



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION
P. O. BOX 25201
RALEIGH 27611

JAMES G. MARTIN
GOVERNOR

March 5, 1986

JAMES E. HARRINGTON
SECRETARY

MEMORANDUM

TO: Division Engineers

FROM: R. F. Coleman, P.E., Chief Engineer

SUBJECT: Handling of Requests for Traffic Engineering
Type Improvements

At the joint Division Engineers - Traffic Engineering Branch meeting held January 14, 1986, the matter of how to best handle traffic engineering-type requests was discussed. A task force was appointed to develop guidelines to be followed by both Division Engineers and the Traffic Engineering Branch in the handling of these requests. Effective immediately, the following guidelines are established:

"Routine" traffic engineering matters shall be handled by the Division Engineer. Examples of "routine" requests are: (1) speed zone investigations, (2) No Parking zone investigations, (3) design of simple intersection improvements, (4) design of simple crossovers, (5) design of flashers and simple two-phase traffic signals, (6) initial handling of tort claims, (7) signing requests other than freeway type signing and (8) various other requests involving matters solely within a Division.

The above list is not meant to be a complete list of "routine" investigations. Other straightforward-type requests which can be easily handled at the Division level should also be handled completely by Division personnel. It is understood that the Traffic Engineering Branch will be available to assist the Divisions in these and other similar investigations whenever necessary. The Division Engineer is encouraged to call on the Area Traffic Engineer and his staff at any time for assistance.

The Traffic Engineering Branch shall continue to handle all non-routine investigations such as: (1) route changes and extensions, (2) railroad crossing signal investigations, (3) freeway signing, (4) Safety Program investigations, (5) complex intersection designs, (6) complex signal designs, (7) funding of Spot Safety Improvement projects, (8) any investigations involving more than one Division.

It should also be understood that the Divisions will be available to assist the Traffic Engineering Branch with some of these non-routine type investigations when necessary.

Traffic engineering-related requests originating with the Secretary's office or the State Highway Administrator's office will continue to be sent to the Traffic Engineering Branch. The Manager of Traffic Engineering will review the request, and if the request is of a routine nature, will forward it to the appropriate Division Engineer. The Manager of Traffic Engineering will then notify the Secretary's office or the State Highway Administrator's office that any further inquiries about this request should be directed to the Division Engineer. The Division Engineer will handle the matter through to its conclusion, including the initial acknowledgement and the final response. Carbon copies of any correspondence will be sent to the Traffic Engineering Branch as the Division Engineer sees fit. Likewise, any requests first coming to the Division Engineer which appear to be of a non-routine nature will be forwarded to the Traffic Engineering Branch, with all subsequent handling being the responsibility of the Traffic Engineering Branch.

The whole purpose of restructuring some of the ways that traffic engineering requests have been handled in the past is to speed up the turn-around time on these requests. The Traffic Engineering Branch is taking steps to improve their turn-around time on both traffic signal designs and geometric designs and in the review of special commercial driveway requests. It will be necessary that both the Traffic Engineering Branch and the Divisions cooperate closely together in all these matters. Each should keep the other fully advised of studies being made.

RFC/:tme

cc: Secretary James E. Harrington
Mr. George E. Wells, P.E.
Mr. Charles Parrish
Mr. John Q. Burnette
Ms. Mary Lou Smith
Mr. Jack Murdock
Mr. J. M. Lynch, P.E.
Area Traffic Engineers
Division Traffic Engineers