

VDOT DEPARTMENT POLICY MEMORANDA (DPM) MANUAL

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Approved: David S. Egan

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IMPLEMENTATION OF THE CTB POLICY FOR INTEGRATING BICYCLE AND PEDESTRIAN ACCOMMODATIONS

Use of Hyperlinks Throughout this policy, underlined titles refer to hyperlinked documents. If using a printed copy, online references are available from: *Bicycling and walking in Virginia* (<http://www.virginiadot.org/programs/bk-default.asp>).

Introduction This policy establishes definitions, procedures, and exceptions, and identifies reference materials to clarify and supplement, to the extent necessary for operational effectiveness and compliance with Commonwealth Transportation Board (CTB) intent, the [Policy for Integrating Bicycle and Pedestrian Accommodations](#) approved by the CTB.

Definitions The following words and terms are important in understanding the policy:

TERM	MEANING
Accommodation	<p>Any facility, design feature, operational change, or maintenance activity that improves the environment in which bicyclists and pedestrians travel. There are two types of accommodations:</p> <ul style="list-style-type: none">• Bicycle accommodations - features such as:<ul style="list-style-type: none">- Shared use paths;- Paving (shoulders, outside lanes);- Specialized design elements (bicycle racks, lockers, railings, lighting, etc.);- Signage and striping; and- Traffic calming.• Pedestrian accommodations – features such as:<ul style="list-style-type: none">- Sidewalks and shared use paths;- Specialized design elements (pedestrian islands, cut-throughs, lighting, etc.);- Curb ramps; and- Signage, signals and striping. <p><u>Note 1:</u> For specific design criteria, see VDOT’s Road Design Manual, Appendix A, Section A-5.</p> <p>A listing of VDOT bicycle and pedestrian accommodations is available for project managers to use.</p>

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BICYCLE AND PEDESTRIAN ACCOMODATIONS, *Continued*

TERM	MEANING
Local Plans	Plans which include a transportation component that focuses on the specific issues and needs of the locality.
Regional Plans	Plans that take a larger perspective with respect to transportation and address bicycle and pedestrian needs, such as MPO Long-Range Transportation Plans, Small Urban Area Transportation Plans, and Rural Long-Range Transportation Plans. VDOT's <i>Northern Virginia Regional Bikeway and Trail Network Study</i> is an example of a regional plan that compiles and coordinates a number of local plans within the region.

Policy

The Virginia Department of Transportation (VDOT) will initiate all highway construction projects with the presumption that the projects shall accommodate bicyclists and pedestrians. VDOT will promote bicycle and pedestrian accommodations in transportation activities at local, regional, and statewide levels.

The decisions made by VDOT and localities for the provision of bicycle and pedestrian travel must be consistent with state and federal laws regarding accommodations and access for bicyclists and pedestrians.

Policy Exceptions

Bicycle and pedestrian accommodations should be provided except where one or more of the following conditions exist:

- scarcity of existing/future population, travel, and attractors indicate an absence of need;
- environmental or social impacts outweigh the need for accommodations;
- safety would be compromised;
- total cost of bicycle and pedestrian accommodations to the interstate, primary, secondary, or urban system is excessively disproportionate to the need for the facility;
- purpose and scope of the specific project do not facilitate the provision of such accommodations (projects for the Rural Rustic Road Program, etc.); and
- bicycle and pedestrian travel is prohibited by state or federal laws.

Documentation of exceptions to providing accommodations will occur during the scoping process for all VDOT-managed projects. Project managers should use the [*Bicycle and Pedestrian Accommodations Decision Process*](#) to assist in documentation of exceptions.

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BICYCLE AND PEDESTRIAN ACCOMODATIONS, *Continued*

Cost Estimates	Please use Example planning level cost estimates for cost guidance for features such as shared use paths, bicycle lanes, paved shoulders, wide curb lanes, signs, pavement markings, etc.
Use of Funds	Highway construction funds can be used to build bicycle and pedestrian accommodations either concurrently with highway construction projects or as independent transportation projects. Other state and federal funding sources may be used for the development of bicycle and pedestrian accommodations, following program requirements established for these sources.
Design and Construction	Accommodations will be designed and built, or installed, using guidance from VDOT and American Association of State Highway and Transportation Officials (AASHTO) publications, the <i>Manual on Uniform Traffic Control Devices (MUTCD)</i> , and the <i>Americans with Disabilities Act Accessibility Guidelines (ADAAG)</i> . The determination of the level of accommodation that will be provided shall be documented during the project scoping process using the Construction Project Scoping Form LD-430 (Initial Field Review and Scoping Report) . Project managers will use the Project Cost Estimating System to ensure that bicycle and pedestrian accommodations are included in project cost estimates.
Maintenance	<p>VDOT will maintain bicycle and pedestrian accommodations as necessary to keep the accommodations usable and accessible in accordance with state and federal laws and VDOT's asset management policies and best practices, such as those documented in the <i>Asset Management Best Practices Manual, March 2007</i> (available from: http://insidedot/C4/Roadway/Document%20Library/Asset%20Management%20Division%20Best%20Practices.pdf). Documentation of accommodation considerations provided through maintenance activities shall be captured using Maintenance Project Scoping Form AM-430 (Scoping Report for Maintenance Projects).</p> <p>When paving schedules are implemented, districts shall strive to meet a goal of spending a minimum of 2 percent of a district's asset number 400 and associated paving activities budget on paved shoulders. Federal paving projects shall be used for paving shoulders, unless written documentation justifying the shortfall is provided to the District Administrator. Guidance on appropriate use of maintenance funds to provide paved shoulders is provided in the <i>Asset Management Division's Best Practices Manual, March 2007</i>.</p>

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BICYCLE AND PEDESTRIAN ACCOMODATIONS, *Continued*

Maintenance (continued)

A minimum of 2-foot paved shoulders may be provided on roadway sections that are part of the paving schedule, provided at least one of the following criteria applies:

- the road is identified in an adopted transportation plan as a bicycle facility, and no appropriate accommodation exists;
- the roadway has been identified in a traffic engineering study as presenting a safety hazard for bicycles and pedestrians;
- the locality has requested a paved shoulder for the roadway, and VDOT concurs that this feature is appropriate; or
- paving the shoulder will provide a connection between existing facilities.

Localities maintaining their own streets may use a portion of their maintenance payments to provide bicycle and pedestrian accommodations. See [Asset Management Division Best Practices Manual BP 4.10](#); [Asset Management Division Best Practices Manual BP 12.5](#); and [Asset Management Division Best Practices Manual BP 12.9](#) for more details.

Coordination with Localities

The table below lists the resources to be used when determining appropriate bicycle and pedestrian accommodations.

In the absence of . . .	use . . .	to determine . . .
a local or regional bicycle plan,	the State Bicycle Plan	bicycle accommodations on US Numbered Bicycle Routes 1 and 76.
a local comprehensive plan with specific bicycle and pedestrian needs,	the bicycle and pedestrian element of the applicable MPO's Long-Range Plan	bicycle and pedestrian accommodations.
	the bicycle and pedestrian element of the applicable Small Urban Area Transportation Plan	
	the bicycle and pedestrian element of the applicable Rural Long-Range Transportation Plan	
To satisfy . . .	use . . .	to determine . . .
requirements of § 15.2-2222.1 of the <i>Code of Virginia</i> ,	local comprehensive plans	location and type of bicycle and pedestrian accommodations desired by localities.

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BICYCLE AND PEDESTRIAN ACCOMMODATIONS, *Continued*

Coordination with Localities (continued)	<p>In keeping with VDOT's business plan, VDOT's role in locally initiated or locally administered projects is to ensure that state and federal requirements are met, but is not to prescribe processes and procedures for the localities. Projects funded through VDOT or on VDOT right of way, whether initiated or administered by VDOT or a locality, must adhere to the CTB <i>Policy for Integrating Bicycle and Pedestrian Accommodations</i>. Although locally managed projects are not required to use VDOT's new scoping forms and scoping procedures, localities must document the consideration of whether bicycle and pedestrian accommodations will be provided for projects that take place on VDOT right of way or are funded by VDOT. Decisions should be documented in project files.</p>
Coordination with the Virginia Department of Rail and Public Transportation (DRPT) and Local Transit Providers	<p>VDOT project managers will coordinate with the Virginia Department of Rail and Public Transportation (DRPT) and local and regional transit providers to identify needs for bicycle and pedestrian access to public transportation services and facilities. Initial notification of a scoping meeting shall be sent to the Director of DRPT. VDOT will request that DRPT contact affected transit providers to identify:</p> <ul style="list-style-type: none">• needs for bicycle/pedestrian access to existing and planned public transportation services and facilities; and• needs for ancillary facilities, such as shelters and bike racks. <p>VDOT will request that the needs identified above be forwarded in writing to the VDOT project manager prior to the scoping meeting. The project manager will be responsible for documenting the needs identified through DRPT in the scoping report.</p>
References and Related Procedures	<p>Online references are available from: <i>Bicycling and walking in Virginia</i> (http://www.virginiadot.org/programs/bk-default.asp).</p> <ul style="list-style-type: none">• CTB Minutes, March 18, 2004.• <i>Policy For Integrating Bicycle And Pedestrian Accommodations</i>.• VDOT Public Website:<ul style="list-style-type: none"><i>Asset Management Best Practices Manual BP 4.10.</i><i>Asset Management Best Practices Manual BP 12.5.</i><i>Asset Management Best Practices Manual BP 12.9.</i><i>Subdivision Street Requirements.</i><i>Road Design Manual.</i><i>Bicycling & Walking pages of VDOT's website.</i><i>Bicycle and Pedestrian Implementation Guide for locality involvement.</i><i>Example planning level cost estimates.</i><i>Bicycle and Pedestrian Accommodations Decision Process.</i>

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BICYCLE AND PEDESTRIAN ACCOMODATIONS, *Continued*

References and Related Procedures (continued)

- Bicycle and Pedestrian Accommodations Defined.*
VDOT district bicycle and pedestrian coordinators.
 - VDOT Portal: Asset Management Division *Best Practices Manual, March 2007* (available from:
<http://insidevdot/C4/Roadway/Document%20Library/Asset%20Management%20Division%20Best%20Practices.pdf>).
 - Asset Management Division: *Maintenance Project Scoping Form AM-430* (*Scoping Report for Maintenance Projects*).
 - Location & Design Division: *I & I Memoranda:*
LD-99's (*I & U*) *Field Inspection*;
LD-103 (Sec) *Field Inspection*;
LD-153 *Request for Bridge Design*;
LD-252 *Request for Supporting Data*;
LD-320 *Preliminary Plan Review*;
LD-419 *Preliminary Study Underway or Completed*;
Construction Project Scoping Form LD-430 (*Initial Field Review and Scoping Report*);
LD-435 *Preliminary Location Corridor Study Scoping Report*;
LD-440 *Design Exception Review Process*.
 - Federal Highway Administration: *Accommodating Bicycle and Pedestrian Travel: A Recommended Approach, A US DOT Policy Statement Integrating Bicycling and Walking into Transportation Infrastructure*.
 - Federal Highway Administration: *Manual on Uniform Traffic Control Devices* (MUTCD).
 - *Americans with Disabilities Act Accessibility Guidelines* (ADAAG).
 - American Association of State Highway and Transportation Officials: *Guide for the Planning, Design, and Operation of Pedestrian Facilities*.
 - American Association of State Highway and Transportation Officials: *Guide for the Development of Bicycle Facilities*.
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