



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION  
NASHVILLE, TENNESSEE 37243-0348**

**INSTRUCTIONAL BULLETIN NO. 08-14**

**Regarding Road Safety Audit Review Projects (RSAR)**

The primary purpose of Road Safety Audit Review program is to reduce the number of injuries and fatalities on public roads. A RSAR report is written for each RSAR project and should be used as guidance for the development of RSAR plans. Projects currently selected for the program are spot or section locations on interstates, state routes, and functionally classified local roads for the Hazard Elimination Safety Program list. Projects may also be selected if qualified for the High Risk Rural Roads funds. Currently project funding comes from either Hazard Elimination Safety Program funds (\$1,000,000 limit per project) or High Risk Rural roads funds (approximately \$50,000 limit per project).

Scope of work for RSAR projects is developed by a RSAR Team and will consist of a Pre-Briefing Meeting, Onsite Visit, and Post Meeting or Conference Call of team members. A representative from either Headquarters Design or the Regional Design Office will be included on each team. The Assistant Director will coordinate with the Headquarters and Regional Design Managers to ensure Design is represented at each meeting. The representative will be responsible for ensuring design issues are addressed prior to finalizing and submitting the RSAR for approval.

Except as noted herein, guidance provided in the Design Guidelines do not apply to the development of RSAR projects. Proposed improvements should be designed in accordance with current design standards; however, it is not the intent of the RSAR program to bring all design elements up to current standards.

In order to provide consistency in the development of RSAR projects the following guidance should be used during the development of RSAR plans:

- 1) Plans should be developed in accordance with the approved RSAR report.
- 2) Scope of the project should be limited to items addressed in the RSAR report.
- 3) Any deviation from the RSAR report will require a revision to the report and estimate. Proposed changes should first be approved by the Design Division director prior to initiating a request to change the approved RSAR report.
- 4) Additional improvements should not be added to the project unless required to meet the objective outlined in the RSAR report.
- 5) Improvements to add additional capacity (except where identified in the RSAR report) should not to be added to RSAR projects.

- 6) Design Exceptions should only be requested when the proposed element to be improved cannot be brought up to current standard. Design Exceptions shall not be requested for other controlling elements of design that are not addressed in the RSAR report. Designers should document to the project file other controlling elements of design or design criteria identified that are not brought up to current standard.
- 7) Plans should be developed using the minimal amount of survey and plans detail necessary to provide sufficient detail to acquire right-of-way (if required) and construct the project. Example: Topography of adjacent properties is not needed when the improvement is going to be constructed inside existing right-of-way. However, erosion prevention and sediment control plan may need to be developed to the same detail as a typical roadway project.
- 8) The acquisition of additional right-of-way and easements and the relocation of utilities should be addressed in the RSAR report. Designs for RSAR projects not proposing additional right-of-way and/or easements or utility relocations acquisition should avoid additional right-of-way or utility relocations whenever possible. In the event that the need for additional right-of-way and/or utility relocation is identified during project development, the Design Manager shall immediately notify the Project Manager or RSAR Coordinator.
- 9) The Work Zone Significance Determination shall be completed and procedures in the Work Zone Safety and Mobility Manual shall be followed for all RSAR projects.
- 10) RSAR project development shall follow guidance regarding permits and submittals to the Environmental Division found in the Design Guidelines.
- 11) Signing and marking shall be in compliance with the current edition of the Manual on Uniform Traffic Control Devices.
- 12) The following note will be placed on the Title Sheet directly above the Chief Engineer's signature. **"RSAR Project - Project of Limited Scope"**

Original signed by Jeff C. Jones  
Jeff C. Jones, Civil Engineering Director  
Design Division

October 8, 2008  
JCJ:MJA:mja