



CHAPTER  
**1**

# Procedure

## SECTION 1.1

### ADOPTION PROCEDURE

#### 1.1.1 PURPOSE

The *Traffic Engineering Manual (TEM)* provides traffic engineering standards and guidelines to be used on the State Highway System (SHS) by the FDOT [District Traffic Operations Offices](#).

#### 1.1.2 AUTHORITY

The *TEM* was adopted by the authority conferred in [Sections 20.23\(4\)\(a\)](#) and [334.048\(3\)](#), Florida Statutes (F.S.).

#### 1.1.3 SCOPE

The *TEM* is intended for use by FDOT engineers, consultants, and contractors to develop projects that meet Florida policies and standards.

#### 1.1.4 REFERENCES

[Chapter 316, F.S. State Uniform Traffic Control](#)

[Rule 14-15.010, F.A.C. Manual on Uniform Traffic Control Devices \(MUTCD\)](#)

#### 1.1.5 DISTRIBUTION

The official recipients of the *TEM* are the [District Traffic Operations Engineers \(DTOEs\)](#) and their staff, and the [State Traffic Engineering and Operations Office](#) managers and staff.

#### 1.1.6 AVAILABILITY

The *TEM* is available under [Traffic Studies](#) within the [Traffic Services Section](#) of the [State Traffic Engineering and Operations Office website](#).

Registration

*TEM* users interested in receiving automatic email notifications of revisions can subscribe through [Contact Mailer](#). We will survey email addresses by March 1 each odd-numbered year from our current registration list and purge any outdated registrations , as required by [Section 283.55, F.S.](#)

## 1.1.7 REVISIONS

The **State Traffic Operations Engineer (STOE)** and the **DTOEs** make up the **Manual Review Committee**.

Items that warrant immediate change are updated with the approval of the **STOE** after passing a majority vote of the **Manual Review Committee** and consultation with affected parties. Statewide DTOE meetings are held quarterly, and any necessary or recommended additions/changes to the **TEM** will be discussed in these meetings.

Substantive revisions or policy-related issues, as determined by the **Manual Review Committee**, are reviewed for approval by the **Chief Engineer of Operations**.

The approved revisions are announced through a bulletin and posted on the **State Traffic Engineering and Operations Office** website. The **TEM** is published annually and posted during the regular publishing cycle by the first week of November. Substantive or policy-related revisions as approved by the STOE and Chief Engineer of Operations may be announced outside of the regular publishing cycle.

A notification is sent to all registered **TEM** subscribers covering revisions posted to the website.

## 1.1.8 TRAFFIC ENGINEERING VARIATIONS

FDOT's traffic engineering criteria and standards, as described in this manual, are based on guidelines and specific research from the [Manual on Uniform Traffic Control Devices \(MUTCD\)](#) and the [American Association of State Highway and Transportation Officials \(AASHTO\)](#). There may be site-specific conditions or certain circumstances that warrant a variation from **TEM** criteria or standards. A variation is a one-time event, granted on a case-by-case basis. The variation process is described in **Section 1.9.1**. In addition, follow **MUTCD** procedures if **MUTCD Standards** are not met.

## 1.1.9 VARIATION PROCESS

A local government agency, engineering consultant, or other authorized party may submit a formal written request to approve a variation from the **TEM** criteria or standards to the appropriate **DTOE**. Include all of the following that apply.

- Proposed location (state road name, roadway ID, and milepoint)
- Applicable standard or criterion (chapter and section number)
- Justification of why the required criteria or standards do not apply to site-specific conditions
- Proposed variation
- Evaluation of how the proposed variation is at least as safe as the **TEM** criteria or standard

- Describe impacts of the variation on operations, environmental, or community needs
- Provide examples, including before and after data for a comparable site, if available

**District Traffic Operations Office** staff will review and evaluate the proposed variation based on the following considerations.

- The proposed variation is necessary to complete the project.
- The applicant has considered other alternatives meeting **TEM** criteria or standards.
- The proposed variation has been used elsewhere, locally, in Florida, or nationally.
- The proposed variation may require Federal Highway Administration (FHWA) approval or coordination.

If a variation is not warranted, the **DTOE** will document the reasons and advise the requester of the findings.

If a variation is warranted, the **DTOE** will forward the proposed variation to the **State Traffic Engineering and Operations Office** for review and approval.

Upon review and recommendations from **State Traffic Engineering and Operations Office** staff, the **STOE** responds to the appropriate **DTOE** with a memorandum addressing the request. The memorandum may include special conditions or requirements. The **STOE** may solicit feedback from the **DTOEs** to achieve statewide consensus before approving and authorizing the requested variation.

The memorandum signed by the **STOE** serves as the formal document authorizing or denying the requested variation from the applicable **TEM** criterion or standard. These memoranda are filed on the **State Traffic Engineering and Operations Office [SharePoint](#)** site and are geolocated for easy access under the **TEM Variation Locations** layer on [Internal eTraffic](#).

### 1.1.10 FORMS

See the [Procedural Document Library](#) for forms referenced in this manual.