

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
IV	1	1	7	2/5/2015

SUBJECT: INTERPRETATION OF MAINTENANCE AGREEMENTS WITH MUNICIPALITIES REGARDING TRAFFIC SIGNALS

1. **PURPOSE:** The purpose of this directive is to establish a uniform policy on interpretation of Traffic Signal maintenance agreements between the Department of Transportation and Development and Municipalities.
2. **BACKGROUND:** Louisiana R.S. 48:193 permitted the Department to enter into maintenance agreements with municipalities for certain phases of maintenance on state maintained highways through the municipality. These maintenance agreements state, in part, that the municipality shall maintain and operate traffic signals.
3. **SCOPE:** This directive provides instruction for the implementation of these traffic signal agreements as applies to all municipalities.
4. **POLICY:** Maintenance of traffic signals will be as follows:
 - A. Partial Maintenance Contracts.
 - 1) The municipality shall pay the power bills for operation of the signal and in addition shall:
 - a. Re-evaluate power usage for intersections that are improved/upgraded with LED technology and make modifications as the city's power usage for signals declines.
 - 1) The municipality as their responsibility for routine maintenance shall replace inoperative light bulbs and burned- out fuses, straighten signs and signal heads, and clean, adjust and repaint equipment as necessary to keep the installation neat in appearance and operating properly.
 - 2) In cities where sufficient qualified personnel are retained by the City to perform signal maintenance of a more complicated nature, the Department shall continue to welcome such additional maintenance as is done by these forces.
 - 1) In cases where the municipality cannot, or refuses to pay power bill, re-lamp or replace burned-out fuses, the Department shall terminate the Traffic Signal maintenance agreement, assume full maintenance of the signals and pay power charges.
 - 2) The municipality shall notify the Department when it is unable to return a malfunctioning signal to service by routine maintenance and shall provide traffic controls at the intersection until such time as the signal is repaired and returned to service. In the event that a signal is knocked down and/or demolished, and the Department forces are not immediately available to make repairs or reinstallations, if the City desires to do so, they may reinstall the signal with their own forces.
 - 3) Upon proper evaluation of such an installation, the Department shall (1) remove and return the existing equipment to the City and replace it with equipment, or (2) if the installation is satisfactory to the Department and agreeable with the City, the Department shall replace in kind from stock the equipment used by the City for the installation.
 - 4) In replacing any equipment or in installing new signals in any municipality, consideration should be given to the municipality's preference for a certain brand of equipment, provided other signals in the municipality are of that brand and provided this type is available from DOTD stocks.

B. Full Maintenance Contracts

- 1) The Department may enter into a full maintenance agreement with those municipalities who have a fulltime Traffic Engineer on their staffs such as Baton Rouge, Shreveport, New Orleans, Lafayette and Monroe.
- 2) Municipalities with full maintenance agreements shall be subject to the same requirements as for partial maintenance agreements and in addition shall:
 - a. Conduct traffic studies and report their findings to the Department in order to justify or deny the need for installation, modification or removal of a traffic signal.
 - b. The municipality can make adjustments in timing by first obtaining the concurrence of the District Traffic Operations Engineer. The adjustments permitted are of splits on fixed time signals or the timing on actuated signals.

Only Department personnel can make cycle length changes, changes in signal phasing, addition of pre-emption, addition or deletion of signal indications or deletion of interconnection and this must be done through a standard report and approval by the Chief Engineer.

- c. The municipality will respond to all trouble calls at a traffic signal and will make any necessary repairs. The Department will replace major items of equipment used when repairing a knockdown but all work must be done in accordance with Department policies and procedure. The municipality is not allowed to make any changes or modifications to an installation in these cases and must rebuild in kind.
- d. The municipality is responsible for providing traffic controls at an intersection during a signal malfunction or knockdown.

5. **OTHER ISSUANCES AFFECTED:** All directives, memoranda, or instructions issued heretofore in conflict with this directive are hereby rescinded.

6. **EFFECTIVE DATE:** This policy will become effective immediately upon receipt.

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