

AWZSE COORDINATION PROCESS STEP-BY-STEP

i This coordination process will also be issued in a new TSMI. Currently, a portion of this coordination process is contained within existing processes outlined in TSMI 19-04.

AWZSE – Automated Work Zone Speed Enforcement

AWZSE Contractor – Verra Mobility

AWZSE Operator – the driver of the AWZSE Mobile Unit / enforcement vehicle

Construction Contractor – NYSDOT Highway Contractor

EIC – Engineer-in-Charge

MO – NYSDOT Main Office

MO Program – Office of Traffic Safety and Mobility

Mobile Unit – Speed enforcement vehicle

Site Contact – EIC or Maintenance Supervisor

STC – Surface Transportation Control(ler)

TSMI – Traffic Safety and Mobility Instruction

WZ – Work Zone

MAINTENANCE

i This process is meant for scheduling and using the AWZSE Contractor in Maintenance Work Zones

Coordinating the AWZSE Contractor in a Maintenance work zone will be different than coordinating in a Construction work zone. Generally, the work will be short term, with the work zone being set up the day of the deployment. The AWZSE Contractor shall coordinate a rendezvous point with the Maintenance Supervisor so they can depart for the work site and deploy the work zone together. An 8-hour deployment shall be considered completed when a deployment is set up and is operational at a single location, however for Maintenance work zones there may be more than one location in a day per single deployment time if the hours of enforcement do not exceed 8 hours and the drive from one Maintenance work zone to another is less than 30 minutes.

Pre-Deployment

i The AWZSE Contractor will reach out to the Maintenance Supervisor prior to the work to ask several questions. Contact info must be provided to the STC in advance so they can do this.

NYSDOT Staff

- Residency staff shall plan their work several days in advance and notify the Regional STC of planned upcoming work
 - Work schedules may be modified up until the day of the work, and that is understood, but plans must be in place early for deployment of the AWZSE system
- On Thursday at noon, the STC shall use the Daily Notification Spreadsheet to notify the AWZSE Contractor of requested deployments for work scheduled for Sunday through Saturday of the next week. Regional staff will need to provide the information in a timely manner so the STC can complete this work on time.

- The STC shall send the “AWZSE List” spreadsheet for that time period directly to the AWZSE Contractor at nyawzse.operations@verramobility.com
- STC shall work with the AWZSE Contractor, other Regions, and MO program staff to coordinate deployments if there is a conflict
- If there will be multiple sites visited in one deployment, the AWZSE Contractor needs to be made aware of that prior to the deployment
- The Maintenance Supervisor shall coordinate the deployment with the AWZSE Contractor prior to the deployment.
 - The Maintenance Supervisor shall be sure he has the AWZSE Operator’s phone number and truck number prior to and during the deployment.
- If a portable SPEED LIMIT sign is available that reflects the posted speed at the location of the work, the NYSDOT Crew should bring that sign to deploy upstream of the work zone, but downstream of the “Work Zone Photo Enforced” sign. This SPEED LIMIT sign should be deployed if the nearest posted speed sign is not visible from the work zone.
- If work needs to be cancelled for ANY reason, the Residency staff shall reach out directly to the AWZSE Contractor to let them know IMMEDIATELY upon making that decision. Residency staff should then notify the STC that the work plan has changed for the day and let them know the new plan.

AWZSE Contract Staff

- AWZSE Contractor shall review the requested deployments to ensure they can be covered.
 - If they cannot be covered, AWZSE Contractor shall reach out to MO Program to request Regional coordination and priority.
- The AWZSE Operator will reach out to the Site Contact provided to talk about the deployment. They will go through a checklist of the following:
 - Introduction (Name, Verra Mobility)
 - Confirmation of work activity
 - Meeting point with Site Contact and/or work crew
 - Type of work being performed (mobile, stationary, bridge, paving, etc.)
 - Location (MP/Reference Marker) of area to deploy the system
 - Verification of the posted work zone speed limit
 - Entrance/Exit to deployment location
 - How many sites will be enforced
 - Where AWZSE Unit will be located on-site

Deployment

- All deployments of the AWZSE Mobile Unit will be paid for a full day, regardless of how long they are on-site. If work is only scheduled for a portion of the day, the STC should consider a location to deploy the unit for the remaining portion of the day. An 8-hour deployment shall be considered completed when a deployment is set up and is operational at a single location, however for Maintenance work zones there may be more than one location in a day per single deployment time if the hours of enforcement do not exceed 8 hours and the drive from one Maintenance work zone to another is less than 30 minutes.
- It is recommended that Verra Mobility staff meet up with NYSDOT residency staff at the residency. If that brings them too far out of the way, a rendezvous point can be determined to ensure the AWZSE Contractor is embedded in the caravan with the other workers

- The AWZSE Operator will have two NYSDOT radios issued to the vehicle. Upon meeting up at the rendezvous point, the AWZSE Contractor shall give one of the radios to one of the crew members so they can communicate while setting up the work zone and while on site.
- When the caravan of vehicles arrives to the site and begins setting up the work zone, the AWZSE Contractor shall communicate via radio (or phone) to let staff know when they need to stop and put up their signs.
 - There will be two signs the AWZSE Contractor needs to put up
 - Ideally, the first sign should be approximately ¼ mile upstream of the taper, the second sign may be within the work zone in the shoulder.
 - Alternatively, the two signs may be 500' and 1000' upstream of the enforcement location of the AWZSE vehicle.
- The AWZSE Contractor will take photos of each of the “Work Zone Speed Enforced” signs set up in the work zone and they will measure the distance to each sign from the vehicle. These signs will be used as part of the evidence package for the deployment if needed. The AWZSE Contractor will also check on their signs periodically during the enforcement period to ensure they are still standing.
- The AWZSE Operator shall wear appropriate PPE while anywhere in the work zone, including hardhat, ANSI Class 2 or 3 vest, and steel toed work boots.
- If the AWZSE Contractor needs to take a personal break off-site, he shall coordinate this with the Maintenance Supervisor on-site. Either the Maintenance Supervisor will take him, or his AWZSE Supervisor will arrive on site to take over for him while he leaves the site.
- If there is an incident with the AWZSE mobile unit and the AWZSE Operator is unable to contact their Supervisor, NYSDOT MO Program staff will have contact information for Verra Mobility Supervisors. MO Program will also share this contact information with NYSDOT Employee Safety and Health.

CONSTRUCTION

i This process is meant for scheduling and using the AWZSE Contractor in Construction Work Zones

Coordinating the AWZSE Contractor in a Construction work zone will be different than coordinating in a Maintenance work zone. Generally, the work will have a long-term set-up that may or may not include barrier. The AWZSE Contractor will arrive on-site according to the instructions provided by the EIC prior to the deployment. This coordination process will also be issued in a new TSMI that is currently part of existing processes within TSMI 19-04.

Pre-Deployment

i The AWZSE Contractor will reach out to the Engineer-In-Charge (EIC) prior to the work to ask several questions. Contact info must be provided to the STC in advance so they can do this.

NYSDOT Staff

- Construction Contractor and the EIC shall plan their work several days in advance and notify the Regional STC of planned upcoming work
 - Work schedules may be modified up until the day of the work, and that is understood, but plans must be in place early for deployment of the AWZSE system
- On Thursday at noon, the STC shall use the Daily Notification Spreadsheet to notify the AWZSE Contractor of requested deployments for work scheduled for Sunday through Saturday of the next week,. Regional staff will need to provide the information in a timely manner so the STC can complete this work on time.

- The STC shall send the “AWZSE List” spreadsheet for that time period directly to the AWZSE Contractor at nyawzse.operations@verramobility.com with a cc to william.benson@dot.ny.gov.
- STC shall work with the AWZSE Contractor, other Regions, and MO program staff to coordinate deployments if there is a conflict
- The EIC shall coordinate the deployment with the Construction *and* AWZSE Contractors prior to the deployment.
 - The EIC shall be sure they have the AWZSE Operator’s phone number and truck number prior to and during the deployment.
- The EIC should also let the AWZSE Contractor know if the work zone will already be set up, or if it will be set up upon the Construction Contractor’s arrival.
 - If the work zone will not be set up until the day of the work, the EIC and AWZSE Contractor may coordinate the deployment of the AWZSE signs similarly to how it happens in Maintenance (see above: MAINTENANCE / Deployment)
- The Construction Contractor shall place a work zone SPEED LIMIT sign upstream of the work zone, but downstream of the “Work Zone Photo Enforced” sign per the special note in the Contract.
- Ideally, the AWZSE mobile unit shall be parked in the work zone upstream of the workers but downstream of the protective vehicle. This is so as traffic sees the mobile unit doing enforcement, they slow down and are already traveling at a slower speed when they get to the workers.
- The EIC should have a conversation with the Construction Contractor about the work that is taking place and where the safest place to locate the enforcement vehicle will be. The enforcement vehicle will need about 30 feet of space for the vehicle and clear space on either end so they can take a clear photo and be able to capture the speed of approaching traffic.
- If work needs to be cancelled for ANY reason, the EIC shall reach out directly to the AWZSE Contractor to let them know IMMEDIATELY upon making that decision. The EIC should then notify the STC that the work plan has changed for the day and let the STC know the new plan.

AWZSE Contract Staff

- AWZSE Contractor shall review the requested deployments to ensure they can be covered.
 - If they cannot be covered, AWZSE Contractor shall reach out to MO Program to request Regional coordination and priority.
- The AWZSE Operator will reach out to the Site Contact provided to talk about the deployment. They will go through a checklist of the following:
 - Introduction (Name, Verra Mobility)
 - Confirmation of work activity
 - Meeting point with Site Contact and/or work crew, if any
 - Type of work being performed (mobile, stationary, bridge, paving, etc.)
 - Location (MP/Reference Marker) of area to deploy the system
 - Verification of the posted work zone speed limit
 - Entrance/Exit to deployment location
 - Where AWZSE Unit will be located on-site

Deployment

- All deployments of the AWZSE Mobile Unit will be paid for a full day, regardless of how long they are on-site. If work is only scheduled for a portion of the day, the STC should consider a location to deploy the unit for the remaining portion of the day.
- The AWZSE Operator will arrive to the work site after the work zone has been set up.

- As the AWZSE Operator approaches the work zone, they will pull as far off the edge of the roadway as practicable and safely deploy the “Work Zone Speed Enforced” signs. This work should take no more than 5 minutes per sign, though actual time will depend on the conditions of the work location.
 - Ideally, the first sign should be approximately ¼ mile upstream of the taper, the second sign may be within the work zone in the shoulder.
 - Alternatively, the two signs may be 500’ and 1000’ upstream of the enforcement location of the AWZSE vehicle.
 - The AWZSE Contractor shall ensure the signs are not blocking other required signs within the work zone.
- The AWZSE Contractor will take photos of each of the “Work Zone Speed Enforced” signs set up in the work zone and they will measure the distance to each sign from the vehicle. These signs will be used as part of the evidence package for the deployment if needed. The AWZSE Contractor will also check on their signs periodically during the enforcement period to ensure they are still standing.
- Ideally, the AWZSE mobile unit shall be parked in the work zone upstream of the workers but downstream of the protective vehicle. This is so as traffic sees the mobile unit doing enforcement, they slow down and are already traveling at a slower speed when they get to the workers.
- The AWZSE Operator shall wear appropriate PPE while anywhere in the work zone, including hardhat, ANSI Class 2 or 3 vest, and steel toed work boots.
- If the AWZSE Contractor needs to take a personal break off-site, he shall coordinate this with the on-site Construction Supervisor or the EIC. The AWZSE Contractor may leave the mobile unit if it is behind barrier as long as they can return by request within one hour.
- If there is an incident with the AWZSE mobile unit and the AWZSE Operator is unable to contact their Supervisor, NYSDOT MO Program staff will have contact information for Verra Mobility Supervisors. MO Program will also share the contact information with NYSDOT Employee Safety and Health.

DAILY NOTIFICATION SPREADSHEET GUIDANCE

i The Daily Notification Spreadsheet must be filled in completely and submitted to the AWZSE Contractor for every deployment. Below are some tips in filling out the form.

Note that the information on this spreadsheet will be used to get the AWZSE Contractor information necessary to contact staff on-site and get him to the correct work zone.

How to fill in the form

- There is a 32 Character limit on most fields
- These sheets are protected and should not be modified. There are a lot of macros and dependent fields, any change, even deleting a row, will break the formulas on the form
- Use the drop downs wherever they are available
 - Start with Region in the upper left, followed by date, then start filling in the work info left to right
- Begin/End Date – if the dates extend beyond one day, it is expected that the AWZSE Contractor work that site on each of those days
 - When filling in the form, if you are adding work for the season, be sure to copy and enter a new entry with the specific dates for the AWZSE Contractor to be on-site. Set “AWZSE Requested” to “YES”.

- The “Route” used is from GIS for facility classifications of 1, 2, 11, and 12. If you are entering a route that is not available in the dropdown, then it is not eligible for AWZSE. You may just enter the route manually in that case
 - Parkways are under “PK” – you can find the 900 Route number by using the first 4 characters of the Reference Marker.
 - If you don’t find the route number under “NY”, look under “US”
 - SR likely won’t be used, but I’ve left it in FOR NOW...
- Direction – the AWZSE system uses simple directions (not NB or EB, just N or E). Assume the “bound” at the end of the direction is implied – Ex – N=Northbound.
 - If the work is occurring in both directions, a single direction must be chosen for the AWZSE deployment. The AWZSE Operator needs to know what direction they are enforcing.
 - If you are unsure of the direction, please provide two requests, one for each direction and the AWZSE Contractor will discuss with the EIC or Maintenance Supervisor.
- Type the Route name at the beginning of the Project Location
 - Locations should be descriptive, so a person understands exactly where it is – Ex – I-87 between Exit 9 and 10; Taconic Parkway over the Croton Reservoir, etc.
 - Use Exit numbers wherever possible
 - 128 Character Limit MAX, smaller is better
- The description in the Location field will be used on their forms and will be part of the evidence package. It is important that this information is written in plain English and provides an understanding of where the location is. Adding a BIN number is fine, but also including “Smith Street over I-87” is in plain English and more descriptive to the regular person.
- The “Time of Work” is the time you expect the AWZSE Contractor to be on-site collecting violations. This should be no more than an 8-hour period.
- On-Site Contact and Contact number can be added on the “EIC List” tab. Contact Number will automatically populate when the EIC is chosen.
 - First names must be included so the AWZSE Operator knows who to ask for when reaching out
 - Please alphabetize the list when you are done so it is easier to find people
- If the NYSP are requested to be on-site, DO NOT schedule the AWZSE Contractor and vice versa. NYS Law does not allow a person to be charged for the same violation twice and it will be impossible to control if they are located in the same place.
- **If the work zone is not eligible for AWZSE, or if the AWZSE Contractor is not requested at a location, the fields in the AWZSE Section do not need to be filled in.**
- The Reference Marker should be within the active work zone. This number IS NECESSARY for the AWZSE deployment.
- AWZSE Eligible and AWZSE Requested must be filled in as “YES” if you are requesting the AWZSE unit to deploy to this work zone
- The regulatory posted work zone speed limit must be included so the AWZSE Contractor knows where to set the unit to capture violations. It has a default of 55 MPH.
- Do not use the Location ID Column, this is for the AWZSE Contractor.
- When the form is complete, click the “AWZSE List” button to create the spreadsheet that will be sent to the AWZSE Contractor.
 - “AWZSE Requested?” must be set to “YES” for this function to work.
 - If an error pops up, be sure the “AWZSE List” worksheet doesn’t already exist. If it does, delete it.
- Once the “AWZSE List” spreadsheet is created, save it as a new document and send it to the AWZSE Contractor at nyawzse.operations@verramobility.com with a cc to william.benson@dot.ny.gov. This list should also be

shared back to the affected EICs and Maintenance staff so they are aware the units will be scheduled in their work zones.

MAIN OFFICE PROGRAM CONTACTS



Below are the Main Office Contacts for questions about the program

Rebecca Gibson-Schott

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Office of Traffic Safety and Mobility

50 Wolf Road POD 5-3, Albany, NY 12232

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Any inquiries the Department receives regarding the program should be directed to the Customer Service Call Center toll free at 1-833-268-8120 Monday – Friday between 8:00am and 4:00pm (EST). If the person says they have already talked to the Call Center, take the contact name and number and send it to the MO Program.