

**Delaware Department of Transportation  
Division of Transportation Solutions  
Traffic Section**

**Standard Operating Procedures  
Pedestrian Signal Deactivation for Construction Projects and Knock Downs**

The following standard operating procedure applies to all Districts and is to be followed for the deactivation of pedestrian signals for construction projects and for incidents in which a pedestrian signal is struck in a traffic crash and non-operational.

**Construction Projects**

- The inspection staff for the project will contact the TMC two weeks prior to the start of work at the affected location and request that an ITS Technician be scheduled on a specific date to deactivate the pedestrian signals
- The TMC technician taking the call will complete the following:
  - Document the location, name of Project Supervisor and cell phone number, contract name and contract number.
- TMC will provide an email to a distribution group that includes ITS Management, ITS Supervision, TMC1 and all of Safety. The email will contain the following:
  - Location(s) of impact (could be several locations or intersections)
  - Name of caller
    - Caller contact information
  - Project Supervisor Name
    - Project Supervisor contact information
    - Contract name and number
    - Expected date/time of deactivation
- The District Safety Officer, upon receiving notification from TMC, will inform the ITS Maintenance Supervisor via email that it is okay to proceed with pedestrian signal deactivation.
  - The District Safety Officer will provide pedestrian detour information and note whether or not the signal needs to be placed into “pedestrian recall” or if a pedestrian detour is being provided for the impacted approach.
  - Should the pedestrian MOT plans not be complete or approved, the District Safety Officer will inform the ITS Maintenance Supervisor to hold on scheduling the deactivation and will then contact the Project Supervisor to finalize the pedestrian MOT approval.
  - Once pedestrian MOT is approved, the District Safety Officer will inform the ITS Maintenance Supervisor to proceed with scheduling the deactivation.
- The ITS Maintenance Supervisor, upon receiving notification from TMC and the District Safety Officer, will contact the Project Supervisor and schedule a mutually agreeable date to have an ITS Technician on-site to deactivate pedestrian signals.
- The ITS Supervisor will create a Maximo work order and assign it to the ITS Technician for completion. Follow normal protocol for work order tracking.
- The ITS Maintenance Supervisor will notify TMC1 and the District Safety Officer of the date and time of deactivation.
- On the day of signal deactivation, the ITS Technician will respond to the location and contact the project’s inspector to let he/she know that they are on site to deactivate the pedestrian signal at the requested location. The ITS Technician will deactivate the

appropriate pedestrian signals, place the signal into the appropriate recall mode, update Maximo and inform TMC of the completion of the work.

- The Contractor will remove the pedestrian signal and pole or cover the pedestrian signal heads as required for the project.
- Signal Construction will be responsible for ensuring that the pedestrian signal heads are re-installed and/or uncovered and will reactivate the pedestrian signal indications. Signal Construction will remove the pedestrian recall operation and place the signal back in normal time-of-day operations. Signal Construction will contact TMC to report the change in operations.
  - The ITS Technician will log the change in the Maximo work order.
- Any additional information or changes related to this type of work shall be logged in the applicable Maximo work order.

### **Pedestrian Signal Knock Downs**

- Upon notification of a pedestrian signal knock down, TMC will contact the appropriate ITS Maintenance personnel who will then respond to the scene.
- Upon removal of the pedestrian signal pole, the ITS Technician will place the signal in the appropriate recall mode to provide time for pedestrians to cross the roadway during the concurrent vehicular green time.
- Upon reinstallation of the pedestrian signal pole and reactivation, the ITS Technician the pedestrian recall mode and place the signal back in normal time-of-day operation.
- All information will be logged in the applicable Maximo work order.
- The District Safety Officer does not need to be notified about this type of activity.

### **Deviations from Standard Operating Procedure**

Deviations from this Standard Operating Procedure are not permitted unless approved by the Chief Traffic Engineer, or designee.