Approved:

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Secretary

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ROADWAY CHARACTERISTICS INVENTORY TRAFFIC ENGINEERING AND OPERATIONS DATA

PURPOSE

This procedure provides guidelines and standards for field verification of data elements sponsored by the State Traffic Engineering and Operations Office and contained in the Roadway Characteristics Inventory (RCI) database.

AUTHORITY

Sections 334.044, 335.01(1), 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.).

SCOPE

The other office affected by this procedure is the Transportation Statistics Office.

BACKGROUND

While the Transportation Statistics Office is charged with the responsibility to coordinate transportation data collection, storage, and reporting activities throughout the Department, the Traffic Engineering and Operations Office has agreed to sponsor five data features used in the functional area of Traffic Engineering and Operations. These features and their characteristics are listed in ***Attachment A***.

1. RESPONSIBILITIES

The data elements identified as Traffic Engineering and Operations features (***Attachment A***) are sponsored by the State Traffic Engineering and Operations Office.

1.1 STATE TRAFFIC ENGINEERING AND OPERATIONS OFFICE FUNCTIONS

(a) The State Traffic Engineering and Operations Office will maintain a procedure for the collection of Traffic Engineering and Operations data elements and the related quality assurance program. This includes the preparation, distribution, and maintenance of a handbook Web site.

(b) The State Traffic Engineering and Operations Office shall monitor data quality through the quality assurance process to assure compliance with this procedure and the timeliness and accuracy of data.

(c) The State Traffic Engineering and Operations Office shall coordinate quality assurance actions to prevent duplicative activities, develop standards, and ensure data integrity.

(d) The State Traffic Engineering and Operations Office shall provide training as described below.

1.2 DISTRICT TRAFFIC OPERATIONS FUNCTIONS

(a) District Traffic Operations Offices shall be responsible for the field inventory and data entry for the roadway features sponsored by the State Traffic Engineering and Operations Office.

(b) Advise State Traffic Engineering and Operations Office of training requests such that the Central Office can provide timely support.

(c) Data entry into RCI shall be performed in accordance with the ***General Interest Roadway Data: RCI Features and Characteristics Office Handbook*** produced by the Transportation Statistics Office and available at the following Web site:

http://www.dot.state.fl.us/planning/statistics/rci/

(d) Specific requirements for coding Traffic Engineering and Operations features are contained in the RCI Traffic Engineering and Operations Features and Characteristics web page, produced by the State Traffic Engineering and Operations Office and available at the following Web site:

http://infonet.dot.state.fl.us/trafficengineering/RCI/traffic_operations_rci.htm

(e) Database reporting methods for RCI have been developed by the Transportation Statistics Office but are generally limited to specialized Geographic Information System (GIS) programs for user offices. Standard programs available for general use are contained in the ***RCI Features and Characteristics Office Handbook***.

(f) Any changes to the sponsored characteristics must be entered into the RCI database within 90 days of maintenance activity or project completion, with accuracy of 95 percent.

2. QUALITY ASSURANCE

Quality assurance reviews (QAR's) will be conducted by the State Traffic Engineering and Operations Office working with the districts. Specific tasks include:

2.1 Schedule and conduct QAR's in each district to monitor activities and compliance with approved statewide policies, procedures, rules, guidelines, and standards.

2.2 Use district and other feedback to refine data elements and uses.

2.3 Gather and use current data to assure appropriate sampling for the QAR.

2.4 Discuss in detail the findings of the QAR with the appropriate district managers and help to develop solutions to problems identified by the process.

2.5 Coordinate training to meet demonstrated needs.

2.6 Conduct QAR follow-up reviews.

3. TRAINING

Training will be conducted as needed in both collection techniques and data entry procedures by State Traffic Engineering and Operations Office. Training material is contained in the following documents:

3.1 Instructions for use, with emphasis on user ID, terminal, and password security is contained in the ***RCI Features and Characteristics Office Handbook***.

3.2 Information storage, including what is available and how data is stored, is contained in the ***RCI Features and Characteristics Office Handbook***.

3.3 Procedures on how to establish, list, add, delete, and update data in the database are contained in the ***RCI Features and Characteristics Office Handbook***.

3.4 Instructions on how to use pre-prepared programs to produce data summary reports are contained in the ***RCI Features and Characteristics Office Handbook***.

3.5 Instructions on how to input Traffic Engineering and Operations Features and Characteristics can be obtained by going to the RCI Traffic Engineering and Operations Web site:

http://infonet.dot.state.fl.us/trafficengineering/RCI/traffic_operations_rci.htm

4. FORMS

No forms are required.

ATTACHMENT A

Feature Number	Characteristic Name	Use
311	DTESZAPP	Date Speed Zone Approved by Secretary
	DTESZIMP	Date Speed Zone Implemented
	MAXSPEED	Maximum Posted Speed Limit
	MINSPEED	Minimum Posted Speed Limit
312*	TURNMOVE	Turn Movement Restriction
	DTETMAPP	Date Turning Movement Restriction Approved by Secretary
	DTETMIMP	Date Turning Movement Restriction Implemented
	LMTRSTRC	Limited Restriction
313*	DTEPKAPP	Date Parking Restriction Approved by Secretary
	DTEPKIMP	Date parking restriction Implemented
	PKRSTIME	Parking Restriction Time
	TYPEPARK	Type of Roadway Parking
322	SDESTRET	Sidestreet Name
	SIGNALID	Signal Cabinet ID Number
	SIGNALNC	Non-counted Signal Type
	SIGOPDATE	Date Signal Became Operational
	SIGSTRCT	Type of Traffic Signal Structure
	TYPECABL	Type of Traffic Signal Cable Connection
323	SCHLSPED	School Zone Speed Limit
	SCHLNAME	Name of School

*Data for both Feature 312 (Turns) and Feature 313 (Parking) will be collected at the discretion of each District Traffic Operations Engineer. The State Traffic Engineering and Operations Office will not conduct a QAR on these features.

NOTE: The list of sponsored data shown in this ***Attachment A*** may be modified by State Traffic Engineering and Operations Office with concurrence of the Transportation Statistics Office and District Traffic Operations Engineers.