



INDIANA DEPARTMENT OF TRANSPORTATION
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MITCHELL E. DANIELS, JR., Governor
THOMAS O. SHARP, Commissioner

Writer's Direct Line
317-232-5456

June 13, 2006

**CONSTRUCTION MEMORANDUM
06-17**

TO: District Directors
District Highway Operation Directors
District Construction Engineers
District Testing Engineers
District Area Engineers
Project Engineers/Supervisors
Toll Road Operations Engineer

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

RE: Documentation of Accidents in Work Zones

Last summer the FHWA and INDOT conducted a 2005 Work Zone Traffic Control Review for Indiana. A team of FHWA personnel along with INDOT District and Central Office persons visited three Districts, with 5 to 6 projects reviewed in each District. During the review of the various projects the team looked at procedures that were being followed and good practices that were being implemented.

A report was written by the team and presented to INDOT for review and approval earlier this year. The report noted the team's findings and made recommendations on actions or procedures that should be implemented by INDOT this year to improve work zone safety. The report was accepted by INDOT and signed by Jim Poturalski (Deputy Commissioner of Highway Management) and Robert Tally, Jr. (Division Administrator FHWA-Indiana Division) on March 2, 2006. Due to the signing of this report, INDOT has agreed to implement certain new ideas or procedures this construction season dealing with documentation of accidents in work zones.

Attached is a Memorandum from Mr. Todd Shields and Mr. Carl Tuttle of our Office of Traffic Engineering. This memorandum references the above Work Zone Traffic Control Review and explains a new communication procedure that Project Engineers/Supervisors (PE/S) will need to begin utilizing.

Please see that this required communication tool is discussed at future pre-construction conferences on interstate and state road projects that have lane closure or restrictions. The form attached is to be completed by the PE/S.

MAM:dak
attachments

INDIANA DEPARTMENT OF TRANSPORTATION
INDIANAPOLIS, INDIANA 46204-2249
INTER-DEPARTMENT COMMUNICATION

May 21, 2006

MEMORANDUM

TO: Dennis Kuchler, State Construction Engineer
Division of Construction Management

THRU: Carl Tuttle, Manager *C.T.T.*
Office of Traffic Engineering

FROM: Todd Shields, Workzone Manager *TS*
Office of Traffic Engineering

SUBJECT: Accident Reporting in Workzones

During the 2005 FHWA Work Zone Traffic Control Review, it was noted that there is no direct communication channel between our Project Engineers/Supervisors (PE/S's) and law enforcement for reporting crashes that occur in our work zones. Often, these problems are related to the setup of our work zone. Quick communication of accidents would allow our PE/S's and contractors to assess and make appropriate corrections to the work zone setup.

To establish this communication channel, I recommend that each District notify their local law enforcement agencies of work zones in their jurisdictions. This should include contact information for our project supervisors, a rough time frame for the specific job, as well as instructions to notify them whenever an accident takes place within the work zone be it day or night.

Attached is a sample memo to local law enforcement. This could be hand delivered, mailed, or faxed to the appropriate law enforcement agency.

Please contact me at 233-3345 if you have any questions.

Thank you.

attachment

INDIANA DEPARTMENT OF TRANSPORTATION
XXX District

Date:

To: Town, City, County, State Police

From: INDOT

Re: Work Zone Accident Reporting

Please be advised that INDOT will be performing road construction in your area:

Road:

From: To:

County: Town:

Contract Number:

Estimated Construction Dates:

INDOT Project Supervisor:

Field Office Telephone Number:

Cell Phone (state issued, if available):

Fax Number:

Field Office Location:

In an effort to constantly improve the safety and mobility of our work zones, we ask that you notify our Project Supervisor whenever an accident occurs within the limits of this project. This will allow us to work with our contractor to make any necessary changes within the work zone to help prevent future accidents.

We request that such notification consist of a message left (on the answering machine) at the project field office or a fax to the field office phone. If possible, we would also like to receive a copy of the accident report.

Should you have questions or comments, you may contact us at ????????

Thank you for your cooperation.