7.1 Introduction

State highways function as multi-modal travel routes for commuters, commercial vehicles, and recreational traffic. In addition, there may be both short-term and long-term specialized uses of the roadways. Short-term special uses of the highways include parades, running or bicycle events, filming, and festivals. Long-term special uses such as designated shoulder-driving segments for slower vehicles, or school bus stops or pedestrian crossings on limited access highways, can also be authorized on specific roadway sections. Requests are also received for permanent specialized highway uses such as transit vehicle stops and placement of interpretive signing.

This chapter provides guidelines to assist in responding to special highway use requests.

A Memorandum of Understanding (MOU #C010355GSC) between the department and Washington State Patrol (WSP) governs the operation of special events (parades, running or bicycle events, filming, and festivals) on state highways. The MOU establishes guidelines and defines responsibilities for event operations. It also includes examples of event administration documents (Appendix 7-1).

Special events on the state highway system are administered through the regional Traffic Office for events taking place in a single region, or through the State Traffic Engineer’s office for multi-region events. A Letter of Agreement or a Letter of Acknowledgement between WSDOT and the special event organizer defines the operation. There is no fee to event organizers for special event administration and coordination.

Continuing or long-term specialized uses are also addressed in the Traffic office, and may include coordination with other department offices or agencies. The State Traffic Engineer’s office is available as a resource for questions about events or other specialized highway uses not specifically addressed in this chapter.

7.2 Bicycling, Running, Walking, Parade, and Festival Special Events

WSDOT receives numerous requests for short-term use of state highways or right of way for recreational or other public events. The Regional or State Traffic Engineer’s office will respond to event organizers within 10 working days of receiving a request to begin the review and coordination process. Special events are generally not held on fully controlled limited access
highways. Occasional exceptions may be considered where no alternate route is available and roadway conditions allow for participant and other roadway users’ safety.

In reviewing an event request, WSDOT will:

- Establish on-going communication with event sponsors to address route determination, traffic control, logistical issues, and other concerns.
- Conduct a traffic engineering analysis to determine the impact of the proposed event, as needed.
- Consult with regional Construction and Maintenance offices to identify any operational conflicts along the proposed route.
- Contact WSP to coordinate the event per the WSDOT/WSP Memorandum of Understanding, “Special Events on State Highways.”
- Review special event traffic control plans.
- Identify alternative routes, if needed.

Additionally, WSDOT may:

- Provide use of Changeable Message Signing and Highway Advisory Radio (HAR) systems where available and appropriate.
- Suggest event specific signing to provide information for all highway users.

A. **Administration Guidelines.** Use of state highways or highway right of way for bicycle, running, walking, parades, festivals, or other special events is administered through either a Letter of Agreement or Letter of Acknowledgement between WSDOT and the event sponsor. Events that will not impact highway operations, where all participants will follow all Rules of the Road at all times, and where no traffic control is needed are not required to contact WSDOT. However, because those events may also benefit from WSDOT services, contact with the event sponsor is encouraged to ensure coordination with WSDOT projects, WSP, and other special events occurring in the immediate vicinity.

When the department receives a request for a special event, conduct a traffic analysis and begin coordination with the event organizer. Based on the specific event situation as described below, issue a Letter of Agreement or a Letter of Acknowledgement, or if circumstances warrant, a Letter of Denial. These documents are signed by the regional or headquarters signing authority. The Letter of Agreement is counter-signed by the event coordinator. If an event is denied, WSDOT will work with the organizers to seek solutions to the issues causing the denial. Event organizers may appeal a denial through the process outlined in this chapter.
1. **Letter of Acknowledgement.** A Letter of Acknowledgement is issued when event participants will follow the Rules of the Road at all times and when no special traffic control is needed. The Letter of Acknowledgement *(Appendix 7-1)* addresses specific event conditions such as:

- Operational restrictions on specific highway sections due to conflicts with construction or maintenance operations.
- Use of Changeable Message signs or a Highway Advisory Radio System.
- The use of small crashworthy signs for guiding event participants.
- Other highway conditions or restrictions.

Examples of when a Letter of Acknowledgement is appropriate:

a. A group of 100 people will participate in a running event using portions of a state highway. The runners will conform to the Rules of the Road at all times.

b. A bicycle ride of 500 people uses a filtered start over several hours so cyclists are spread out along the roadways. Riders will cross the highway intersections in a legal manner and follow all other Rules of the Road.

c. A vehicle convoy of 10 to 15 vehicles accompanying “Santa Claus” to a local charity event uses portions of the state highway, following the Rules of the Road at all times.

2. **Letter of Agreement.** A Letter of Agreement *(Appendix 7-1)* is issued when the department’s review and analysis determines that the event participants are not able to follow the Rules of the Road, that there will be an impact on traffic operations, or that special traffic control is required. Additional information and terms may be attached as Exhibits to the Agreement.

A Letter of Agreement is developed when the event will:

- Require special traffic control (flaggers, escort vehicles, and/or law enforcement) to support the safe passage of event participants and the traveling public.
- Occur outside the roadway but within the right of way, and involve the use of highway facilities for non-transportation purpose.
- Close a portion of the highway to the public.
- Use services or personnel provided by the department, WSP, or other law enforcement.
• Place directional signing for the traveling public on department right of way.

Examples of when a Letter of Agreement is appropriate:

a. A running or bicycle event uses local police control at a state highway intersection to allow participants to cross the highway while on-coming traffic stops.

b. A large running event requests the use of portions of a limited access highway.

c. A parade closes the highway to traffic and a detour is required.

d. Temporary directional signs to a community festival are placed on the state highway right of way.

The following guidelines are considered and addressed when developing a Letter of Agreement:

a. Event sponsors should be encouraged to use county roads or city streets where possible.

b. Where a state highway will be closed for an event, a suitable detour route must be available and the Region or State Traffic Engineer or their designee must approve a detour traffic control plan. Road closures require a minimum three-day advance notice to the public (RCW 47.48.020). Longer notice is desirable for large impact events.

c. Events requiring a Letter of Agreement must have a general liability insurance policy that names the department as an “additional insured.” Minimum policy requirements for an event are for $1 million per incident with a $2 million aggregate. If vehicles are used as part of the event operation, a minimum $1 million automobile liability insurance must be added to the policy. Proof of insurance and indemnification of WSDOT is required prior to issuing the Letter of Agreement.

d. The organizers or sponsors will pay all extraordinary costs for labor and materials provided by WSDOT, WSP, or local agency law enforcement.

e. The department may determine that pre-event notices of the event are needed in specific locations or situations. This is a courtesy to local communities and can reduce traffic congestion on event day. If used, the event sponsor will post the notices seven to ten days before the event.
f. Requests for state highway use within an incorporated city or town should have the city or town’s concurrence.

g. At least 48 hours (preferably seven days) in advance of the event, the organizer shall notify all local fire, ambulance, transit, law enforcement departments, and other service-oriented activities that may be impacted by the event.

h. Department regulations and state law limit bicycling events and prohibit running or walking events on fully controlled limited access highways. Occasional exceptions are considered at locations where no alternative route exists. Where a special event is approved on a limited access highway, sufficient lane(s) must be left open in each direction to allow traffic to operate without significant congestion.

3. **Post Event Review.** WSDOT staff may conduct a follow-up evaluation to assess event operation. Discussion with the event organizer, law enforcement, WSDOT Area Maintenance and other affected groups can help identify any operational or public safety concerns and identify needed improvements. Document these issues so they can be addressed the next time the event occurs.

4. **Appeal Process.** WSDOT has an appeal process for cases when a request for a special event on a state highway is denied. Appeals must be made to the State Traffic Engineer within 30 days of the event denial, and a minimum of 14 days before the event. The State Traffic Engineer has seven days to review the appeal and will notify the event coordinator by certified mail within seven days of the decision. For bicycle event appeals, the Traffic Engineer will consult with the State Bicycle Program Coordinator.

B. **WSDOT and Event Organizer Coordination.** The department’s review identifies the proposed event’s impact on traffic operations and focuses on traffic control or operational solutions to mitigate those impacts. Communication between the department, event organizers, and WSP is essential to develop effective event operations and to schedule agreed upon services.

Department staff determines if construction, maintenance or other operations will conflict with the event; or if there are atypical roadway conditions such as a construction detour or another scheduled special event. Conflicts can often be avoided through schedule or route adjustments. Include information about significant activities and conditions that may affect the event in the Letter of Acknowledgement or Letter of Agreement. Contact the ferry system when an event includes use of state ferries.
Provide advance public notice about events that may impact traffic operations as a courtesy to the affected communities. Advance notice can influence regular highway users to choose other routes on event day, thus reducing event impacts. Include any requirements for giving such notice in the Letter of Agreement. Notice can include:

- Placement of pre-event signs along the affected route.
- Press releases by the organizer and the department.
- Other public information efforts commensurate with the event scale.

Work with the region or headquarters public information office (PIO) to publicize large events and their associated congestion or delays.

Copies of completed Acknowledgement and Agreement letters are shared between region and state Traffic Engineer’s offices and sent to the WSP. Affected construction or maintenance offices are also notified. Sharing information helps assure statewide uniformity in department special event administration.

C. **Bicycle Racing.** Timed event bicycle races are sometimes held on state highways under purview of WAC 468-400 (Bicycle Racing) and Washington Bicycle Racing Guidelines (www.wsdot.wa.gov/NR/rdonlyres/45CCAE77-0247-4BFB-995D-FB99E068A2FE/0/RacingGuide.pdf).

Refer to these guidelines for Bicycle Race event operation and administration. The WAC and racing guidelines were developed through a cooperative effort between the department, the bicycle racing community, WSP, and the Washington Traffic Safety Commission. A Letter of Agreement is developed between the department and the event organizer and liability insurance indemnifying the department is required.

There are eight common types of bicycle races: Time Trial, Criterium, Road Race, Stage Races, Cyclocross, Mountain Bike, Duathlon, Triathlon, or Multi-sport Event, and Relay/Cross Country. Each type of bicycle race has the potential to utilize a state highway, and each type has specific traffic control needs. Details are covered in the Bicycle Racing Guidelines.

### 7.3 Commercial Filming on State Highways

Filming of commercials or movies on state highways is administered using the Letter of Agreement in conjunction with the Exhibit for Filming (Appendix 7-1). The Letter of Agreement authorizes the filming and defines the terms and conditions applicable to the particular operation. It should be completed 10 days prior to filming.

When the department receives a request for filming, conduct a traffic engineering investigation that considers traffic impacts and safety. The State Traffic Engineer’s office participates in requests for multi-region filming.
operations. Notice of a proposed filming operation is provided to WSP (per the WSDOT/WSP Memorandum of Understanding) for their review and concurrence prior to issuing the Letter of Agreement.

Filming may not be scheduled on highways with high traffic volumes or during peak traffic flow periods. Generally, Interstate and other freeway mainline closures are not permitted. Road or lane closures on other state highways may be considered.

Traffic control and enforcement shall be provided by the WSP in cooperation with local police agencies where appropriate. The filming company must pre-pay all costs for labor, equipment, and supplies incurred by the department and the WSP.

The filming company must obtain a general liability insurance policy that names the department as an ‘additional insured’. Minimum policy requirements are $1 million per incident with $2 million dollars aggregate coverage per filming event. Automobile insurance must be added if vehicles are to be used in the filming. Proof of insurance and indemnification of the department must be provided prior to filming.

The department and the WSP may develop additional guidelines and operational procedures for individual filming operations on state highways. These are included in the Letter of Agreement.

### 7.4 Other Special Events

The department receives requests for many types of special events on state highways or right of way. Car or tractor caravans, wagon trains, trans-continental running events, and stagecoach tours have all been conducted on state highways. Each of these is administered through a Letter of Agreement or Letter of Acknowledgement, as determined by a traffic engineering analysis and depending on the specific event conditions. Contact the State Traffic Engineer’s office for discussion of any questions or concerns about special events.

### 7.5 Traffic Control for Special Events

When a special event includes a highway closure, detour, flagging operation, or other traffic control, a traffic control plan is developed and submitted by the event organizer to the department. Consideration is given to the type of highway, traffic speed, geometrics at the traffic control site, and duration and type of event operation.

When event organizers need help in plan development, WSDOT may either offer that assistance or advise the organizers of reference materials contained in both the Manual of Uniform Traffic Control Devices (MUTCD) M 24-01 and WSDOT’s Work Zone Traffic Control Guidelines M 54-44. WSDOT must approve all event traffic control plans.
Consider traffic control or other special operations with these event circumstances or roadway conditions:

- Where events with mass starts begin on state routes, or where, because of course design, large numbers of participants enter the state route together.
- When the number of participants may cause delay of five or more vehicles, impacting traffic operations.
- When narrow shoulders cause vehicles to move into the opposing traffic lane to pass event participants.
- Where there are significant sight distance restrictions such as numerous no passing zones.
- Other safety or operational considerations.

Traffic control must meet MUTCD and WSDOT standards. Traffic control operations shall be conducted by law enforcement officers, certified flaggers, or certified department personnel. They shall comply with the department-approved traffic control plan. Typical traffic control plans in the MUTCD or WSDOT Work Zone Traffic Control Guidelines M 54-44 may be used where applicable, or can be adapted to the special event situation.

Flagging operations may control traffic at intersections for running, bicycling, or other events. MUTCD Typical plans TA-13 and TA-14 address the intermittent stopping of highway traffic to allow event participants to safely enter or cross a highway or intersection.

Use the following guidelines when developing a traffic control plan for intersection flagging operations:

1. All flagging operations shall be conducted by a uniformed law enforcement officer or certified flagger.

2. **If flagging at a signalized intersection, the signal shall be off or set to “all-red flash.” Traffic may not be flagged with an active signal.**

   During hours of darkness, flagging stations shall be illuminated.

3. For flagging operations on highways with a posted speed of 40 mph or less, three advance signs on each approach are generally used. The “ROAD WORK AHEAD” sign should be replaced by an event specific message such as “RUNNING EVENT AHEAD,” “BIKES ON ROAD,” or “BICYCLE CROSSING.” The second and third signs should be “PREPARE TO STOP” and the “FLAGGER” symbol respectively.

4. On high-speed highways, where the posted speed is 45 mph or more, a four sign sequence is generally used. The additional sign may be either a repeated “EVENT AHEAD” or a specific sign noting the traffic condition.
5. In some limited situations, on low volume side streets, or at speeds below 40 mph, a two sign array may be considered unless other factors, such as restricted sight distance or congestion indicate a need for additional warning.

6. Sign spacing will conform to WSDOT requirements, based on highway type and speeds.

7.6 Special Event Signing Guidelines

Special event related signs may be allowed on the state right of way through the Letter of Agreement or Letter of Acknowledgement. The purpose of special event signs is to help manage event related traffic or to alert roadway users of potential traffic impacts. Sign types include:

- Directional signing to the event.
- Route designation signing for participants.
- Pre-event signing to give advance notice to roadway users.
- Detour signing.

Announcement of the event on a banner may be allowed in some circumstances (WAC 468-95-148) (see Section 7.7).

A. Directional Signing for Large-Scale Events. Temporary directional signing may be installed for large-scale spectator activities such as county fairs, conventions, and major sporting events that do not qualify as destinations on permanent supplemental guide signs. This requires a written agreement between the WSDOT region and the event sponsor.

The department may design, fabricate, install, maintain, and remove temporary directional guide signs using the following criteria:

1. The region determines that the event will generate sufficient traffic to create operational challenges along a state highway.

2. The sign is requested by the sponsoring agency with enough lead-time for design, fabrication, and installation (a minimum of two months).

3. Signing is from the nearest state highway only.

4. By written agreement, all costs are paid by the sponsoring group.

5. Signs are sized for the specific highway conditions.

6. Signs shall be white letters on a green background and the design shall provide a clear, simple message.

7. Installation and removal shall be by WSDOT or an approved contractor and meet MUTCD and WSDOT requirements.
8. Any needed follow-through signing on local roadways must be installed prior to sign installation on the state highway.

9. When a request for temporary directional signs is denied, the region provides an explanatory letter to the event coordinator with a copy to the State Traffic Engineer.

B. **Day of Event Directional Signs.** Directional signs may be installed on the day(s) of the event to direct traffic from the nearest state highway to the event or event parking. Signing will be located only at points where traffic must turn from the state highway or make another route decision. Follow-through signing on city and county roads must also be installed. No commercial advertising is allowed.

1. Signs are allowed through a Letter of Agreement.

2. Signs must be of lightweight crashworthy materials such as corrugated plastic or ½-inch plywood. Lightweight ’sandwich board’ signs no larger than 4-feet × 4-feet may be allowed.

3. Sign type, size, and location will be determined and noted in the Letter of Agreement.

4. Signs may be in place only for the duration of the special event.

5. Signing shall not interfere with or obstruct the view of any traffic control devices or the sight distance to or from an intersection or road access.

6. Portable Changeable Message Signs and other portable signs shall be placed off the shoulder if practicable, or on the far right of the shoulder, to maintain bike and pedestrian traffic.

7. The regions may determine additional guidelines for day of event directional signing to address traffic safety and operational concerns.

8. Signs installed on the right of way, which are not described in the Letter of Agreement, may be immediately removed by WSDOT.

C. **Route Designation Signing for Event Participants.** Small signs may be used to direct event participants along the event route or to event points such as rest or food stops.

1. Signs are allowed through the Letter of Acknowledgement or Agreement, which addresses sign size and type.

2. Signs must be of lightweight crashworthy materials such as corrugated plastic or ½-inch plywood. Lightweight “sandwich board” signs no larger than 4-feet x 4-feet may be allowed.
3. Signs may be in place only for the duration of the special event.

4. Messages should consist of “Name of Event” or other simple message and a directional arrow. No commercial advertising is allowed.

D. **Pre-event Signing.** Advance notice signing is sometimes installed to advise regular highway users of an upcoming event that will affect normal traffic operations. It is a courtesy to any communities or highway users affected by a special event to alert them about potential traffic impacts and delays.

1. Pre-event signs, if required, are addressed in the Letter of Agreement.

2. Sign size, material, message, and locations are noted in the Letter of Agreement. Sign color shall be black letters on an orange background.

3. Sign message is limited to name and date of event and a traffic control message such as “Use Alternate Route” or “Expect Delays” or more specific directional information as applicable. No commercial advertising is allowed.

4. Signs and supports must be of crashworthy materials. Types include roll-up signs on approved portable bases, signs mounted on approved posts, and Portable Changeable Message Signs (PCMS). Allowance is made for crashworthy sign materials such as corrugated plastic.

5. Post mounted signs shall be installed and removed per MUTCD installation standards. Signs shall not be installed on existing regulatory or warning sign posts. Signs may be installed on existing guide or informational sign posts.

6. Pre-event signing shall be installed between seven and ten days before the event and removed within three days after the event.

Additionally, when a roadway is to be closed for an event, pre-event “Road to be Closed” signs must be posted a minimum of three days in advance (RCW 47.48.020). The signs will give the date(s) and time(s) of closure.

### 7.7 Banners

The department receives requests from public agencies, civic organizations, and event sponsors, to install banners for a variety of informational purposes on state highway right of way.

Most installation requests are for horizontal suspension over the roadway, using span wire, and are the focus of this section. The occasional requests for vertically mounted banners, such as on luminaire poles, are processed case-by-case.

Some installations may require a wind load analysis prior to approval (see Section D).
A. **Statutory and Regulatory Overview.** The term “banners” means the signs, banners, and decorations described in state law (RCW 47.36.030) and the Washington Administrative Code (WAC 468-95-148). WAC 468-95-148 establishes approval criteria (see Section C) that allow the department to permit banners visible to state highways. RCW 47.42.020(10) exempts banners from the Highway Advertising Control regulations, if the banners do not display commercial advertising.

On city streets that are also part of the state highway system under RCW 47.24, the cities are responsible for approving banner installations that are more than 20 feet above the roadway surface. The department only has the authority to prohibit banners up to a vertical height of 20 feet above the roadway surface (RCW 47.24.020(3)).

- Thus, requests for banners on city streets that are also part of the state highway system are referred to the city for approval.
- On state highways in unincorporated areas, the department has the authority to regulate banners.
- The department maintains authority on limited access roadways, in both incorporated and unincorporated areas.

B. **Permit Administration in Unincorporated Areas.** Banner permits are administered through the region Traffic Office, using a Banner Placement Permit (Figure 7-1) issued by the regional signing authority. This permit may be modified to accommodate requests for vertically installed banners.

The region Maintenance Office having jurisdiction over the proposed banner location receives a copy of the completed permit, for their information when processing over-height vehicle permits.

The region Traffic Office also coordinates any required wind load review or analysis with the headquarters Bridge and Structures Office.

For a banner attached to utility company-owned poles, the sponsor must provide the region with a copy of the utility company’s permitting correspondence. This practice assures the department that the utility company’s wind load and banner attachment considerations have been addressed.

Temporary poles may be installed in department right of way outside the clear zone, after the sponsor secures a department-issued General Permit. This practice assures the department that the installation won’t interfere with department operations or underground utilities, and that traffic control considerations are addressed. A Banner Placement Permit is also required.

As a matter of practice, the department does not allow horizontally suspended banners to be attached to WSDOT-owned traffic signal poles or luminaire poles. Adding banners to signal poles may interfere
with or obstruct the view of traffic control devices, in conflict with RCW 47.36.030 and WAC 468-95-148. Regarding luminaire poles, it's likely that significant debris on the roadway would result from a knock-down. Banners should not be attached to crossing structures because a disconnection could cause a banner to fall onto the roadway.

Some cities have installed permanent banner poles on city-owned property outside the clear zone.

C. **Approval Criteria.** The department may approve banner installations in unincorporated areas that promote a community sponsored event in accordance with the following criteria:

1. Banner messages are limited to name, date, and event sponsor. Commercial advertising is not allowed (RCW 47.42.020 and WAC 468-95-148).

2. At least 20 feet of vertical clearance must be maintained from the roadway surface to the bottom of the banner (RCW 47.36.030 and WAC 468-95-148).

3. Banners are not permitted to be visible from Interstate highways, or any other state highways having a posted speed limit of 50 mph or greater (WAC 468-95-148).

4. Banners shall not interfere with or obstruct the view of any traffic control device, or impair the operation of transportation management systems or illumination (RCW 47.36.030 and WAC 468-95-148).

5. For temporary events, banners may be installed not more than 30 days before the event and shall be removed not more than three days after the event (WAC 468-95-148). The duration of informational banners is determined case by case.

6. The department will not permit a sign, banner, or decoration to be mounted over any multi-lane (four or more lanes) highway. Vertical mounting on luminaire or signal poles is permitted, provided such installations meet wind load requirements (see Section D) specified by the department (WAC 468-95-148).

7. The department does not allow banners to be illuminated in any manner (RCW 47.36.180).

D. **Wind Load Analysis.** Standard size banner installations do not require a wind load analysis. Standard banner sizes range from two to four feet vertically by 20 to 24 feet horizontally, with three feet by 20 feet about average. Banner manufacturing incorporates wind slits or wind ports to minimize wind stress.
For larger banners consult with the Headquarters Traffic office to
determine if the proposed installation warrants a wind load analysis.
The Bridge and Structures Office will need 30-60 days for the wind load
review if an analysis is necessary and may charge the event sponsor.
As an alternative, the event sponsor may submit wind load calculations,
performed and stamped by an engineer licensed in Washington State,
to verify the compatibility of the installation.

7.8 Special Event Pavement Markings

WSDOT allows placement of temporary directional pavement markings
(commonly called “Dan Henrys” in the bicycle community) to indicate the
special event route. These markings give direction to event participants and
are located at points where a route decision must be made.

1. All pavement markings must use non-permanent, chalk based or
   “fade-away” paint. Permanent marking paint is prohibited.

2. Markings should be placed only just before, at, and just after directional
decision-making points.

3. Route confirmation markings are permitted at major intersections.

4. For bicycle events, markings are placed to the right of the edge line
   where riders have a good rideable shoulder. Otherwise, they are located
   in the ordinary line of riding.

5. For running events, pavement markings are placed on the shoulder
   facing traffic.

6. The markings should be visible to event participants but placed so they
   are unobtrusive to others. A guideline is to make these marks no larger
   than $12 \times 18$ inches.

7. Markings must be placed away from traffic control pavement markings
   and existing construction or survey pavement markings.

7.9 Transit Vehicle Stop Zones

Region Traffic offices receive and review requests from transit agencies
for approval of transit stops on state highways. The “Transit Vehicle Stop
Zone Guidelines” (Appendix 7-2) provides a standard process for managing
requests for transit stops outside incorporated areas. The department has a
commitment to making transit stop locations more viable and user friendly as
well as safe. The guidelines consider the operational needs of the department
and transit authorities as well as public safety. See the Design Manual
M 22-01 for information about incorporating transit vehicle stops into the
project design process.
When the department receives a transit stop request, conduct an engineering and traffic investigation to find a location where the transit vehicle may stop entirely off the highway when loading or unloading passengers (WAC 468-46-010). If there is no location off the highway, then the review should establish a safe transit vehicle stopping area where suitable roadway geometrics allow.

Additionally, the investigation considers pedestrian amenities such as sidewalks, roadway crossing opportunities, security lighting, and shelters. The Americans with Disabilities Act guarantees access to public facilities (i.e., transit) for all persons; therefore, the review process must consider the needs of all transit users at each stage of transit use, including both before and after using the transit service.

Once the review has been completed, the stop location is either approved or denied. Approval is by the Regional Administrator or designee and an Agreement between the transit agency and WSDOT is written. If a location is denied, a letter stating the reasons is issued by the region.

The Rules of the Road provide general restrictions and privileges concerning transit vehicle stops:

1. **RCW 46.61.560** provides that, outside of incorporated cities or towns, no one can stop, park, or leave a vehicle upon the roadway. An exception is granted for public transit vehicles stopped to receive or discharge passengers at a marked transit stop approved by the department or the county on their respective facilities.

   Beginning in 2009, it further allows public transit vehicle drivers to momentarily stop to receive or discharge passengers at unmarked stop zones under the following circumstances:
   
   • Stop in a safe and practicable position.
   • Activate four-way flashing lights.
   • Stop only where there is an unobstructed view, for an adequate distance to not create a hazard for other drivers.

   The statute anticipates transit stops on the roadway within incorporated cities or towns where stops are frequent and operating speeds are typically lower. (Note that RCW 46.04.500 excludes the shoulder from the definition of roadway.)

2. **RCW 46.61.570** specifies several locations where it is illegal to stand or park a vehicle, except temporarily to load or unload property or passengers, and authorizes other limitations or restrictions by city ordinance, county resolution, or department order (traffic regulation).
3. **RCW 46.61.575** authorizes the department to place traffic control devices that prohibit, limit, or restrict, stopping, standing, or parking. This authority is granted for locations where the department has determined by regulation that stopping, standing, or parking will endanger highway users or interfere with the free movement of traffic.

### 7.10 School Bus Stops on Limited Access Highways

School bus stops must be located where there is a minimum of 500 feet sight distance to the bus stop, to provide adequate visibility. If feasible, locate stops off the state highway. The state regulations noted below further govern locations.

#### A. **WAC 468-58, Limited Access Highways.** WAC 468-58-030 and RCW 47.52 regulate school bus stops along limited access highways and prescribe the department’s related duties.

1. School bus stops are not allowed along fully controlled limited access highways. Exceptions may be authorized at interchanges where the department has provided a location and along the mainline where there is a separated facility.

2. The department must approve school bus stops located along partial and modified control limited access highways in rural areas.

3. Department approval is not required along modified control limited access highways in urban areas.

4. All approved school bus stops shall be signed in accordance with the MUTCD.

5. The State Traffic Engineer will maintain an inventory of approved stops.

See Section 7.13 for information about pedestrians crossing limited access highways.

#### B. **WAC 392-145, Additional Rules for School Bus Drivers.** The Superintendent of Public Instruction Office (OSPI) adopted WAC Rules that regulate school bus stopping. Consider these rules when reviewing school bus stops on limited access highways:

1. Buses are not allowed to stop on a curve or a hill where visibility is less than 500 feet. Any existing bus stop locations that have less than the minimum 500-foot visibility must be moved to a compliant site to provide safety to the bus riders and roadway users. If no other stop location is possible, it shall be signed with a “SCHOOL BUS STOP AHEAD” sign (S3-1).

2. No school bus may pull over to the left hand side of the road to load or unload children.
3. School children are not allowed to cross any roadway having three or more marked traffic lanes, or any highway divided into separate roadways, as described in RCW 46.61.150.

C. Coordination With School Districts and Approval Process. The department works cooperatively with the OSPI to implement a school bus stop approval and inventory process based on the WAC rules. The region works with the individual school districts to assure that school bus stops on limited access facilities meet those requirements. Figure 7-2 provides a sample Proposed School Bus Stop Worksheet that the regions and the school districts may use cooperatively to assess and approve potential bus stops on partial or modified access controlled routes. The worksheet also provides the basic information the State Traffic Engineer’s office needs to maintain the required bus stop inventory. Figure 7-3 illustrates the school bus stop approval and inventory process.

D. School Bus Stop Inventory. WAC 468-58-030 instructs the department to maintain an inventory of all school bus stops on limited access highways. The regions update the Limited Access school bus stop inventory on a regular basis, often after the start of each school year. The information is provided to the State Traffic Engineer. Regions also update school bus stop information when new stops are established and when existing stops are relocated or removed.

7.11 Interpretive Signs/Markers

Agreement GM 869 (Appendix 7-3) between the department and the Washington State Parks and Recreation Commission provides the procedures and guidelines for developing and maintaining interpretive signs and markers placed along the state highway. These markers depict the state’s natural and manmade history and are often located at designated pullouts or rest areas. The agreement documents the department’s responsibilities in locating and providing access to these markers. Use this process when new roadways, viewpoints or rest areas are being constructed or where a construction project includes an interpretive marker location. Contact the regional Accounting Services Office for agreement information.

7.12 “Memorial” Highways and Bridges

The Transportation Commission may, by resolution, name a highway or bridge to commemorate a person significant to Washington’s history. Typically, the Commission will only consider naming a facility after receiving a resolution of the Washington State Legislature. This practice assures the Commission that:

- Local and state officials jointly agree the facility should be named.
- There is agreement on which name should be used.
- Residents near the road or bridge agree.
The Regional Administrator may also nominate a person to be honored through the naming process. Supporting information is supplied to the Office of the Secretary who reviews the request and forwards it to the Transportation Commission. The subsequent Commission Resolution may either request or require legislative support by Joint Resolution or Joint Memorial, and may defer placing memorial plaques or signs until legislative support is secured.

Another type of memorial designation is the “Blue Star” Memorial Highway. It was first initiated after World War II to memorialize veterans, and now honors all members of the armed services. “Blue Star” Memorial Highways are a project of the National Garden Clubs and requests often originate from a local club. The Regional Administrator must present requests for designation to the Transportation Commission. Markers are not installed until the designation is received.

Marker plaques are 41 × 45 inches. The sign mounting and base size, style, and location are determined on an individual basis and approved by the region.

Plaques or signs memorializing highways or bridges are typically installed in rest areas, scenic overlooks, recreational areas, or other appropriate locations with a parking area, and where the installations are not visible to mainline traffic. Where there is no appropriate site off the main roadway, the MUTCD provides that one memorial sign per direction may be installed along the mainline, provided it does not affect safety or efficiency of traffic flow.

The Governor or the legislature approves requests to dedicate a facility to a cause, rather than a person.

7.13 Pedestrians Crossing Limited Access Highways

WAC 468-58-030 contains provisions concerning the approval of pedestrian crossings of limited access highways. These provisions:

1. Prohibit at-grade pedestrian crossings of fully controlled limited access highways.

2. Permit crossing of multi-lane partially controlled or modified control limited access highways only where grade crossings are provided.

3. Permit crossing of two lane, partially or modified control limited access highways at mailbox locations.

4. Permit crossing of two lane, partially or modified control limited access highways at points designated for school children to cross as follows:
   - On two lane highways, at the school bus, when the bus is stopped in the traveled lane to load or unload students, and its sign and signal lights are displayed as required by RCW 46.61.370.
• On two lane highways, at least 100 feet from a school bus loading zone which is adjacent to the traveled lane and was established by school district and department personnel who determined that stopping in the traveled lane is hazardous.

7.14 Shoulder Driving for Slow Vehicles

Regional Administrators may designate sections of a two lane state highway to be a “shoulder-driving area” to allow slow-moving vehicles to drive onto improved shoulders so faster vehicles can pass (RCW 46.61.428).

Specific highway characteristics are required for designating shoulder-driving areas:

1. A minimum length of 600 feet of paved shoulder must be available.

2. The structural strength of the paved shoulder must be adequate to support traffic. Contact the region Materials Lab for an evaluation of the structural capacity of the shoulders.

3. The shoulder width must be 8 feet or more; except, shoulder widths of 6 to 8 feet may be utilized after review of the following considerations:
   • Horizontal and vertical alignment.
   • Shoulder slope from pavement edge.
   • Absence of passing opportunities.
   • Character of traffic (recreation, logging, or other slow-moving traffic).

Signing requirements for designated shoulder driving zones are shown in the Traffic Manual, Chapter 2.
Date

RE: Placement on SR ________.

Name
Street Address
City, State, and Zip Code

Dear

This letter is in response to your request to place a banner across SR ____________, at or near milepost ____.___ for your __________________________________________ event.

PERMIT TO PLACE BANNER

The Washington State Department of Transportation conditionally approves your request to place a banner, only under the conditions following:

1. The banner message is limited to name, date, and event sponsor. Commercial advertising is not allowed (RCW 47.42.020 and WAC 468-95-148). Non-commercial informational messages not associated with an event are allowed.

2. A vertical clearance of at least 20 feet must be maintained between the roadway surface and the bottom of the banner (RCW 47.36.030 and WAC 468-95-148).

3. The banner may not be installed more than 30 days before the event and shall be removed not more than three days after the event (WAC 468-95-148). (Note: the duration for informational banners is determined and stated here case by case.)

4. The banner may not interfere with or obstruct the view of any traffic control device, or impair the operation of transportation management systems or illumination (RCW 47.36.030 and WAC 468-95-148).

5. The banner may not be directly illuminated in any manner (RCW 47.36.180). Incidental illumination from existing street lights is allowed.

6. If the banner is to be attached to utility company-owned poles, include a copy of the utility company’s completed permitting correspondence when you sign and return this permit to the department.

7. Write in the company names of the manufacturer and/or supplier for newly manufactured banners and the installer. (You may omit the names of the manufacturer and/or supplier if the banner has been used in previous years, and you note that on the first line.)

Manufacturer/Supplier: ______________________________________
Installer: ______________________________________
By signing below, *(event sponsor)* agrees to indemnify and hold harmless the State of Washington and the Washington State Department of Transportation, its officers and employees from any and all claims, actions, or damages of any type or nature which may accrue to be or be suffered by any person, persons, or property, by reason of the action or omissions of the event sponsor, its agents, employees, contractors, or any person whomever, arising out of or in connection with any acts or activities authorized by the Permit for injuries, bodily injury, death, or property damage, including all costs of defense and attorneys' fees. This obligation shall not include such claims, costs, damages, or expenses which may be caused by the sole negligence of the State or its officers or employees.

If *(event sponsor)* agrees to these terms, please have the duly authorized representative of *(event sponsor)* or *(name of city or town)* sign this permit and return it to the Washington State Department of Transportation at *(mailing address or fax number)*.

Sincerely,

*(Regional Signing Authority)*
*(Title)*

__________________________________
Signature and Title of Authorized Official

__________________________________
Phone Number and E-mail Address

__________________________________
Place

__________________________________
Date

By my signature, I affirm under penalty of perjury under the laws of the State of Washington that I am authorized to bind the *(event sponsor)* to the terms and conditions of this Permit.

XX:yy
cc:  File
    Headquarters
    Maintenance Area

Sample Permit to Place Banner
*Figure 7-1 (continued)*
WAC 468-58
School Bus Stop Inventory

Partial and Modified Limited Access Controlled Highways

Inventory Items – School District Information

Date: ________________________________________

DOT Region: ________________________________________

School District: ________________________________________

School District Contact Person (Phone #, Mailing and E-mail Addresses)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

State Route Number: ________________________________________

Milepost (and approximate distance and direction to nearest intersection)

____________________________________________________________________________________
____________________________________________________________________________________

Direction of Travel: ________________________________________

Stop on/off Roadway: ________________________________________

Bus Stop Times: a.m./p.m.: ________________________________________

Inventory Items – WSDOT Information

Limited Access Type ________________________________________

Stopping Sight Distance ________________________________________

Signed – “School Bus Stop Ahead” ________________________________________

Regional Approval ________________________________________ Date ______________________

By ________________________________________

Proposed School Bus Stop Worksheet

Figure 7-2
WAC 468-58
School Bus Stop Inventory

Partial and Modified Limited Access Controlled Highways

OSPI Distributes
Maps & WSDOT Contact

School Districts Collect
Data & Forward to

Review
School Ped
X-ing per WAC

Regional Traffic Receive
Data Enter into

Statewide
Database

State
Traffic Engineer

Regional
Maintenance

Process Flow Chart
*Figure 7-3*
Appendix 7-1  Memorandum of Understanding

Joint Policy Guidelines
Letter of Acknowledgment
Agreement
Exhibit A – Filming
Exhibit B – Bicycle/Pedestrian
Exhibit C – Parades
Exhibit E – RCW 47.48.020

Prepared by:

Field Operations Support Service Center
Traffic Operations
December 2000
MEMORANDUM OF UNDERSTANDING
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
AND THE
WASHINGTON STATE PATROL
JOINT POLICY GUIDELINES FOR EVENTS ON STATE HIGHWAYS

It is the intent of the Secretary of the Washington State Department of Transportation (WSDOT) and the Chief of the Washington State Patrol (WSP) to enter into a Memorandum of Understanding to establish guidelines and define responsibilities for special events operations on state highways. These guidelines provide reasonable and consistent criteria for agreements that sanction the following events on state highway rights of way: filming, bicycle and pedestrian events, parades, and any other event that may disrupt the normal flow of traffic, or increase risk to the traveling public. These provisions apply to state highways where both WSDOT and WSP have jurisdiction.

Certain events may impact normal traffic operations to the extent that special traffic control efforts will be required, while other events may have a minimal impact. WSDOT and WSP shall follow these general guidelines with regard to the event operations on state highways.

1. Event coordinators proposing use of a state highway for event operations shall notify the appropriate WSDOT Regional Office and provide pertinent information about the operational requirements of the event. Initial contact may be made by phone, with a written letter of request required within 48 hours of initial contact. Additionally, application may now be made via the Internet. The form is found on WSDOT’s web site. Notification information shall include: state highway number, state highway milepost limits, or nearest intersections with state highway, dates and times of event, number of participants expected, and a description of the purpose and scope of the event, including any proposed closure of any portion of a state highway.

2. Based on the event description provided in the request for approval, WSDOT will determine the potential for impact on normal traffic operations. WSDOT may consult with the WSP to determine impacts on traffic law enforcement. Considerations include, but are not limited to characteristics of the state highway, scope of the event, and any scheduled construction or maintenance work that may conflict with event operations. On an event basis, WSDOT and WSP may prohibit the use of particular roadways or prohibit specific aspects of an event. Approval will not be granted for the use of state highways at high volume locations or during days/times when events will adversely affect vehicular traffic.
3. Events that can be lawfully conducted within the Rules of the Road, RCW 46.61, receive concurrence as to the acceptability of the event by way of a Letter of Acknowledgment. This letter recognizes the location and time of the event and may include information about operational restrictions on specific sections of a state highway or route revisions that may be required due to conflicts with construction or maintenance operations.

WSDOT approval is required if it is determined that an event has potential impact on normal traffic operations, or includes special traffic control. The Event coordinator shall submit traffic control plans that adequately accommodate anticipated traffic conditions. Such plans must have written approval by WSDOT Region’s traffic engineer(s) and are coordinated by the State Traffic Engineer for inter-regional events. All traffic control devices must conform to the Manual on Uniform Traffic Control Devices (MUTCD). Personnel executing traffic control plan must be certified flaggers or off duty police officers, to be provided exclusively by the event coordinator.

Approved traffic control plans, including any restrictions and/or prohibitions on the event, and liability issues shall be documented by way of a written Agreement between WSDOT and the event coordinator. If approved by WSDOT, the agreement shall be signed by WSDOT and counter signed by the event coordinator prior to commencement of the event. WSDOT may conduct a joint review with WSP prior to signing the proposed agreement document. This practice allows expert review by both agencies and ensures concurrence on all traffic control requirements necessary to safely conduct event operations. WSDOT and WSP have no obligation to approve or permit any event if the event Agreement has not been signed by WSDOT and the event coordinator, or the event Agreement has been altered by the event coordinator without express consent of WSDOT. WSDOT reserves the right to postpone or deny approval of any event when an event coordinator requests approval without sufficient advance notice, as determined by WSP or WSDOT.

4. Operational decisions and/or emergency situations may require road/lane closures to be opened immediately. WSP is responsible for traffic enforcement, and has final authority regarding the location and specific time of day that any road/lane closures, or any other part of the traffic control plan may be implemented.

5. Any costs incurred by WSDOT and/or WSP during implementation or operation of the event shall be the responsibility of the event coordinator. WSDOT and WSP shall submit separate billings to the event coordinator to recover individual agency costs and are to be paid within 30 days from the receipt of the billing.
6. WSDOT regulations and policies do not allow running or walking events on fully controlled limited access highways.

The foregoing does not preclude the WSP and WSDOT from developing additional guidelines and operational procedures to address specific issues of mutual concern related to the use of state highway rights of way for event operations.

ANNETTE M. SANDBERG
Chief, Washington State Patrol

JOHN CONRAD
Assistant Secretary for Field Operations Support
Washington State Department of Transportation

APPROVED AS TO FORM:

ASSISTANT ATTORNEY GENERAL
FOR THE WASHINGTON STATE PATROL

APPROVED AS TO FORM:

ASSISTANT ATTORNEY GENERAL
FOR THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Memorandum of Understanding
Page 3 of 3
(Date)
(Name and address of event coordinator)

Re: (event on SR__)

Dear:

Thank you for your recent inquiry regarding your proposed (event type/name) at (event location) scheduled for (event dates).

Because the (event type/name) appears to have only minimal potential for traffic impact on state highways, we do not anticipate that special traffic control efforts are necessary. (Note any special conditions here such as route or procedural restrictions).

(Give information specific to event type, as appropriate. Examples shown below)

(Pedestrians/runners are prohibited on the interstate system but may lawfully use other roadway shoulders by facing traffic as prescribed in the Rules of the Road (RCW 46.61), a copy of which are enclosed.) or (As a reminder, bike riders assume the risk for their own safety when traveling on the state’s highways. Roadway conditions, traffic volumes, and weather changes require review of the route for suitability. Each rider should have adequate bicycling skills and know the Rules of the Road.)

I suggest that you provide a (event name) itinerary to all local authorities having jurisdiction where the (event name) traverses county roads or city streets. For these areas, the local authorities determine if special traffic control and permits will be required.

Best wishes for a successful (event name).

Sincerely,

______________________________
State or Region Traffic Engineer
(As applicable)
(Filming, Parade, Bicycle, Pedestrian, etc.) Agreement

Agreement # __________

(Name and Address of event coordinator)

Re: SR____
(Filming, Parade, Bicycle, Ped., etc.)
Event Agreement

This agreement, made and entered into on this _____ day of __________, 20___, by and between the Washington State Department of Transportation, hereinafter referred to as “WSDOT”, and the event coordinator ____________, hereinafter referred to as the “EVENT COORDINATOR”, representing _____________________, for the purpose of staging a ________________________ event on state highway(s) rights of way.

Event Description

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

, hereinafter referred to as the “EVENT”.

Whereas, WSDOT and the Washington State Patrol, hereinafter referred to as “WSP” have determined that the EVENT may impact traffic operations on state highway(s) to the extent that special traffic controls or other safety considerations are required.

Whereas, WSDOT with the advice of WSP conditionally approves EVENT operations on SR ___ at or near milepost __., on the date or dates of ______ _____, subject to the terms and conditions in this Agreement and any attached Exhibits.
Administration and Procedures

1. WSDOT enters into this written agreement with you for the purpose of defining responsibilities and requirements for EVENT operations on state highways. This Agreement is not effective unless or until signed by WSDOT and countersigned by you prior to the commencement of the EVENT. WSDOT assumes no obligation for any EVENT, pursuant to an agreement form that is unsigned, or altered by the EVENT COORDINATOR without WSDOT concurrence. WSDOT reserves the right to postpone or deny an EVENT operation when approval is requested without sufficient advance notice, as determined by WSP or WSDOT.

2. You are encouraged to use county roads or city streets if at all possible. You are responsible for securing approval from local agencies or communities in unincorporated areas that may be impacted by the EVENT. If the EVENT takes place on city streets without access control that are part of state highways, you shall furnish WSDOT with courtesy copies of any traffic control, insurance, or liability agreements made with local agencies.

3. You are responsible for any and all agreed costs incurred by WSDOT and WSP enumerated here in Exhibit D. WSDOT and WSP shall submit separate billings to you to recover individual agency costs and shall be paid by you within 30 days from receipt of the billing. If the EVENT operations require substantial use of WSDOT and/or WSP labor, equipment, or materials, then the EVENT organizers are required to enter into a cost reimbursement agreement with WSDOT and/or WSP. The cost reimbursement agreement guarantees reimbursement of all EVENT related costs to WSDOT and WSP and shows costs associated with the event that must be paid by the EVENT organizers. (See Exhibit D). WSDOT and WSP costs for labor, equipment, and/or materials will be based on contracted amounts as determined by statute, and requirements for highway operations. Typical WSDOT and WSP activities may include, but are not limited to: labor costs, equipment related costs, indirect costs for service, such as: traffic control, maintenance operations and work zone safety or other highway operation activities.

4. You are responsible for cleaning up immediately after EVENT operations and returning any and all state highway facilities to the state or condition that existed prior to the EVENT.

5. Any base of operations, or storage or staging area for the EVENT shall be located outside the state’s right of way. Prior authorization from WSDOT shall be required for any base of operations, storage or staging areas to be located within the right of way.
6. For events having participant registration forms, you are encouraged to include WSDOT and WSP in a statement of waiver or release of damages against the state of Washington, for signature by event participants or parents or guardians of participant minors. A sample release for such forms is as follows:

I, (name of participant), do hereby release, discharge, and hold harmless the Washington State Transportation Commission, the Washington State Department of Transportation, the Washington State Patrol, and their officers, agents, and employees from all claims, demands, and causes of actions of every kind whatsoever for any damage, loss, or injuries which may result from my participation in the (name of event), involving state highways, known or unknown, foreseen or unforeseen.

7. Information in attached EXHIBITS may identify existing regulatory prohibitions of specific types of traffic on limited access highways, such as the pedestrian prohibition on full access controlled highways.

Liability

1. EVENT COORDINATOR, at solely his or her expense, shall obtain and keep in force during the term of the EVENT, general liability insurance coverage in an amount no less that $1 million per occurrence (combined single limit of liability) and $2 million in the aggregate providing bodily injury, property damage, and personal injury coverage for the state of Washington for any liabilities, including all costs of defense, arising out of the use of state highways for the EVENT. Said general liability coverage shall be written on an “occurrence” basis, not a “claims made” basis, and shall provide coverage no less than the coverage provided by a Commercial General Liability Coverage Form (CG 00 01 07 98 ISO or later). Said policy shall not be subject to any self-insured retained limit of liability, or endorsements that would limit the coverage provided by the original policy form, except to the extent that coverage is limited to claims arising from the EVENT. EVENT COORDINATOR, at his or her expense, shall obtain and keep in force during the term of the EVENT commercial automobile liability coverage in an amount no less than $1 million per occurrence (combined single limit of liability) providing bodily injury and property damage coverage for the State of Washington as an additional insured under said policy. Said liability coverage shall provide coverage no less than the coverage provided by a Commercial Automobile Liability Form (CA 00 01 07 97 ISO or later). Said policy shall not be subject to any self-insured retained limit of liability, or any endorsement that would limit the coverage provided by the original policy form, except to the extent that coverage is limited to claims arising from the EVENT. An affidavit verifying proof of insurance reflecting the required coverage is required and must be in the possession of WSDOT and WSP prior to commencement of the event. (See EXHIBIT C - Parades, to determine if insurance will be required for parades on city streets that are also state highways.)
2. EVENT COORDINATOR shall indemnify and hold the state of Washington harmless against any and all claims or actions of any type of nature by third parties for injuries or property damage, including all costs of defense, caused by or arising out of the EVENT.

Venue

1. In the event that any party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the parties hereto agree that any such action or proceeding shall be brought in a court of competent jurisdiction situated in Thurston County, Washington, and EVENT COORDINATOR herein submits to jurisdiction thereunder.

Traffic Control

1. WSDOT has determined that a traffic control plan is necessary for this EVENT. Operational details specific to the EVENT are contained in EXHIBIT __, attached hereto. All components of the traffic control plan shall conform to the standards of the Manual on Uniform Traffic Control Devices (MUTCD). Such plans must be approved by the WSDOT Regional traffic engineer(s) and are coordinated by the State Traffic Engineer for inter-regional events. In addition, traffic control plans shall meet the following requirements and restrictions:
   • EVENT COORDINATOR is responsible for acquiring all traffic control devices, and shall have all traffic control devices installed per approved plan prior to commencement of the EVENT.
   • Traffic control operations shall be performed by certified flaggers, or off duty law enforcement officers.
   • Any rolling traffic break (intentional slowing of traffic through a moving roadblock, provided by WSP) shall operate at a speed greater than 35 mph on full access control, freeway type highways. In no event shall any vehicle exceed the regulatory speed limits.
   • Traffic control plans may include proposals to close shoulders, lanes, or entire sections of state highways. Information about the proposed closures including dimensions such as overall distance, lane or shoulder widths, times and dates, and detour plans shall be included in the approved traffic control plans. Closures on interstate and other access controlled, freeway type highways will not be allowed.
   • Road closures will be considered only where no other traffic control strategies appear satisfactory, and where an adequate detour route is available. The EVENT COORDINATOR is required to provide notification of the closure, at least 72 hours in advance, to all fire and law enforcement departments, ambulance companies, and transit agencies that would be affected by the closure. The EVENT COORDINATOR is required to comply with RCW 47.48.020, a copy of which is hereto attached. (The copy of RCW 47.48.020 has been provided as a courtesy. It may or may not have current amendments. EVENT COORDINATOR is responsible for reading and complying with any subsequent amendments to the statute that are not attached). Notice of closure signs posted under purview of this statute shall read, at a minimum, ‘SR__TO BE CLOSED day, date, time AT location.’ The signs shall have 6-inch minimum size capital black letters on a white background with a black border and shall be fabricated so the sign will be retroreflective and not be affected by weather conditions.

(Filming, Parade, Bicycle, Pedestrian, etc.) Agreement

Page 4 of 5
2. If an element of the traffic control plan such as road or lane closures, or rolling traffic breaks impact traffic operations, a pre-event meeting, scheduled by the EVENT COORDINATOR may be required. The EVENT COORDINATOR, WSDOT, WSP should attend this meeting, along with a representative of any local agency impacted by the EVENT. The purpose of the meeting is to ensure that the traffic control plan and related operational procedures are finalized and participants understand their roles and responsibilities prior to commencement of the EVENT. Minor events (as determined by WSDOT or WSP) may not require this operational meeting.

3. EVENT COORDINATOR and WSDOT do agree that operational decisions and/or emergency situations may require road/lane closures to be opened immediately. WSP is responsible for traffic enforcement, and has final authority regarding the location and specific time of day that any road/lane closures, or any other part of the traffic control plan may be implemented. Neither WSDOT nor WSP shall be liable for any damages, or loss arising from the decision to reopen lanes during an event closure.

Please indicate your concurrence by countersigning and returning the enclosed copy of this Agreement to the WSDOT address or fax number provided below. Failure to do so, or any alteration of this document, will render this agreement invalid. If you have any questions or concerns, please contact (WSDOT contact) of my staff at (telephone #).

Event Signature
__________________________________
SIGNATURE
PRINTED NAME
TITLE AS OFFICE WITH (event name)
DATE
ADDRESS
FAX #

WSDOT Signature
__________________________________
SIGNATURE
WSDOT OFFICE TITLE
DATE
ADDRESS
FAX #
This Exhibit, in combination with the Letter of Agreement comprises a complete understanding between the Washington State Department of Transportation (WSDOT), the Washington State Patrol (WSP), and the filming event coordinator.

1. The film production company shall be in direct contact with the Washington State Film Office (WSFO) regarding location filming on state highways. The WSFO may initially direct a filming event coordinator to the appropriate WSDOT region’s filming liaison. A production company with previous experience filming on state highways under the sanction of WSDOT and WSFO may contact the appropriate WSDOT regional office directly. A courtesy copy of any correspondence and/or written agreement between WSDOT, WSP and the film production company shall be provided to WSFO. Contact WSFO at www.filmwashington.com.

2. The film production company’s base of operations, including staging or storage areas, shall be located outside the state’s operating right of way. Prior authorization shall be required for any base of operations located within right of way, e.g., Your request to locate (material, equipment, trailer, etc) within the state right of way, at (milepost, offset left or right) has been approved for this filming event. Written approval is attached hereto and incorporated herein by this reference.

3. Stunts, accidents, or pyrotechnics that may cause damage to state property or disrupt traffic flow shall not be allowed. Use of pyrotechnics must meet all statutory requirements. No liquid or solid materials may be placed on the highway except as approved by WSDOT and identified in this exhibit. (Insert Specific Information)

4. An affidavit verifying that the film production company has obtained the liability insurance policies covering the state of Washington in accordance with paragraph 1 of the Liability section of this Agreement shall be in the possession of WSDOT and WSP prior to event participants entering upon state right of way.

5. Special traffic control is required for this event. A traffic control plan has been approved by WSDOT for this event, a copy of which is attached hereto and incorporated herein by this reference. Traffic control shall operate as follows; insert information including traffic control plan(s), location(s), duration of intermittent traffic closures, rolling traffic break details, detour route, personnel requirements etc. At no time shall the traffic be allowed to back up beyond temporary warning signs. All lanes shall be allowed to clear traffic between intermittent traffic closures.
6. Operational decisions and/or emergency situations may require the roadway to be opened immediately. Access for emergency vehicles shall be maintained at all times.

7. Prior to any filming operations requiring a road or lane closure or the use of a rolling traffic break, an operational meeting may be required with WSDOT, WSP and the film company. When appropriate, other local authorities and law enforcement agencies may attend this meeting. The purpose of this meeting is to ensure that all traffic control plans and related operational procedures are finalized and participants are aware of their individual responsibilities prior to the commencement of filming. Minor filming operations (as determined by WSDOT and WSP) may not require this operational meeting.

8. A rolling traffic break (the intentional slowing of vehicular traffic by way of a moving road block provided by the WSP) shall be greater than 35 MPH on full access control highways and in no event shall any vehicle be permitted to exceed regulatory speed limits.

9. Any filming involving the use of any aircraft shall be done in accordance with FAA regulations.

10. Insert specific information regarding additional restrictions, prohibitions, or requirements imposed on approved filming operations.
EXHIBIT B
BICYCLING / PEDESTRIAN EVENT AGREEMENT
AGREEMENT #________________

This Exhibit, in combination with the Agreement comprises a complete understanding between the Washington State Department of Transportation (WSDOT), the Washington State Patrol (WSP), and the coordinator for the (name of event).

Unless specifically required to participate in the development or deployment of any traffic control plan, WSDOT and WSP will have only incidental involvement with the event.

1. Special traffic control is required for this event. A traffic control plan has been approved for this event, a copy of which is attached hereto and incorporated herein by this reference. Traffic control shall operate as follows; insert information including but not limited to: traffic control plan, detour routes, proof of notification of closure.

2. Special conditions, such as relay starts, reflectorized participant clothing, legal bicycle lighting, transport and aid vehicles may also be imposed as part of the event approval. The Event Coordinator shall be responsible for scheduling any required meetings.

3. For competitive bicycle racing events, refer to Washington State Bicycle Racing Guidelines. This publication provides detailed information about traffic control and racing protocol for bicycle races, and contains a separate approval and permitting process. The guidelines are available from WSDOT’s website at: www.wsdot.wa.gov/NR/rdonlyres/45CCAE77-0247-4BF8-B995D-FB99E068A2FE/0/RacingGuide.pdf.

4. Insert specific information regarding additional restrictions, prohibitions, or requirements imposed on approved event operations.
This Exhibit C, in combination with the Agreement comprises a complete understanding between the Washington State Department of Transportation (WSDOT), the Washington State Patrol (WSP), and the parade event coordinator.

Unless specifically required to participate in the development or deployment of any traffic control plan, WSDOT and WSP will have only incidental involvement with the event.

1. For cities and towns having a population in excess of 25,000, only a traffic control plan is required prior to conducting a parade on a city street that is also a state highway. There are no other terms or conditions.

2. The parade sponsor agrees to hold the State of Washington harmless from any and all claims for any type or nature arising from the EVENT that is the subject of this agreement.

3. Parade events sponsored by cities or towns, and covered by existing insurance policies do not need to comply with the liability insurance articles contained in paragraph 1 of the Liability section of the Agreement.

4. Insert specific information regarding additional restrictions, prohibitions, or requirements imposed on approved event operations.
EXHIBIT E
RCW 47.48.020

(This copy of RCW 47.48.020 has been provided as a courtesy. It may or may not have current amendments. EVENT COORDINATOR is responsible for reading and complying with any subsequent amendments to the statute that are not attached).

RCW 47.48.020
Notice of closure or restriction — Emergency closure.

Before any state highway, county road, or city street is closed to, or the maximum speed limit thereon reduced for, all vehicles or any class of vehicles, a notice thereof including the effective date shall be published in one issue of a newspaper of general circulation in the county or city or town in which such state highway, county road, or city street or any portion thereof to be closed is located; and a like notice shall be posted on or prior to the date of publication of such notice in a conspicuous place at each end of the state highway, county road, or city street or portion thereof to be closed or restricted: PROVIDED, That no such state highway, county road, or city street or portion thereof may be closed sooner than three days after the publication and the posting of the notice herein provided for: PROVIDED, HOWEVER, That in cases of emergency or conditions in which the maximum time the closure will be in effect is twelve hours or less the proper officers may, without publication or delay, close state highways, county roads, and city streets temporarily by posting notices at each end of the closed portion thereof and at all intersecting state highways if the closing be of a portion of a state highway, at all intersecting state highways and county roads if the closing be a portion of a county road, and at all intersecting city streets if the closing be of a city street. In all emergency cases or conditions in which the maximum time the closure will be in effect is twelve hours or less, as herein provided, the orders of the proper authorities shall be immediately effective.
Transit Vehicle Stop Zone Guidelines
WSDOT Transit Vehicle Stop Zone Guidelines

Transit Vehicle Stop Zone Guidelines

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Transit Vehicle Stop Zone Guidelines Approval Process Flow

1. Transit Agency Submits
2. Receive Request for Approval (Form)
3. General Conditions Criteria
4. Regional Traffic Office Review (Checklist)
5. Engineering and Traffic Considerations
6. Site Considerations
7. Determination: Approval, Denial, or Variance
   - Denial
     - Notification
     - W/ Documentation
   - Approval
     - Agreement
   - Variance Approval
     - Agreement
WSDOT Transit Vehicle Stop Zone Guidelines

I. Introduction

These guidelines provide a standard process for managing approval requests for Transit Vehicle Stop Zones on State Highways outside incorporated areas. The guidelines also promote department wide uniformity by facilitating regional compliance with the requirements of WAC Chapter 468-46, as it applies to Transit Vehicle Stop Zones. In addition, the guidelines blend the operational needs of the department and the public transit authorities with public safety and risk management. The guidelines are a compilation of information from several sources and are intended for use by Regional Traffic Operations personnel involved with non-project, low cost enhancement programs and development review processes. See the WSDOT design manual for information on incorporating transit vehicle stop zones into design projects.

As the department works in partnership with transit agencies to meet the challenges of operating a multi-modal transportation system, providing continued safe and efficient mobility for existing customers is a major priority. These guidelines offer provisions to sanction, by variance, existing stops that do not meet minimum criteria, providing the location is operating safely, as determined by an engineering and traffic investigation. This process allows opportunities to plan funding for upgrades and improvements to these existing stops in normal budgetary programming cycles.

References include:
WSDOT Design Manual, Division 6, Division10
AASHTO A Policy on Geometric Design of Highways and Streets, Chapter 3
Transportation Research Board TRANSIT COOPERATIVE RESEARCH PROGRAM Report 19 - Guidelines for the Design and Construction of Bus Stops

WAC and RCW

Chapter 468-46 WAC

Transit Vehicle Stop Zones

468-46-010 - The WAC directs the department, upon receipt of a request for approval of a transit stop on a state highway, outside an incorporated area, to conduct “…an engineering and traffic investigation in an attempt to find a suitable location at which transit vehicles may stop wholly off the roadway….”

468-46-020 - The WAC allows the department to approve a temporary in-lane stop if a suitable location, wholly off the roadway, cannot be found within a “…reasonable and practical…” distance from the proposed location, and there is, based on engineering judgment, stopping sight distance as a minimum.

468-46-030 - The WAC requires a transit vehicle stop (bus stop) sign installation at all approved locations. This sign is installed by the public transit authority.

468-46-040 - The WAC requires an advance transit vehicle stop sign installation, consistent with the MUTCD specifications, at all locations where the transit vehicle stop is not visible for a distance of 500’ in advance of the stop. This sign is installed by the department.

468-46-060 - The WAC requires that a continuous effort be made to eliminate temporary transit vehicle stops upon the roadway. This effort is subject to the availability of funds.

RCW

Chapter 46.04.500 RCW

Roadway. The RCW defines ‘roadway’ “…as that portion of the highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder….”.

Chapter 46.61.560 RCW
WSDOT Transit Vehicle Stop Zone Guidelines

Stopping, Standing and Parking Outside Business or Residence Districts. The RCW allows transit vehicles on a state highway, outside an incorporated area, to temporarily stop upon the roadway for the purpose of discharging and receiving passengers at a marked transit stop approved by the WSDOT. 46.61.220 RCW

Transit Vehicles. Drivers shall yield right of way to a transit vehicle that has signaled and is reentering the traffic flow in the same direction.

This working document serves as a basic tool, allowing all WSDOT regions to use the same minimum approval criteria, documentation of process, and inventory and review procedures.

II. Overview

A. General

General considerations for locating transit vehicle stops include:

• promote safe pedestrian access
• encourage safe pedestrian crossings
• maximize transit efficiency
• offer proximity to activity centers
• minimize disruptions to traffic
• satisfy general spacing requirements
• provide convenient connections to other transportation modes

The Americans with Disabilities Act (ADA) requires equal access for riders with disabilities. It is critical that as many transit stops as possible be fully accessible. Historically, transit vehicle stop zone studies consisted of a general field review to determine if the roadway geometrics would accommodate a safe stopping area for the transit vehicle. Pedestrian amenities such as sidewalks, roadway crossing opportunities, security lighting, and shelters were not considered in the review process. With the civil guarantee of ADA functionality, and a commitment to making transit stop locations more viable and user friendly, the review process should consider the needs of the pedestrian both before and after using the transit service.

B. Components

When combined, the following components will create a foundation for an ongoing transit vehicle stop zone program.

• The process of receiving, reviewing, and approving/denying requests for transit vehicle stop zones
• Agreements, as funding, maintenance, and operational tools, and as opportunities to partner with public transit authorities in an effort to realize the department’s strategic plan
• An ongoing transit vehicle stop zone inventory and review program to be integrated into the department’s corporate database
• Commitment to public safety and risk management

C. Definitions

A transit vehicle stop zone is the portion of the roadway that is designated for use by transit vehicles as a temporary stop when loading or unloading passengers. Also referred to as “bus stop” or “transit stop,” two configurations are defined in these guidelines:
WSDOT Transit Vehicle Stop Zone Guidelines

“bus turnout”, “bus pullout” - These terms interchangeably refer to an area that is specially constructed or designated for the purpose of transit vehicle stopping. The area is separate from the traveled lanes. This configuration allows through traffic to flow freely without the obstruction of stopped transit vehicles. This coincides with the WAC 468-46-010 terminology “wholly off the roadway”

“in-lane bus stop”, “in-line bus stop” and “in-lane transit stop” - These terms interchangeably refer to an area in the traveled lane designated for the temporary stopping of transit vehicles. This configuration may impede traffic and may create additional safety concerns. This type of stop coincides with the WAC 468-46-020 terminology “temporarily stop upon the roadway” and is compliant with RCW 46.61.560 if the transit vehicle is temporarily stopping at a marked location approved by WSDOT.

Other definitions:

“public transit authority” - This term refers to any city, county, county transportation authority, public transportation benefit area, or regional transit authority authorized to operate public transportation service in Washington State

“transit vehicle” - This term refers to a van, minibus, or bus operated by a public transit authority for the purpose of public transportation

III. GUIDELINES

A. Request for Approval

Prior to installing a transit vehicle stop on a state highway outside an incorporated area, a public transit authority shall submit a written request for approval to the department. The Regional Traffic Office is responsible for designating a transit liaison specialist to receive requests and follow through with the review process and necessary documentation.

Time required to process requests for approval

Process the requests for approval as quickly as possible. A joint review including regional traffic personnel and transit authority representatives may eliminate any incomplete or inconsistent information. This may also save time by allowing review of several locations, or all locations within a corridor during one visit. A turn around time of 15 working days from the date of receipt of the request is recommended as the goal of the regional traffic operations personnel. Resource limitations within the regions may increase the time required to process requests. Add an additional 5 working days to the turn around time if a special speed study or sight distance determination is required. This does not include the time required for processing an ‘application for general permit.’

Include the following information on the request for approval:

- Name of requesting agency
- Date of request
- Name, address, Tel #, and e-mail address of person submitting request
- State Route, milepost
- Distance/Direction to or from the nearest intersection
- Direction of travel of proposed stop
- Estimated number of transit stop users
- ETA’s of stops at location
WSDOT Transit Vehicle Stop Zone Guidelines

- Bus route (note any weaving or multiple lane changes required in the course of the route within one quarter mile of the proposed stop)
- Major traffic generator (school, business, health care facility)
- Transit users requiring special pedestrian focus (children, elderly)
- Type of stop, in-lane or pullout
- Is a parking restriction required?
- Vehicle type, length, gvw, turning radius
- Photo or video of proposed location
- Plan view vicinity drawing showing:
  - North arrow
  - State Highway #, existing lanes of travel, nearest intersections
    - In rural areas, show intersections or roadway features within one quarter mile of the proposed stop
    - In urban or suburban areas show adjacent intersections
  - Location of proposed stop, width of pullout lane, length and rates of tapers
- Passenger Amenities
  - ADA pad
  - Lighting
  - Shelter
  - Furniture
- Pedestrian Access
  - walkway
  - roadway crossing opportunities

Request Form
Use a standardized request form to promote a consistent response procedure within the Department. See figure 1.
WSDOT Transit Vehicle Stop Zone Guidelines

WSDOT Request to Approve Transit Vehicle Stop Zone

Agency submitting request __________________________ Date __________
Contact Person __________________________ Tel __________ Fax __________
Mailing address __________________________ e-mail __________________________

Proposed Location Information

State Route __________ Milepost ___________
Distance/Direction to/from nearest intersection __________________________
Proposed Stop - Direction of travel __________ Estimated Transit Stop User Volume, Day __ Peak Hour __
List the eta’s of scheduled stops at the proposed site __________________________
Does the Bus Route require changing multiple lanes or weaving at or near the proposed stop? ______
Is the stop at a major pedestrian generator (school, business, health care facility) ______________
Are there transit users requiring special pedestrian focus (children, elderly) ______________
Type of stop: in-lane or pullout __________________________
Type of pullout: near side _____ far side _____ mid block _____ other ______
Proposed vehicle type (give length, gvw, turn radius) L _____ W _____ radius _____

Submit a plan view of the proposed site
Include the following features if applicable:

- North Arrow
- Existing lanes of travel
- ADA Pad
- Pedestrian Crossing
- Walkway
- Proposed Stop
  - Width
  - Tapers
- Signs and Striping
- Amenities
  - Shelter
  - Lighting
  - Furniture
- Other: ________________________________________________________________________

Figure 1.
WSDOT Transit Vehicle Stop Zone Guidelines

B. General Condition Criteria
These General Condition Tables offer guidance in determining the appropriate type of transit stop (pullout or in-lane). In addition they give direction in planning the Regional Traffic Office Review by calling out other important considerations. Chapter 468-46 WAC requires transit vehicle stops to be wholly off the roadway, wherever “reasonable or practical”. RCW 46.61.560 allows in-lane stops at locations that are approved by WSDOT.

The WSDOT Design Manual chapter 1060 and the TCRP Report 19 guidelines offer concurring recommendations for pullouts at locations where one or more of the following factors are present:

- Curb lane traffic volume exceeds 250 vehicles during the peak hour
- Traffic speed is greater than 45 mph (WSDOT Design Manual), 40 mph (TCRP Report 19)
- Passenger volume at the stop exceeds 20 boardings per hour
- History of accidents at the proposed location

<table>
<thead>
<tr>
<th>GENERAL CONDITION</th>
<th>Criteria for Approval of New Stops</th>
</tr>
</thead>
</table>
| Rural, Two Lane, Low Speed, Low Traffic Volume | Review request for approval
|                           | Pullout recommended if one or more of the following factors is present: |
|                           | • If 10 or more buses stop at this location during peak hour |
|                           | • If 10 or more transit users board the bus per hour |
|                           | • If accident history indicates risk |
|                           | Review roadway geometrics and accident history |
|                           | Transit vehicle stop sign required |
|                           | ADA pad required if transit vehicle is equipped with accessibility function |
|                           | ADA sign required if stop is ADA functional |
|                           | Advance transit vehicle stop sign required if sight distance is less than 500’ |
Criteria for approval in general conditions

### General Condition

**Rural**
- Two Lane, High Speed, Low Traffic Volume

Criteria for Approval of New Stops

- Review request for approval
- Pullout recommended if one or more of the following factors is present:
  - If 10 or more buses stop at this location during peak hour
  - If 10 or more transit users board the bus per hour
  - If operational speed is greater than 45 mph
  - If accident history indicates risk

- Review roadway geometrics and accident history
- Transit vehicle stop sign required
- ADA pad required if transit vehicle is equipped with accessibility function
- ADA sign required if stop is ADA functional
- Advance transit vehicle stop sign required if sight distance is less than 500’

**Rural - Suburban**
- Two Lane, High Speed, Moderate - High Traffic Volume

Criteria for Approval of New Stops

- Review request for approval
- Pullout recommended if one or more of the following factors is present:
  - If curb lane peak hour volume is greater than 250 vehicles
  - If 10 or more buses stop at this location during peak hour
  - If 20 or more transit users board the bus per hour
  - If operational speed is greater than 45 mph
  - If accident history indicates risk

- Review roadway geometrics and accident history
- Transit vehicle stop sign required
- ADA pad required if transit vehicle is equipped with accessibility function
- ADA sign required if stop is ADA functional
- Advance transit vehicle stop sign required if sight distance is less than 500’
# WSDOT Transit Vehicle Stop Zone Guidelines

## Criteria for Approval in General Conditions

### GENERAL CONDITION

<table>
<thead>
<tr>
<th>Suburban</th>
<th>Multilane, Moderate Speed, Moderate - High Traffic Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review request for approval</td>
<td></td>
</tr>
<tr>
<td>Pullout recommended if one or more of the following factors is present:</td>
<td></td>
</tr>
<tr>
<td>• If curb lane peak hour volume is greater than 250 vehicles</td>
<td></td>
</tr>
<tr>
<td>• If 10 or more buses stop at this location during peak hour</td>
<td></td>
</tr>
<tr>
<td>• If 20 or more transit users board the bus per hour</td>
<td></td>
</tr>
<tr>
<td>• If operational speed is greater than 45 mph</td>
<td></td>
</tr>
<tr>
<td>• If accident history indicates risk</td>
<td></td>
</tr>
<tr>
<td>Review roadway geometrics and accident history</td>
<td></td>
</tr>
<tr>
<td>Transit vehicle stop sign required</td>
<td></td>
</tr>
<tr>
<td>ADA pad required if transit vehicle is equipped with accessibility function</td>
<td></td>
</tr>
<tr>
<td>ADA sign required if stop is ADA functional</td>
<td></td>
</tr>
<tr>
<td>Advance transit vehicle stop sign required if sight distance is less than 500’</td>
<td></td>
</tr>
<tr>
<td>Security Lighting recommended</td>
<td></td>
</tr>
<tr>
<td>Passenger Shelter recommended</td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL CONDITION

<table>
<thead>
<tr>
<th>Urban - Not incorporated</th>
<th>Multilane, Low Speed, Moderate - High Traffic Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review request for approval</td>
<td></td>
</tr>
<tr>
<td>Pullout recommended if one or more of the following factors is present:</td>
<td></td>
</tr>
<tr>
<td>• If curb lane peak hour volume is greater than 250 vehicles</td>
<td></td>
</tr>
<tr>
<td>• If 10 or more buses stop at this location during peak hour</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• If accident history indicates risk</td>
<td></td>
</tr>
<tr>
<td>Review roadway geometrics and accident history</td>
<td></td>
</tr>
<tr>
<td>Transit vehicle stop sign required</td>
<td></td>
</tr>
<tr>
<td>ADA pad required if transit vehicle is equipped with accessibility function</td>
<td></td>
</tr>
<tr>
<td>ADA sign required if stop is ADA functional</td>
<td></td>
</tr>
<tr>
<td>Advance transit vehicle stop sign required if sight distance is less than 500’</td>
<td></td>
</tr>
<tr>
<td>Security Lighting recommended</td>
<td></td>
</tr>
<tr>
<td>Passenger Shelter recommended</td>
<td></td>
</tr>
</tbody>
</table>
C. Regional Traffic Office Review
Conduct reviews using the geometric section (Sections 610-650) and the transit benefit facility section (Section-1060) of the WSDOT Design Manual, the AASHTO Policy on Geometric Design of Highways and Streets, and the TCRP Report 19, Guidelines for the Location and Design of Bus Stops.

1. Engineering and Traffic considerations:
   a) General
      The horizontal and vertical alignment, design speed, and design stopping sight distance data for existing state highways can be accessed on remote terminals through the TRIPS mainframe. Use Roadway Reports menu01. The SRVIEW software can help define area environments. The focus of an onsite review may include, but not be limited to, a field test to determine stopping sight distance, a speed study to determine 85th percentile speed, and a review of pedestrian access, pedestrian crossing opportunities, and pedestrian sight distance. Consider the location of proposed bus shelter and ensure clear sight distance at intersections and driveways. In addition, review existing highway features for potential conflicts, including but not limited to:
      • Existing utilities, above and below ground
      • Existing drainage or sewer installations
      • Existing guardrail or barrier
      • Existing signs
      • Existing vegetation

   b) Review Checklist
      Use a standardized review checklist to promote a consistent procedure within the Department. See figure 2.
WSDOT Transit Vehicle Stop Zone Guidelines

<table>
<thead>
<tr>
<th>Region</th>
<th>Contact Person</th>
<th>Tel#</th>
</tr>
</thead>
</table>

**Transit Stop Location**
- SR_____ MP_____
- Location (nearest cross road) ____________
- Existing Transit Stop - Yes No
- Previously Approved - Yes No
- Placement at intersection: Far side (preferred) Near side Mid block
- Curb lane traffic volume-peak hour _____ Bus volume-peak hour _____ Passenger volume-peak hour _____

**Roadway Geometry**
- Number of roadway lanes ________ (include turn lanes)
- Horizontal Alignment: Horizontal Curve - Left Right or Tangent
- Vertical Alignment: Vertical Curve - Sag Crest or Grade %_______
- Topography: Flat Rolling Hills Steep Hills
- Existing Slope: Ditch____ Cut_______ Fill_____________

**Existing Location Features**
- Existing Shoulder:
  - Width ______ ft. Surface material / depth ____ / ___ Condition ___________
- Review by regional materials lab
- Existing Sidewalk:
  - Width ______ ft. Material ______________ Condition ___________
- ADA Landing Pad - Yes No
- Size (5’x8’minimum size) ______ ft. X ______ ft.
- Existing street lighting - Yes No
- Condition of existing vegetation

**Speed**
- Operational Speed _______ mph
- Posted Speed _______ mph
- Design Speed _______ mph

**Stopping Sight Distance**
- Field Measurement: 1) ______ ft. 2) ______ ft. Ave) ______ ft.
- Is SSD criteria met at location - Yes No
- Advance Transit Stop Sign required - Yes No

**Pullout Considerations**
- Is pullout recommended in the General Condition Criteria - Yes No
- Is R/W available - Yes No

**In-lane Considerations**
- If a pullout is not recommended in the General Condition Criteria, is an in-lane stop appropriate at this location? Yes No

**Pedestrian Considerations**
- Pedestrian sight distance on approach ______ ft. Pedestrian sight distance on departure ______ ft.
- Paved waiting area - Yes No
- Walkway access - Yes No
- Distance to intersection ______ ft.
- Traffic signal - Yes No
- Crosswalk - Yes No
- Refugia area - Yes No
- Number of lanes to cross ______ Crossing distance ______ ft.

**Accident History Review:**

**Comments**

Should Transit Stop Be Approved? - Yes No

Reviewed by __________________ Date __________

Figure 2.
WSDOT Transit Vehicle Stop Zone Guidelines

c) Stopping Sight Distance
The determination of stopping sight distance is a critical issue regarding the WAC requirements for approval of in-lane stops and advance warning signs. Stopping sight distance on an existing roadway provides a vehicle that is traveling at the 85th percentile speed sufficient length to stop before reaching a stationary object in its path. Consider all factors that contribute to the geometric configuration when determining a location specific stopping sight distance.

• Horizontal alignment
• Vertical alignment
• Roadway Section
• Sight Obstructions

(1) Determining the 85th percentile speed.
Use the following order of preference to determine the operating or 85th percentile speed:

• Data developed from a site specific speed study using road tubes or radar
• Data from an existing data base (e.g. corridor study)
• If the 85th percentile speed is not available, and no accident patterns exist which indicate vehicle speeds as a contributing factor, the posted speed limit may be used to determine stopping sight distance

(2) Method for measuring sight distance at a proposed transit location.
This method requires an observer and may require an assistant. Required equipment includes a passenger vehicle (not a van or pickup,) a distance measuring instrument, and a target object clearly marked at 6” above the roadway surface. A measuring wheel with an accuracy of ± 1% is an acceptable device for determining distances. The AASHTO Policy on Geometric Design of Highways and Streets Chapter 3 discusses the criteria for measuring sight distance. Testing from a passenger vehicle meets the criteria for the height of the drivers eye (3.5’). The 6” target represents the lowest object on a roadway that a driver may perceive as a hazard.

• The 6” target is placed at the site of the proposed transit stop, near the anticipated location of the rear of the stopped transit vehicle (see figure 1, Request to Approve, vehicle length). If the target is temporarily placed in the traveled way or at a location that will disrupt the normal flow of traffic, install appropriate temporary traffic control.
• The observer drives toward the target in the direction of travel of the proposed transit stop, beginning at a location where the target is not visible. When the target comes into the observers field of view, activate the distance measuring device, or mark the point for measurement with the wheel.
• A measurement is then made from this point to the location of the target. An average of two readings is recommended to ensure accuracy.
WSDOT Transit Vehicle Stop Zone Guidelines

(3) Method for determining stopping sight distance from observed field measurements.

Refer to the stopping sight distance tables in Design Manual Chapter 650 to determine the acceptability of the existing stopping sight distance at a proposed location. Consider the sight distance measured in the field, the 85th percentile speed, and existing roadway geometrics when making this determination. The data can also be analyzed using the Stopping Sight Distance (Wet Pavement) table contained in chapter 3 of the AASHTO Policy on Geometric Design of Highways and Streets.

d) Accident Review

A three year accident review is recommended at the proposed location. Accident reports dating from 1993 ahead can be accessed on a remote terminal through the TRIPS mainframe menu01.5.1. Additional pedestrian accident reviews may be beneficial, and study of a five to ten year history may identify pedestrian accident patterns. This historical data (pre 1993) is available on the TRIPS mainframe menu55.1. When entering TRIPS report parameters it is possible to select accidents by vehicle type. The two digit code for bus (non school) is 10. In addition to running a report on all vehicle types at or near the location of the proposed stop, a bus specific report throughout the corridor that contains the proposed location may indicate a traffic safety pattern for the transit agency. Focus the study on factors contributing to accidents, including but not limited to the location’s environment, vehicle speeds, time of day, and type and severity of accidents. If an in-lane stop is considered for approval, focus on rear end accidents at or near the site. If a history of accidents exists at the proposed location, an engineering judgment should be made and documented regarding the potential impact created by adding a transit vehicle stop.

e) Pedestrian Access Review

Review of a proposed transit vehicle stop includes an evaluation of the accessibility and viability of the location for pedestrians. The transit stop may be little more than a sign along a highway, but consider it as a significant pedestrian destination. As a minimum, provide the following basic pedestrian amenities at a transit vehicle stop:

- A barrier free approach to the stop, including ADA features, if appropriate
- Appropriate opportunities for pedestrians to cross the roadway
- Clear designation - Bus Stop sign or symbol. Wheelchair accessibility sign if appropriate
- Waiting area that permits standing comfortably away from the traveled lanes. Increased vehicle speed = greater buffer distance
- Waiting area that is well drained and provides a clear, level, hard-surfaced boarding/deboarding area
- Secure environment –The stop should be placed in a non-threatening location. Pedestrians should feel safe and comfortable while approaching the stop and while waiting at the stop

Although additional amenities are not absolute requirements, they will attract pedestrians who might not otherwise consider using transit service. The number of anticipated passengers and frequency of fixed route stops at the location, in combination with the policy of the transit authority will determine the ultimate configuration of the stop. These additional amenities may include:

- At-grade walkways or sidewalks at stops, and approaches leading to stops
- A bus shelter may be provided at an existing or proposed location. The transit authority determines appropriate shelter locations based on passenger volume, type of service area, and budgetary considerations. The proposed shelter location must provide a clear sight triangle to minimize impacts on sight distance at intersections.
WSDOT Transit Vehicle Stop Zone Guidelines

- WSDOT Design Manual recommends consideration of additional ‘street lighting’ at transit stops. Lighting is recommended wherever installation is feasible. While not mandatory, this lighting allows the passengers using the facility to see and to be seen, not only at the stop, but at adjacent pedestrian crossings. Lighting provides a perceivable feeling of safety for the transit user. Placing stops near existing street lights may reduce installation costs. On limited access facilities, the public transit agency will be responsible for the initial installation cost of any security lighting. WSDOT will be responsible for any ongoing maintenance costs.
- Furniture – A bench or seat may ease long waits
- Route information – This is an important service for infrequent riders
- Modal connectivity – This encourages combined transportation mode travel

Rural Applications - It is not practical to assume that a public transit authority would configure a rural stop with few passengers to contain all of these elements. However if the passengers are exercising their only mobility option, a need is demonstrated for all of the basic amenities listed above.

f) Pedestrian Sight Distance - Crosswalks

Pedestrians must have a clear line of sight to all traffic that may impact pedestrian movements at proposed transit stops. A field review should reveal any potential sight obstructions and allow the reviewer to assume the perspective of the pedestrian. Consider the position of the stopped transit vehicle at a proposed location, as it may be a potential sight obstruction to pedestrians crossing in front of, or behind the vehicle.

Marked crosswalks are generally installed only at controlled intersections. Marked crosswalks may be considered on multilane highways at uncontrolled intersections or mid-block locations if there is sufficient pedestrian volume and median refuge areas have been provided. The department, or appropriate city is responsible for installing and maintaining crosswalks.

2. Site Considerations at Proposed Locations

- The proposed location should not block intersections or driveways - RCW 46.61.570
- The area of passenger boarding and exiting should not conflict with pedestrian flow through the area
- The proposed location should not conflict with other user groups such as bike lanes, ferry holding lanes, emergency vehicle approaches, rail crossings
- The proposed location should be in a well drained area, and should not require installation of drainage features
- Spacing of transit stops can impact overall traffic performance. Spacing should be based on prevailing land use and passenger volumes, with consideration given to maximizing traffic flow on the roadway.

Typical Transit Stop Spacing

<table>
<thead>
<tr>
<th>Environment</th>
<th>Typical Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Core Area of CBD</td>
<td>600 feet</td>
</tr>
<tr>
<td>Urban Areas</td>
<td>750 feet</td>
</tr>
<tr>
<td>Suburban Areas</td>
<td>1250 feet</td>
</tr>
<tr>
<td>Rural Areas</td>
<td>locate @ activity nodes or 2500 feet</td>
</tr>
</tbody>
</table>
WSDOT Transit Vehicle Stop Zone Guidelines

3. Placement of stop at intersection:
The approval of the placement and dimensions of the proposed stop at or near an intersection requires careful analysis, considering many contributing factors, including signalization, channelization, turning movements and pedestrian movements. There are three basic placements for stops at intersections:

a) **Far-side** - Transit vehicle stops immediately after passing through an intersection
b) **Near-side** - Transit vehicle stops immediately prior to the intersection
c) **Midblock** - Transit vehicle stops within the block

When a pullout is warranted at an intersection, a far-side placement is preferred, however, there may be situations where a near-side or mid-block stop is appropriate.

Each placement has advantages and disadvantages

<table>
<thead>
<tr>
<th>Placement</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Far-side</strong></td>
<td>Minimizes conflicts between right turning vehicles and buses</td>
<td>Traffic queued behind a in-lane bus stop may block intersection</td>
</tr>
<tr>
<td></td>
<td>Provides additional right turn capacity by making curb lane available for traffic</td>
<td>May obscure sight distance for crossing vehicles</td>
</tr>
<tr>
<td></td>
<td>Minimizes sight distance problems on approaches to intersections</td>
<td>May increase sight distance problems for crossing pedestrians</td>
</tr>
<tr>
<td></td>
<td>Pedestrians cross behind the bus</td>
<td>Can cause double stops, for signal, then immediately for far side stop. Double stops are a factor contributing to rear end accidents</td>
</tr>
<tr>
<td></td>
<td>Shorter deceleration distance because bus uses intersection to decelerate</td>
<td>May cause right turning conflicts with cross traffic</td>
</tr>
<tr>
<td></td>
<td>Signal behind bus creates gaps for entering traffic</td>
<td>Boarding passengers assemble at less crowded area of sidewalk</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Placement</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Near-side</strong></td>
<td>Minimizes interference when traffic is heavy on the far side of the intersection</td>
<td>Increases conflicts with right turning vehicles</td>
</tr>
<tr>
<td></td>
<td>Allows passengers to access buses closest to crosswalk</td>
<td>May result in stopped buses obscuring curbside traffic control devices and crossing pedestrians</td>
</tr>
<tr>
<td></td>
<td>Allows passengers to board and alight while the bus is stopped at a red light</td>
<td>May obscure sight distance for cross traffic vehicles stopped to the right of the bus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Increases sight distance problems for crossing pedestrians</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May be difficult for buses to re-enter traffic. This may cause bus route schedule delays</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Placement</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mid-block</strong></td>
<td>Stops located at major passenger generating area</td>
<td>Requires additional distance for no-parking restrictions</td>
</tr>
<tr>
<td></td>
<td>Minimizes sight distance problems for vehicles and pedestrians</td>
<td>May encourage patrons to cross street at mid-block</td>
</tr>
<tr>
<td></td>
<td>May result in passenger waiting areas experiencing less pedestrian congestion</td>
<td>Increases walking distance for patrons crossing at intersections</td>
</tr>
<tr>
<td></td>
<td>Minimal conflicts with turning traffic</td>
<td></td>
</tr>
</tbody>
</table>
WSDOT Transit Vehicle Stop Zone Guidelines

4. Transit vehicle stop pullout considerations:
   • Wherever possible, locate proposed transit vehicle stops in areas where the public right of way is of sufficient width to allow for pullout and sidewalk construction. If the department and the transit agency concur that additional right-of-way is needed to accommodate the pullout, landing pad, sidewalk, relocated drainage ditch, cut slope, or other feature, the department should negotiate the appropriate private property agreement, or obtain a slope easement.
   • The recommended minimum pullout lane width is 12 feet, not including curb or sidewalk. This dimension allows a standard 10.5’ wide bus to pull completely off the roadway.
   • The total length of a pullout should allow room for an entrance taper, a deceleration lane, a stopping area, an acceleration lane, and an exit taper. Dimensions for these features vary with operational speed. Refer to the Design Manual chapter 1060 for these dimensions. Far side pullouts can use the intersection as the deceleration lane. The length of the pullout stopping area is determined by the type and number of transit vehicles using the stop.
   • To evaluate the suitability of existing pavement for use as a transit stop, determine surfacing depths and materials at proposed locations. Concentrated loading coupled with the dynamic affect of braking can place high demands on pavement at transit vehicle stops. Base the evaluation of existing and proposed roadway sections on this anticipated axle loading. The Regional Materials Lab may assist in providing parameters for site specific surfacing depths. The OSC Materials Lab has developed the following informational table for minimum surfacing depths.

<table>
<thead>
<tr>
<th>Number of buses per day.</th>
<th>Subgrade Type</th>
<th>20 Year Design</th>
<th>40 Year Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Standard 40’ bus)</td>
<td></td>
<td>Asphalt Base</td>
<td>PCC Base</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AC (ft)</td>
<td>PCC (ft)</td>
</tr>
<tr>
<td>0-50</td>
<td>Poor</td>
<td>0.35</td>
<td>0.60</td>
</tr>
<tr>
<td></td>
<td>Ave</td>
<td>0.35</td>
<td>0.60</td>
</tr>
<tr>
<td></td>
<td>Good</td>
<td>0.35</td>
<td>0.60</td>
</tr>
<tr>
<td>50-100</td>
<td>Poor</td>
<td>0.40</td>
<td>0.60</td>
</tr>
<tr>
<td></td>
<td>Ave</td>
<td>0.40</td>
<td>0.60</td>
</tr>
<tr>
<td></td>
<td>Good</td>
<td>0.40</td>
<td>0.60</td>
</tr>
</tbody>
</table>

   • A 5-foot (measured parallel to the face of curb) by 8-foot (measured normal to the face of curb) at-grade or raised landing pad is required to meet current ADA requirements at proposed or newly relocated transit locations. This is the minimum allowable size. The pad shall be constructed of a stable, firm, slip-resistant surface. The pad shall be sloped to drain but not create an unstable situation for a wheelchair. Consider the possibility of service by a transit vehicle equipped with either a front or rear door wheelchair lift. Although not a requirement, a 10-foot by 10-foot pad increases efficiency of operation.
   • When funding is available, provide an ADA accessible, 5ft wide at-grade walkway or raised sidewalk for the length of the pullout, extending to the intersection radius return.
WSDOT Transit Vehicle Stop Zone Guidelines

5. Transit vehicle stop in-lane considerations:
   In many urban and suburban low speed areas, in-lane transit stops are a common practice. If in-lane
   transit stops are WSDOT approved locations, this practice complies with RCW 46.61.560. On state
   highways, in moderate or high speed areas, in-lane bus stops are not recommended and will be
   approved only under special conditions. WAC 468-46-020 gives basic criteria for such approval.
   This approval can be based on the unavailability of a ‘wholly off the roadway’ location within a
   ‘reasonable and practical’ distance of the proposed location, in conjunction with acceptable
   stopping sight distance. In-lane bus stops decrease the operational capacity of any roadway, and on
   moderate or high speed highways may result in an increase in rear-end related accidents.
   WAC 468-46-060 directs the department to make an effort to “…eliminate conditions requiring
   temporary stops by transit vehicles upon the roadway….” This effort is subject to the availability of
   funds. From a public safety and risk management perspective, the department’s challenge is to
   work with the transit agencies in an effort to secure funding for transit vehicle pullout
   improvements on state highways.

D. Transit Vehicle Stop Zone Delineation and Signing

1. Delineation
   • The transit stop should be clearly delineated to ensure use of the stop area by transit vehicles only
     and to give the transit operators direction on where to stop
   • Striping and pavement marking for pullouts in rural areas should be installed in accordance with
     figure 3
   • Striping and pavement marking for pullouts in urban and suburban areas should be installed in
     accordance with figure 4
   • Curb painting can be used to identify curb side stops in no parking areas. This curb painting is the
     responsibility of the transit authority

2. Signing
   • Each approved stop zone shall have a bus stop symbol sign. This sign is installed by the public
     transit authority. WAC 468-46-030
   • Each stop zone shall have an advance transit vehicle stop sign installation, consistent with the
     MUTCD specifications, at all locations where the transit vehicle is not visible for a distance of 500’
     in advance of the stop. This sign is installed by the department. WAC 468-46-040
   • Each stop zone equipped with ADA pad, and serviced by transit vehicles equipped with special
     features to facilitate disabled passengers, shall have the International Symbol for Access for the
     Handicapped sign displayed. Some transit authorities integrate this symbol into the bus stop sign.
     This sign is installed by the public transit agency.
   • Approved transit stops may also require an accompanying “no parking” traffic regulation to ensure
     that motorists will not park in the transit stop area. WSDOT will be responsible for all costs and
     maintenance of these signs.
   • On limited access facilities, the appropriate transit authority may be responsible for the costs
     associated with the initial installation and maintenance of flyer stop signs located on the shelter,
     and within the flyer stop area.
   • The department may consider installing signs which display a message of ‘Yield to Entering
     Transit Vehicles’ in an effort to encourage compliance with RCW 46.61.220. See figure 5.
WSDOT Transit Vehicle Stop Zone Guidelines

**TRANSIT VEHICLE STOP PULLOUT**

**SIGNING AND DELINEATION DETAILS**

**FOR RURAL AREAS**

**FIGURE 3**

- **FAR-SIDE TURNOUT** (PREFERRED LOCATION)
- **NEAR-SIDE TURNOUT**
- **MID-BLOCK TURNOUT**

**NOT TO SCALE**
WSDOT Transit Vehicle Stop Zone Guidelines

TRANSIT VEHICLE STOP PULLOUT
SIGNING AND DELINEATION DETAILS
FOR URBAN AREAS
FIGURE 4

FAR-SIDE TURNOUT (PREFERRED LOCATION)

NEAR-SIDE TURNOUT

MID-BLOCK TURNOUT

NOT TO SCALE
WSDOT Transit Vehicle Stop Zone Guidelines

TRANSIT VEHICLE STOP PULLOUT SIGNING AND DELINEATION DETAILS

RURAL - FIGURE 3

NOTES:
1. DURABLE STRIPE TO BE EITHER WHITE METHYL METHACRYLATE OR WHITE THERMOPLASTIC
2. DO NOT USE RPMS FOR LANE EDGE DELINEATION
3. “TRANSIT ONLY” PAVEMENT MARKING LETTERS MAY BE USED SUPPLEMENTALLY TO DESIGNATE SPECIAL USE LANE. “BUS ONLY” PAVEMENT MARKING LETTERS MAY BE USED IF THE TURNOUT CAN BE USED BY SCHOOL BUSES
4. MAY USE 8” WHITE DURABLE STRIPE ON DIAGONALS WITHIN THE RADIUS RETURN AREA TO DESIGNATE RESTRICTED SHOULDER AREA
5. MAY USE A 4’ LONG BY 8” WIDE STRIPE AS A ‘REFERENCE’ STOP LINE FOR TRANSIT VEHICLES
6. DISPLAY INTERNATIONAL SYMBOL FOR ACCESS TO THE HANDICAPPED PLACARD IF STOP IS ADA FUNCTIONAL. SIGN MAY BE INSTALLED ON APPROACH SIDE OF SHELTER
7. MINIMUM ADA WHEELCHAIR LANDING PAD DIMENSION IS 5’ (MEASURED ALONG EDGE STRIPE) BY 8’ (MEASURED NORMAL TO EDGE STRIPE)

URBAN - FIGURE 4

NOTES:
1. RADIUS RETURNS AND STRIPING TO BE EITHER WHITE METHYL METHACRYLATE OR WHITE THERMOPLASTIC
2. DO NOT USE RPMS FOR LANE EDGE DELINEATION
3. “TRANSIT ONLY” PAVEMENT MARKING LETTERS MAY BE USED SUPPLEMENTALLY TO DESIGNATE SPECIAL USE LANE. “BUS ONLY” PAVEMENT MARKING LETTERS MAY BE USED IF THE TURNOUT CAN BE USED BY SCHOOL BUSES
4. MAY USE 8” WHITE DURABLE STRIPE ON DIAGONALS WITHIN THE RADIUS RETURN AREA TO DESIGNATE RESTRICTED SHOULDER AREA
5. MAY USE A 4’ LONG BY 8” WIDE STRIPE AS A ‘REFERENCE’ STOP LINE FOR TRANSIT VEHICLES
6. DISPLAY INTERNATIONAL SYMBOL FOR ACCESS TO THE HANDICAPPED PLACARD IF STOP IS ADA FUNCTIONAL. SIGN MAY BE INSTALLED ON APPROACH SIDE OF SHELTER
7. MINIMUM ADA WHEELCHAIR LANDING PAD DIMENSION IS 5’ (MEASURED ALONG FACE OF CURB) BY 8’ (MEASURED NORMAL TO THE FACE OF CURB)
WSDOT Transit Vehicle Stop Zone Guidelines

Figure 5
36” x 48”
6” C Letters
WSDOT Transit Vehicle Stop Zone Guidelines

E. Comments from other Agencies and the Public
In reviewing a proposed transit vehicle stop location, WSDOT personnel may seek input from others. Consideration shall be given to any comments, concerns, or commitments from:
• the local WSDOT maintenance area
• the applying public transit agency
• local jurisdictions or agencies
• WSP or local law enforcement agencies
• the OSC or Regional Administration Staff
• the general public

F. Approval
1. Delegation of Authority to Approve transit vehicle stop zones
   The authority to approve resides with the Secretary of the Department of Transportation or any assistant secretary, or Regional Administrator or designee of the Regional Administrator to whom such authority has been delegated (D55-71). This delegation of approval authority (who signs) should be clearly designated and documented by the regions.

2. Determination of Approval
   A comprehensive determination is made regarding the effect a transit stop may have on vehicle and pedestrian traffic, and the environment at a proposed location. This judgment, documented by the results of the engineering and traffic review becomes the basis for the approval or denial of the application for the proposed stop.

3. Variance Approval
   The criteria contained in these guidelines should be closely followed to ensure Department wide compliance with the intent of the WAC. A variance may be granted on a case by case basis. The transit liaison specialist shall defer final decisions regarding a variance to the approving authority within the region. An example of a variance could be to ‘grandfather’ an existing site that does not meet a guideline criterion. The variance must contain written documentation, including the reasons that specific criteria cannot be met, and if necessary, a contingency plan to comply with minimum criteria by upgrading the location within a specified time period.

4. Notification
   The Regional Traffic Office shall provide a written letter of notification to the requesting public transit authority regarding the Department’s approval, approval with variance, or denial of the application. Information that is the basis for denial or a recommended variance should be included in this letter. Within 15 working days of receipt of an approval/denial notification, a transit agency may bring concerns about the decision to the approving authority within the Region. Any disputed information should be jointly reviewed for accuracy and completeness. The Region’s approving authority shall, after analyzing information presented by the transit agency, and information used to document denial/approval, shall uphold or reverse the decision.

5. Application for General Permit
   The notification documentation may include an Application for General Permit (DOT form 224-898EF) for the transit authority to complete and submit. This permit covers general and special provisions regarding any work performed within the limits of public right of way, to improve or construct the transit stop. (RCW 47.32.160)
WSDOT Transit Vehicle Stop Zone Guidelines

IV. Agreement

A. General
With the foundation of any successful relationship being mutual understanding and cooperation, a spirit of partnership should guide these agreements, as they cover operational, maintenance, and funding issues pertaining to transit vehicle stop zones. Because the transit authorities serve customers on the state highways, and the department sanctions the approval, installation and maintenance of the transit features required to provide this service, these agreements present a distinct opportunity to demonstrate a commitment to the operation and promotion of a safe and coordinated transportation system, as prescribed in the WSDOT Strategic Plan Mission Statement.

B. Transit stops within incorporated cities and towns
Requests for approval of transit vehicle stops on state highways located within incorporated cities and towns should be submitted to the appropriate local agency, with a courtesy copy to the Regional transit liaison. The department may be requested to partner with the local agencies and transit authorities regarding the approval process, and the maintenance and operations agreements. No state regulations exist pertaining to WSDOT sanctioning of transit vehicle stop zones within incorporated areas. The department is authorized by statute to issue permits for construction (RCW 47.32.160) and mandated to maintain the roadway surface (RCW 47.24.020) within these areas.

C. Goals of the agreement
Components of an agreement may include, but are not limited to:

1. Promote transit ridership
The Department and the transit agency should combine efforts to develop and encourage transit ridership in all general condition areas of the regions. The department should endeavor to create and operate an easy to use system for processing requests for approval. The focus should be on the development of user oriented, efficient transit stops that appeal to new and existing customers. To create effective communication, a definitive list of contact persons for both the department and the public transit agencies should be developed and shared between the partners.

2. Identify and develop funding sources
The Department and the transit agency should combine efforts to create avenues for funding improvements of existing stops as well as the design and construction of new sites. Some potential sources include:
   - TIB funding (Public Transportation Systems Account)
   - Funding available through the WSDOT Public Transportation Office
     - 49 USC Section 5311- can be used for the purchase and installation of passenger shelters and signing in rural areas
     - Rural Mobility Grant Program - can be used for construction of pullouts and shelters
     - STP transfer funds
     - State Infrastructure Bank
     - 49 USC Section5307 for urban areas
   - Low cost enhancement funds administrated by the regional Traffic Operations Office
   - Funding for improvements to state highways
WSDOT Transit Vehicle Stop Zone Guidelines

3. Maintenance and Operations Plan
   The Department and the transit agency may combine efforts to develop a maintenance and operations plan, with clearly defined roles and responsibilities, which includes but is not limited to the following areas:
   - Pavement
   - ADA landing Pad
   - Walkways
   - Shelters
   - Lighting
   - Signs, and delineation
   - Vegetation control

4. Joint Performance Review
   The Department and the transit agency may combine efforts to develop a program that will periodically review the condition and effectiveness of existing stops. This process could be combined with the Inventory and Review process described in these guidelines with additional input from the transit authorities. The review should include but not be limited to:
   - Evaluate the effect of the stop on vehicle and pedestrian traffic. Include accident review
   - Evaluate efficiency and safety for transit stop users
   - Monitor ridership, passenger volume may merit change, upgrade, removal or relocation
   - Evaluate the effectiveness of the maintenance and operations agreement

V. Transit Stop Inventory and Review

Development of a Regional Transit Vehicle Stop Inventory and Review program will increase operational efficiency for the department. Application for approval of a transit vehicle stop zone, copies of any permit issued by the department, and all documentation used to determine approval, denial, or variance should be retained on file by the Regional Traffic Office and integrated into an inventory database.

A. Inventory
   As time and staffing allows, the Regional Traffic Office should inventory all approved fixed route transit stops on state highways outside incorporated areas. Information from the inventory should be used to develop a Regional Transit Vehicle Stop data base. The data should include the following information for each transit stop:
   - Public Transit Authority (owner)
   - Date of departmental approval
   - SR, mp, travel direction of stop
   - Speed, posted and operational (85th percentile) if available
   - Intersection configuration and pullout width, type and condition of surfacing
   - Sidewalk width, ADA pad dimensions
   - Signing, bus stop, wheelchair accessibility, advance transit stop
   - Amenities, shelter, lighting, furniture,
   - Pedestrian crossing information: marked, unmarked crosswalk, pedestrian signals, mid-block crossing refuge area

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WSDOT Transit Vehicle Stop Zone Guidelines

B. Submitting TRIPS data
Data inventoried from approved transit stops on state highways shall be included in TRIPS, the department’s on-line highway system database. The Roadway Data Section of the Planning and Programming Service Center is responsible for updating information in this data base. Forward information to the Transportation Data Office at SCAN 234-6597 or public (360) 753-6597. The required data includes SR, milepost limits, width of pullout and shoulder, type of surfacing.

C. Review
As time and staffing allows, the Regional Traffic Office should review all existing transit stops on state highways outside incorporated areas. Upon review, each site should be placed into one of the following categories and appropriate action should be taken to develop all viable sites to meet the ‘approved, meets guideline criteria’ status.

- approved, meets guideline criteria
- approved, does not meet guideline criteria
- non-approved, meets guideline criteria
- non-approved, does not meet guideline criteria

1. Existing approved transit stops
On state highways, transit stops may now exist that are approved, but do not meet the minimum requirements of these guidelines. If the stop is determined to be operating safely, based on an engineering and traffic investigation, the Regional Traffic Office should notify the appropriate public transit authority by letter that the non-conforming transit stop is approved with a variance. An agreement to upgrade existing approved transit stops may be required. This plan to upgrade should be consistent with the budgetary programming and planning cycles used by the transit authority and the department. This practice will allow the transit authority time to pursue funding for improvements, as well as continue it’s day to day operations without the consequence of losing viable stop locations. In addition, the schedule provides risk management for the department, and allows the department time to pursue funding for transit vehicle stop zones as features of construction projects as well as low cost improvements.

2. Existing non-approved transit stops
Transit stops may now exist on state highways that do not have approval. The existence of these locations jeopardizes the Department’s position regarding WAC compliance and risk management. The Regional Traffic Office should make every effort to identify transit stops on state highways that are not approved. The public transit authority should be notified by letter of any existing non-approved transit stop. The transit authority should be given 60 days to follow through with the steps required to comply with the approval process contained in these guidelines. If after 60 days, the transit authority has made no effort to seek approval for the site, the Region Traffic Engineer shall order the transit stop closed and remove all appurtenances at the location.

3. Flag Stops
Some public transit agencies provide on demand service in rural settings where fixed route stops are widely separated. The passenger signals a request to stop as the transit vehicle approaches. These non-fixed route stops are referred to as flag stops. These are not approved transit stops. Some transit agencies publicly advertise this service. RCW 46.61.560 allows transit vehicles to stop upon the roadway at marked locations that are approved by WSDOT. WAC 468-46 requires approval of transit stops on state highways. This on demand stop is not pursuant to the WAC or RCW controls regarding transit vehicle stop zones on state highways. Whether stopping on the shoulder or in the traveled lane, this practice is a potential risk to public safety and is not recommended. WSDOT assumes no liability risks from flag stop operations on state highways.
Appendix 7-3  Interpretive Signs/Markers Agreement

GM 869

INTERPRETIVE SIGNS/MARKERS AGREEMENT

THIS AGREEMENT dated this 14th day of March, 1976, between the WASHINGTON STATE HIGHWAY COMMISSION, hereinafter referred to as Highways, and the WASHINGTON STATE PARKS AND RECREATION COMMISSION, hereinafter referred to as Parks, is being entered into to implement chapter 19, laws of 1967, Extraordinary Session, codified as RCW 43.51.750, entitled, "PRESERVATION OF HISTORIC PROPERTIES".

For the purpose of this agreement, interpretive signs or markers shall include all devices depicting the state's natural and man-made history, providing for the understanding, enjoyment, and education of the public. They are comprehensive in subject treatment, generally providing information to explain the who, what, when, why and how of the event(s) being interpreted.

IT IS HEREBY AGREED AS FOLLOWS:

1. Highways shall give adequate advance notice to Parks of its tentative plans to locate new highways, as well as its plans for viewpoints and rest areas on existing state rights-of-way, prior to actual construction of such proposed highways or sites in order that Parks may study the proposed highway route and sites to determine whether these areas are located on or near areas of interpretive interest. Parks will likewise give Highways adequate notice of its plans to locate interpretive signs or markers along state highway rights-of-way, and will also notify Highways of where interpretive interests are located off highways.

2. Both parties will cooperate in choosing the location of markers along state rights-of-way. In the interest of public safety, Highways shall make the final determination as to the location of sites on existing or proposed state rights-of-way.

3. In the event an interpretive sign or marker site is selected for a location on land which is not part of an existing highway right-of-way, or right-of-way proposed for highway development, Highways and Parks shall jointly determine the nature and extent of each agency's obligation for acquisition, development, and maintenance of said land, including roadways necessary to reach the marker site.

4. Highways shall construct and maintain necessary turnouts, parking areas, and placing of various signs within the highway rights-of-way to indicate the interpretive signs or markers, and shall maintain the site area. Parks shall furnish and maintain the signs or markers. The number and location of the markers and signs within the confines of the site area shall be mutually agreed upon by Highways and Parks.
5. In the event that a marker must be moved in order that subsequent
highway construction may be carried on, Highways shall incur the entire
expense of relocation.

6. Other signs, such as those naming local points of interest or
for local travel information, shall be the responsibility of Highways. Parks
shall provide advice and counsel when requested by Highways as to appropriateness of style, design, and text.

7. The markers covered by this agreement shall be those listed in
Attachment Number 1 and hereinafter amended subject to paragraphs 1, 2,
and 3 of this agreement.

8. This agreement will be fulfilled to the extent that funds are
available to each party for the purposes set forth herein.

9. This agreement supersedes and replaces the Interpretive Markers
Agreement entered into between Highways and Parks dated September 23, 1969.

WASHINGTON STATE DEPARTMENT OF HIGHWAYS

By

WILLIAM A. BULLEY

WASHINGTON STATE PARKS AND RECREATION COMMISSION

By

CHARLES H. ODEGARD, Director

APPROVED AS TO FORM:

Assistant Attorney General
State of Washington
Department of Highways

Assistant Attorney General
State of Washington
Parks and Recreation Commission
**ATTACHMENT NUMBER 1**  
**TO**  
**INTERPRETIVE MARKERS AGREEMENT**

<table>
<thead>
<tr>
<th>MARKER</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deception Pass</td>
<td>Approaches maintained by Highways. Site maintained by Parks in conjunction with maintenance of view points.</td>
</tr>
<tr>
<td>Mount Baker</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>David Douglas</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Dry Falls</td>
<td>Approach maintained by Highways, Site maintained by Parks (interpretive center) except for snow and ice control performed by Highways on reimbursable basis.</td>
</tr>
<tr>
<td>Chief Joseph</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Old Mining Arrastra</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Earthquake Point</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Fort Okanogan</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Destruction Island</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Juan de Fuca</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Discovery Bay</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Totem Symbols</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Mount Rainier</td>
<td>Marker removed to be refurbished by State Parks. To be relocated by Highways to Scatter Creek rest area on I-5.</td>
</tr>
<tr>
<td>The Tacoma Narrows</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Hood Canal</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Fort Vancouver</td>
<td>This marker is located next to an Information Center on I-5 in Vancouver. Site Maintenance is performed by the City; approaches from I-5 are maintained by Highways.</td>
</tr>
<tr>
<td>First Sawmill</td>
<td>Previously located next to weight station east of Vancouver. Marker being relocated by Highways for reason of construction of Interchange on I-205.</td>
</tr>
<tr>
<td>Columbia River</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Bruceville-Bruceport</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Cowlitz Landing</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Fort Columbia</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Lewis &amp; Clark - Camas/Washougal</td>
<td>Approach to markers from city street other than state highway. Maintenance performed by city.</td>
</tr>
<tr>
<td>Spearfish</td>
<td>Approach and site maintained by Highways SR 14 at MP 86.1</td>
</tr>
<tr>
<td>Willie Kelly's Grave</td>
<td>Approach and site maintained by Highways SR 6 MP 4.4</td>
</tr>
<tr>
<td>Marker</td>
<td>Remarks</td>
</tr>
<tr>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>Point Vancouver or Point Broughton</td>
<td>Marker to be installed east of Washougal on SR 14. Highways will maintain.</td>
</tr>
<tr>
<td>Lewis and Clark - Clarkston</td>
<td>Approach and site maintained by Highways; removed for highway relocation - should be relocated by Highways on SR 12, MP 431.0</td>
</tr>
<tr>
<td>Wel-I-Let-Pu</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Lewis and Clark - Alpowa Summit</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Fort Walla Walla</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Sacaajawe - Ainsworth</td>
<td>Approach and site maintained by Highways</td>
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<tr>
<td>Indian Painted Rocks - Yakima</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Ah-Wah-Tum</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Ginkgo Petrified Forest</td>
<td>To be relocated to Ryegrass Hill Safety Rest Area by Highways</td>
</tr>
<tr>
<td>Indian Timothy Bridge</td>
<td>Approach and site maintained by Highways - Parks currently developing marker</td>
</tr>
<tr>
<td>Celilo Falls</td>
<td>Approach and site maintained by Highways; SR 14, MP 93.85</td>
</tr>
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<td>Steptoe Butte</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>Kamiah Butte</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>The Mullan Road</td>
<td>Approach and site maintained by Highways</td>
</tr>
<tr>
<td>David Thompson</td>
<td>Approach and site maintained by Highways</td>
</tr>
</tbody>
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