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TRANSPORTATION CABINET

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CONSTRUCTION MEMORANDUM **NO. 05-24**

HIGHWAY DESIGN MEMORANDUM **NO. 09-24**

TO: Chief District Engineers
Design Engineers
Traffic Engineers
Planners
Active Consultants

FROM: Matt Simpson, P.E., Director *MPS*
Division of Construction

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Division of Highway Design

DATE: December 23, 2024

SUBJECT: Updates to the Policy and Procedures for Safety and Mobility of Traffic Through Work Zones

The Kentucky Transportation Cabinet (KYTC) has revised its **Policy and Procedures for the Safety and Mobility of Traffic Through Work Zones**, effective immediately. These updates will enhance clarity, accountability, and effectiveness in managing work zone safety and mobility. Table 1 summarizes key policy changes by section.

Table 1 Work Zone Safety and Mobility Policy Updates

Section	Title	Key Changes
3.1.1	Project Classification: Significant Projects	<ul style="list-style-type: none"> • Multilane Roadways: For projects anticipated to occupy a location for more than 3 days, thresholds are now based on Directional Design Hour Volume (DDHV). • Two-Lane Roadways: For projects anticipated to occupy a location for more than 3 days, thresholds are now based on Design Hour Volume (DHV).
3.1.2	Traffic Management Plan (TMP)	<ul style="list-style-type: none"> • Documentation: TMPs must be retained in the project files by the project manager. Additionally, a copy must be

Section	Title	Key Changes
		uploaded to ProjectWise to ensure centralized recordkeeping and accessibility.
3.1.3	Temporary Traffic Control Plan (TTCP)	<ul style="list-style-type: none"> • Standardized References: TTCP development must adhere to the following references in order of precedence: <ol style="list-style-type: none"> 1. KYTC Standard Drawings 2. MUTCD 3. KYTC Standard Specifications Project developers should rely foremost on KYTC Standard Drawings and refer to MUTCD standards only when no KYTC-specific standard exists.
3.1.5	Training	<ul style="list-style-type: none"> • New Training Program: The Work Zone Traffic Maintenance Plan (WZTMP) training is now mandatory for all designers, including state employees and consultants involved in TTCP development and review. The qualification is valid for up to five (5) years from the course completion date. • Prerequisite: Work Zone Traffic Control Technician (WZTCT) qualification is a prerequisite for Work Zone Traffic Control Supervisor (WZTCS).
3.2.1	Construction	<ul style="list-style-type: none"> • Preconstruction: The TMP and TTCP shall be reviewed and discussed during the preconstruction conference to ensure effective planning. • Project Traffic Coordinator: Both KYTC and the Contractor must designate a Project Traffic Coordinator with primary responsibility and sufficient authority to implement the TMP and other safety and mobility aspects of the project. • Construction: Daily inspections must be conducted and documented. • Revisions: Contractors may develop their own TTCPs. However, these must be approved by KYTC and, if applicable, FHWA. The level of review will align with that applied to the initial plan. • District Work Zone Safety Coordinator (DWZSC): Each administrative District must designate a DWZSC responsible for coordinating monitoring and reporting on work zone safety and mobility.
3.2.2	Crash/Safety Monitoring	<ul style="list-style-type: none"> • Broader Monitoring Scope: Responsibilities now include crash monitoring for permitted and maintenance projects in addition to construction projects. • Standardized Reporting: Districts must maintain detailed crash records and submit an annual collision summary to Central Office Division of Construction by March 31.
4	Performance Assessment	<ul style="list-style-type: none"> • Statewide Work Zone Traffic Review Committee: The State Highway Engineer will appoint a Statewide Work Zone Traffic Review Committee, including representatives from the

Section	Title	Key Changes
		Divisions of Construction, Traffic Operations, Maintenance, Highway Design, and Employee Safety. <ul style="list-style-type: none"> • Annual Reviews: The committee will evaluate work zone traffic control effectiveness annually and provide recommendations for improvements.

These updates reflect KYTC’s commitment to enhancing work zone safety and mobility for workers and the traveling public.

If you have questions about the updated policy or need additional clarification, please contact Matt Simpson, Director, Division of Construction at Matt.Simpson@ky.gov or Tim Layson, Director, Division of Highway Design at Tim.Layson@ky.gov.

Attachment