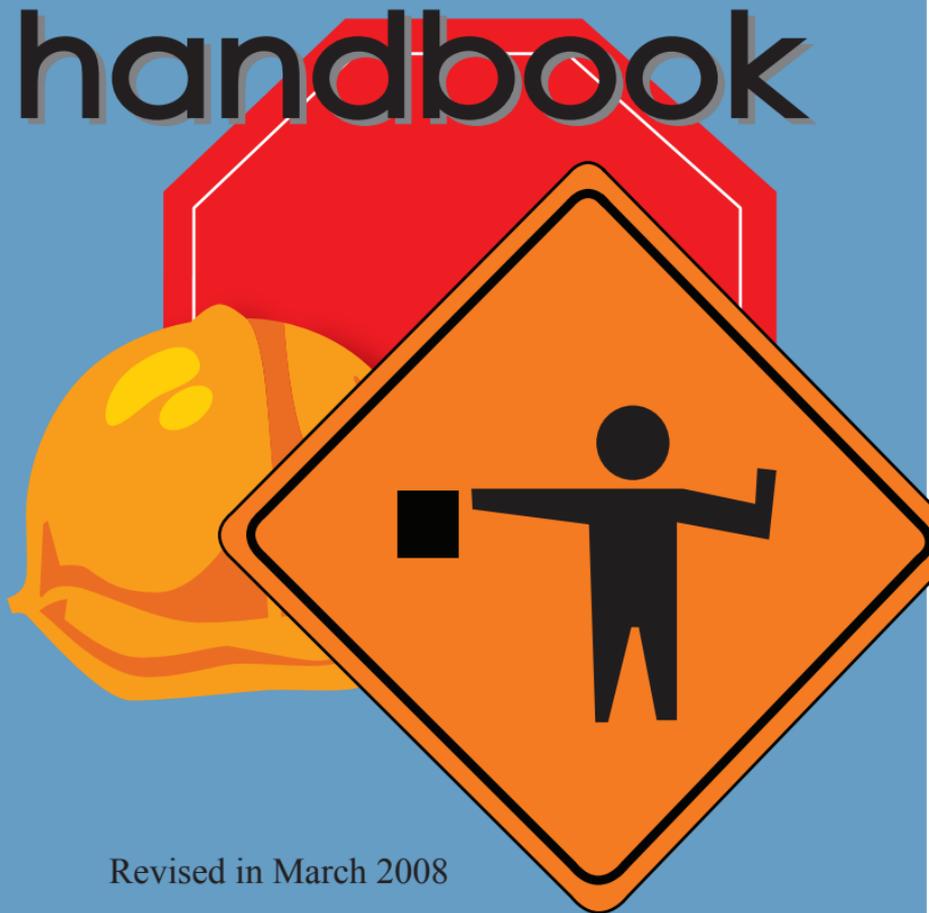


*STATE OF KANSAS*

**KDOT**

***FLAGGER***  
**handbook**



Revised in March 2008

## INTRODUCTION

Your job as a flagger is an important one. Your performance effects the safety of workers and those of the traveling public. Your work helps to protect your fellow workers as well as to guide traffic safely through the work area. Your firm and deliberate actions can reduce the possibility of accidents and injuries at the worksite.

It is important that you are courteous in dealing with the traveling public, yet be deliberate and to the point in your conversations with them. As a flagger you must always display a professional attitude. Immodest or sloppy dress should not be permitted! Remember, a neat appearance helps gain respect and makes your job more effective. You must be capable of impressing the public and securing their cooperation.

If any driver refuses to follow your instructions the vehicle license number and description should be recorded and the circumstances reported to your supervisor.

This handbook has been prepared to help you in understanding your responsibilities. It is expected that all flaggers will follow the instructions in this handbook.

## **FUNCTIONS AND RESPONSIBILITIES**

Flaggers intermittently stop, reduce the speed of, and/or guide traffic safely through a work area. These functions enhance safety to both the motoring public and the workers. For these reasons you must be clearly visible to permit proper driver response to your instructions.

## **SAFETY**

You should constantly bear in mind that dealing with thousands of vehicles and drivers, there always exists the chance that an errant, unpredictable, inattentive or careless driver will appear and become a hazard. In those cases you should give verbal warning of danger to your fellow workers and the public when necessary and reasonable.

Uniform action is an important part of traffic operations. With uniform flagging procedures the motorist can proceed in a safe manner and your job will become one that is respected and heeded.

## **CLOTHING**

For all daytime traffic controlling operations, the flaggers vest, shirt, or jacket shall be fluorescent in color. They shall include retro-reflective striping, and shall meet at minimum, ANSI 107 Class II standards. For nighttime flagging, all garments shall meet ANSI 107 Class III standards. The retro-reflective clothing shall be designed to identify clearly the wearer as a person and be visible through the full range of body motions. A high visibility orange hard hat or soft cap in good condition is required for all flagging operations.

Examples of inappropriate clothing are as follows: swimwear, sandals, shorts, flip flops, skirts and etc.

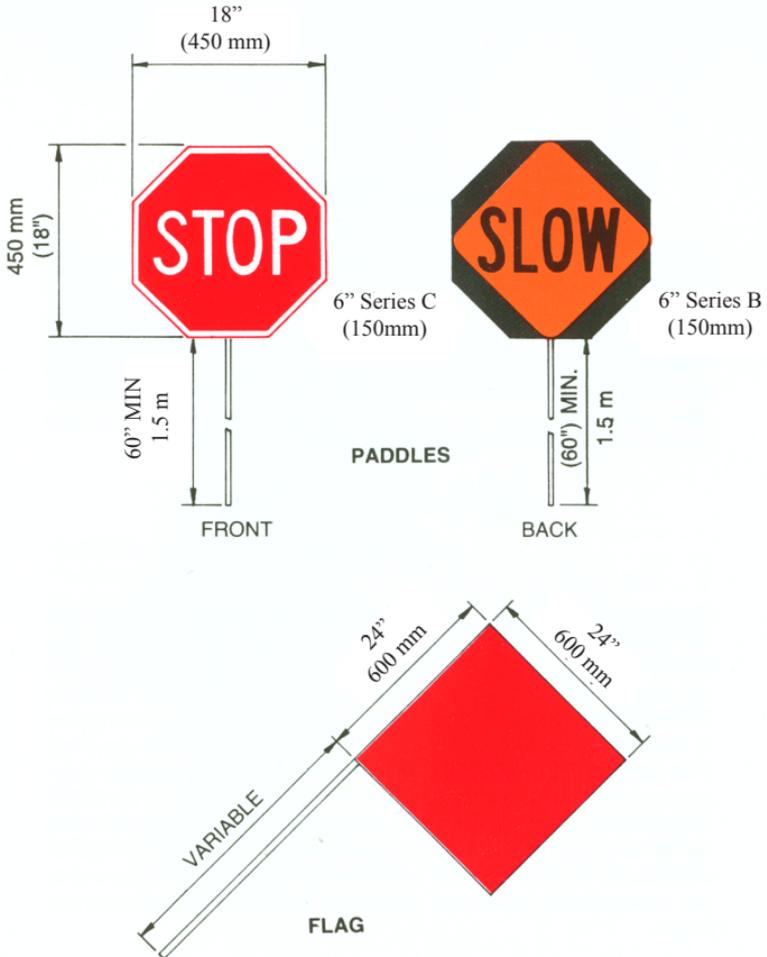
For maintenance operations performed by KDOT, signing shall conform to the State Highway Sign Manual.

For contracted construction operations, signing shall conform to the Project Contract Documents.

## **HAND-SIGNALING DEVICES**

STOP/SLOW paddles are used to control traffic through temporary traffic control zones. The STOP/SLOW sign paddle shall be retroreflective, 18 inches (450 mm) wide with letters at least 6 inches (150 mm) high. A rigid handle, with a minimum length of 60 inches (1500 mm), shall be provided. This combination sign should be fabricated from light semi-rigid material, and shall have an octagonal shape. The background of the STOP face shall be red with white letters and borders. The background of the SLOW face shall be orange with black letters and borders. In emergencies, or other situations as determined by the engineer (such as high wind), a bright red flag at least 24 inch square (600 mm), on a 36 inch (900 mm) long staff may be used. When used at night, flags shall be retroreflectorized red. Non-emergency night time flagging requires proper illumination of the flagger and equipment.

# TRAFFIC CONTROL DEVICES FOR FLAGGERS



## **FLAGGER STATION**

The flagger station shall be located as provided in Table 1, pg 12, so that approaching traffic has sufficient distance to stop before entering the work area. These distances are a minimum and may be increased for reasons including but not limited to road conditions, visibility, and downgrades.

The flagger shall stand in a location visible to drivers from at least 500 feet (150 meters), on the right edge of the traveled way **FACING THE DIRECTION OF THE APPROACHING TRAFFIC**. After the first vehicle has been stopped, the flagger shall move to a position near the centerline so that the flagger may be seen by other approaching drivers.

The flagger shall stand alone and remain standing. Other workers shall not be permitted to congregate around the flagger station.

When placing flagger station, care must be taken to avoid long delays.

The flagger may not leave the flagging station unattended except to avoid imminent danger to him/herself.

## **REMEMBER**

1. BE VISIBLE AT ALL TIMES.
2. NEVER STAND IN AN OPEN TRAFFIC LANE.
3. STAND ALONE AND DO NOT PERMIT WORKERS TO GATHER AROUND YOU.
4. DO NOT STAND NEAR EQUIPMENT OR VEHICLES
5. DO NOT BE DISTRACTED BY THE WORK OPERATIONS.
6. NEVER TURN YOUR BACK TO THE TRAFFIC.
7. NEVER LEAVE YOUR POST UNLESS YOU ARE PROPERLY REPLACED, EXCEPT TO AVOID IMMINENT DANGER.
8. AT NIGHT, NON-EMERGENCY FLAGGER STATIONS SHALL BE ILLUMINATED.
9. IT IS YOUR JOB TO PROVIDE THE MOTORIST WITH GUIDANCE.

## **HAND-SIGNALING PROCEDURES WITH STOP/SLOW PADDLES**

To STOP Traffic: The flagger shall face traffic with the STOP sign paddle in a stationary position with the arm extended horizontally away from the body. The free arm is raised with the palm toward approaching traffic. After the first vehicle has been stopped, move to a position near the centerline so that your signal may be seen by other approaching drivers.

To Direct Stopped Traffic To Proceed: The flagger shall face traffic with the SLOW sign paddle held in a stationary position with the arm extended horizontally away from the body. The flagger motions traffic to proceed with the free hand.

To Alert or Slow Traffic: The flagger shall face traffic with the SLOW sign paddle held in a stationary position with the arm extended horizontally away from the body. The flagger may motion up and down with the free hand, palm down, indicating that the vehicle should slow down.

## **EMERGENCY FLAGGING**

In an emergency, 24 by 24 inch red flags may be used to control traffic until STOP/SLOW paddles can be obtained. When used at night, flags shall be retro-reflective red.

To STOP Traffic: Stand on the shoulder of the road and extend the flag into the roadway. Raise your other hand to the stop position.

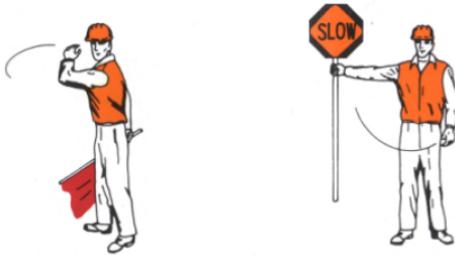
To RELEASE Traffic: Drop the flag to your side and with your free arm motion traffic to proceed. Do not use the flag to motion traffic through.

To Alert and Slow Traffic: The flag should be waved from the ground to shoulder height.

# FLAGGING PROCEDURES



**TO STOP TRAFFIC**



**TRAFFIC PROCEED**



**TO ALERT AND SLOW TRAFFIC**

## **PILOT CAR**

In this operation, the flaggers hold all traffic on each end of the work area until the pilot car arrives and leads the traffic through the work zone. Do not allow a late vehicle to try to catch up. Provisions should be made for communication between flaggers such as 2 way radios.

## **SIGNING**

All signing during Maintenance and Construction operations shall conform to the current edition of the “Manual on Uniform Traffic Control Devices” Currently adopted by the State of Kansas.

Remove signs when no flagger is present.

**Table 1. Buffer Space Table**

<b>SPEED mph</b>	<b>DISTANCE ft</b>	<b>DISTANCE meters</b>
<b>20</b>	<b>115</b>	<b>35</b>
<b>25</b>	<b>155</b>	<b>50</b>
<b>30</b>	<b>200</b>	<b>65</b>
<b>35</b>	<b>250</b>	<b>85</b>
<b>40</b>	<b>305</b>	<b>105</b>
<b>45</b>	<b>360</b>	<b>130</b>
<b>50</b>	<b>425</b>	<b>160</b>
<b>55</b>	<b>495</b>	<b>185</b>
<b>60</b>	<b>570</b>	<b>220</b>
<b>65</b>	<b>645</b>	<b>250</b>
<b>70</b>	<b>730</b>	<b>730</b>
<b>75</b>	<b>820</b>	<b>820</b>

## **REMEMBER**

1. YOUR JOB IS IMPORTANT.
2. KEEP ALERT.
3. WEAR THE PROPER CLOTHING.
4. STAND AT THE PROPER LOCATION.
5. KNOW THE CORRECT FLAGGING PROCEDURE.
6. MAKE CERTAIN PROPER ADVANCE WARNING SIGNS ARE IN PLACE.
7. SLOW DOWN TRAFFIC FOR SAFER APPROACH!
8. USE PROPER EQUIPMENT FOR NIGHTTIME FLAGGING.
9. TREAT EVERY DRIVER COURTEOUSLY.
10. BE ALERT TO CHANGING CONDITIONS ON THE WORK SITE.

## **THE BASIC DO'S OF FLAGGING**

- DO:** Be alert at all times. An alert flagger will more likely command the respect of motorists and will be more able to respond to emergency situations.
- DO:** Wear proper equipment while on duty.
- DO:** Stand alone where you can be identified by the motorists.
- DO:** Have knowledge of the project's traffic plans.
- DO:** Treat each driver with courtesy.
- DO:** Remove, fold over, or turn away the flagger sign and other inappropriate signs, when flagging is no longer being performed.

## **THE BASIC DONT'S OF FLAGGING**

**DON'T:** Stand in an open traffic lane.

**DON'T:** Stand with a group of people.

**DON'T:** Stand near equipment or vehicles.

**DON'T:** Stand with your back to the traffic.

**DON'T:** Take part in unnecessary conversation with workers, pedestrians, or motorists.

**DON'T:** Give flagging instructions contrary to traffic control devices.

**DON'T:** Read, use cell phone, or listen to music while on duty.

**DON'T:** Leave your station until properly replaced except to avoid imminent danger.

**DON'T:** Sit while performing your duty.

**DO NOT LEAN ON VEHICLES OR  
ARGUE WITH MOTORISTS.**

## **PUBLIC RELATIONS**

Courtesy and a professional attitude is a key to good flagging. The traveling public will more likely respect and obey you if your appearance and actions are those of a well trained and informative flagger.

Be brief and to the point when answering questions from the traveling public.

It is important that you are courteous and cooperative in all your dealings with the traveling public.