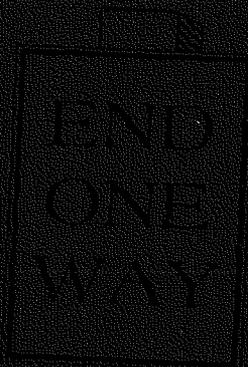


ARIZONA TRAFFIC & HIGHWAY SAFETY



a
coordinated
approach
for the

- LOCAL GOVERNMENT
- CITIZEN
- INDUSTRY
- STATE GOVERNMENT
- FEDERAL GOVERNMENT



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This manual has been prepared by the Governor's Office of Highway Safety to provide guidance in conforming with the fiscal and technical requirements of the Arizona Highway Safety Program.

The procedures outlined in this manual are based on the requirements of the Highway Safety Act of 1966 (United States Code, Title 23, Section 402) and subsequent amendments, the Arizona Vehicle Code, and administrative orders issued by the Federal Highway Administration, The National Highway Traffic Safety Administration and the Governor's Office of Highway Safety.

All governmental agencies are encouraged to take an active part in the Arizona Highway Safety Program. Please contact the Governor's Office of Highway Safety whenever information or assistance is needed.

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Chapter 1
AUTHORITY AND ORGANIZATION

1.1 National Highway Safety Act

- 1.1.1 The National Highway Safety Act resulted from the national concern for reducing traffic accidents and fatalities. The Act and its subsequent amendments made it clear that a common cooperative effort by all levels of government is imperative if we are to succeed in reducing the carnage on our highways.
- 1.1.2 Section 402 (a) of the Act requires, as a condition to a state's securing the benefits available under the Act, that each state develop a comprehensive highway safety program structured in accordance with uniform traffic safety standards promulgated by the U.S. Department of Transportation Secretary.
- 1.1.3 Section 402 (b) requires that a state's program meet the following conditions:
- (a) The Governor of the state shall be responsible for the administration of the program.
 - (b) At least 40 percent of all Federal funds apportioned to the state for any fiscal year shall be expended by, or for the benefit of, local highway safety programs.
 - (c) The aggregate expenditure of highway safety funds by the state and political subdivisions thereof shall be maintained at a level no lower than the average of its last two full fiscal year expenditures preceding the Highway Safety Act of 1966 (fiscal years 1964-65 and 1965-66).
- 1.1.4 Section 402 (b) requires that the state's program authorize political subdivisions of the state to carry out local traffic safety programs within their jurisdiction as a part of the highway safety program, provided such local traffic safety programs are approved and are in accordance with the uniform standards developed by the U.S. Department of Transportation and the State's Comprehensive Highway Safety Plan. This does not prohibit a local political subdivision from participating in a traffic safety program other than that promulgated pursuant to the National Highway Safety Act.

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1.2 National Emphasis Programs

1.2.1 In addition to the Highway Safety Program Standards, the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) have established emphasis programs which they feel will produce the greatest reduction in traffic deaths, injuries and property damage in the shortest possible time.

1.2.2 NHTSA Emphasis Program

- (a) **Motorcycle Safety Helmet Legislation:** A mandatory motorcycle helmet law for motorcycle operators and passengers.
- (b) **Blood Alcohol Concentration:** The presumptive or prima facie blood alcohol concentration limits shall be at 0.10 percent or lower.
- (c) **Classified Drivers License:** A classified driver's licensing system utilizing the one license concept.
- (d) **Motor Vehicle Inspection:** A periodic motor vehicle inspection program for all vehicles or an acceptable alternative.
- (e) **Uniform Rules of the Road:** States shall be in substantial conformance with the current edition of Chapter II, Uniform Vehicle Code.
- (f) **Drivers License Advisory Boards:** A fully functioning Driver License Advisory Board, i.e. Medical Advisory Board.
- (g) **Reporting of Traffic Court Convictions:** A minimum of 95 percent of the convictions reported by the traffic courts are required to be included in the State traffic records system.
- (h) **Emergency Medical Services:** Implementation of a fully operational comprehensive EMS plan, including a regulated training and certification program for ambulance attendants.
- (i) **Periodic Driver Re-examination:** A periodic driver license re-examination program including vision and knowledge testing shall be required at least once every four years.
- (j) **School Bus Safety:** A school bus safety administrator who will insure training for all school bus drivers.

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- (k) **Selective Traffic Law Enforcement:** Selective assignment of trained personnel to supervise vehicular and pedestrian traffic movement at the time and location where accidents are occurring.
- (l) **Driver Improvement Programs:** Each state shall establish and fully implement a driver improvement program, responding to all classes of driver deficiencies.
- (m) **Blood Alcohol Concentration Testing:** Blood alcohol concentrations in drivers and pedestrians (over 15 years of age) who die within four hours after a traffic crash shall be determined.

1.2.3 FHWA Emphasis Program

- (a) **Accurate Identification of Accident Locations:** All states should be able to accurately identify accident locations to within one-tenth of a mile in rural areas and to within 100 feet in urban areas on their Federal-Aid State highway systems. By December 31, 1975, this same accuracy should be obtained for all public roads within each state.
- (b) **Traffic Engineering Capability:** Traffic engineering expertise should be available to all cities with a population of 50,000 or more, and all counties of 250,000 or more.
- (c) **Skid Accident Reduction Program:** Each state should inventory the Federal-Aid and State highway systems for skid resistance. Priorities should be established for correcting locations with a disproportionately high percentage of skidding accidents and for pavements where the coefficient of friction is less than the recommended minimum Skid Number. Skid inventories should encompass all paved roads with a posted speed limit of 40 mph or higher.
- (d) **Uniform Regulatory and Warning Signs:** Each state should bring all warning and regulatory signs into conformance with the 1971 edition of the Manual on Uniform Traffic Control Devices (MUTCD).
- (e) **Pedestrian Crossing Program:** The State, and its political subdivisions, should identify high hazard pedestrian crossings. These crossings should be identified and a systematic plan for improvement established.

1.3 Arizona Enabling Legislation

- 1.3.1 The Arizona Highway Safety Program was enacted by the Legislature in 1967 to provide the authority for Arizona to implement the requirements of the National Highway Safety Act of 1966.

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1.3.2 The major provisions of the Arizona enabling Legislation are:

- (a) The Governor shall be responsible for the administration of the program and may take all action necessary to secure full benefits available to the program under the National Highway Safety Act of 1966 and any amendments thereto.
- (b) The Governor may delegate power or authority to administer the program. The authority to administer the Highway Safety Program has been delegated to the Governor's Office of Highway Safety.
- (c) The Arizona Highway Safety Program includes all political subdivisions of the State.
- (d) Political subdivisions of the State, including, but not limited to, cities, counties, school districts and special districts are authorized to participate in Arizona's Highway Safety Program. Local programs are required to be consistent with the State's Comprehensive Highway Safety Program to be eligible for Federal funding.

1.4 Arizona Highway Safety Program

1.4.1 The goal of Arizona's Highway Safety Program is to reduce traffic accidents. The development and implementation of the program objectives require the coordinated participation of all departments of State government, cities, counties, school districts, special districts and public support groups.

1.4.2 The State is required to develop a Comprehensive Highway Safety Plan in Federal format every four years. The Plan includes:

- (a) An assessment of the present status of the highway safety program at all levels.
- (b) An analysis of the nature and extent of existing highway safety problems including the identification of Statewide traffic safety deficiencies.
- (c) A statement of specific goals and objectives for each element of the plan.
- (d) An arrangement of the activities to achieve plan implementation into logical, manageable groups.
- (e) An estimate of the cost of implementing corrective programs for each element of the plan.

1.4.3 A Highway Safety Program is developed to specify objectives to be achieved and the resources to be expended during the fiscal year.

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- 1.4.4 Evaluation of the results of the Highway Safety Program is accomplished by monitoring projects and by an annual management reporting system. Evaluation provides essential data for planning, coordinating and updating the program.
- 1.4.5 The chart of page 15 graphically depicts the interrelationship of the various State and local political entities and public support groups involved in the Arizona Highway Safety Program with the Governor's Office of Highway Safety acting as the coordinator.
- 1.5 Governor's Office of Highway Safety
 - 1.5.1 The Governor's Office of Highway Safety is responsible for liaison with the National Highway Traffic Safety Administration, the Federal Highway Administration and for the following functions:
 - (a) Developing and updating the Arizona Comprehensive Highway Safety Plan.
 - (b) Developing the Highway Safety Program.
 - (c) Coordinating ongoing highway safety programs.
 - (d) Exchanging plans and ideas between agencies.
 - (e) Setting priorities and emphasis programs.
 - (f) Providing technical assistance and information.
 - (g) Assisting State and local agencies in identifying highway safety needs and deficiencies.
 - (h) Assisting State and local agencies in developing and implementing highway safety projects.
 - (i) Approving project funding for eligible highway safety projects.
 - (j) Coordinating the management reporting system.
 - (k) Providing for accounting and auditing control of the program.

Chapter 2 HIGHWAY SAFETY TERMINOLOGY

- 2.1 Program Terminology
 - 2.1.1 **“Functional Area”** is synonymous with “standard.” (Example: The Traffic Record Standard is one functional area, the Emergency Medical Services Standard is another functional area.)
 - 2.1.2 **“Highway Safety Project”** is a specific activity being undertaken to improve highway safety. (Example: A survey of high accident locations.)
 - 2.1.3 **“Arizona Comprehensive Highway Safety Plan”** is a narrative assessment of the current status of the State’s Highway Safety Program and a four-year plan showing the short and long range actions to be taken under the Highway Safety Standards to reduce traffic accidents and property damage resulting therefrom. It is updated annually.
 - 2.1.4 **“Highway Safety Program”** is a fiscal budget and work schedule setting forth goals and objectives for a specific twelve-month period.
 - 2.1.5 **“Governor’s Representative”** is the representative of Governor for all Highway Safety activities and the Director of the Governor’s Office of Highway Safety.
 - 2.1.6 **“Highway Safety Coordinator”** is the representative of the Governor’s Office of Highway Safety responsible for the program and project liaison and technical assistance to applicant agencies.

The Federal Standards

The National Highway Safety Act of 1966 authorized the Secretary of Transportation to develop highway safety standards. The Act required that each state be working toward these standards by January 1, 1969. Thirteen standards were adopted in 1967, and since then, five more standards have been drafted, bringing the total to eighteen.

1.0 NATIONAL TRAFFIC SAFETY STANDARDS

The National Highway Safety Act authorizes the Secretary of Transportation to develop highway traffic safety standards. The standards currently in effect are summarized as follows:

1 PERIODIC MOTOR VEHICLE INSPECTION

Vehicles with faulty equipment contribute to traffic crashes and each state shall have a program for periodic inspection of vehicles.

2 MOTOR VEHICLE REGISTRATION

Each state shall have a motor vehicle registration program which will provide rapid identification of the vehicle and its owner for accident research, safety program development and enforcement purposes.

3 MOTORCYCLE SAFETY

Only persons physically and mentally qualified shall be licensed to operate a motorcycle and both driver and passenger shall use protective safety equipment.

4 DRIVER EDUCATION

A driver education program shall be available for all youths of licensing age. Adult driver training and commercial driving schools must be licensed and instructors certified.

5 DRIVER LICENSING

A drivers licensing program to insure only persons physically and mentally qualified are licensed to operate must be established. The program must not unjustly restrict or deny the privilege to drive.

6 CODES AND LAWS

Uniformity of traffic codes and laws throughout the state and with other states shall be implemented.

7 TRAFFIC COURTS

All traffic courts shall complement and support local and statewide traffic safety objectives.

8 ALCOHOL IN RELATION TO HIGHWAY SAFETY

A program to achieve a reduction in those traffic crashes arising in whole or in part from persons driving under influence of alcohol is mandatory.

✓ **9 IDENTIFICATION AND SURVEILLANCE OF ACCIDENT LOCATIONS**

State shall have a program for indentifying locations have high crash rates or losses, as well as potentially high hazard sites.

10 TRAFFIC RECORDS

Information regarding drivers, vehicles, crashes and highways shall be uniform for purposes of analysis and correlation.

11 EMERGENCY MEDICAL SERVICES

A program shall be established to assure that persons involved in highway crashes shall receive prompt emergency medical care by trained and qualified personnel.

✓ **12 HIGHWAY DESIGN CONSTRUCTION AND MAINTENANCE**

A program for applying standards for safety in highway design, construction and maintenance shall be developed.

✓ **13 TRAFFIC CONTROL DEVICES**

The use of traffic control devices (signs, markings, signals, etc) and other traffic engineering measures to reduce traffic crashes will be in accordance with the national standard.

✓ **14 PEDESTRIAN SAFETY**

A program which includes pedestrian education, night crosswalk lighting and alcohol involvement records will be part of the ongoing program of pedestrian safety.

15 POLICE TRAFFIC SERVICES

There shall be a program to insure the provision of efficient and effective police services to prevent traffic crashes, aid the injured, maintain safe and orderly movement of traffic, provide for recruit training, practice selective enforcement and establish procedures defining primary operational authority.

16 DEBRIS HAZARD CONTROL AND CLEANUP

Rapid, orderly and safe removal from the roadway of wreckage, spillage and debris from crashes to reduce the likelihood of secondary hazards is mandatory.

17 PUPIL TRANSPORTATION SAFETY

Establishes minimum requirements for a State highway safety program for pupil transportation safety; including the identification, operation, and maintenance of school buses; training of personnel; and administration.

18 ACCIDENT INVESTIGATION AND REPORTING

Establishes minimum requirements for a State highway safety program for accident investigation and reporting.

Chapter 3
FINANCING HIGHWAY SAFETY PROJECTS

3.1 Funding Sources

3.1.1 Projects under the National Highway Safety Act are funded through grants from the National Highway Traffic Safety Administration and Federal Highway Administration. The required matching funds are obtained by applying a part of the Department of Transportation budget.

3.2 Federal Participation

3.2.1 Federal funds authorized under the Act shall be used to assist the State and political subdivisions in conducting highway safety programs approved by the Governor and the U.S. Secretary of Transportation.

3.2.2 Federal funds allocated to finance State and local government projects are intended to supplement and not to substitute for ongoing State or local highway safety program expenditures.

3.2.3 Highway Safety Act funds cannot be used for the construction, design, or maintenance of highways or for research projects.

3.2.4 Funds may be used for the purpose of conducting inventories, need studies, engineering studies, systems development or program implementation. Program implementation can mean putting new programs or techniques into use, including training required for their use. Programs developed should be designed to eliminate a deficiency in an applicant agency's highway safety program, expand the existing program or provide guidelines for improving or developing a program consistent with the criteria identified in the Arizona Highway Safety Program.

Chapter 4 PROJECT PROPOSAL

4.1 Suggested Proposal Content

4.1.1 Agencies desiring funding assistance for a highway safety project, should submit a proposal to the Governor's Office of Highway Safety. Proposal should include as much of the following information as possible.

4.1.2 **Background**

(a) **General Characteristics** - Description of the applicant agency including, but not limited to, information on population, area, population patterns, topography and climate.

(b) **Streets and Highways** - A description and listing of all roadway mileage within the agency's jurisdiction.

4.1.3 **Problem** - Identify the highway safety related problem or deficiency that the proposed project is intended to correct.

4.1.4 **Attempts to Solve Problem** - Describe past efforts to resolve the problem, if any, and include reasons why the efforts have been unsuccessful.

4.1.5 **Project Objectives** - State the objectives of the project. Objectives should be described in terms of the goals to be reached in expanding or modifying present activities or creating new programs to reduce traffic accidents. Objectives should be:

(a) stated in measurable terms directly related to the identified problem,

(b) concise and deal with a specific item,

(c) realistic with a reasonable probability of achievement,

(d) related to a specific time frame.

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4.1.6 Method of Procedure

Explain how you propose to solve the problem and meet the objectives. Give a description of the work to be done in the project and the method of doing the work. This description should be in such detail that the merits of the project can be evaluated. If you do not know how you would solve the problem, say so. It may be possible to provide funds to develop a work plan designed to solve your traffic problem.

4.1.7 Time Required - Estimate the total time that will be needed to complete the project including any time required for gear up.

4.1.8 Cost Estimate - Estimate the total cost of completing the project.

4.1.9 3-Year Traffic Data Summary

This form (See Exhibit 4-1) provides a statistical data base on which to evaluate the need and potential effectiveness of the proposed project. Instructions for the preparation of Exhibit 4-1 are included.

4.2 Proposal Review

4.2.1 Upon receiving the proposal, the Governor's Office of Highway Safety will review it to determine if the work to be done is authorized by Section 402 of the National Highway Safety Act and meets the priorities established with the Arizona Highway Safety Program.

4.2.2 All proposals meeting the requirements of the Act will be reviewed under at least three basic criteria established by the Governor's Office of Highway Safety.

(a) A review of the proposing agency's fatal and injury accident statistics covering the three preceding years.

(b) Does the proposal fit into the Highway Safety Program established by the Governor's Office of Highway Safety.

(c) Does the proposal fit the needs identified in the Arizona Comprehensive Highway Safety Plan.

4.3 Proposal Disposition

4.3.1 An applicant agency whose project is selected for funding after evaluation of the proposal will be notified in writing by the specialist in the Governor's Office of Highway Safety who has been assigned to the project.

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- 4.3.2 Project proposals meeting the requirements of the Act but not approved for funding due to prior commitment of available funds, will be retained in a pending file as stand-by projects and the applicant agency submitting the proposal will be promptly advised of its status.
- 4.3.3 Stand-by projects may be activated when one of the following conditions exists:
 - (a) When additional funds are made available to the State.
 - (b) When other project proposals previously approved for funding in the same highway safety program standard area are withdrawn.
 - (c) When the Highway Safety Program is revised.
- 4.3.4 Project proposals for future fiscal year implementation may be submitted at any time. The proposal must identify the desired fiscal year.
- 4.3.5 Applicant agencies submitting proposals which do not meet the requirements of the Act will be notified of the reason for rejection. Whenever possible, if another source of funds is available the Governor's Office of Highway Safety will provide that information.

3-Year Traffic Data Summary

City of _____ in/or County of _____

- (1) Population
- (2) Roadway Miles
- (3) # Citations for Moving Violations
- (4) # Accidents
 - Fatal
 - Injury
 - All MV Accidents
 - Motorcycle
 - Bicycle
 - Pedestrian
- (5) # Victims
 - Motor Veh. Occ.
 - Motorcyclist/Pass.
 - Bicyclist/Pass.
 - Pedestrian
 - Total Victims

	Last Year (19)		2 Years Ago (19)		3 Years Ago (19)	
(1) Population						
(2) Roadway Miles						
(3) # Citations for Moving Violations						
(4) # Accidents	Fatal	Injury	Fatal	Injury	Fatal	Injury
All MV Accidents						
Motorcycle						
Bicycle						
Pedestrian						
(5) # Victims						
Motor Veh. Occ.						
Motorcyclist/Pass.						
Bicyclist/Pass.						
Pedestrian						
Total Victims						

INSTRUCTIONS — EXHIBIT 4-1

- (1) If applicant agency is county, population provided should exclude incorporated cities within county.
- (2) Roadways in a city are all roads excluding State of Arizona freeways. Roadways in a county are all roads in the unincorporated area excluding all State of Arizona highways.
- (3) Citations for moving violations for a city are those written by the city's police department or the agency which performs traffic enforcement for the city.

Citations for moving violations for a county are those processed by the courts in the county regardless of the issuing traffic enforcement agency.

- (4) **All MV Accidents:** The number of all motor vehicle accidents, both collision and non-collision, resulting in an injury or fatality, by primary occurrence.

Motorcycle, bicycle, pedestrian accidents: The number of fatal and injury accidents involving a motorcycle, (bicycle, pedestrian) whether during primary or secondary occurrence.

We are aware that an accident might appear in more than one category and that they are nonadditive. We are interested in the total number of traffic accidents (the "All MV Accidents category) and the three specified subcategories.

- (5) Motor vehicle occupants should exclude motorcycle victims, with motorcycle victims being listed separately.

The four victim categories should not overlap and will result in an additive total.



ARIZONA HIGHWAY SAFETY PROGRAM INTERRELATIONSHIPS

