



## University of British Columbia

### Traffic Management Plan Guidelines for Events & Construction

A Traffic Management Plan (TMP) is required in cases where any work or activity impacts circulation and access on the UBC campus for pedestrians, cyclists, public transit and motor vehicles. The objectives of a TMP are to:

- Maintain public safety at all times.
- Minimize impacts on campus particularly during peak operating hours which is between 8:30 am and 4:30 pm, weekdays.
- Provide the travelling public with advanced warning of impacts and direct them to alternative routes, if necessary.

A TMP is to be prepared by the project applicant and submitted (via e-mail) to UBC's Manager of Transportation Engineering at UBC Campus & Community Planning for approval at least two weeks prior to initiating any construction activities as part of the permit process. Amendments to traffic control plans can be submitted for approval should there be a need for revisions to the original plans submitted, which is commonly done for longer duration construction projects.

This document is intended to provide guidelines on what should be included in Traffic Management Plans for events or construction on campus.

#### **Please submit your plans to:**

Krista Falkner, P.Eng.

Manager, Transportation Engineering, UBC Campus & Community Planning

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## Traffic Management Plan Contents

A Traffic Management Plan consists of multiple components depending on the scale of the project and can consist of all or some of the following sections:

- Traffic Control Plan – combination of text and traffic control devices that will be in place to manage traffic, pedestrians and cyclists. Include all signage and device placement, on ortho or google maps or base plans. Link to updated UBC orthophotos is [here](#) and is recommended for most accurate set-up.
- Public Information / Communication Plan – identify how local residents, stakeholders and emergency response agencies will be informed of impacts. This can be included as static messaging or changeable message signs in the traffic control plans or an indication of who you've been in contact with via e-mail at UBC to coordinate your work.
- Incident Response Plan / Risk Management – identify what risks are associated with the project and identify what procedures are in place to manage an incident that protects the public and restores movement / circulation around the incident or unforeseen circumstance as quickly as possible.
- Implementation Plan – identify roles and responsibilities by including a list of key contacts during implementation. The key information to provide is the contact details of the Traffic Control Supervisor and event or project on-site manager.

**For all projects, a Traffic Control Plan and a Public Information / Communication Plan are required.**

## TRAFFIC CONTROL PLAN DETAILS

The traffic control plan is commonly made up of schematic diagrams or scaled drawings of the areas impacted by the planned work or special event that show:

- The layout of traffic control devices overlaid on ortho or base plans to provide context (*refer to the BC MoTI Manual of Traffic Control Devices for Work on Roadways for device placement*).
  - Identify any detour routes for traffic and pedestrians / cyclists and if necessary accessible routes. UBC is unique with the high volume of pedestrians and cyclist and asks that detour signage directed at pedestrians and cyclists have a pedestrian and/or cyclist symbol to differentiate it from a vehicle detour route.
  - Show location of any temporary fencing that will be erected including location of gates.
  - Show Traffic Control Personnel (TCP) placement.
  - Provide traffic control plans for during work hours and after work hours if they are different.



- Other details to be included in the plans are:
  - Dates and hours of impacts.
  - Details on the role of specific Traffic Control Personnel.
  - Access routes for construction related vehicles.
  - Impacts to public parking (to be coordinated / approved by UBC Parking).
  - Impacts to public transit, coordination will be required with Coast Mountain Bus Company depending on the impact. To be confirmed once initial plan is submitted to the Transportation Engineer for preliminary review.

### PUBLIC INFORMATION / COMMUNICATION PLAN DETAILS

At UBC, there are many stakeholders to advise when there are impacts to roads, pathways or spaces on campus. Responsibilities for communication and coordination will be determined once a preliminary plan is submitted to the Transportation Engineer. For high impact events / construction, the Public Information Plan must provide:

- The location and content of Static Message Signs to inform the travelling public. These should be erected approximately 7 to 10 days in advance of the start of impacts.
- The location and content of any Changeable Message Signs to inform the travelling public. These should be erected approximately 7 to 10 days in advance of the start of impacts. Details of different sequencing and phasing should be identified.
- For larger scale special events with multiple road closures, applicants must include details of any road closures on their website. This is most easily accomplished using maps, and this collateral is to be shared with Campus and Community Planning to share with other local stakeholders to link to or distribute.

### Amendments / Compliance

UBC may require amendments to TMP's or situations may change on a construction site that requires a resubmission of a TMP for filing purposes. Amendments may also be required as a result of:

- Public health or safety issues associated with construction activities.
- Changes in traffic conditions on roads affected by events or construction activities.

A UBC compliance officer, without prior notification will conduct periodic inspections. Any issues identified by UBC compliance officer must be addressed immediately on site or a revised plan may be requested for review and approval.

**UBC staff may levy penalties as a result of non-compliance. Penalties will be deducted from SLP or BP deposits.**



## Procedures for Oversized and Overweight Vehicles

UBC is participating in the regional permitting process to harmonize permit requirements and related processes and procedures for Oversize and Overweight trucks across the region. UBC follows provincial limits for vehicles and loads that exceed the weight and dimension limits in the [BC Commercial Transport Regulations](#). All vehicles in excess of the weight and dimension limits listed in those regulations that plan to travel on any of UBC's roads will require approval from UBC's Manager of Transportation Engineering.

UBC has exceptions to the permit condition tables listed in the Regional Permit Policies and Procedures [Manual](#) for the Transportation of Oversize-Overweight Vehicles and Loads in Metro Vancouver.

To initiate your Oversize-Overweight vehicle application to use UBC's roads, please fill out the UBC Roadway Use Permit Application Form, which can be found [here](#), and submit to [krista.falkner@ubc.ca](mailto:krista.falkner@ubc.ca). The most important information in the form is providing clear identification of the roads/route used at UBC and confirm permit vehicle(s) can negotiate turns along the route and if not, what traffic control requirements are necessary to enable the vehicle to get to its final destination at UBC.