

TRAFFIC COUNTING SAFETY AND ASSISTANCE PROGRAM INFORMATION PACKET

Introduction

The Traffic Counting Safety and Assistance Program (TCSAP) has been developed by the Bureau of Planning and Research (BPR) to:

- verify compliance with the “Traffic Engineering Manual - Pub 46 (03-14) Sections 6.12 Workers’ Attire and 6.13 Specialized Operations”
- improve the safety of the traffic data collection and traffic monitoring site installation/maintenance staff, and the traveling public
- ensure the collection of accurate traffic data
- provide assistance to our traffic counting partners

The TCSAP will include random field visits by BPR staff with those agencies and vendors that are assigned traffic counting responsibilities in support of the Pennsylvania’s Statewide Counting Program or contracted to perform traffic monitoring site installation or maintenance.

Procedures

A copy of the Traffic Counting Safety and Assistance Program – Information Packet will be provided to each agency with their traffic counting assignments and to each vendor as part of their traffic counting or traffic monitoring site installation/maintenance contract. The information packet contains:

- a copy of this document
- a copy of the “Traffic Engineering Manual - Pub 46 (03-14) Sections 6.12 Workers’ Attire and 6.13 Specialized Operations”
- a copy of the “TCSAP Acknowledgement Form”
- a copy of the “TCSAP Field Review Checklist”

All of the above may be reproduced as needed or printed from our Traffic Counting Page:

<http://www.penndot.gov/ProjectAndPrograms/Planning/TrafficInformation/Pages/Traffic-Counting.aspx#.VrIjy7IrLRY>

It is the responsibility of each agency/vendor engaged in traffic counting operations as described in the “Traffic Engineering Manual - Pub 46 (03-14) Sections 6.12 Workers’ Attire and 6.13 Specialized Operations”, to provide a copy of the policy to each employee that will be performing the traffic counting operations. The employee shall review the policy and complete the “TCSAP Acknowledgement Form” affirming their agreement to abide by the requirements set forth in the publication. The copy of the acknowledgement form containing the original signature of the employee must be returned to:

Joe Keller
Pennsylvania Department of Transportation
Bureau of Planning and Research
P.O. Box 3555
Harrisburg, PA 17105-3555

The completed acknowledgment form should contain the most direct phone number available for contacting the employee, which will be used to schedule the TCSAP Field Reviews.

TCSAP Field Reviews will be conducted randomly by the BPR staff and scheduled using the contact phone number provided on the “TCSAP Acknowledgement Form”. During these field reviews the BPR staff will observe the safety procedures used by the agency/vendor’s traffic counting technicians as well as the traffic counting equipment installation practices and record their findings on the “TCSAP Field Review Checklist”. BPR staff will then discuss any safety or equipment installation deficiencies with the agency/vendor’s traffic counting technicians on site and both the traffic counting technicians and the BPR representative will sign the checklist acknowledging the findings of the TCSAP Field Review. When meeting with a traffic monitoring site installation/maintenance contractor, the BPR staff will observe compliance with the “Traffic Engineering Manual - Pub 46 (03-14) Sections 6.12 Workers’ Attire and 6.13 Specialized Operations” requirements and complete the “TCSAP Field Review Checklist” accordingly. A copy of the completed “TCSAP Field Review Checklist” will be forwarded to the Director/President of the agency/company reviewed.

BPR staff will be available during the TCSAP Field Reviews to assist our planning partners during traffic counting equipment setup on high volume roadways or difficult count locations. Assistance with traffic control or providing advanced warning by use of the BPR staff’s vehicle strobe light are ways in which the BPR staff can support our planning partners’ traffic counting operations. Any assistance should be requested when the TCSAP field visit is scheduled.

Questions

Questions about the Traffic Counting Safety and Assistance Program and requests for additional program information may be directed to Joe Keller (717) 579-9330.