



TRAFFIC ENGINEERING BULLETIN

SUBJECT Notification of Installation and Removal of Speed Zone Signs on State Highways	NUMBER TR 05-08	EFFECTIVE DATE 07/25/05	SUPERSEDES NEW
	APPROVED SIGNATURE Original Signed by Edward L. Fischer, P.E., PTOE State Traffic Engineer		
UPDATES GUIDANCE DOCUMENT(S)	WEB LINK(S) http://www.oregon.gov/ODOT/HWY/TRAFFIC/		

PURPOSE

This Bulletin requires that ODOT Regions, Districts, Project Managers, Consultant Project Managers and Consultants notify the Traffic Engineering and Operations Section (TEOS) when signs are installed and removed for permanent, construction, emergency or temporary speed zones on state highways.

REFERENCE

OAR 734-020-0005, OAR 734-020-0011, OAR 734 020-0015, ORS 810.180, ORS 810.200, ORS 810.210, ORS 810.220.

BACKGROUND/EXPLANATION

TEOS is the record keeper for speed zones on all public roadways in the State of Oregon. It is vital that these records include documentation of the date that the speed zone signs have been installed and removed. This information is needed for citizens and law enforcement regarding traffic citations and may also be required for court cases which may involve the Department.

IMPLEMENTATION

In accordance with the responsibility to create and maintain accurate records under Oregon laws and administrative rules, TEOS must be notified when signs are installed and/or removed. The following procedures should be used.

Permanent Speed Zones:

The Department of Transportation has the responsibility to investigate public roadways for the establishment of speed zones. When a speed zone is established on a state highway, a speed zone order will be issued. A "Signs Installed" stamped letter will accompany the speed zone order. The appropriate district sign crew will provide the necessary information on the "Signs Installed" stamped letter and return it to TEOS immediately after the signs have been installed.

Construction Speed Zones:

The Traffic Control Plans Designer or Region Consultant/Project Manager usually initiates requests for construction speed zones. If the request for a construction speed zone is approved, TEOS will issue a speed zone order. "Signs Installed" and "Signs Removed" stamped letters will accompany the speed zone order. The requestor or designee will provide the necessary information on the "stamped" letters and return them to TEOS immediately after the signs have been installed and removed.

Emergency Speed Zones:

The Region Manager or Region Traffic Operations Manager/Engineer usually initiates requests for emergency speed zones. Emergency speed zones may be established due to natural or other disasters. If the State Traffic Engineer deems an emergency speed zone is prudent, TEOS will issue a speed zone order. "Signs Installed" and "Signs Removed" stamped letters will accompany the speed zone order. The requestor or designee (district sign crew in most cases) will provide the necessary information on the "stamped" letters and return them to TEOS immediately after the signs have been installed and removed.

Temporary Speed Zones:

The Region Traffic Operations Manager/Engineer usually initiates requests for temporary speed zones. Temporary speed zones may be established for special events or to protect the state highway or structures from being damaged. If the request for a temporary speed zone is approved, TEOS will issue a speed zone order. "Signs Installed" and "Signs Removed" stamped letters will accompany the speed zone order. The requestor or designee (district sign crew in most cases) will provide the necessary information on the "stamped" letters and return them to TEOS immediately after the signs have been installed and removed.

NOTIFY OUR OFFICE WHEN
SIGNS INSTALLED

Date
By
_____ Signature

BY RETURNING THIS COPY

NOTIFY OUR OFFICE WHEN
SIGNS REMOVED

Date
By
_____ Signature

BY RETURNING THIS COPY

CONTACT INFORMATION

Traffic Investigations Coordinator, 503-986-3609

LIST OF FUNCTIONS OR STAKEHOLDERS PROVIDING REVIEW OF DRAFTS

Traffic Operations Leadership Team