



# INDOT CONDITION ACQUISITION AND REPORTING SYSTEM (CARS) & TMC REPORTING POLICY

Policy Department: Traffic Management Division

Created: 16 April 2021

Last updated:

Restrictions and closures of shoulders, ramps, and lanes, and other activities within INDOT's right-of-way affect the motoring public's safety and mobility. Accurate and timely reporting of these restrictions is essential to *Deliver Great Service* for Indiana motorists. INDOT's **Condition Acquisition and Reporting System (CARS)** is the reporting platform and one of the tools used by INDOT's Traffic Management, Freight Management (for the purpose of managing oversize and overweight permits), Construction Management, Operations, and Design to operate, manage, and plan activities that occur on Indiana's highways. These stakeholders need CARS data to be both timely and accurate. This Policy provides the procedures, rules, and reporting requirements for CARS. This policy also provides Traffic Management Center (TMC) reporting requirements associated with these activities. This policy applies to anyone working on INDOT right-of-way and anyone responsible for maintaining CARS data.

## PURPOSE

The purpose of this Policy is to establish the procedures, rules, and notification requirements made of anyone working within INDOT right-of-way. It is INDOT's intent to make every effort to provide clear rules and to consistently apply this Policy.

## SCOPE

This Policy defines what, when, and how information is reported and managed within CARS and who is responsible for making those entries. This policy also defines who is responsible for reporting and managing that information and when the TMC is to be notified. This Policy is managed by INDOT's Traffic Management Division with the concurrence of Executive Staff responsible for Construction, Districts, and Operations. This Policy applies to anyone working on INDOT right-of-way and anyone responsible for maintaining CARS data except for emergency personnel responding to an active event. Adhering to this Policy does not exempt responsible parties from adhering to any other policies, specifications, and/or details governing restrictions and closures, including the IHCP.

## AUTHORITY

Indiana Code §8-23-2-6(11) – Department power to adopt rules.

## DEFINITIONS

DCD: District Construction Director.

DDC: District Deputy Commissioner.

Engineer: The Engineer assigned to the contract in accordance with INDOT Specification 101.20.

GIFE: General Instruction to Field Employees

<https://www.in.gov/dot/div/contracts/standards/GIFE/GIFEindex.html>

HMD: Highway Maintenance Director

IHCP: Interstate Highways Congestion Policy <https://www.in.gov/indot/3383.htm>

Lane Closure: A lane closure is the reduction of capacity of a multilane roadway, including multi-lane

ramps, but where some capacity remains for all movements.

Lane Restriction: A lane restriction is an activity such as a flagging operation on a 2-lane road, a lane shift, or lane width reduction occurring on any roadway or ramp that results in a reduced capacity of the facility.

MOT: Maintenance of Traffic. MOT includes the elements that regulate traffic in a work zone including temporary traffic control devices, temporary pavement markings, construction signing, and other features that regulate traffic through a work zone (Queue Trucks, Queue Warning Systems, etc.)

Road Closure: A road closure is the complete closure of a ramp or roadway in at least one direction; road closures typically involve signed detour routes. This definition includes rolling slow-downs and planned short-term stoppages where traffic may potentially be stopped for an extended time due to unforeseen events.

Shoulder Closure: A shoulder closure is the partial or complete closure of a shoulder without any restriction to the mainline travel lane. These affect mainline mobility due to a driver's aversion to the traffic control devices used for the shoulder closure.

## POLICY STATEMENT

**Any person that enacts a shoulder closure, a lane restriction, a lane closure, or a road closure shall provide a notification in CARS and shall notify the TMC in accordance with this policy.** This Policy supplements the INDOT Specification, the IHCP, the GIFE, Construction Memorandums, Operations Memorandums, and Indiana Code by establishing the procedures, rules, and conditions for reporting any work within INDOT right-of-way. This policy does not exempt a person enacting these closures and restrictions from any other INDOT or FHWA approval or reporting requirements associated with roadway closures and restrictions.

## CARS PLANNED ACTIVITY REPORTING REQUIREMENTS

- CARS Entries shall include all information prescribed in the 2021 CARS User Manual, in the manner listed. The manual is prescriptive concerning CARS entry content and the responsible person shall provide sufficient contact information, timing of work, and nature of work.
- CARS Entries shall include Audio, Web, and Operator Comments and shall follow the guidelines set forth in the 2021 CARS User Manual
- The person responsible for entering CARS data shall ensure that CARS Entry Information, visible on the public website, provides at a minimum the following information:
  - Road designation, location, and limits (I-65 Northbound, between mm 80 – 88)
  - Description of work area (Left or right shoulder, lane, ramp, collector, etc.)
  - Description of closure or restriction (Road closure, lane restriction, lane closure, etc.)
  - Planned Start and End Dates of Restriction. (June 5, 2021 at 5 AM to Sep. 30, 2022 at 9 PM)
  - Additional information, not automatically captured and generated by CARS entry, is encouraged.

***For Audio and Web Comments:***

*Please be as specific as possible regarding the nature of the closure or restriction.*

***Example:***

*Do not just say, "Construction Work / I-65 in both directions between Exit 80 and Exit 90 until September 30, 2022." Consider adding "NB I-65 left lane closed between 9:00 PM May 5 and 6:00 AM May 8 from MM 82 to MM 86" and "SB I-65 right lane closed at MM 90 with crossover to NB pavement."*

*Do not disclose confidential information such as contact information in Audio or Web Comments. **Contact information should only be provided as Operator Comments.***

- The person responsible for entering CARS data shall ensure that Operator Comments, not visible on the public website, provide at a minimum the following information when applicable:
  - INDOT Contract Number (or the INDOT Designation Number if the Contract Number is not available) or Permit Number
  - Primary Contractor 24-Hour Contact Name & Phone (typically a Foreman or Superintendent)
  - MOT Contractor 24-Hour Contact Name & Phone (when a subcontractor is responsible for the delivery, operation, and maintenance of the MOT)
  - Permit Holders shall provide, at a minimum, at least one contact available 24/7 to respond to work zone deficiencies, although multiple contacts are encouraged
  - INDOT Primary Contact Name & Phone (Project Engineer or Unit Supervisor)
    - Supplement with Field Contact Name & Phone when applicable (Inspector or Crew Leader)
  - INDOT Secondary Contact Name & Phone (Area Engineer or Subdistrict Operations Manager)
  - INDOT Communications Contact Name & Phone (for Significant Contracts)
- Entries for all foreseeable work shall be provided in CARS **at least 2-weeks in advance** of any closure or restriction. This applies to the start of the work or a change in the phase of construction, planned maintenance, permit work, and planned TMC work.
- Initial CARS entries shall be created with an estimated start date as soon as practical even when the precise start date for the closure or restriction is unknown. The start date listed in the CARS event must be managed by the person responsible for entering data into CARS – typically the person responsible for the planned restriction. The person responsible for entering data into CARS shall update entries weekly until 2-weeks before the planned start; within the 2-week window prior to the start of the restriction, CARS entries shall be updated daily as needed.
- Within the 2-week window prior to the planned start, the start date cannot be advanced to a closer date without the permission of the DDC, the TMC Director, or their designee.
- Extensive right-of-way work requires advanced notice in CARS; however, short-term restrictions should not be reported in CARS months in advance. Additionally, partial season work (especially work lasting only a few days or weeks) should NOT be listed as a season-long restriction. Generally, notifications should not be reported in CARS much sooner than the duration of the planned activity but with a minimum notice of 2-weeks unless approved by a DDC, the TMC Director, or their designee (as discussed herein). Significant Project work, in contrast, should be entered well in advance to facilitate planning and operational activities.
- **Once a closure or restriction is enacted, the person responsible for entering data into CARS shall continuously maintain accurate information concerning the closure or restriction.**
- When the restriction or closure is complete and traffic is no longer restricted, the person responsible for entering data into CARS shall update the CARS descriptor specific to their closure or restriction as soon as possible. This should be done within 1 hour of work completion on Interstate and other arterial roadways but it should never exceed 24 hours after completion of work; to assist, they may call the TMC and ask a dispatcher to update the CARS entry when they report the end of the restriction to the TMC per the TMC REPORTING REQUIREMENTS provided in this Policy.

*Numerous stakeholders rely on timely and accurate CARS entries to deliver Next Level Service to Indiana motorists.*

*It is expected that the person responsible for entering data into CARS will maintain accurate data before, during, and after the traffic restriction to support all stakeholders.*

*CARS entries must be modified continuously throughout all projects to keep CARS data current and relevant.*

- CARS entries shall not be preserved in the system as restrictions or closures if the project is awaiting punch list items. During this time, the descriptor “Construction work” shall be used under the “roadwork” category to reflect an interim, inactive status of the work zone prior to punch list work activity. For the time between substantial completion and punch list completion, CARS web and audio comments shall include “Be aware of occasional construction crew presence in the area”. Planned restrictions or closures resulting from punch list items shall be entered into CARS as described in the 2021 CARS User Manual.
- Emergency work and some urgent activities cannot always be planned 2-weeks in advance. Emergency work and urgent activities, as designated by a DDC, the TMC Director, or their designee may be scheduled without the required 2-week notice. The person responsible for CARS entries shall complete those entries as soon as they obtain approval from the DDC, the TMC Director, or their designee.
- Some maintenance work, some construction activities necessary due to unforeseen circumstances, and some TMC activities cannot always be planned and may be scheduled with less than two weeks’ notice. The person planning this work must obtain approval from the DDC, the TMC Director, or their designee. The DDC may delegate this approval to the DCD or the Office Area Engineer for construction work and to the HMD or an Operators Manager for maintenance work. The TMC Director may delegate this approval to a qualified Highway Engineer on his or her staff. The person responsible for CARS entries shall complete those entries as soon as they obtain both approvals as previously described.
- For activities with less than 2-weeks’ notice, the person responsible for CARS entries shall provide an operator comment such as “Urgent work approved by DDC (name) on Jan. 25, 2020 at 1:45 PM.”

#### **CARS ONGOING REPORTING REQUIREMENTS**

- Each District is responsible for maintaining accurate data within CARS for their roadways. This includes width, height, and weight restrictions. The DDC in each District is responsible for ensuring that this data is maintained accurately within CARS; they may designate a District employee on their staff to oversee the delivery of this requirement.
- Each District is responsible for entering winter road conditions into CARS during winter events. The DDC in each District is responsible for ensuring that this data is maintained accurately within CARS subject to the oversight of the Statewide HMD and in collaboration with the TMC Director; they may designate a District employee on their staff to oversee the delivery of this requirement.

#### **TMC REPORTING REQUIREMENTS**

The person responsible for a planned restriction is encouraged to call the TMC when executing any restriction or closure in accordance with these requirements. The following requirements are mandatory when working on Interstate and arterial roadways and encouraged when working on other roadways:

- The person responsible for a planned restriction or closure shall call the TMC before work begins but no sooner than 1 hour before field activity commences. This ensures the TMC is aware of events as they occur. The TMC phone is 317-899-8690x1.
- The person responsible for a planned restriction or closure shall again call the TMC when the restriction or closure is complete, and traffic is no longer restricted. The TMC phone is 317-899-8690x1.

The exemption to these reporting requirements emphasizes the need for the person responsible for a planned restriction to provide timely, accurate, and complete CARS entries when they choose not to call the TMC when working on non-Interstate and non-arterial roadways, in accordance with these requirements.

## RESPONSIBILITY

The Director of INDOT's Traffic Management Division or appointed designee is responsible for the content of this Policy. Those responsible for the delivery of this policy are:

- Construction Work: It is the responsibility of the Engineer to ensure that CARS entries and TMC notifications are made in accordance with this policy. The Engineer may delegate this task to others on staff or to the Contractor; however, the Engineer must ensure that all entries and notifications are in accordance with this Policy.
- Maintenance Work: It is the responsibility of the District Highway Maintenance Director (HMD) or their designee to ensure that CARS entries and TMC notifications are made in accordance with this Policy. The District HMD may delegate this task to others within their organization; however, the District HMD must ensure that all entries and notifications are in accordance with this Policy.
- Permit Work: Each District shall determine how they want to manage CARS entries for permit work; they are encouraged to streamline the process as much as possible. They shall provide guidance to Permit Holders that ensures that CARS entries are made in accordance with this Policy. CARS entries may be entered by District Staff or they may require the permit holder to contact the TMC to create and modify CARS entries. When CARS entries are not managed by the District, it is the responsibility of the named permit holder or a designee to contact the TMC to request that both CARS entries and TMC notifications are made in accordance with this policy. Designees for permit work must be familiar with the nature and progress of permitted work and provide complete information to the TMC when making a CARS entry request.
- Ongoing Reporting Requirements: It is the responsibility of each DDC or their designee to ensure that CARS entries for designated, ongoing reporting requirements are made in accordance with this policy.
- Traffic Management Center Work: It is the responsibility of the TMC Director or their designee to ensure that CARS entries and TMC notifications are made in accordance with this policy. Designees for TMC work must be familiar with the nature and progress of work activities.
- It is the responsibility of each person entering CARS data to obtain training from another CARS user or from the TMC Program Director responsible for the CARS program.
- Each person responsible for entering CARS data, including designees, must be familiar with the CARS User Manual and have been fully trained with the use of CARS to ensure accurate and complete CARS data is provided.

## REFERENCES

IC §8-23-2-6(11)

INDOT Specification 107.12

INDOT Interstate Highways Congestion Policy (or subsequent lane closure policy)

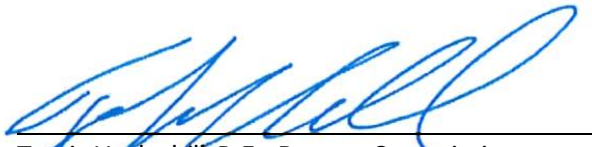
## APPROVAL



Roland Fegan, P.E., Deputy Commissioner  
Construction  
Indiana Department of Transportation



Date



Travis Underhill, P.E., Deputy Commissioner  
Districts  
Indiana Department of Transportation

5/12/2021  
Date



Jeffrey Brooks, Deputy Commissioner  
Operations  
Indiana Department of Transportation

5/12/2021  
Date