

FOREWORD

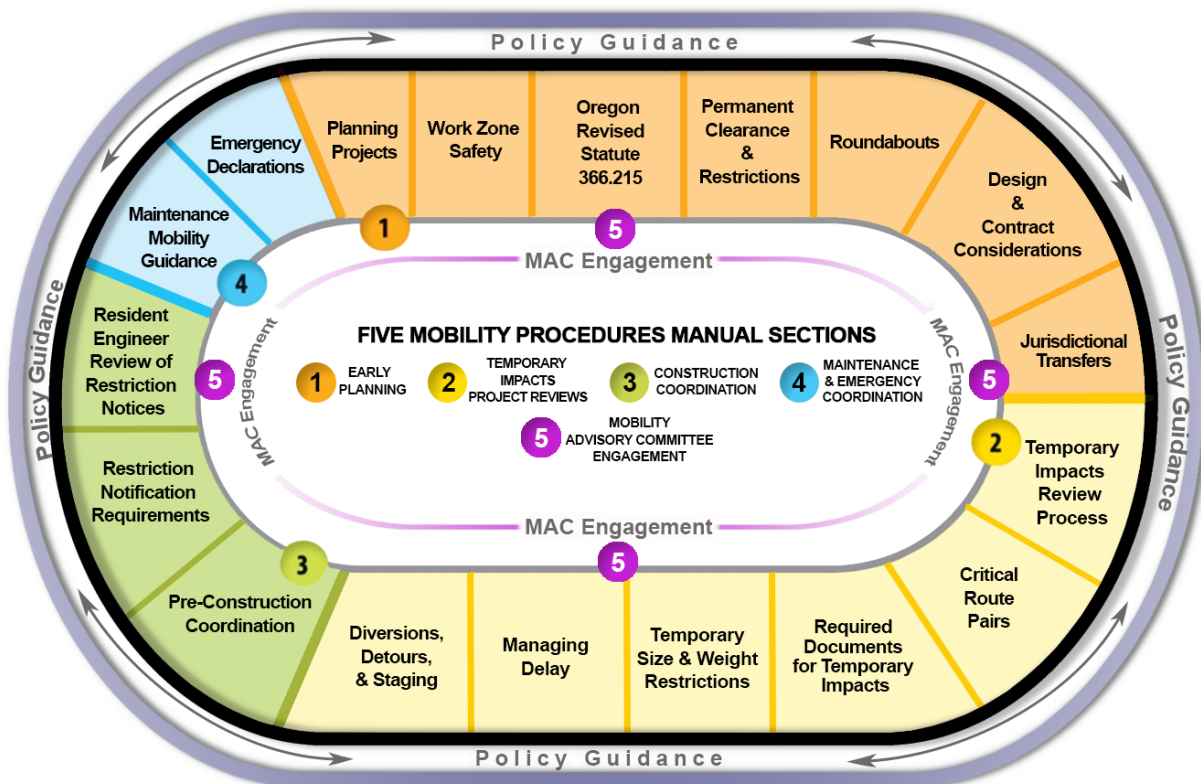
F1 Mobility Guidance Lifecycle

This diagram shows where mobility procedures in this manual align with ODOT's [Transportation System Project Lifecycle](#).

Select a segment on the diagram below to jump to that section of this manual or refer to the Table of Contents.

Figure 1: Mobility Guidance Lifecycle

WORK ZONE SAFETY & MOBILITY GUIDANCE LIFECYCLE



F2 Purpose & Rationale

This manual provides guidance on implementing key ODOT mobility policies, procedures, processes, roles and responsibilities. It is intended as a working tool for ODOT planning, project development, construction, maintenance, and the Mobility Services Team; and is not intended as a stand-alone policy. This manual applies to all state and federally funded projects on state highways; and projects impacting state highways that must be reviewed through the ODOT Mobility Program under applicable statute, rule or department policies.

Mobility can be defined as the ease with which people and goods move throughout their community, state, and the world. Due to the importance of protecting workers and maintaining free-flowing, predictable highway travel, ODOT established policies and procedures for managing communication and issues impacting work zone safety and statewide traffic mobility.

Effectively managing both permanent and temporary restrictions is essential to meeting the Department's mobility goals, and complying with the Federal Highway Administration (FHWA) [Rule on Work Zone Safety & Mobility in 23 CFR 630 Subpart J](#). Addressing these safety and mobility issues requires considerations that start early in project development and continue through project completion.

This manual describes a set of standards and processes that help ensure that ODOT complies with the mobility provisions of the FHWA rules and meets the Department's goals for traffic mobility and safety. ODOT's commitments made to the freight industry are also reflected by the policies and procedures in this manual, which requires project teams work collaboratively with industry stakeholders to minimize impacts to freight mobility. [Refer to [Appendix AP6: Summary of Freight Industry Commitment Memos](#)]

Keeping motorists and workers safe while ensuring traffic moves efficiently is a top priority for ODOT and is engrained in its guidance:

- ODOT's mission is to provide a safe and reliable multimodal transportation system that connects people and helps Oregon's communities and economy thrive.
- ODOT's *Guiding Principal for Work Zone Safety* indicates the best work zone design and management plan will maintain safety & mobility, a balance that shall be analyzed continuously throughout the lifecycle of the facility.¹

¹ Oregon Department of Transportation, *Highway Directive TRA 10-16, Guiding Principle for Work Zone Safety*, November 8, 2016:

https://www.oregon.gov/odot/Engineering/Doc_TechnicalGuidance/TRA10-16d.pdf

- The *Oregon Transportation Plan's* Vision and Values Statement says: “Oregon’s transportation system supports all Oregonians by connecting people and goods to places in the most climate-friendly, equitable, and safe way.”²
- One of ODOT’s Context Sensitive and Sustainable Solutions (CS³) goals is to “maintain or improve traffic mobility and safety; keep traffic moving.”

Ensuring mobility, therefore involves minimizing delays due to construction and maintenance work, but also involves minimizing both temporary and permanent physical restrictions (such as weight, height, and width).

F3 Key Policy Considerations

F3.1 Work Zone Safety

Project design teams shall consider the full range of options including, but not limited to, separation of the traveling public from workers and work areas, speed reductions, law enforcement, enhanced traffic control devices and signage, and overall roadway and work zone design. The project delivery process, per ODOT’s [Work Zone Safety Directive](#), requires the use of the *Work Zone Decision Tree* (WZDT) form, and *Transportation Management Plan* (TMP) during scoping, project development and design, and during construction. [Refer to [Chapter 1.2: Work Zone Safety](#)]

F3.2 Identification of Mobility Impacts

Mobility impacts to traffic, freight, and emergency services must be considered at the very beginning of the project development process. Possible impacts to each of these must be identified and considered when a project is programmed. The [Mobility Considerations Checklist](#) (MCC) must be used to identify mobility impacts both in project development and during project construction (e.g. deviating from language in the specifications). [Refer to [Section 2: Temporary Impacts Project Reviews](#)]

F3.3 Communication and Coordination

Appropriate and timely communication within ODOT and with mobility stakeholders affects the success of traffic mobility on Oregon’s transportation system. Actions that may affect mobility require specific notification and communication processes that are described in each chapter of this manual. These processes include collaboration with key industry stakeholders in initial and continuing conversations about alternatives and mitigation requirements.

² Oregon Department of Transportation, *Oregon Transportation Plan*, July 13, 2023, Chapter 4, Visions and Values, page 22:

https://www.oregon.gov/odot/Planning/Documents/Oregon_Transportation_Plan_with_Appendices.pdf

Transportation project managers, local agency liaisons, resident engineers, resident engineers – consultant projects have a responsibility for engaging the Mobility Services Team and the Mobility Advisory Committee (as needed) in discussions regarding potential restrictions. [Refer to [Chapter F5: Roles & Responsibilities/Issue Resolution](#)]

Contact the appropriate region mobility liaison or the [Mobility Services Team](#) for questions about communications and coordination steps specific to your project or situation.

F3.4 Temporary Restrictions

Several factors must be considered before imposing temporary restrictions on vertical or horizontal clearances, weight, route, detours, ramp closures, or before imposing any traffic delays. [Refer to [Section 2: Temporary Impacts Project Reviews](#)]

F3.5 Critical Route Pairs

An important concept that affects the coordination of temporary work zone impacts is Critical Route Pairs (CRPs). It is essential to communicate within a region, between regions, and statewide in development, construction, and maintenance to ensure an identified alternate CRP will not be concurrently restricted. [Refer to [Chapter 2.2: Critical Route Pairs](#)]

F3.6 Permanent Restrictions

Permanent changes to the roadway system include vertical clearance, horizontal clearance, length restrictions, and weight restrictions. Permanent changes that will impact mobility need to be considered in the planning and project development process and must be discussed with the Mobility Services Team and mobility stakeholders. [Refer to [Chapter 1.4: Permanent Clearance and Restrictions](#)]

Projects that have the potential to permanently reduce vehicle-carrying capacity on Reduction Review Routes subject to ORS 366.215 require a Stakeholder Forum review facilitated by the Mobility Services Team. [Refer to [Chapter 1.3: Oregon Revised Statute 366.215](#)]

F3.7 Roundabouts

Expectations and stakeholder engagement steps specifically concerning freight mobility must be followed every time a roundabout is proposed to be installed on the state highway system. [Refer to [Chapter 1.5: Roundabouts](#)]

F3.8 Design & Contract Considerations

During the development of projects, consideration should be given to practices that will eliminate or minimize mobility issues for both traffic and freight. Practices in both the design phase and during construction should be considered. [Refer to [Chapter 1.6: Design & Contract Considerations](#)]

F4 Expectations

Regions must evaluate all projects for the key policy considerations described above in Chapter F3, and review options carefully throughout each phase of the project to minimize the impacts from permanent and temporary restrictions. Project teams will collaborate with key industry stakeholders through the Mobility Services Team in initial and continuing conversations about alternatives and mitigation requirements.

F5 Roles & Responsibilities / Issue Resolution

F5.1 Statewide Roles

a) Safety and Mobility Policy Advisory Committee (SMPAC)

The purpose of the SMPAC is to advise ODOT's decision-making to enhance highway safety policy and mobility policy. Committee priorities include:

- Advise ODOT in pursuit of its mission to provide a safe and reliable multimodal transportation system that connects people and helps Oregon's communities and economy thrive.
- Provide policy oversight for the Mobility Advisory Committee.
- Ensure stakeholder involvement in high-level policy development to better coordinate and advance project management practices across the agency.
- Ensure development, construction, and maintenance activities enhance work zone safety and mobility in a balanced and comprehensive fashion, advancing ODOT's safety goal of zero fatalities and injuries, while efficiently moving people and goods.

b) Mobility Advisory Committee (MAC)

The purpose of the Mobility Advisory Committee is to review and provide feedback on agency projects through the lens of Mobility and Work Zone Safety as it applies to both temporary and permanent impacts.

The MAC provides a platform for stakeholders to inform balanced and transparent decision-making by ODOT on designs in planning, project development and construction that impact permanent or temporary height, width, length, or weight restrictions, or impose traffic delays.

The committee's purpose is also focused on upholding the agency's work zone safety goal of zero fatalities and injuries, including ODOT's employees, contractors, public safety professionals and the traveling public while efficiently moving people and goods.

The [MAC Charter](#) and associated appendices describe the committee purpose, functions, roles and responsibilities, project review criteria, definitions and meeting guidelines.

Not all projects are shared with the MAC in a formal meeting setting. The Mobility Services Team uses the Criteria in [Appendix C](#) of the MAC Charter to determine which projects should

be shared with the MAC and how they should be shared (via email or at a regularly scheduled MAC meeting).

If your project is required to share impacts with the MAC, refer to [Section 5: MAC Engagement](#) for information, requirements and resources for engaging with the committee.

c) Mobility Services Team (MST)

The Mobility Services Team promotes transparent and informed decision-making, acting as a liaison between internal and external stakeholders including ODOT staff, consultants and the MAC. The team facilitates stakeholder engagement on designs in planning, project development and construction that impact permanent or temporary height, width, length, or weight reductions/restrictions, or impose traffic delays. The MST provides technical support, expertise, project reviews, and training on mobility policies and procedures. Responsibilities include:

- Initiates all mobility stakeholder contacts.
- Coordinates/facilitates meetings between ODOT region staff, consultants, local agencies, and the MAC.
- Reviews projects for temporary and permanent impacts to mobility. Tracks and reports out on project review progress and discussions.
- Documents ORS 366.215 Stakeholder Forum *Records of Support* per administrative rule and agency communication policies and procedures.
- Signs off on all *Mobility Considerations Checklists* for projects that have mobility impacts. The Checklist memorializes ODOT and MAC support for planned restrictions and proposed construction staging.
- Identifies and shares impacts with the MAC (per the committee charter) to provide for early stakeholder input, including potential reductions in vehicle-carrying capacity (ORS 366.215). The MST works with project teams and stakeholders to develop options and solutions to mitigate impacts.
- Provides permit data to project teams (including vehicle size and weight dimensions, routing information, single trip permit issuance history, allowable annual permits, district permitting guidelines and vertical clearance data.).
- Provides feedback regarding detour routes, staging/traffic control plans, restrictions, etc. to project teams.
- Maintains and updates all Mobility Program-related web pages, documents, forms, templates, maps, tools, meeting materials (agendas, minutes, etc.), and guidance manuals.
- Facilitates the Region Mobility Liaison Peer Group meetings.

d) Commerce and Compliance Division (CCD) Over-Dimension Permits Unit

The Commerce and Compliance Division (CCD) Over-Dimension Permits Unit implements temporary size and weight restrictions because of highway construction and maintenance work. Responsibilities include:

- Provides access to Oregon Routing Information Online (ORION) for entering, modifying, and retiring temporary size and weight restrictions.
- Notifies the trucking industry of planned restrictions.
- Publishes a Road and Bridge Restriction list on ORION's homepage.
- Provides permit data and vertical clearance data as requested by the Mobility Services Team. Prepares *Permit Data Summary Reports* for the Mobility Services Team, to assist project delivery teams in determining project impacts to over-dimension freight traffic.
- Collects and analyzes data about restriction notices to monitor performance measures for trends.
- Provides restriction notice training and maintains training materials for entering, modifying, and retiring temporary size and weight restrictions in ORION.

e) Engineering and Technical Services Branch

- Provides input to each region and the Mobility Services Team regarding traffic control plans, traffic management plans, reductions in vehicle-carrying capacity, and design exceptions.
- Evaluates physical requirements for moving freight through temporary work zones and permanent changes to the highway system.
- Provides subject matter expertise for projects presented to the MAC.

f) State Bridge Engineer

When bridge load restrictions are necessary, the state bridge engineer provides information on the severity of bridge conditions and timeframes for restrictions to the specific groups described in [ODOT Policy PMT 06-01: Size and Weight Restrictions on State Highways](#).

F5.2 Region Roles

a) Region Manager

Each region manager appoints a region mobility liaison who is the point of contact for region staff and the Mobility Services Team. The region manager also participates in the [Mobility Issue Resolution Process](#) as appropriate.

b) Region Mobility Liaisons

The region mobility liaison, designated by a region manager, is the first point of contact between the Mobility Services Team (MST) and project representatives (e.g., project teams, resident engineers, area managers, planning staff, active transportation liaisons, local agency liaisons, consultants, maintenance representatives, and others) who help coordinate and prepare for MAC meetings, share expertise, and identify and address mobility issues and concerns as needed.

Responsibilities include:

- Coordinate mobility information for all projects occurring in the region that impact the state highway.
- Ensure that required mobility documentation submitted by project teams is complete and has consistent information.
- Identify and coordinate resolution strategies for delay that affect corridor mobility.
- Coordinate multiple projects on the same corridor, proposed detour routes, and projects on the Critical Route Pairs. Update project information on the [Critical Route Pair SharePoint List](#) as necessary, so that the information can be published on the [Critical Route Pairs GIS Map](#).
- Maintain region data and coordinate with the MST on existing or proposed detour routes.
- Coordinate with the MST, the MAC, region staff, local governments, rail liaisons, and others to resolve mobility conflicts.
- Ensure interregional mobility by coordinating with adjoining regions on their region's activities.
- Coordinate with the region planning unit, project delivery teams, maintenance, and local stakeholders to vet potential reduction in vehicle-carrying capacity issues (ORS 366.215) with design proposals [Refer to [Chapter 1.3: Oregon Revised Statute 366.215](#)] and/or temporary work zone impacts. [Refer to [Section 2: Temporary Impacts Project Reviews](#)]
- Communicate mobility updates or best practices to the appropriate Region and consultant stakeholders.
- Participate in Region Mobility Liaison Peer Group meetings.
- Support mobility presentation preparations; present as requested.

c) Planning Staff

Planning staff identify and evaluate potential permanent mobility impacts (e.g. roundabouts and reductions in vehicle-carrying capacity) early in the development of plans (e.g. transportation system plans, corridor plans and interchange access management plans) and involve the region mobility liaison, the Mobility Services Team, and the Mobility Advisory Committee (as per the committee charter).

d) Project Teams (During Project Development)

Roles include transportation project managers, local agency liaisons, and resident engineers.

- Work with the region mobility liaison and the MST to identify potential reduction in vehicle-carrying capacity (ORS 366.215) design conflicts early. [Refer to [Chapter 1.3: Oregon Revised Statute 366.215](#)]
- Develop project specific *Transportation Management Plans (TMP)*, *Traffic Control Plans (TCP)*, and *Work Zone Decision Trees (WZDT)*. [Refer to [Chapter 2.3: Required Documents for Temporary Impacts](#)]
- Involve the MST early in the project development process when mobility impacts are identified, including planned restrictions and potential detour routes.

- Provide documentation of MST and MAC support (if applicable) for reductions in vehicle-carrying capacity, planned restrictions and proposed construction to the region mobility liaison.
- Identify project risks associated with mobility and plan/evaluate risk responses.
- Notify the state bridge engineer regarding planned bridge load postings.
- Ensure consideration is given to alternative design practices, materials, and construction methods to minimize delays and restrictions.
- Ensure consideration is given to various contracting methods to minimize delays and restrictions. [Refer to [Chapter 1.6.2: Special Contract Provisions](#)]
- Ensure other factors are given consideration (secondary routes, congestion impacts, emergency mobility plans, permitting requirements).
- Complete the *Mobility Considerations Checklist* ([form 735-9983](#)). Projects with mobility impacts must have the Checklist reviewed by the MST (and if necessary, shared with the MAC), and signed off prior to the end of Advanced Plans. [Refer to [Chapter 2.3: Required Documents for Temporary Impacts](#)]

e) Project Teams (During Construction Management)

Roles include resident engineers, assistant resident engineers, resident engineers – consultant projects, maintenance project managers, local agency liaisons and others designated by the region for coordinating and reviewing restriction notices for highway construction projects.

Roles and responsibilities include:

- Before agreeing to changes proposed by the contractor during construction that have the potential to adversely affect mobility (i.e. additional restrictions, changes in start dates, etc.), or differ from specified restrictions / previous agreements made during the project development process, resident engineers must:
 - (1) Start by engaging the contractor, region mobility liaison and any relevant region resources to discuss proposed changes to determine if the change is warranted and supported by the region.
 - (2) Engage the Mobility Services Team (MST) to discuss potential changes and receive approval before any agreements to changes are made with the contractor.
- Provide documentation of MST and MAC support for changes in restrictions and construction to the region mobility liaison.
- Review and approve adequacy of information in the *Highway Restriction Notice* ([form 734-2357](#)) as submitted by the contractor. Verify that the restriction notices match the restrictions and mobility impacts that were signed off in the *Mobility Considerations Checklist* during the Program Development Stage. Once reviewed and approved, enter the temporary size and weight restrictions into the Oregon Routing Information Online (ORION) system when work zones restrict width, length, height or weight of trucks, and of planned detours. [Refer to [Chapter 3.2: Restriction Notification Requirements](#)]

- Modify and/or retire restrictions within ORION when work is completed, and the restriction is no longer needed.

f) Area Managers

Work with the region mobility liaison and project development and construction staff to ensure projects and activities meet mobility requirements. Specifically, area managers ensure that staff:

- Engage the MST and the region mobility liaison early when mobility issues are identified in projects.
- Include the region mobility liaison on any project communications that is pertinent to mobility coordination.
- Identify and evaluate risks associated with mobility in projects.
- Notify the region mobility liaison of planned restrictions, delays, or detours for projects.
- Evaluate alternative design practices, materials, and construction methods to minimize delays and restrictions in projects.
- Work with the region mobility liaison, region staff, the MST, local governments, mobility stakeholders, and others to resolve conflicts in projects.

g) Active Transportation Liaisons

- Identify and evaluate potential mobility impacts (e.g. reductions in vehicle-carrying capacity) related to planned bicycle and pedestrian facilities.
- Provide input to each region and the MST regarding impacts to bicycles and pedestrians in traffic control plans, traffic management plans, reductions in capacity, and design exceptions.
- Provide subject-matter expertise in support of the *Oregon Bicycle and Pedestrian Plan* as appropriate during mobility discussions.

F5.3 District Roles

a) District Managers (or their designees)

Implement mobility activities for the district and monitor maintenance activities to meet mobility requirements. Ensure maintenance projects conform to mobility guidance and policies.

- May require restrictions (e.g., emergency declarations) as necessary to protect the safety and convenience of the traveling public, to protect any highway or section from damage, to avoid conflict with highway repair projects, or to cope with other local traffic conditions.
- Notify the region mobility liaison and the CCD Over-Dimension Permits Unit when work zones restrict width, length, height, or weight of truck.
- Notify the region mobility liaison and the CCD Over-Dimension Permits Unit of planned detours.
- Notify the region mobility liaison and the CCD Over-Dimension Permits Unit when restrictions are changed or lifted.

- Communicate the status of any temporary size and weight restrictions and/or closures caused by an emergency event to the CCD Over-Dimension Permits Unit, so they can provide notification to the freight industry and traveling public.
- Enter temporary size and weight restrictions into the Oregon Routing Information Online (ORION) system prior to any planned work zone restriction when maintenance mobility activities 2 or 3 apply. [Refer to [Chapter 4.2: Restriction Notification Requirements for Maintenance Work](#)]
- Modify and/or retire restrictions within ORION when work is completed, and the restriction is no longer needed.

F5.4 Other Roles

a) Consultants

Consultants will often provide mobility management for projects in ODOT's Statewide Transportation Improvement Program (STIP) that have been outsourced. Consultants will share information that will facilitate the coordination of their mobility management efforts with the MST, region mobility liaisons, other ODOT projects (STIP, maintenance, etc.), and local projects. The transportation project manager and/or resident engineer-consultant projects is responsible to ensure this information sharing occurs. Consultants will also frequently present, discuss and answer questions about project mobility impacts at Mobility Advisory Committee meetings and through email conversations (facilitated by the Mobility Services Team) with committee members.

F5.5 Issue Resolution Process

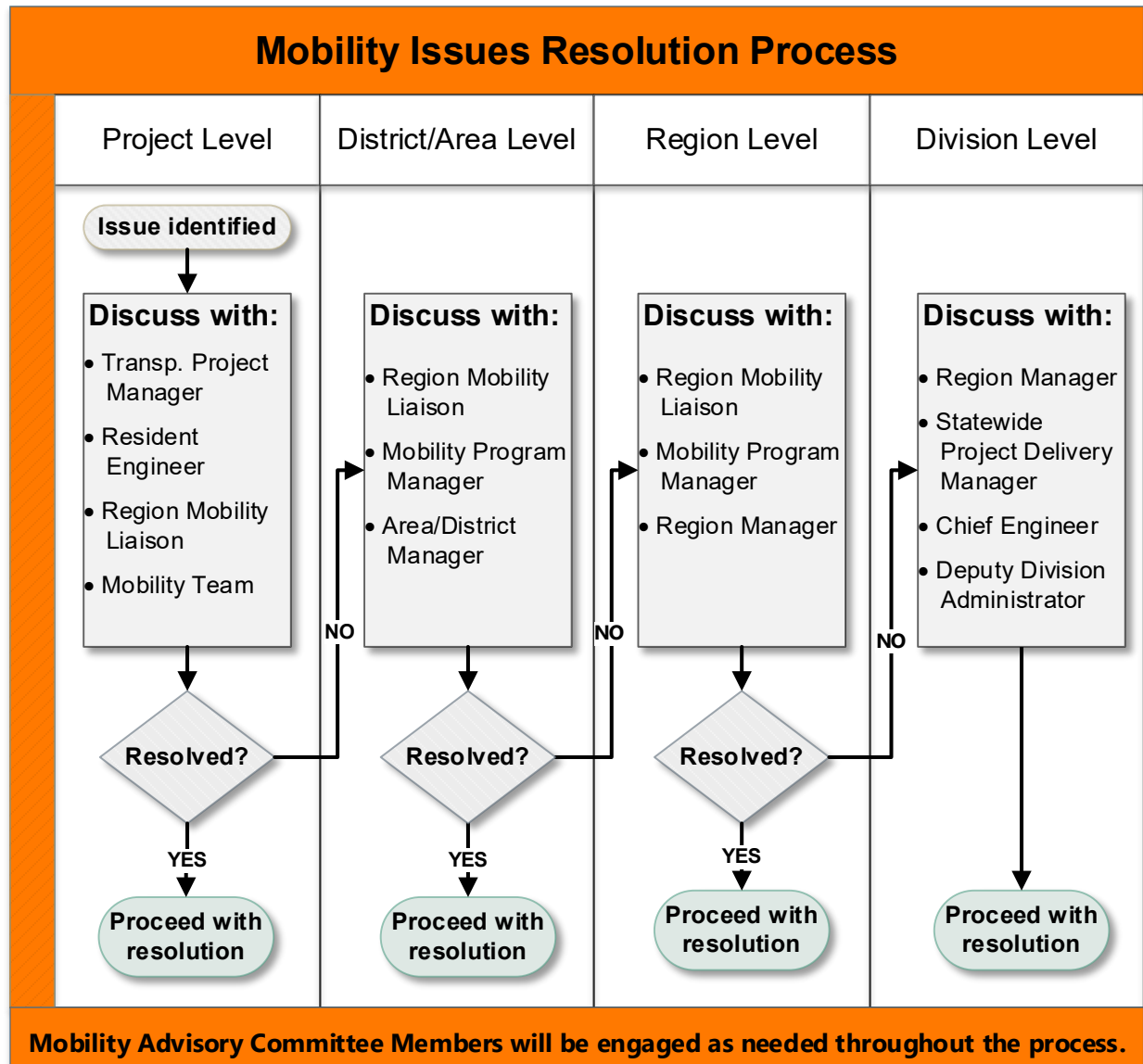
The *Mobility Procedures Manual* (MPM) describes a wide range of mobility impacts, standards, and processes for involvement at the region, statewide, and trucking industry levels. In the majority of cases, these standards and processes will ensure that our project development, construction, and maintenance work meet the mobility goals. However, there will be some situations where agreement must be reached regarding exceptions to the MPM standards. These exceptions could include delays, vertical and horizontal clearances, detours, staging, Critical Route Pair conflicts, and design.

Request a meeting with the Mobility Services Team when MPM requirements cannot be met. The MST will further facilitate meetings between ODOT and mobility stakeholders to resolve issues using the process shown on the following page. This process is consistent with the process established in the Mobility Advisory Committee Charter.³

³ Oregon Department of Transportation, *Mobility Advisory Committee Charter*, Appendix D: MAC Meeting Guidelines, January 24, 2022, <https://www.oregon.gov/odot/Get-Involved/MAC/MACCharterAppendixD.pdf>

Note: Issues related to ORS 366.215 Stakeholder Forum reviews of permanent reductions in vehicle-carrying capacity will follow the resolution process specified in [OAR Chapter 731, Division 12](#). [Refer to [Chapter 1.3: Oregon Revised Statute 366.215](#)]

Figure 2: Issues Resolution Process



F6 Revisions to the Manual

The ODOT Statewide Mobility Program publishes and updates this manual, and welcomes any comments and suggestions for revisions, corrections or additions.

Comments or suggestions may be submitted to the following address:

PDS-MobilityServices@odot.oregon.gov.

Table 1: Summary of Manual Revisions

Revision	Date
Initial version of the manual (Highway Operations Manual)	October 2005
Mobility Procedures Manual initially published.	June 2012
The following chapters were revised: Chapter Two (Communication/ Roles/ Responsibilities), Chapter Three (Freight Permitting Overview), and Chapter Five (Notification Requirements).	April 2013
The following chapters were revised: Chapter Four (Temporary Conditions), Chapter Six (Permanent Conditions) and the appendices.	April 2015
The manual was reorganized and reformatted to align with ODOT's Transportation System Project Lifecycle and to include policies and procedures that have been added or updated since the last version was published.	November 2025