on the maintenance of traffic and shall remain on site during any time of activity. This person must also be fluent in the English language.
5. Traffic control devices shall be maintained in the work zones at all times. Traffic control devices shall be installed and maintained to meet federal and state standards set forth in the most current MUTCD, FDOT Design Standards and in accordance with Charlotte County Maintenance of Traffic Policy Specifications. Maintaining traffic control devices shall consider proper position, cleanliness, legibility, and daytime and nighttime visibility and reflectivity. To assure adequate maintenance the work zone shall be inspected daily. Damaged or deteriorated traffic control devices shall be replaced.
6. All equipment and hazards left in the rights-of-way during hours of darkness are to be barricaded off. All signs and barricades requiring lights shall have Type A flashing lights in good working order. Any further traffic control

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devices deemed necessary during the project are to be provided by the contractor at the contractor's expense.

7. Type B High Intensity Flashing Warning Lights shall be mounted on the first and second advanced post mounted warning signs on all approaches to any work zone.
8. All road, bridge, or sidewalk closure barricades will have Type A flashing lights in working order.
9. Areas around schools that are in session must have sidewalks that are opened at minimum of one hour before to at one half hour after school starting in the morning and one half hour before to one hour after school is let out in the afternoon, unless written permission is granted by the School Board to close the sidewalk.
10. Work will not be permitted in the school zone from one hour before to one half hour after school starting in the morning and at one half hour before to one hour after school is let out in the afternoon, unless written permission is granted by the School Board.
11. No construction equipment shall travel on or cross a public roadway without a yellow flashing beacon and accompanied by flagging personnel to safely guide the equipment until it is safely off the roadway out of the clear zone.
12. Every attempt shall be made to avoid road closures. Where it is not possible to completely avoid road closures, the following procedures shall be followed:
 - a. Road closures shall be limited, if possible, to single lane closures with traffic controlled by flagger. Flagging operations and flagger shall comply with MUTCD requirements and flagger shall be certified in a flagging operation. Flagging is not to begin until the proper signage is in place. When flagging is not being performed, the signs must be covered up, turned away from traffic or removed from the job site.

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- b. If the work cannot be performed without closing all traffic lanes, but the closures can be limited to intervals no longer than five-minute duration's (e.g., to accommodate necessary equipment operations) flagmen shall be used to control traffic as necessary. All equipment crossing the roadway is to be escorted by flaggers.
- c. If the work cannot be performed without closing all traffic lanes for periods longer than five (5) minutes at a time, provisions shall be made to maintain access to all developed properties. Access shall be properly signed and/or marked detours or other approved methods.
- d. A detailed Maintenance of Traffic Plan shall be prepared by the contractor or other responsible entity for all situations where any lane closures are proposed. The detailed MOT Plans shall show the limits of the road closure, detour routes and/or other means of maintaining access, temporary signing and marking that will be used, and any other information deemed necessary by the County Engineer. The MOT Plan for road closures shall be submitted to the Engineering Department at least two weeks prior to each road closure. **No road closures, other than emergencies, are authorized without the prior approval of the County Engineer. No road closures will begin on a County Holiday or weekend.**
- e. If the road closure is authorized by the County Engineer, the following organizations shall be notified seven days prior to the closure and again 24 hours prior to the closure. If the closure will extend for more than one (1) day, notifications shall be made each day to inform these organizations of the road closure that will be in effect the following day:
 - **Charlotte County Public Works**
A request for a road or lane closure form (attached) is emailed to the Operations Supervisor (OS), and Public Relations Manager (PRM), with the following information:

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- Operations Supervisor - Tara.Musselman@charlottecountyfl.gov
Phone - (941) 575-3656
- Public Relations Manager – Tracy.doherty@charlottecountyfl.gov
Phone - (941) 575-3643

- **All Emergency services:**

<u>Sheriff</u>	<u>FIRE/EMS</u>	<u>Fire Headquarters</u>
(941) 639-2101	(941) 833-5600	(941) 833-5600

- **Charlotte County School Board:**
Transportation Division (941) 575-5432
- **The Media:** Newspaper/Radio Stations (Notify applicable one(s))

<u>Charlotte Sun Herald</u>	(941) 206-1000
<u>Charlotte Herald Tribune Newspaper</u>	(941) 473-5475
<u>Englewood Sun Herald Tribune Newspaper</u>	(941) 681-3000
<u>Sarasota Herald Tribune Newspaper</u>	(941) 953-7755
<u>Venice Gondolier Newspaper</u>	(941) 207-1000
<u>I Heart Media – Port Charlotte, Punta Gorda, Sarasota</u>	(941) 206-1188
<u>KIX Country 92.9 WIKX Radio Station–Punta Gorda</u>	(941)206-1188
<u>98.9 my FM– Port Charlotte, Punta Gorda</u>	(941) 206-1188
<u>Seaview 104.9 Radio Station – Punta Gorda</u>	(941) 206-1188

- All property owners, residents and tenants of the affected properties (continuing notification not required).
- f. If immediate road closure is necessary to safeguard life and/or public safety or private property, prior approval shall **NOT** be required. However, the notifications required under e. above shall be made as soon as practicable provided that the notification effort does not compromise the efforts to safeguard life and/or property.

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13. All initial MOT Plans (not involving road closures) and proposed changes shall be submitted to the County Transportation Engineer, or designee, for approval, at least two weeks prior to the start of work.

14. Failure to comply with the stipulations set forth in this policy will result in immediate suspension of work, and/or revoking of the permit until such time as the affected party comes into compliance.

Original: 9/15/1995
 Revisions: 3/1/1997
 9/29/2003
 7/10/2006
 3/20/2012
 3/24/2014
 11/10/2015
 8/31/2016
 7/26/2017
 8/7/2017

**CHARLOTTE COUNTY
REQUEST FOR ROAD OR LANE CLOSURE**

APPLICANT NAME: _____

ADDRESS: _____

CONTACT NAME: _____ PHONE: _____

PROJECT NAME: _____

LOCATION (BE SPECIFIC): _____

DATE(S) OF CLOSURE: _____

TIME(S) OF CLOSURE: _____

REASON FOR CLOSURE: _____

**PLEASE RETURN COMPLETED FORM AND MAINTENANCE OF TRAFFIC PLAN
AT LEAST SEVEN (7) WORKING DAYS IN ADVANCE OF CLOSURE TO:**

OPERATIONS SUPERVISOR: TARA.MUSSELMAN@CHARLOTTECOUNTYFL.GOV

PUBLIC RELATIONS MANAGER: TRACY.DOHERTY@CHARLOTTECOUNTYFL.GOV

PUBLIC WORKS
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