

October 1, 1993

TRAFFIC ENGINEERING DIRECTIVE

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**SUBJECT:           SIGNING FOR TRAVEL INFORMATION CENTERS**

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Signing may be installed by the Division of Highways for a travel information center that serves a regional geographic area. Where multiple travel information centers exist in the same geographic area, the Division of Highways may only provide signing for the one facility that best serves the needs of unfamiliar and non-local motorists traveling on state highways.

The guidelines associated with determining the eligibility of a particular travel information center to qualify for signing are noted below:

1.     **On controlled access highways, the facility shall be located within close proximity to an expressway interchange or intersection. On non-controlled access highways the facility shall be located within sight of or immediately adjacent to the roadway.**
2.     **On-premise signing shall be installed by the facility identifying the building or structure as the Travel Information Center.**
3.     **The facility shall be open 7 days a week throughout the entire year and an attendant shall be on duty at least 8 hours per day. Rest rooms shall be available for all visitors during regular operating hours.**
4.     **During non-operating hours, an informational bulletin board, Kiosk or similar structure shall be placed near the building. This structure shall contain up-to-date travel related information that can be used by the visitor when the information center is closed.**
5.     **The facility shall be operated by a governmental agency or a non profit organization. Additionally, the facility shall actively coordinate in a cooperative manner its activities and responsibilities with other existing and nearby information centers.**
6.     **The main information area should be in an enclosed building. Additionally, a defined area within this building shall be specifically designated and presented**

**as a Travel Information Center. Within this designated area there shall not be any goods or services offered for sale, nor shall they be displayed.**

- 7. The facility must provide visitors with up to date information for not only the local area, but also for other areas throughout the state. This should include travel, road and directional information for long distance motorists.**
- 8. There will be no charge for any travel information or any related service available at the facility.**

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**Ken F. Kobetsky, Director  
Traffic Engineering Division**