

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 to UBC's Transportation Engineer at UBC Campus & Community Planning for approval 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:

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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.
- 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.
- 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 aerials 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.
 - Show location of any temporary fencing that will be erected.
 - For construction projects include layouts for periods outside of work hours, if different.
- Details that supplement the plans such as:
 - Dates and hours of impacts.
 - Details on the role of specific Traffic Control Personnel.
 - Identify access routes for construction related vehicles.



- Impacts to public parking; arrangements must be made through UBC Parking for any impacts to public parking spaces.
- Identify impacts to public transit.

PUBLIC INFORMATION / COMMUNICATION PLAN DETAILS

At UBC, some advanced warning to key stakeholders is managed internally once the work or event is approved. However, depending on the scale of the impacts additional advanced information or warning will be required. In most instances in the very least the applicant must identify:

- 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 should be shared with local stakeholders such as the UNA and UBC Campus and Community Planning to put onto their website to assist with reaching out to the local community and visitors.

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 approval. 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.

