



INDIANA DEPARTMENT OF TRANSPORTATION  
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*Driving Indiana's Economic Growth*

MITCHELL E. DANIELS, JR., Governor  
THOMAS O. SHARP, Commissioner

Writer's Direct Line  
317-232-5456

August 23, 2006

**CONSTRUCTION MEMORANDUM**  
**06-22**

TO: District Directors  
District Highway Operation Directors  
District Construction Engineers  
District Testing Engineers  
District Area Engineers  
Project Engineers/Supervisors

FROM: Mark A. Miller, Director *MM*  
Division of Construction Management

SUBJECT: Policy for Use of Temporary Worksite Speed Limit Assembly Signs

Section 801.15(c) of the Standard Specifications details usage of Temporary Worksite Speed Limit (TWSL) sign assemblies for construction contracts. The use of the assemblies is authorized by State statute and Departmental policy. The attached Operations Memorandum establishes the Departmental policy to ensure standard practice whether the assemblies are being used for a construction contract or an Operations maintenance activity. Please review the attached memo for all details related to use of the sign assemblies. Points of note for construction contracts are:

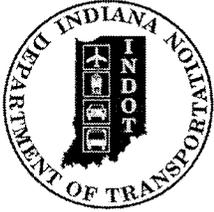
- Use of TWSL sign assemblies on construction contracts must be authorized. Authorization can be provided by either the District Construction Engineer or District Traffic Engineer for the duration of a contract. A sample form is included in the attached memo.
- The contractor's certified worksite traffic supervisor (CWTS) is responsible for layout of the assemblies with concurrence from the PE/S prior to installation. This is part of the CWTS duties under 801.03.
- Permanent speed limit signs may be covered in lieu of placing additional TWSL sign assemblies; however, the permanent signs must be uncovered when the temporary assemblies are not in use.

- Date, time and location of use of the assemblies must be recorded by the CWTS or their designee and submitted weekly to the PE/S to be included as part of the Final Construction Record. This report should be considered as part of the normal duties of the CWTS or designee in accordance with 801.03 and can be submitted to the PE/S along with the weekly Traffic Control Device Report. The format of the report is not critical as long as it identifies the date, time and location (by reference post) that each Temporary Worksite Speed Limit sign assembly is in use.

Note that a revised version of Standard Drawing E801-TCDV-10 is included in the memo. The revised drawing was approved by the Standards Committee on July 24, 2006 and will become effective on contracts beginning with the first letting in January 2007.

Also note that the Policy for use of Worksite Speed Limit Assembly Signs applies only to the temporary signs described in 801.15(c). Temporary signs are intended to be used only when and where work is actually in progress. Full time reductions of existing speed limits during the duration of a construction contract by revision of permanent speed limit signs require authorization by an Official Action through the District Traffic Engineer and signature of the District Director. In either case, the fact that the signs are called out in the plans or specifications does not constitute the authorization that must be obtained as describe above and in the Policy.

MAM:rlh  
Attachment



# INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

INDOT Technical Services Div.  
100 N Senate Ave. Rm. N925  
Indianapolis, Indiana 46204

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Mitchell E. Daniels, Jr., Governor  
Michael B. Cline, Commissioner

## Operations Memorandum 06-01

**To:** District Deputy Commissioners  
District Technical Service Directors  
District Highway Maintenance Directors  
District Traffic Engineers

**From:** Joe Rudolph   
Director, Technical Services Division

**cc:** Mark Miller, Construction Management Director  
Ryan Gallagher, Traffic Management Director  
Jason Jones, State Highway Maintenance Director

**Issue Date:** August 15, 2006  
**Revision Date:** August 3, 2011

**Re:** Use of Worksite Speed Limit Assembly Signs

Note: The revision to this memorandum is based on a change in to the authorization statute (IC-9-21-5-11), by Senate Enrolled Act 338, which eliminated the maximum worksite speed limit of 45 mph.

This memorandum describes the procedures to be followed when using the Worksite Speed Limit Assembly signs. Legally enforceable reduced speed limits may be imposed in worksites where it is considered necessary for the safe operation of our work crews. **These speed limits are ONLY legally enforceable if the conditions outlined in this memorandum are followed.**

Indiana statute (IC 9-21-5-11) provides for the establishment of enforceable reduced speed limits in worksites. This allows the establishment of the worksite speed limits without the official processes normally associated with speed zone establishment. INDOT standards and specifications establish the parameters for the worksite speed zone.

A worksite is defined as a location where maintenance or construction work is being done on a public highway. The Commissioner will delegate the authority for establishing worksite speed limits on state highways to specific positions of the Department. These positions are

listed on the official Order of the Commissioner related to work site speed limits. A copy of this delegation of authority is shown on page 8 of this Memorandum.

When authorized, worksite speed limits may be established in maintenance or construction work zones. The installations will be under the direction of the INDOT maintenance supervisor, the INDOT PE/S or the Contractor's Certified Worksite Traffic Supervisor, and consistent with INDOT Standards and Specifications. The worksite speed zone will be installed and maintained by the Maintenance work crew or the contractor. The worksite speed limit will be 60 MPH or 10 MPH below the established speed limit for the section of roadway being maintained, whichever is LESS. **The worksite speed limit shall be in effect only where and while work is actually in progress. The function of the worksite speed limit assembly is to protect workers from traffic, NOT to protect traffic from the work zone.**

All worksite speed limit sign assemblies shall be as shown on the Standard Drawings. Worksite speed limit signs shall be posted on both sides of the directional lanes on multi-lane roadways. They shall be placed on the right side of two lane roadways. The worksite speed limit signs shall be the standard speed limit size (R2-1-series) for the roadway being maintained.

Speed Limit Sign Sizes and mounting heights should be as shown:

Roadway Type	Min. Mounting Height	Speed Limit	Advance Warning
		Min. Sign Size	Min. Sign Size
Interstate	7 ft above edge of thru lane	48" x 60"	48" x 48"
OS Multilane (Rural)	5 ft above edge of thru lane	36" x 48"	48" x 48"
OS Multilane (Urban)	7 ft above edge of thru lane	36" x 48"	48" x 48"
2 Lane Road (Rural)	5 ft above edge of thru lane	24" x 30"	36" x 36"
2 Lane Road (Urban)	7 ft above edge of thru lane	24" x 30"	36" x 36"

The indicated mounting height is to the bottom of the speed limit sign. The supplemental plaques shall be the same width as the speed limit sign, but the height to the bottom of the lowest plaque may be 1 foot lower than the indicated height.

The maximum longitudinal spacing shall be two miles. Closer spacing may be directed by the INDOT Supervisor to adequately address conditions of a specific job (i.e. crossroads, ramps, etc.). Wherever a permanent speed limit sign exists within the limits controlled by the worksite speed limit sign assemblies, additional worksite speed limit sign assemblies shall be placed next to the permanent sign, or the permanent speed limit sign shall be covered.

A Worksite Speed Limit sign should be preceded by an appropriate "Worksite Reduced Speed Ahead" sign assembly where the speed drop is greater than 15 MPH. The reduced speed warning sign may be used in other situations as determined by specific site requirements.

**It must be noted that the Worksite Speed Limit is not intended for use for the entire length of a roadway unless there is actual work activity for the entire length of roadway. Likewise, it is not intended for setup at the beginning of the day for the entire day if actual work is not being done for the entire day.** The Worksite Speed Zone is to be maintained in the area of work for the time of work ONLY. Generally, the worksite speed zone will begin 1,500 ft ahead of the actual work and end within 500 ft beyond the actual work area. The worksite speed limit is intended for areas where the work activity constitutes a hazard from traffic (e.g. a worksite speed limit would not normally be needed for a crew working near the right-of-way fence, but may be appropriate for sealing operations).

Prior to work site speed limits being put into effect, their use must be authorized. Such authorization shall consist of the attached form, shown on page 5, signed by an authorized position (as described above). This form must be signed prior to implementation of reduced work site speeds. This form can include all contracts where temporary work site speed reductions are to be used for the entire construction season (a separate form for each contract need not be completed). For in-house work, the rough locations and dates of use must also be included. The original signed form should be sent to District Traffic for inclusion in their Official Action files, with a copy to the job file.

Using the roadway reference system, the area and time where each worksite speed limit is activated and deactivated, and the total number and location of signs in place will be recorded daily by the crew leader on the crew day card. For a construction contract, this same information shall be recorded daily by the Certified Worksite Traffic Supervisor and submitted on a weekly report detailing use of the worksite speed limit assemblies. This weekly report shall be kept on file by the PE/S and submitted with the final construction record.

Per the terms of IC 9-21-4-7, a copy of these records may be requested for certification to a court that a valid worksite speed zone was in place on a given day, place, and time.

Attached are INDOT standards and specifications relating to the Worksite Speed Limit Assembly current as of the date of this memorandum. Updates should be checked for.

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**AUTHORIZATION FOR TEMPORARY WORK SITE SPEED LIMIT**  
*EXAMPLE*

This form is to be completed for all locations where temporary work site speed limits will be in use.

Temporary work site speed limits are hereby authorized for the contracts/jobs listed below:

<b>Contract</b> <small>(list as INDOT for In-House Jobs)</small>	<b>Location</b>		<b>Begin Date</b>	<b>End Date</b>
	<b>Road</b>	<b>County</b>	<small>(may state "duration of contract")</small>	
EXAMPLE: R-28214	I-70	Hendricks	Contract Duration	
EXAMPLE: TM-28281	I-70	Marion	Contract Duration	
EXAMPLE: INDOT Crack Sealing	US 41	Sullivan	11/27/2011	12/01/2011

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Original to be sent to District Traffic Office, with a copy to the project file

*EXAMPLE*

**AUTHORIZATION FOR TEMPORARY WORK SITE SPEED LIMIT**

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<b>Contract</b> <small>(list as INDOT for In-House Jobs)</small>	<b>Location</b>		<b>Begin Date</b>	<b>End Date</b>
	<b>Road</b>	<b>County</b>	<small>(may state "duration of contract")</small>	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Original to be sent to District Traffic Office, with a copy to the project file

ATTACHMENTS:

*Relevant Indiana Codes*

**IC 9-21-4-7**

**Designation or determination of the location of, necessity for, and extent of traffic control devices; order of department of transportation; violation; trial; certification of order; permits**

Sec. 7. (a) Whenever, under this article, the Indiana department of transportation designates or determines the location of, necessity for, and extent of:

- (1) traffic control devices;
- (2) state speed limits, other than maximum limits;
- (3) speed limits on elevated structures;
- (4) no passing zones;
- (5) one-way roadways;
- (6) certain lanes for slow moving traffic;
- (7) course of turning movements at intersections;
- (8) dangerous railroad crossings requiring stops;
- (9) through highways and stop intersections;
- (10) angle parking; or
- (11) restrictions on the use of highways for certain periods or for certain vehicles, including low speed vehicles;

the designation or determination shall be by order of the commissioner of the Indiana department of transportation and shall, except for subdivision (1), be evidenced by official signs or markings under this article.

(b) At a trial of a person charged with a violation of the restrictions imposed by subsection (a) and in all civil actions, oral evidence of the location and content of the signs or markings is prima facie evidence of the adoption and application of the restriction by the Indiana department of transportation and the validity of the adoption and application of the restriction. The Indiana department of transportation shall, upon request by a party in an action at law, furnish, under the seal of the Indiana department of transportation, a certification of the order establishing the restriction in question. A certification under this subsection shall be accepted by any court as conclusive proof of the designation or determination by the commissioner of the Indiana department of transportation. Certified copies shall be furnished without cost to the parties to a court action involving the restriction upon request.

(c) Whenever, under this article, a permit or permission of the Indiana department of transportation is required, the permit must be in writing and under the seal of the Indiana department of transportation.

**IC 9-21-5-11**

**Temporary maximum speed limits; worksite speed limits; penalties**

Sec. 11. (a) Subject to subsection (b), the Indiana department of transportation, the Indiana finance authority, or a local authority may establish temporary maximum speed limits in their respective jurisdictions and in the vicinity of a worksite without conducting an engineering study and investigation required under this article. The establishing authority shall post signs notifying the traveling public of the temporary maximum speed limits established under this section.

(b) Worksite speed limits set under this section must be at least ten (10) miles per hour below the maximum established speed limit.

(c) A worksite speed limit set under this section may be enforced only if:

- (1) workers are present in the immediate vicinity of the worksite; or
- (2) if workers are not present in the immediate vicinity of the worksite, the establishing authority determines that the safety of the traveling public requires enforcement of the worksite speed limit.

(d) Notwithstanding IC 34-28-5-4(b), a judgment for the infraction of violating a speed limit set under this section must be entered as follows:

(1) If the person has not previously committed the infraction of violating a speed limit set under this section, a judgment of at least three hundred dollars (\$300).

(2) If the person has committed one (1) infraction of violating a speed limit set under this section in the previous three (3) years, a judgment of at least five hundred dollars (\$500).

(3) If the person has committed two (2) or more infractions of violating a speed limit set under this section in the previous three (3) years, a judgment of one thousand dollars (\$1,000).

(e) Notwithstanding IC 34-28-5-5(c), the funds collected as judgments for the infraction of violating a speed limit set under this section shall be transferred to the Indiana department of transportation to pay the costs of hiring off duty police officers to perform the duties described in IC 8-23-2-15(b).

**STATE OF INDIANA  
INDIANA DEPARTMENT OF TRANSPORTATION  
INDIANAPOLIS**

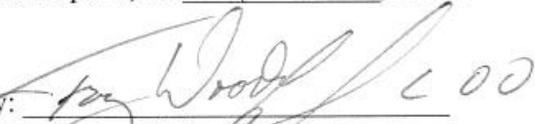
**ORDER OF THE COMMISSIONER**

I, Michael B. Cline, Commissioner of the Indiana Department of Transportation, by virtue of the authority vested in me by I.C. 8-23-2-6, do hereby designate and authorize all District Deputy Commissioners, District Construction Engineers, District Highway Maintenance Directors, District Technical Services Directors, Subdistrict Operations Managers, and District Traffic Engineers to establish reduced speed limits in work sites.

This authority may not be further delegated.

In testimony whereof, I have hereunto set my hand and caused to be affixed the seal of the Indiana Department of Transportation, in the City of Indianapolis, on 8/2, 2011.

SEAL

By:   
for: Michael B. Cline  
Commissioner