

POLICE COMMUNITY ROAD WATCH FORM

For reporting any road user incidents

Help us make the roads safer with Community Roadwatch.

Road safety is a partnership between the public and NZ Police.

A Community Roadwatch report may cause a change to the way someone drives and prompt them to take care on the roads.

You can file a Community Roadwatch Report if you see drivers putting others at risk. We will follow up the report by sending the owner of the vehicle a letter detailing the driving behaviour.


A Community Roadwatch Report is not a formal complaint.

If you wish the incident to be investigated, you should lodge a formal complaint at your nearest police station.

Please send the form to:

NZ Police
Community Roadwatch
PO Box 8147
WELLINGTON

Further copies are available from your nearest Police Station or www.police.govt.nz




Safer Communities Together

Community Roadwatch

Help us get the roads safe again.

NZ POLICE
COMMUNITY ROADWATCH
PO BOX 8147
WELLINGTON





MANUAL TRAFFIC CONTROLLERS HANDBOOK

Community Roadwatch Report

The Community Roadwatch programme provides an opportunity for all road users to work together to make the roads safer. If you tell us what you saw, we will send a letter to the owner of the vehicle about the unsafe driving that you have reported. This will not lead to the offender being prosecuted. NZ Police will regard your report as confidential.

If you wish the incident to be investigated, you should lodge a formal complaint at your nearest police station. For further information you can visit our website www.police.govt.nz

When and Where?

Date: ____ / ____ / ____ Time: _____ am/pm

Location: _____
(Name of the Road/Street)

Nearest City/Town: _____

Details of offending vehicle:

Registration number: _____ Make: _____ Type: _____ Colour: _____

Information about passengers (tick one): Driver only Other passengers

What did you see? (Please tick)

- A driver overtaking on 'no passing' / solid yellow lines
- A driver overtaking in the face of oncoming traffic
- A driver crossing the centre-line
- A driver following too close (tailgating)
- A slower driver holding up traffic and not making allowances for others to pass
- A driver failing to obey a traffic light
- A driver failing to indicate

Other driving behaviour (please make brief notes about what you saw happening):

Your details please:

Mr / Mrs / Ms / Miss Name: _____ (first names) _____ (last name)

Address: _____

Email: _____ Registration number of your vehicle: _____

Your telephone number: () _____ Circle if you want a reply: Yes No

Signature _____

Post this form to: NZ Police
Community Roadwatch
PO Box 8147, Wellington

Official use only

Pre: Code: _____

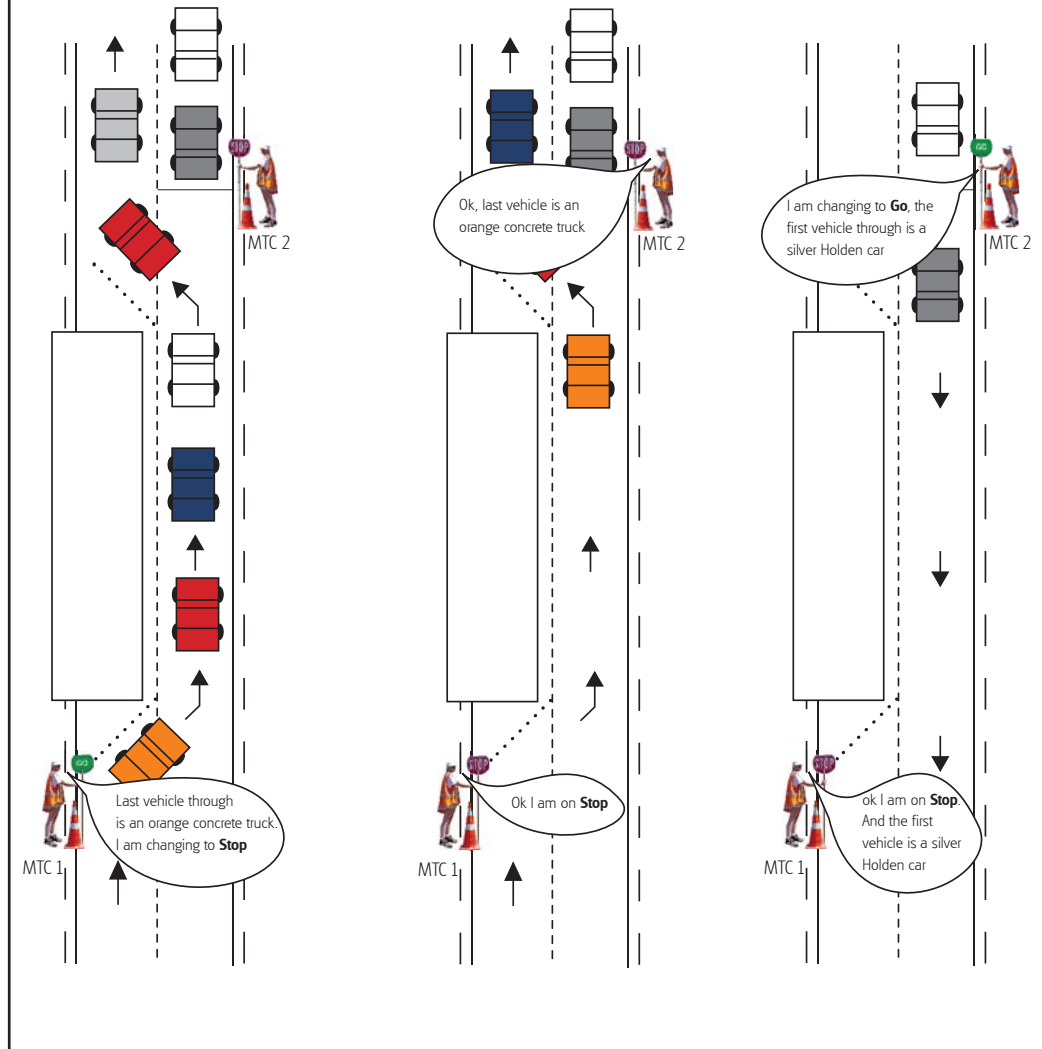
Location: _____

Status: _____

POL 965 08/05



EXAMPLE SCENARIO SHOWING COMMUNICATIONS BETWEEN MTC'S



- If emergency services approach the work site the MTC's must stop all traffic on the approaches and signal the emergency vehicle through.

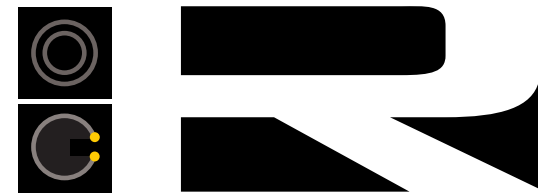
SAFETY RULES

- Never turn your back on oncoming traffic. You have no idea what they might do.
- Always ensure your personal safety by fastening Hi Viz vests.
- Never enter a live lane unprotected.
- Always pre plan an escape route.
- If at any time you feel unsafe or unsure, talk to your STMS.
- The use of mobile phones to take calls or to text is forbidden while on MTC duties.

COMMUNICATION BETWEEN MTC'S

- Hand held radio telephones should always be available for MTC's to ensure safe and efficient operation of the site by avoiding any possible misunderstandings that might result in vehicles from both directions entering the single lane at once. As an example see the scenario on the next page and details below. The way it works is:
- MTC #1 who has their paddle on GO reports to their partner when the last vehicle has passed their position. E.g. "I am changing to STOP, The last vehicle is an orange concrete truck".
- MTC #2 at the opposite end would reply; "OK, last vehicle is an orange concrete truck."
- MTC #1 would confirm; "OK, I am on STOP"
- Once the orange concrete truck has passed MTC #2 would then report; "I am changing to GO, and the first vehicle is a silver Holden car."
- MTC #1 would confirm; "OK, I am on STOP and the first vehicle is a silver Holden car."

MANUAL TRAFFIC CONTROLLERS HANDBOOK



**ROADSIGN
NEW ZEALAND**

BUILDING AND MAINTAINING NEW ZEALAND'S
LAND TRANSPORT INFRASTRUCTURE

SOME USEFUL INFORMATION

Important phone numbers

STMS.....
 Emergency Police/Fire/ Ambulance.....111
 Local Police
 Local Medical Centre.....
 Employer's Office.....
 Traffic Controller

Note; for additional info see site emergency plan.

Location of fire extinguisher and a first aid kit.....

MTC Training Record

Name.....
 Date inducted.....
 Date trained.....
 Assessed by.....
 STMS signature.....TNZ ID number.....
 MTC signature.....

Note to STMS. Complete this form and ensure MTC signs acknowledgement of receiving training prior to allowing them to work.

Deliver a copy of this form to your Manager for updating of training records.

Note: The MTC must hold the Stop/Go sign at all times

- MTC's must not leave their paddle on STOP for too long a period causing drivers to become impatient. Aim to move stationary traffic as frequently as possible.
- MTC's must also be aware of tailback where stationary vehicles queue too far back within the worksite to become a hazard to other vehicles approaching around bends. Moving traffic as often as possible will minimise this problem. On winding roads it may be necessary to move the MTC and advance warning signs further back from the worksite to an area where vehicles can be stopped without causing a hazard.
- Often motorists will fail to slow down at the approach to your worksite creating a major problem for MTC's. The cone threshold, with two lines of cones between 2.75m and 3.0m apart will create side friction which will slow approaching vehicles. If your site is still likely to be unsafe due to motorists speeds, your STMS will install additional positive temporary traffic management measures such as gating (doubled up signs) to help enforce the temporary speed restriction; [TSR]



Example of dangerous tailback extending outside the worksite.

Did you know that 25% or one quarter of all crashes at road works sites involve nose to tail collisions?



Example of side friction on approach to cone threshold at MTC Position

Normally, two MTC'S will be needed, [one at each end of the site], but, on very short sites on Level one and Level LV roads, one MTC may be used operating in the middle of the site. This often makes the job more challenging and will normally require an MTC with some experience. Work around intersections may require the use of 3 or more MTC's.

MANUAL TRAFFIC CONTROL OPERATIONS

- MTC's must operate from a position giving them a minimum of 120 metres clear visibility of approaching traffic in both directions. **This is important!** The STMS will always check that the MTC is stationed in the correct position.
- MTC's must stand facing oncoming traffic at the beginning of the cone taper on the left hand shoulder or on the edge of the road and behind the cone threshold. Under no circumstances may MTC's stand or operate unprotected in a live lane.
- Prior to commencing work, an MTC should plan an escape route for use in the event of a vehicle or machine entering your coned off area
- Try to be courteous at all times when dealing with the public. Never get involved with abusive or threatening vehicle occupants. Report any incidents stating vehicle license plate number, date and time of the event to your STMS who will then report to NZ Police on a Community Road Watch form (see back cover).
- To stop traffic. Stand facing the oncoming traffic and present the STOP panel. Hold up your other arm. As shown right. **Hint:** It always pays to eyeball the driver of the first vehicle approaching your position.
- To move traffic. Turn side on to approaching traffic and present the GO panel. Use the arm nearest the oncoming traffic to wave drivers on with a sweeping movement across your body in the direction you want them to move. See right



MTC giving correct hand signal for stop



MTC moving traffic ahead

MANUAL TRAFFIC CONTROLLER [MTC]

- You have a very important job on a roadwork site because you are the person who protects the safety of everyone else on the site including road users.
- You will be required to be alert and sufficiently commanding in appearance to properly control traffic through the worksite.
- The Health & Safety in Employment Act requires that staff are trained for the tasks they are asked to do.
- This handbook has been prepared to assist you in understanding your duties and is available as a ready reference.
- Remember, your workmates and the motoring public depend on you to ensure a safe worksite and the safe passage of traffic.
- As a Manual Traffic Controller, you will be supervised by a Site Traffic Management Supervisor. [STMS]

EQUIPMENT

- You will need a TW 33, Stop/Go paddle which must be in good condition and meet the requirements of the Code of Practice for Temporary Traffic Management. COPTTM
- If you are working at night, the parts of the worksite where the MTC operates must be artificially lit. You must also use an illuminated wand to assist with night time operations on the road. If there is insufficient light then you must not operate manual traffic control.
- All persons on the worksite must wear a compliant Hi Viz garment which must be fully fastened at all times to enhance visual impact.
- Cones will be used to separate the work area from traffic and a cone threshold will also be installed to slow traffic and to separate your MTC position from passing vehicles. **This is important!**
- Hand-held radio telephones will be required to allow MTC's to communicate with each other and with the Site Manager (STMS/TC). This is important and allows the MTC to report issues such as heavy braking and speeding motorists to the Site Manager.

