

## **Operational Plan Instructions** (Reference Attachment F)

### **I. Instructions**

The goal of the Operational Plan is to assist agencies in defining areas or boundaries where enforcement efforts should be concentrated.

The Operational Plan is to be completed by the Subgrantee (STEP agency). It is Attachment F of the Grant Agreement and must be submitted as part of the STEP grant agreement for approval. These instructions and the Operational Plan form can be found on the TxDOT website located at <http://www.dot.state.tx.us/trafficsafety/grants/gpinstcurrent.htm> (see Form 2109)

Please contact your local TxDOT District Traffic Safety Specialist for any questions or clarification regarding these instructions (see Appendix C of the TS Program Manual).

**Site Letter or Number and Type:** Begin with site “A” or site “1” and designate the STEP measure that will be enforced at that site (e.g., Speed, Occupant Protection, DWI, etc.).

**Site Description:** Describe the boundaries of the Site Letter or Number (e.g., city or jurisdiction-wide, Sector A [Sector A is bordered by 1<sup>st</sup> Street to the north, 51<sup>st</sup> Street to the south, Main Street to the west, and Capitol Street to the East]). **Note:** Speed enforcement sites must include a roadway with at least 50% noncompliance, as determined by speed surveys and include approximate length in miles and speed limits. Occupant Protection sites may be jurisdiction-wide. All other STEP sites must be described by roadways, boundaries, sectors or specific locations.

**Survey Results:** List compliance percentage for occupant protection and speed pre-surveys. (Fill in for speed and safety belt enforcement sites only). Survey tools can be found in the Buckle Up Texas Website at <http://www.buckleuptexas.com>.

**Enforcement Period:** List hours of enforcement. **Note:** The enforcement period is the range of time in which enforcement may be conducted. Hours listed on each officer’s activity sheet must coincide with the hours listed on the Operational Plan. Any hours outside of those listed may not be counted as STEP activity, unless indicated as an exception in Attachment C, Section II, Subsections P and Q. Occupant Protection STEP enforcement must be conducted during daylight hours.

**For example:** For Speed – Daily, Monday through Sunday, 6:00 A.M.–8:00 P.M.

For OP – Daily, Monday through Sunday, daylight hours

For DWI – Friday 8:00 P.M. – Saturday 4:00 A.M.; Saturday 8:00 P.M.–Sunday, 4:00 A.M.

For ITC – Daily, Monday through Sunday, 8:00 A.M.–7:00 P.M.

For HMV – Daily, Monday through Sunday, 8:00 A.M.–10:00 P.M.

An example of an Operational Plan can be found on the TxDOT Website in the Traffic Safety Grants Information and Instructions at <http://www.dot.state.tx.us/trafficsafety/grants/gpinstcurrent.htm> (see Form 2109-sam).

### **II. Modifying a STEP Operational Plan**

1. Subgrantee must make requested modifications, in writing, to the District Traffic Safety Specialist, for district managed grants, or to the appropriate Division Program Manager in Austin, for division managed grants. The cover letter should identify, by site location and STEP element, the changes being requested.
2. Along with the written request, the Subgrantee must provide a copy of the new Operational Plan that includes the additional, or modified sites, along with all required supporting documentation (i.e. Surveys).
3. Modifications must comply with the Operational Plan instructions.
4. TxDOT approval will be provided, or denied, by the District Traffic Safety Specialist, for district managed grants, or by the appropriate Division Program Manager in Austin, for division managed grants.

**Note:** The modifications must be approved by TxDOT prior to implementing any changes to enforcement activity. Unauthorized enforcement activity conducted prior to TxDOT approval is not eligible for reimbursement.



Form 2109 (rev. 7/22/2004)

# TRAFFIC SAFETY OPERATIONAL PLAN

Attachment F

Project Fiscal Year: 2005

Subgrantee: City Of College Station

Project Title: STEP - Comprehensive

STEP Site Letter or Number & Type*	Site Description	Survey Results (compliance)	Enforcement Period
Speed Site #1	FM 60 - from Wellborn Rd. to Discovery Dr. (0.8 mile)	17.2%	Monday - Sunday 0700 hours to 2000 hours
Speed Site #2	FM 2154 - from FM 2818 to Fidelity St. (1.3 miles)	38.0%	Monday - Sunday 0700 hours to 2000 hours
Speed Site #3	Southwest Pkwy - from Texas Ave. to Leona St. (1.2 miles)	28.4%	Monday - Sunday 0700 hours to 2000 hours
Speed Site #4	Holleman Dr. - from Texas Ave. to Taurus St. (1.0 mile)	16.0%	Monday - Sunday 0700 hours to 2000 hours
Speed Site #5	FM 2818 - from Rio Grande Dr. to Marion Pugh Dr. (1.5 miles)	36.0%	Monday - Sunday 0700 to 2000 hours
Speed Site #6	FM 2154 - from George Bush Dr. to Old Main (0.6 mile)	36.0%	Monday - Sunday 0700 to 2000 hours
Speed Site #7	Navarro Dr. - from Wellborn Rd. to Rio Grande Dr. (1.0 mile)	37.3%	Monday - Sunday 0700 to 2000 hours
Speed Site #8	SH 30 - from Texas Ave. to George Bush Dr. East (0.2 mile)	38.4%	Monday - Sunday 0700 to 2000 hours
Speed Site #9	Munson Ave. - from Gilchrist Ave. to Lincoln St. (0.6 mile)	22.7%	Monday - Sunday 0700 to 2000 hours

<b>STEP Site Letter or Number &amp; Type*</b>	<b>Site Description</b>	<b>Survey Results (compliance)</b>	<b>Enforcement Period</b>
OP	City Wide	90.1	Monday - Sunday Daylight Hours
ITC Site #1	University Dr @ College Ave.	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #2	Texas Ave. @ University Dr.	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #3	University Dr. @ Tarrow St.	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #4	Texas Ave. @ Walton Dr.	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #5	Texas Ave. @ George Bush Dr.	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #6	Texas Ave. @ Harvey Rd.	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #7	Harvey Rd. @ Dartmouth Dr.	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #8	Texas Ave. @ Holleman Dr.	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #9	Texas Ave. @ Southwest Parkway	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #10	Texas Ave. @ Harvey Mitchell Parkway	NA	Monday - Sunday 0700 hours to 2200 hours

<b>STEP Site Letter or Number &amp; Type*</b>	<b>Site Description</b>	<b>Survey Results (compliance)</b>	<b>Enforcement Period</b>
ITC Site #11	Harvey Mitchell Parkway @ Longmire Dr.	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #12	Wellborn Rd @ George Bush Dr.	NA	Monday - Sunday 0700 hours to 2200 hours
ITC Site #13	University Dr. @ Earl Rudder Freeway (West Feeder Rd.)	NA	Monday - Sunday 0700 hours to 2200 hours
DWI Site #1	University Dr. from Wellborn Rd. to Earl Rudder Frwy. (beats 10 & 20)	NA	Monday - Sunday 2230 hours to 0330 hours
DWI Site #2	Texas Ave. - from Univerisity Dr. to Harvey Mitchell Pkwy. (beats 10, 20, 30 & 40)	NA	Monday - Sunday 2230 hours to 0330 hours
DWI Site #3	Wellborn Rd. - from University Dr. to Harvey Mitchell Pkwy (beats 10 & 30)	NA	Monday - Sunday 2230 hours to 0330 hours
DWI Site #4	Harvey Rd. - from Texas Ave. to Earl Rudder Frwy (beat 20)	NA	Monday - Sunday 2230 hours to 0330 hours
DWI Site #5	George Bush Dr. - from Harvey Rd. to Wellborn Rd. (beats 10 & 20)	NA	Monday - Sunday 2230 hours to 0330 hours
DWI Site #6	Harvey Mitchell Parkway - from Raymond Stotzer Dr. to Earl Rudder Frwy (beats 10, 30 & 40)	NA	Monday - Sunday 2230 hours to 0330 hours
DWI Site #7	Southwest Parkway - from Wellborn Rd. to Earl Rudder Frwy (beats 10, 30 & 40)	NA	Monday - Sunday 2230 hours to 0330 hours
DWI Site #8	Earl Rudder Freeway - from University Dr. to Rock Prairie Rd (beats 20, 30 & 40)	NA	Monday - Sunday 2230 hours to 0330 hours

STEP Site Letter or Number & Type*	Site Description	Survey Results (compliance)	Enforcement Period
DWI Site #9	Holleman Dr. - from Wellborn Rd. to Earl Rudder Frwy (beats 10, 20, 30 & 40)	NA	Monday - Sunday 2230 hours to 0330 hours
DWI Site #10	Rock Prairie Rd. - from Wellborn Rd. to Earl Rudder Frwy (beat 30)	NA	Monday - Sunday 2230 hours to 0330 hours

**Note:** The Operational Plan must be completed according to the Operational Plan Instructions by the Subgrantee, and it must be submitted as part of the STEP grant agreement for approval. The instructions and the Operational Plan Form can be found on the TxDOT Website located at <http://www.dot.state.tx.us/trafficsafety/grants/gpinstcurrent.htm>

Any modifications made to the Operational Plan after the grant is executed do not require an amendment to the Grant Agreement. However, the Subgrantee must follow the Operational Plan modification procedures found in the Operational Plan Instructions before any enforcement is conducted in the related sites.

For Speed and Occupant Protection sites only, survey data must be submitted with the grant document to support the Operational Plan. Subgrantees must follow the "Speed Site Approval Criteria" when selecting sites to work for Speed, Safe and Sober, or Comprehensive STEPs. The criteria can be found in the TxDOT Website in the Traffic Safety Grants Information and Instructions.