1-1-1 Purpose

June 2005

GENERAL

This Manual contains policy, guidelines and procedures related to traffic engineering and related functions as practiced within the Wisconsin Department of Transportation, more specifically the region field and bureau office forces of the Division of Transportation Systems Development, the staff of the Bureau of Traffic Operations, and other agencies of the Department which *may* be involved in traffic engineering at some point. Traffic engineering functions include the installation and maintenance of traffic control devices, highway lighting facilities, traffic regulations, safety analyses, and support for the improvement program.

APPLICATION

The content of the Manual is applicable only to the state trunk highway system. Good practices contained herein *may* by implication be desirable on other systems of highways. However any requirements for other systems are beyond the scope of the Manual, and are appropriately addressed in the Manual on Uniform Traffic Control Devices and the Wisconsin Supplement to the MUTCD, together called the Wisconsin Manual on Uniform Traffic Control Devices.

Conscientious usage and adherence to the manual *should* provide several benefits, chief among which would be:

- Uniformity of treatment of traffic control devices on the state trunk highway system;
- Readily available and adoptable methods and procedures;
- Source of information for interpretations of policies.

DEFINITION OF GUIDELINES

When used in this Manual, the text headings **shall** be defined as follows:

1. A statement of policy is required, mandatory, or specifically prohibitive practice regarding a traffic control device. The verb **shall** is typically used and in bold type.
2. A statement of guidance is recommended, but not mandatory, practice in typical situations, with deviations allowed if engineering judgment or engineering study indicates the deviation to be appropriate. The verb *should* is typically used and italicized.
3. A statement of optional practice is a permissive condition and carries no requirement or recommendation. The verb *may* is typically used and italicized.

RESPONSIBILITY FOR TEOPS

Policies, guidelines and procedures are most frequently developed by the Traffic Engineering standing committees and approved by the Director of BTO. BTO posts and distributes updates and new issuances) and maintains a distribution list.

Contributions of ideas, suggestions for changes, new concepts, and entire drafts of subjects, etc, are welcome and *should* be addressed to the BTO Program Leads or Supervisors and routed to the appropriate statewide Standing Committee.

Updates to the manual are normally issued quarterly or when there is a sufficient amount or content of policies that need to be published.