

Traffic Management Plan

Contract: [*insert the contract title, section, chainage, length, contract ID No*]

Contractor:

[*Full name of the contractor, Address, City, Country*]

Supervision Consultant:

[*Full name of the Supervision Consultant, Address, City, Country*]

Employer:

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Table of revisions

Revision Number	Revision Date	Prepared by	Checked by	Approved by	Comments
Rev 0	[<i>dd/mm/yyyy</i>]	[<i>Name, Surname and signature</i>]	[<i>Name, Surname and signature</i>]	[<i>Name, Surname and signature</i>]	[<i>if any</i>]
Rev 1					

Changes:

Rev 0

- Initial document.

Rev 1

- [*insert changes from the previous revision*]

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[If any of the following parts is not applicable on the particular site, it should be stated that this part is not applicable (N/A).]

1 Introduction

[Traffic Management Plan represent Method Statement of the Contractor, how they will perform traffic safety during the execution of works. In the Introduction overall description of the project should be presented. Context of the Project and roles of all participants in the process (Client, Supervision, Contractor, etc.).]

1.1 Background

[Site location, traffic volume, traffic regulation before works execution, pedestrians, cyclists, etc. should be described in this section.]

1.2 Construction Work and Phasing

[Describe construction process and phasing during works. Description should be brief and understandable to readers.]

1.3 Purpose of this Plan

[Describe purpose of this plan. Who will be affected, how they will be affected, what kind of measures will be used to protect users/workers and how monitoring will be established]

2 Definitions and Abbreviations

[Insert all definitions, abbreviations, glossary, etc. used in this document.]

2.1 Definitions

[Insert definitions of all key terms used in the document such as advance warning area, transition area, buffer zone, working area, termination area, etc.]

2.2 Abbreviations

[Insert all abbreviations and their meaning used in the document such as TMP – Traffic Management Plan, AADT – Average Annual Daily Traffic, etc.]

3 Responsibilities

[Responsibilities of each person and situation in the traffic management should be described. Special focus should be on the site officer and traffic safety engineer. All sequences of the traffic management should be covered with this traffic management plan. Names and contact details (mobile phone number and email address) should be presented for each member of Traffic Management and Engineers should be presented in this section or in the separated Annex of this document.]

3.1 Management Responsibilities

[Management responsibilities should be described. The main obligations of the management are delegation of responsibilities and overall management.]

3.2 Responsibilities of the Supervision

[Responsibilities of the Supervision Consultant should be highlighted and described.]

3.3 Project Manager / Engineer

[As a Management staff, Project Manager / Engineer should have responsibilities in the traffic safety. These responsibilities should be described in detail.]

3.4 Traffic Safety Engineer

[During construction phase focus is on the Traffic Safety Engineer. Traffic Safety Engineer is responsible and competent person on the site. His/her obligations regarding traffic safety in each phase of the construction shall be described and elaborated in detail.]

3.5 Site Safety Officers/Engineers

[Site Safety Officers and Engineers are mainly on the site and they are obliged to conduct Traffic Safety Plan on the field. Their obligations should be delegated in detail and precisely.]

3.6 Driver/operators

[Drivers and operators hold the responsibility for safety driving during works execution.]

4 Construction Traffic Management Plan

[Very important part of the Traffic Management Plan. In this part all obligations regarding safety on the construction site shall be described and explained in detail. Obligation for each personnel is also presented in this part.]

4.1 Construction Phases

[Different construction phases require different organization of the traffic. For the purpose of the traffic management plan in this part it should be explained which works will be executed in each phase and how this will affect traffic safety. This should comply with the Main Design for Traffic Signage.]

4.2 Vehicle Trip Generation and Distribution

[Routes for the empty and loaded trucks should be elaborated and total load of the loaded vehicles should be stated. Routes should be presented in the separate attachment (Annex) to this document. Describe the route that will be used by trucks on state owned network as well as routes on the local road network.]

4.3 Site Access

[Special focus should be put on the site access and egress. Gates on the entrance / exit from the site should be elaborated and described how they will be working. Obligation of the drivers (construction vehicles) should be described, signs, equipment and procedures should be elaborated in order to protect against accidents with live traffic.]

4.4 Construction Vehicle Movements

[Way of construction vehicles movements on the site and around the site should be described in this part. Directions, restrictions, routes on the site and other possible vehicle movements are presented in this part.]

4.5 Signage

[Site signage and organization of the traffic on the site is one of the crucial elements for the safety on the site. How is traffic organized and which kind of signage and equipment are used to protect workers? Segregation of the pedestrians (workers) should be elaborated in this part.]

4.6 Speed Limit

[On site speed limit and speed reduction in the vicinity of the work area. Speed limit refers mainly to the construction vehicles and machinery on the site. Speed limit for the live traffic is part of the Main Design for Traffic Signage.]

4.7 Traffic Noise

[Allowed level of noise caused by the traffic on site and live traffic should be elaborated.]

4.8 Construction Employees

[Access to the site is permitted only for the construction employees, Supervision Consultant and Client staff. Education, training, approaches to the site, etc. shall be described.]

4.9 Work Hours

[Working hours and days during construction shall be stated.]

4.10 Driver Requirements

[All necessary licenses for drivers and operators shall be presented and elaborated. Procedures and check list for drivers and operators should be provided as annex to this document.]

4.11 Parking

[Indicate the number of workers/management staff and the areas where their vehicles will be parked through the duration of the project. Indicate number of trucks and other Construction machinery that should be parked and locate space for them in non-working time. Public

parking area affected by construction should be elaborated as well as access to the private properties.]

4.12 Accident and Monitoring

[Procedure in case of accident/incident during construction works on the public area or construction site should be described. Responsible person should be delegated for the monitoring. Management in case of accident/incident should be described.]

4.13 Transporting of Employees

[Organization of the transportation of Employees should be described in order to minimize the possibility of accident. Special place should be provided for the workers to get off the vehicles.]

4.14 Training

[Necessary training and licenses for the staff shall be elaborated here. Driver license for specific vehicle category, training for the personnel and additional education needed for the job shall be elaborated.]

4.15 Personnel Protective Equipment

[List of Personnel Protective Equipment shall be presented.]

5 Impacts on Traffic and Transport Operations

[Beside the normal traffic condition (described in the Main Design for Traffic Signage) consideration should be given to the emergency situations such as damaged vehicles on the site, emergency vehicles, etc. Emergency parking area should be provided on the site for emergency cases.]

5.1 Traffic and Transport Impacts

[Works executions have some influence on the live traffic. Level of Services in normal condition and during works execution should be elaborated in this section. Procedure which Contractor will undertake with lower level of services and what kind of measures will be taken to mitigate influence on live traffic.]

5.2 Impacts on Existing Roads and Access

[In case of diverted traffic more attention shall be focused on the impact on regular traffic and users. Minimum acceptable level of services shall be noted as well as measures to overcome situation with lower level than acceptable. Responsibility of each person in this part shall be elaborated.]

5.2.1 Road alignment

[Impact of construction on the road alignment should be described and measures should be presented to overcome possible problems in vehicle paths.]

5.2.2 Road Intersections

[Impact of construction on the intersections should be described and measures should be presented to allow all vehicles manoeuvres on intersection.]

5.2.3 Public Transport and facilities

[Influence on the public transport should be elaborated and described.]

5.2.4 Cycling / pedestrians

[Vulnerable road users shall have special treatment in the vicinity of the construction site. Influence on the vulnerable road users and measures which will be taken to enable safe trip for the vulnerable road users shall be presented. All potential hazardous situations shall be explained.]

6 Conflict and Potential Hazard

[Define all conflict areas and potential hazard areas. Special conflict between pedestrians and work machinery should be elaborated. All hazardous location such as steep slopes, heavy vehicle operation area, pedestrian movements, etc. should be elaborated. Risk level and remedial measures for each of potential conflict should be presented.]

7 Traffic Control Work Zones

[Procedure for establishing Work Zone should be described. Manner of installation, maintenance and removal of each element of the traffic signs, markings and equipment should be elaborated. It should be noted that placement of the traffic signs, markings and equipment is in accordance with approved Main Design for Traffic Signage.]

7.1 Advance warning area

[Advance warning area is the section of the highway/motorway where road users are informed about upcoming works. Main focus for road users is on this section of signage.]

7.2 Transition area

[If the Works are executed on the road or in the road vicinity, transition area moves the traffic out of the normal path. This area doesn't exist in the situation when the works are executed far away from the carriageway.]

7.3 Buffer Zone

[This area provides protection for workers. Only equipment for protection of the workers is allowed to be in this area. No works or workers are allowed to be on this area.]

7.4 Work area

[Zone exclusively for the workers, machinery and storage space for material. In this zone no other road users are allowed to be present.]

7.5 Termination area

[Section of the road where traffic is diverted to its normal original path.]

8 Setup, Maintenance, Inspections, Reporting and Auditing

8.1 Setup

[Describe the process and measures necessary to install signage on the site and public road and also process and measures that will be taken to ensure that site and road right-of-way is clean after works execution.]

8.2 Maintenance

[Describe the measures that will be taken to ensure that the work site and public right-of-way will be maintained (including dust control) on the site. State the responsible person for the maintenance of the signage and site equipment.]

8.3 Inspections

[Frequency of the inspection for each section, element or phase shall be elaborated. Check list for inspection should be presented or described in detail for each part of inspection.]

8.4 Reporting

[Reporting frequency, content of the report and procedure for reporting should be elaborated in the TMP.]

8.5 Auditing

[Regular AUDIT from the Supervision Consultant should be ensured during the whole project in order that signage is maintained in good condition. Frequency for each section, element and procedure for AUDIT should be presented in this document.]

9 Annex

[All annexes that are related to this TMP shall be presented in this part of document.]

9.1 Ministry approvals

[Ministry approval and other approvals from the relevant authority in the Republic of Serbia shall be noted here with reference number, date and issue institution.]

9.2 Main Designs Traffic Signs, Markings and Equipment

[As important part of TMP, Main Designs for Traffic Signage are presented in this annex. All Main Designs for Traffic Signage (for each phase and all revisions) shall be presented in this Annex.]

9.3 Others

[All other Annexes that should be included in the Traffic Management Plan, should be presented here such as: Truck Routes, Site location and traffic organization on the site, checklists, details of the signage and equipment, etc.]

TEMPLATE