

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIRECTIVE
MEMORANDUM

GENERAL SUBJECT:	Maintenance of Traffic on Construction Projects	NUMBER:	CD-2005-7
		DATE:	July 19, 2005
SPECIFIC SUBJECT:	Maintenance of Traffic (MOT) Coordinator	SUPERSEDES:	CD-2000-1
		SUNSET/ EXPIRES:	July 19, 2010

W. BYRON COBURN, JR., P.E.
SCHEDULING & CONTRACT ENGINEER

Statement of the problem: To define the duties of the Maintenance of Traffic (MOT) Coordinator assigned to each construction and maintenance project.

DIRECTED TO - DISTRICT ADMINISTRATORS

For each maintenance and construction project, the District or Residency will designate a MOT Coordinator. The designated individual does not have to be, but can be an inspector currently assigned to the project. When it is necessary to utilize consultant staff, the District or Residency will coordinate with the consulting firm to identify the designated MOT coordinator. The District Construction Engineer will provide the Contractor, in writing, prior to the commencement of construction activities the name of the MOT Coordinator. This notice will be posted in a conspicuous place on the project. While this individual will have other duties, the responsibility as MOT Coordinator will be to assure that pedestrian and vehicular traffic can travel safely through the project work zone(s), in accordance with the contract documents and industry professional standards of care.

Through the use of the contract documents, which include the *Virginia Work Area Protection Manual* and the Work Zone Safety Checklist, the MOT Coordinator shall be capable of identifying inappropriate MOT configurations and ensuring that the completed checklist is incorporated into the project records. If an unsafe condition is identified on the project, it will be the responsibility of the MOT Coordinator in conjunction with the Area Construction Engineer or designee to determine a solution and implement the necessary changes.

The MOT Coordinator should conduct all appropriate work zone reviews to include night and weekend checks on the project for the functionality and proper application of project signs, channelizing devices, barricades, pavement markings, etc. Checks should also be made immediately after a change in traffic patterns or severe weather conditions. The MOT Coordinator will have the authority to take the necessary steps to perform the following duties:

Regularly inspect the worksite to identify potentially unsafe MOT conditions; paying special attention to detours, the work zones, and traffic control.

Monitor the Contractor's execution and adherence to the appropriate traffic safety requirements and guidelines as specified in the contract documents and when required, have the Contractor implement immediate corrective actions.

Examine the scenes of serious motor vehicle accidents within the project limits as promptly as possible; documenting the existing MOT configurations, weather conditions, existing construction operations, and other pertinent information.

Coordinate with the State and local Police, Fire & Rescue and Safety Service Patrols on the project when applicable.

In accordance with Section 105.01 of the Specifications, stop the work when required MOT configurations are not promptly implemented until corrective actions are completed.

In addition, the Department's contracting partners are expected to assign key staff members the same responsibilities.

Attached is a sample letter designating a MOT Coordinator, which can also be modified and used to notify the Contractor.

Your cooperation in this matter is appreciated.

WPC/Attachment

CC: G. A. Whirley, Acting Commissioner
Commissioners Staff
Division Administrators
District Construction Engineers
District Maintenance Engineers
District Civil Rights Managers
District Contract Managers
Residency Administrators
Assistant Resident Administrators
Construction Managers
Project Inspectors
Federal Highway Administration
American Concrete Pavement Association
Virginia Ready-Mixed Concrete Association

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Precast Concrete Association of Virginia
Virginia Department of Minority Business Enterprise
Virginia Transportation Construction Alliance
Old Dominion Highway Contractors Association
Virginia Asphalt Association

MEMORANDUM

TO:

RE: Maintenance of Traffic (MOT) Coordinator

PROJECT:

DATE:

For the referenced project, this memorandum is to advise that the Department has selected you as the MOT Coordinator until acceptance of the referenced construction project.

Your duties as MOT Coordinator are outlined in the Construction Directive Memorandum CD-2005-7. If a potentially unsafe MOT condition is identified on the project during construction, it will be your responsibility in conjunction with the Department's Area Construction Engineer or designee to determine an acceptable solution and take the necessary steps to effect the proper changes. As specified in Section 105.01 of the Specifications, you have the authority and the responsibility to halt work causing an unsafe MOT situation.

VDOT's Traffic and Safety Engineers also continue their review of MOT operations and will be available for consultation.

Engineer