

OPS-SP-0007

Temporary Traffic Control Policy

Revision History				
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1 Purpose

The purpose of the Temporary Traffic Control Policy is to establish the minimum requirements for managing roadwork and near-road activities and operations, including but not limited to flagging, use of channelizing devices, signage, TTC equipment, certification requirements and additional resources. It ensures that safe conditions are provided for and maintained to protect personnel from potential road hazards.

2 Scope

This procedure applies to all employees, contractors, and visitors entering road and near-road construction zones or conducting work on Ampirical projects containing road access in close proximity to our work.

For purposes of this procedure, “Temporary Traffic Control” refers to the introduction of personnel, devices, equipment, and other resources for the purpose of ensuring safe travel for the public into and through temporary construction activities in or adjacent to the travel way.

3 Definitions

3.1 Affected Employee (AP)

- Employees or contract personnel working near or in areas requiring temporary traffic control procedures in accordance with MUTCD, VWAPM, or other AHA-Authorities having Jurisdiction.

3.2 Clear Zone

- The total roadside border area, starting at the edge of the traveled way, that is available for an errant driver to stop or regain control of a vehicle. This area might consist of a shoulder, a recoverable slope, and/or a nonrecoverable, traversable slope with a clear run-out area at its toe. A clear zone adjacent to the roadway must be free from obstructions or hazards that are “firm and unyielding” and nothing over 4” in height unprotected (this includes slopes steeper than 4:1. Refer to VWAPM Clear Zone & Drop-off Requirements.

3.3 Flagger

- A certified person who actively controls the flow of vehicular traffic into and/or through a temporary traffic control zone using hand-signaling devices or an automated flagger assistance device (AFAD). Flaggers must be physically able to meet the requirements, speak, read, and understand English, and possess warning devices to warn the work crew if an errant vehicle breaches the work zone.

3.4 Basic Traffic Control Technician (TCT)

- Certification required for individuals working on a crew performing work in or adjacent to the roadway.

3.5 Traffic Control Supervisor (TCS)

- Certification required for individuals supervising crews performing work in or adjacent to the roadway.

3.6 Advances Traffic Control Design Specialist (TCDS)

- Certification required for individuals responsible for developing and issuing TTC-temporary traffic control plans, work instructions, pedestrian alternate walkways, and work plans for approved equipment staging, clear zone maintenance, and subcontractor plan briefings.

3.7 American Traffic Safety Services Association (ATSSA)

- Nationally recognized training center.

3.8 Virginia Work Area Protection Manual (VWAPM)

- One of the most stringent TTCZ-temporary traffic control zone State regulatory programs.

3.9 Manual of Uniform Traffic Control Devices (MUTCD)

- Federal minimum requirements for TTCZ operations.

3.10 RapidPlan

- Proprietary brand name of a recognized TTC software that utilizes Google Earth aerial and satellite imaging for the development of TTC briefings, plans, presentations, and customization. The software allows the TCDS certified designer to place signage, devices, and equipment incorporating measurements, distances, clearances, and required offsets per recognized standards and regulatory references.
<https://invarion.com/en-US/products/rapidplan>

4 Responsibility

4.1 HSE Managers

- Reviews TTC plans as part of project oversight.
- Incorporates TTC activities in project inspections and JSA monitoring.
- Provides ongoing education to SSM's to identify unsafe conditions and/or non-compliant TTC activities or risks.

4.2 Project Manager

- Ensuring funding is provided to successfully implement the policy requirements.
- Reviewing and updating the written Traffic Control Plan procedures as part of the project update process.
- Familiarization with the work plan, TTC plan, and watching for compliance concerns.
- Utilizing resources for TTC compliance and evaluation which should include the SSM, SHEM, and the Ampirical TTC designated instructor or contract instructor(s).
- Promoting and supporting CM and SSM enforcement of our policy and established standards.

4.3 Site Safety Manager (SSM) or temporary safety oversight designee

- Enforces policy and Standards requirements for TTC activities and scope.
- Participates in TTC plan reviews, project updates, and changes to the Plan.

- Utilizes the work zone traffic control inspection form to evaluate daily TTC activities.
- Maintains a copy of the subcontractor submitted TTC training certifications.
- Promotes traffic safety awareness among all trades and the TTC crews.
- Provides timely feedback to TTC supervision for corrective actions.
- Provides follow up to ensure corrective action is in place and adequate to mitigate potential hazards.

4.4 Supervisor – Ampirical or Subcontractor

- Promotes traffic control safety over timeline, financial, or other external pressures.
- Ensures compliance with the Plan and recognized Standards.
- Ensures only trained and certified personnel are present in the TTCZ.
- Maintains a list of qualifications for all crews working in the TTCZ.
- Monitors weather for reduced visibility, lightning, fog, & other conditions warranting a stop work decision.
- Applies consistent, progressive disciplinary actions to maintain compliance with the traffic control plan, policy, and applicable standards.
- Escalates progressive discipline as needed to remove personnel engaged in willful or extreme unsafe behaviors non-conforming to the certification they possess.

4.5 Employees – All Personnel

- Participate in safety meetings and briefings.
- Stay clear of activities and work zones requiring specialized certifications.
- Wear required PPE.
- Understand and ACT in accordance with Stop Work Authorization if you see an unsafe condition, behavior, or scenario. If you see something, say something, and take action.

5 General Requirements

All traffic control devices shall conform to the MUTCD and/or the State requirements, whichever is more stringent. Projects involving work in traffic areas should reduce exposure to traffic hazards by seeking to:

- Avoid working in the traffic area by evaluating safer alternatives.
- Evaluate if the road can be closed to eliminate the traffic hazard or if work can be done during low volume times to reduce risks.
- Completing the work using established and approved traffic control procedures and best practices.

Where work must encroach upon the travel way approved TTC in conformance with MUTCD and/or State requirements, whichever is more stringent, shall be adopted and enforced.

Where conditions require a non-standard approach that is not addressed in the Standards or where non-standard TTC plans must be developed, a licensed traffic engineer shall review and approve work plans and TTC layout. Additional municipal or State agency approvals may be required.

5.1 Protective Clothing

- Personnel in or adjacent to the TTC during daylight hours will wear the appropriate minimum Class retroreflective Vest, hardhat, safety glasses, and gloves.
- Personnel in or adjacent to the TTC during dusk to dawn (aka night work) shall wear Class 3 Vests & Pants over normal workwear, hardhat, gloves, and safety glasses.
- In all scenarios vests must be zipped up to provide 360 degree retro reflectivity. In inclement weather, vests may be substituted with traffic control insulated jackets of the same Class certification retroreflective material.

ANSI/ISEA HIGH VISIBILITY APPAREL GUIDELINES

There are three classes of garments specified in the ANSI/ISEA 107-2004 standard that are based on the wearer's activities.

Class 3: These garments provide the highest level of conspicuity for workers. These are for workers with high task loads in a wide range of weather conditions where traffic exceeds 50 mph. The standard "recommends these garments for all roadway construction personnel, vehicle operators, utility workers, survey crews, emergency responders, railway workers and accident site investigators".



Class 2: These garments are for workers who work near roadways where traffic exceeds 25 mph and need greater visibility in inclement weather. Workers who would typically wear these garments are: railway workers, school crossing guards, parking and toll gate personnel, airport ground crews and law enforcement personnel directing traffic.



Class 1: These garments are worn by workers where traffic does not exceed 25 mph and there is ample separation from the traffic. These workers typically are parking service attendants, warehouse workers in equipment traffic, shopping cart retrievers and those doing sidewalk maintenance.

The three classes of garments are differentiated by the requirements for amounts of retroreflective material that needs to meet specified performance criteria, the width and placement of the material, design and the color of vest used.

Class 3: These garments have the greatest visibility of the three classes. These will have more retroreflective material used in its construction than the Class 2 and it must have sleeves with retroreflective material between the shoulders and elbow.

Class 2: These garments have superior visibility and are more conspicuous than the Class 1 garments. The minimum width of the retroreflective material used on these is not less than 35mm.

Class 1: These garments need to be conspicuous and use retroreflective materials not less than 25mm in width.

The luminous colors that are used and accepted, as long as they meet the minimum standard, are fluorescent yellow-green, fluorescent orange-red, and fluorescent red.

5.2 Flagger/Flagging

- All flaggers and flagging activities shall comply with the MUTCD & State requirements.
- Flaggers shall be utilized at construction sites where barricades and warning signs alone

- cannot control the moving traffic.
- Flaggers shall be placed in relation to the activities to give effective warning.
- Flaggers shall be trained and certified in the proper fundamentals of flagging moving traffic prior to
- working as a flagger.
- Flaggers should be able to satisfactorily demonstrate the following abilities:
 - Receive and communicate specific instructions clearly, firmly, and courteously.
 - Move and maneuver quickly to avoid danger from errant vehicles.
 - Control signaling devices (such as paddles and flags) to provide clear and positive guidance to drivers approaching a Temporary Traffic Control zone in frequently changing situations.
 - Understand and apply safe traffic control practices, sometimes in stressful or emergency situations.
 - Recognize dangerous traffic situations and warn workers in sufficient time to avoid injury.
 - Handle hostile drivers in a safe and courteous manner.

5.3 Duration of Work

- Work duration is a major factor in determining the number and types of devices used in temporary traffic control zones. The duration of a temporary traffic control zone is defined relative to the length of time a work operation occupies a spot location.

5.4 Long-term Stationary Work

- Long-term stationary work occupies a location for more than three days. As long-term work extends into nighttime, reflective or illuminated devices shall be used. Inappropriate pavement markings shall be removed and replaced with appropriate temporary markings. Long term stationary work must include an approved TTC plan utilizing planning software such as *RapidPlan to identify components, spacing, lengths, and compliance with established regulatory and best practices.

5.5 Intermediate-term Stationary Work

- Intermediate-term stationary work occupies a location for more than one day through three days or nighttime work lasting more than one hour. As intermediate-term work extends into nighttime, reflective or illuminated devices shall be used. Whenever possible, inappropriate pavement markings should be removed and replaced with appropriate temporary markings. Intermediate-term stationary work must include an approved TTC plan utilizing planning software such as *RapidPlan to identify components, spacing, lengths, and compliance with established regulatory and best practices.

5.6 Short-term Stationary Work

- Short-term stationary work occupies a location for more than one hour within a single daylight period. Reflective or illuminated devices shall be used whenever the possibility that work may continue into nighttime. Short term stationary work may include an approved TTC plan utilizing planning software such as *RapidPlan to identify components, spacing, lengths, and compliance with established regulatory and best practices. Fomral plan requirement may be at the direction of the AHA for the region of work.

5.7 Short Duration Work

- Short duration work occupies a location for up to one hour. Safety in short-duration work should not be compromised by using fewer traffic control devices in response to the shortened duration. Appropriately colored or marked vehicles with high-intensity rotating, flashing, oscillating or strobe lights, augmented with signs or arrow panels, may be used in place of signs and channelizing devices for short-duration operations.

5.8 Mobile Work

- Mobile work moves intermittently or continuously with such operations often involving frequent short stops for activities such as pothole patching, utility operations, or where work activities, workers and equipment move along the road without stopping, typically at slow speeds with the advance warning area moving with the work area.
- Under high-volume and high-speed conditions, consideration should be given to scheduling mobile operations work during off-peak hours. Warning signs, high-intensity rotating, flashing, oscillating, or strobe lights on a vehicle, flags, and/or channelizing devices should be used and moved periodically to keep them near the mobile work area. A shadow vehicle equipped with an arrow panel or a sign should follow the work vehicle, especially when vehicular traffic speeds or volumes are high. *Warning signs should be placed along the roadway and moved periodically as work progresses.

6 Training

All employees and subcontractors working in the vicinity of TTCZ – temporary traffic control zones - should have awareness level training via morning and mid-day safety reviews. This training should include information about flagging operations, complying with instructions, hand signals, signage, and speed limits. Additional topics should include reporting near-misses, reporting hazards in the TTCZ, downed signage, devices, or conditions creating a hazard in the zone. Workers engaged in activities within or adjacent to the TTCZ must have the following training related to their assigned scope of responsibility:

6.1 Flagger Certification

- No person may flag for a TTCZ without a valid flagger certification card on file and on their person.

6.2 Traffic Control Technician (TCT)

- Certification is essential for personnel involved in the installation and maintenance of traffic control devices. Individuals who install and remove traffic control devices in work zones.

6.3 Traffic Control Supervisor (TCS)

- Certification for those responsible for designing and implementing traffic control plans and techniques in the field. Oversight of compliance with the approved TTC plan.

6.4 Traffic Control Design Specialist (TCDS)

- Certification for those responsible for designing and implementing traffic control plans and techniques in the field. Oversight of compliance with the approved TTC plan.

6.5 Master or Corporate Training Partner Instructor

- Required for teaching TCT, TCS, TCDS, and State DOT programs, flagger certification, and associated TTC proctored exams, courses, and certifications.

7 References

MUTCD – Manual of Uniform Traffic Control Devices

VWAPM – Virginia Work Area Protection Manual

VDOT – Advanced Traffic Control & Master Instructor references

CMUTCD – California MUTCD materials (2021)