

Traffic Barricade Manual & Certification Info



For decades, Phoenix has been a leader in temporary traffic control establishing the first Traffic Barricade Manual (Manual) in 1961 with numerous editions since. However, without an enforcement mechanism violation of the Manual were commonplace. These violations caused undue delay, cost, inconvenience, and danger to the health, safety, and welfare of the citizens of Phoenix. Violations also prevented others from productively using the same public right-of-way. Thus, the City of Phoenix Right-of-Way Management program was established to promote, preserve, and protect the health, safety, and welfare of the citizens of Phoenix in public ROW. The program was approved by City Council on April 16, 2004, added to City Code: Article XV, and implemented on September 1, 2004.

There are four components to the Right-of-Way Management Program:

- 1.** Certification/Training – Agencies wanting to set and/or remove temporary traffic control devices must learn proper techniques in a biennial training program and become certified.
- 2.** Permitting Right-of-Way – Row Management issue and manages permits for all persons for all persons requesting use of City of Phoenix ROW.
- 3.** Penalties for Non-Compliance (Civil Sanctions) – Fines can be assessed for ROW management violations as stated in the Phoenix City Code.
- 4.** Parking Meter Hooding Fees – Hooding fees are implemented to encourage keeping parking meters in service for nearby businesses and government activities and compensate the City's General Fund for lost revenues.

HOW DOES MY AGENCY GET CERTIFIED?

All agencies wanting to setup and take-down temporary traffic control SHALL obtain CERTIFICATION from the City Traffic Engineer. There are two types of certification and both require attending a training class offered by City staff.

- Blanket Certification: Blanket certification is \$750 and is for any agency wanting to set AND remove signs and barricades in the ROW. Blanket certification also requires the Supervisory level American Traffic Safety Services Association (ATSSA) certification. To complete this three-part ATSSA certification, contact 1-800-272-8772 or visit atssa.com/Certification.
- Take Down Certification: Take-down certification is \$250 and is for any agency that ONLY wants to remove signs and barricades from the ROW, but not set them up.

Information Only: You can also opt to attend our class free of charge, for informational purposes only. This is a great way for your organization to become familiar with and gain a better understanding of our program. No certifications will be issued to your company unless the requirements listed above are met.

Certifications must be renewed annually. An application packet must be submitted every year.

However, as of April 19, 2013, training is required on a biennial basis (once every two years).

2022 CITY OF PHOENIX TRAFFIC BARRICADE CLASS

Classes will be held from 8 a.m. - 9:30 a.m.

The Traffic Barricade Manual (TBM) virtual classes are scheduled for:

February

- Thursday, February 17, 2022

April

- Thursday, April 21, 2022

June

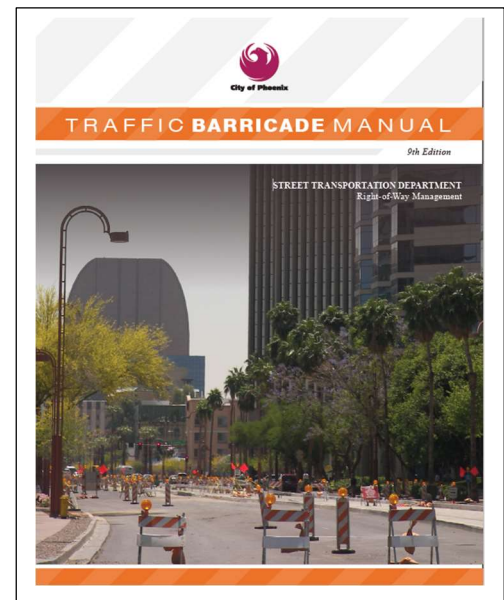
- Thursday, June 16, 2022

August

- Thursday, August 18, 2022

October

- Thursday, October 20, 2022



The training will be held **virtually via Microsoft Teams with audio/video**. Please make sure you have access to MS Teams or log into Microsoft Office 365 on your device, laptop, or computer and it will then ask to install Teams. **You will also require use of a speaker and a camera.**

When you have been scheduled for a class date, you will receive a confirmation email.

Additional class dates will be scheduled, if classes are full.

To register for a class, email the Right-Of-Way Management at Rmp@phoenix.gov

Please provide in the email, class date, full name, and phone number.

If you have any questions, please feel free to email us at rmp@phoenix.gov or call us at (602) 262-6235 during our office hours Monday thru Friday, 7 a.m. to 3 p.m. (except on observed holidays).

Thank you.

HOW DO I REQUEST A STREET OR SIDEWALK CLOSURE?

All persons, contractors, utilities, and other agencies including City departments must obtain a street closure permit (partial or full) for restrictions of all streets and sidewalks within Phoenix. Street closure permits are obtained through the assigned City Crew Foreman or Inspector.

Advance Notice Requirements:

For a partial restriction, the request must be received at least 48 hours prior to the restriction by e-mail before 11:00 a.m. For a full closure, the request must be received at least 10 days prior to the closure. All applications are processed through the Temporary Restriction and Closure System (TRACS) database for the ROW agent to review for approval or denial. An e-mail notification of the approval or denial is sent to the inspector, requesting agency, and certified agency as applicable. 10-day advance notice required for Arterial and Collector streets.

For more information about this program or to obtain our application please visit us at:

<https://www.phoenix.gov/streets/traffic-management>

To request a closure, email completed application to rmp@phoenix.gov

RESERVING PARKING METER SPACE

To preserve public parking and ONLY take metered spaces out-of-service (Red hoods no parking, Yellow hoods for commercial vehicles only) when absolutely necessary (requests must include good justification). If approved, a \$35 charge will be assessed for hooding meter(s) on a given City block, and the requestor will be assessed a use fee of \$10 per meter, per day.

Reserving metered space requires a 48-hour notice, and the request must be received by 11:00 a.m. to guarantee protection of the space. This lead time is necessary to notify abutting landowners and guarantee reservation of the space by hooding meters. To secure metered space, submit TRACS application with meter #s and dates.

This publication can be made available in braille, large print, audio tape, or cassette tape upon request. Contact the Street Transportation Department at (602) 262-6284 if you would like any of these services. Our TTY phone number is (602) 256-4286.

CIVIL SANCTIONS

VIOLATION	DESCRIPTION	CIVIL SANCTION
#1	Presents imminent risk of injury or death to the public within the ROW	\$1,500
#2	Restricting ROW without proper certification or Temporary Use Permit	\$1,000
#3	Restricting traffic during peak hours without authorization	\$1,000
#4	Failing to correct violation	\$1,000
#5	Unnecessarily restricting traffic at signalized intersections without active work occurring	\$1,000
#6	Closing sidewalk improperly OR without Temporary Use Permit	\$500
#7	Violating the restriction limits, times, and locations of ROW Temporary Use Permit	\$500
#8	Missing/improper use of advance warning signs	\$500
#9	Missing/improper use of barricades	\$500
#10	Leaving advance warning signs facing traffic AFTER restriction has been removed	\$250
#11	Leaving traffic control devices in ROW 24 hours AFTER permit expires	\$250
#12	Use of "Unacceptable" traffic control material	\$250
#13	Rendering a bus stop inaccessible	\$250