

Section 9.3

WORK ZONE TRAFFIC INCIDENT EVALUATION AND REPORTING

9.3.1 Purpose

To standardize a procedure for reporting traffic crashes that occur in construction work zones and to analyze construction work zone operations at crash sites.

9.3.2 Authority

[Section 334.048\(3\), Florida Statutes](#)

[Section 20.23\(3\)\(a\), Florida Statutes](#)

[Title 23 Code of Federal Regulations \(CFR\), Part 630, Subpart J](#)

9.3.3 Background

The Federal Highway Administration (FHWA) requires that each State develop a system to report traffic crashes in construction work zones. The crash reports are reviewed to locate and isolate problem areas in order to evaluate and enhance the safety measures in the work zone, if deemed necessary.

9.3.4 Notification of Traffic Crashes

Resident Level Responsibilities

- (1) A traffic crash occurring within a work zone is brought to the attention of the Project Administrator through actual observation, notification by others, or through signs of a crash aftermath such as debris, extensive damage to work zone devices, etc. Conduct a monthly inquiry of local police departments and/or county traffic engineering departments for crash reports.
- (2) If made aware of the crash, the Project Administrator will conduct an evaluation of the maintenance of traffic features and devices in the immediate area of the crash site.

9.3.5 Reporting Traffic Crashes

Resident Level Responsibilities

- (1) Fill out the [Engineer's Maintenance of Traffic \(MOT\) Evaluation at Crash Site Form No. 700-010-64](#), along with detailed diagrams and narratives. Include digital photos and a copy of the Traffic Control Plan (TCP) of the immediate area of the crash.
- (2) Do not fill out the [Engineer's MOT Evaluation at Crash Site Form No. 700-010-64](#) for minor occurrences such as skid marks, damaged barricades, etc. However, if these incidents begin to be localized, then the traffic control plan and traffic movements should be analyzed to determine the cause and subsequent cure. It is recommended that a project file be kept of minor occurrences for future reference.
- (3) Appropriate corrective action is to be taken immediately and noted on the form.
- (4) Obtain all supporting documents if possible, such as crash reports, photos, TCP, etc., and attach to the [Engineer's MOT Evaluation at Crash Site Form No. 700-010-64](#). Do not wait for such documentation, complete the report immediately.
- (5) When a crash report contains information contrary to the facts that project personnel are aware of, and the crash is correct, be sure to amend the [Engineer's MOT Evaluation at Crash Site Form No. 700-010-64](#). If it is unclear if the crash report is correct, acknowledge the discrepancies on Form No. 700-010-64.
- (6) Discuss crashes and subsequent corrective actions at the weekly Progress Meetings.

9.3.6 MOT Evaluation at Crash Site

Once the Project Administrator becomes aware that a crash occurred, all possible steps shall be taken to determine its cause and to make corrections that will reduce the probability of additional crashes. However, the occurrence of a crash does not automatically mean that a change in work zone traffic controls is required. Crashes usually are a result of a combination of factors.

The Project Administrator shall examine the relationship of the crash to the existing work

zone traffic controls and evaluate all warning signs, pavement markings, and barricades in the immediate vicinity of the crash site. A night inspection is required if the crash occurred at night. If any enhancements or corrective measures are to be taken, list them on the [**Engineer's MOT Evaluation at Crash Site Form No. 700-010-64**](#) and document the action on the Daily Work Report in Site Manager.

No changes to the Traffic Control Plans shall be made which will change traffic patterns or movements without the approval of the Resident Engineer.

9.3.7 Other Actions

The [**FHWA "Emergency Reporting Procedures, Order 5181.1A"**](#) has certain criteria for immediate reporting of incidents to their office. Criteria for reporting incidents can be found in paragraph # 6 of FHWA's Emergency Reporting Procedure, Order 5181.1A. Report these incidents to the District Traffic Safety Office, who will relay the information to FHWA.

The MOT Evaluation Form should be prepared and distributed within two weeks of the incident. Documentation such as crash reports and photographs should be collected and forwarded as received.

If a fatality occurs, email a copy of the ***Engineer's Maintenance of Traffic Evaluation at Crash Site Form No. 700-010-64*** to the State Construction Engineer.