**COMMONWEALTH OF KENTUCKY**
**TRANSPORTATION CABINET**
**FRANKFORT, KY 40622**

**MANUAL TITLE:** ***Maintenance Guidance Manual*** **REVISION NO.:** **5**

**DATE REQUESTED:** **February 8, 2012** **REPRINT:**

**REQUESTED BY:** **Brad Webb** **NEW:**

# REVISED PROCEDURE

| CHAPTER/ SECTION | EXPLANATION | OLD PAGES TO BE DELETED | NEW PAGES TO BE ADDED |
|---|---|---|---|
| | The purpose of this printing is to include the following revised indexes and procedure and new exhibit in the *Maintenance Guidance Manual*. | | |
| MAIN-00 | Table of Contents<br>Table of Exhibits | MAIN-01<br>MAIN-02 | MAIN-01<br>MAIN-02 |
| MAIN-1000 | Snow & Ice: Procedures | MAIN-1009 | MAIN-1009 |
| MAIN-9000 | Kentucky Snow and Ice Treatment Recommendations | | MAIN-9035 |
| Produced & Distributed by Organizational Management Branch | | | |
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**COMMONWEALTH OF KENTUCKY**
**TRANSPORTATION CABINET**
**FRANKFORT, KY 40622**

**MANUAL TITLE:** ***Maintenance Guidance Manual*** **REVISION NO.:** **4**

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**REQUESTED BY:** **Brad Webb** **NEW:**

# MINOR REVISION

| CHAPTER/ SECTION | EXPLANATION | OLD PAGES TO BE DELETED | NEW PAGES TO BE ADDED |
|---|---|---|---|
| | The purpose of this printing is to include the following revised index and procedure in the *Maintenance Guidance Manual*. | | |
| MAIN-00 | Table of Contents | MAIN-01 | MAIN-01 |
| MAIN-200 | Roadside Agronomy Program | MAIN-703 | MAIN-703 |
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**COMMONWEALTH OF KENTUCKY**
**TRANSPORTATION CABINET**
**FRANKFORT, KY 40622**

**MANUAL TITLE:** *Maintenance Guidance Manual* **REVISION NO.:** 3

**DATE OF UPDATE:** July 20, 2010 **REPRINT:**

**REQUESTED BY:** Brad Webb **NEW:**

# NEW & REVISED POLICIES

| CHAPTER/ SECTION | EXPLANATION | OLD PAGES TO BE DELETED | NEW PAGES TO BE ADDED |
|---|---|---|---|
| MAIN-00, 600, 1000, 1100, 9000 | The purpose of this printing is to include the following new and revised policies in the *Maintenance Guidance Manual*: "Maintenance of Mail Boxes Prohibited," "Snow & Ice: General," "Removal," "Snow & Ice Plan," "Liquid Chloride Solutions (Prewetting)," "Anti-Icing," "Snow & Ice: Procedures," and a complete rewrite of the MAIN-1100 chapter, "Extraordinary (Disaster) Maintenance."<br><br>This printing also includes updated exhibits and index information.<br><br>APPROVED AS TO FORM AND LEGALITY:<br>OFFICE OF LEGAL SERVICES<br><br>MICHAEL W. HANCOCK<br>~~ACTING~~ SECRETARY<br><br>9/7/10<br>DATE | MAIN-01<br>02<br>611<br>1001<br>1002<br>1003<br>1005<br>1006<br>1009<br>1016<br>1101<br>1102<br>1103<br>1104<br>1105<br>1106<br>1107<br>9001<br>9019<br>9023<br>9034 | MAIN-01<br>02<br>611<br>1001<br>1002<br>1003<br>1005<br>1006<br>1009<br><br>1101<br>1102<br>1103<br>1104<br>1105<br>1106<br>1107<br>9001<br>9019<br>9023<br>9034 |
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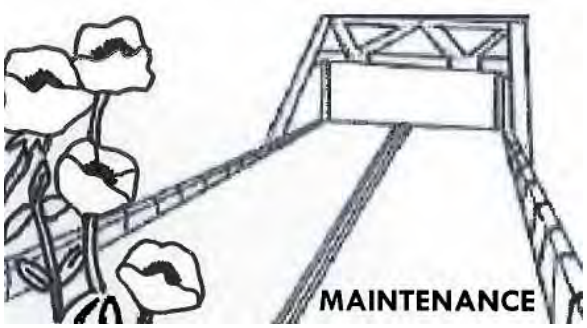
# MAINTENANCE

# GUIDANCE MANUAL




**ISSUED BY**

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

**JANUARY 2009**

Produced by Organizational Management Branch
Office of Human Resource Management

**TRANSPORTATION CABINET**
Frankfort, Kentucky 40622
www.transportation.ky.gov/

**Steven L. Beshear**
Governor

**Joseph W. Prather**
Secretary

OFFICE OF THE SECRETARY 105126
OFFICIAL ORDER _____

**SUBJECT:** *Maintenance Guidance Manual*

This manual has been prepared to provide information and guidance to personnel of the Kentucky Transportation Cabinet. Its purpose is to establish uniformity in the interpretation and administration of laws, regulations, policies, and procedures applicable to the operations of the Division of Maintenance and its relationship with other units of the Cabinet.

The policies and procedures set forth herein are hereby approved and declared effective unless officially changed.

All previous instructions, written and oral, relative to or in conflict with this manual are hereby superseded.

Signed and approved this 16th day of January, 2009.

Joseph Prather
Secretary

Approved as to Legal Form

Office of Legal Services

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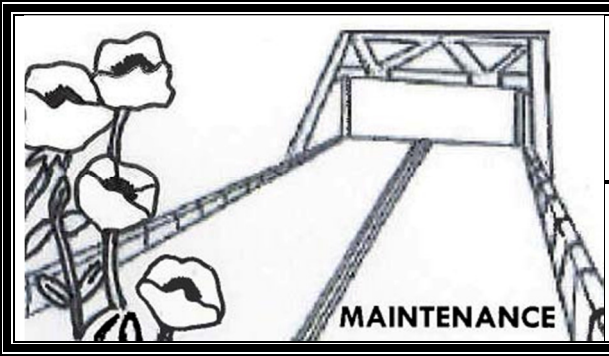


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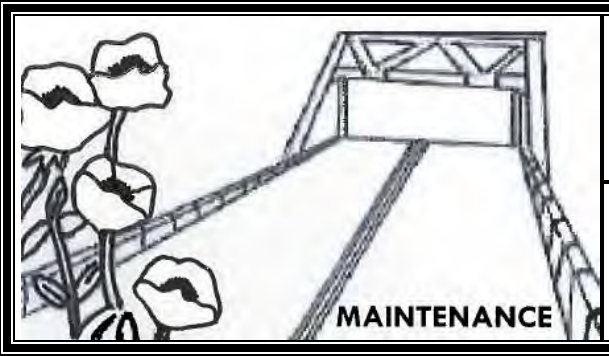



***Chapter***

INTRODUCTION

***Subject***

Design of This Manual

**ORGANIZATION & NUMBERING**

**Chapter Title**—The subject matter in the manual is divided into chapters. The chapter title appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

**Subject Title**—The title of a subject appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

**"MAIN" Prefix**—Preceding each subject number, this prefix stands for the manual title *Maintenance Guidance Manual.*

**Date**—The latest issuance date of a subject appears at the bottom of each page of the subject. This date agrees with the latest issuance date shown for the subject in the Table of Contents (**MAIN-01**).

**Page Numbering**—Each subject has its own page numbering, which appears at the bottom of each page.

**LOCATING INFORMATION**

One index appears at the front of the manual, and one index appears at the back:

- **Table of Contents**—This index at the front lists the titles of the manual's chapters and their subjects, as well as other information, in numerical order. It includes the latest issuance dates of all the subjects. As the manual matures, these dates change.

- **Table of Exhibits**—This index at the back provides samples of all forms referenced in the manual.

**CROSS REFERENCES IN MANUAL**

**Subject Numbers within Narrative**—A subject number within the narrative on a page directs the user to more information about the subject.

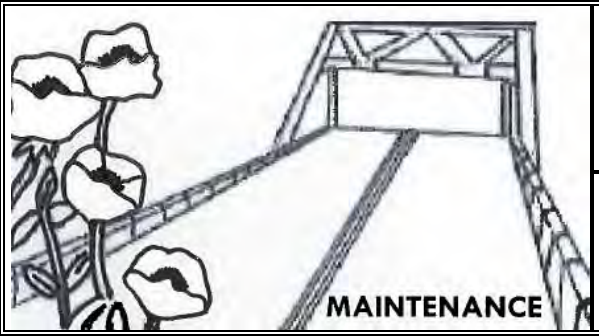
**QUESTIONS**

**Whom to Contact**—For answers to questions about the contents of the manual, please contact:

Division of Maintenance
Transportation Cabinet Office Building
200 Mero Street
Frankfort, KY 40622
**(502) 564-4556**

For copies of the manual, please contact:

Organizational Management Branch
Transportation Cabinet Office Building
200 Mero Street
Frankfort, KY 40622
(**502) 564-4610**




***Chapter***

GENERAL

***Subject***

Maintenance Responsibilities

**POLICY**

The Department of Highways maintains all roads, streets, and bridges that are or have been accepted into the State Highway System by official order of the Secretary. This includes the maintenance of projects where the contractor has completed work but an official order has not yet been signed. The same criteria apply where roads have been constructed by the Corps of Engineers or others (see *State Highway Engineer Guidance Manual*). The total maintenance of such roads, streets or bridges is the Department's responsibility, except in the case of contracts with other agencies where the responsibility may be limited.

Maintenance responsibility is to maintain, not improve, the facility. Maintenance funds should not be used to improve the facility except for incidental improvement caused by the maintenance activity (for example the replacement of a damaged drain pipe would represent an improvement but may also be the only feasible method of repair). The executive budget, as approved by the legislature, contains the allocation of funds for maintenance activities.

If a road, street, or bridge is eliminated from the State Highway System by official order of the Secretary, the Department is immediately relieved of any further maintenance responsibility.

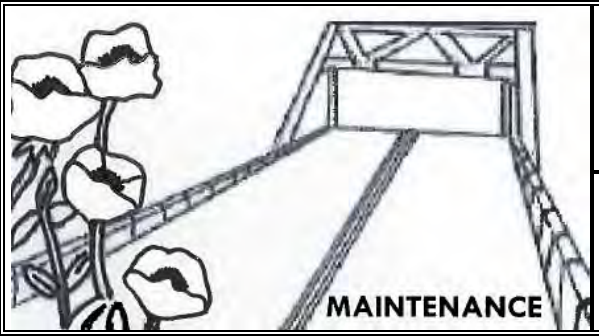
Maintenance work shall not be performed on any facility that is not a part of the State Highway System with the following exceptions:

- If specifically authorized by the Secretary
- As outlined in this chapter (**MAIN-201**); **MAIN-210**, "Work Beyond the Rights-of-Way (Right of Entry)"; **MAIN-215**, "Detours"; **MAIN-1015**, "Bridge Deck Treatment"; **MAIN-1100**, "Extraordinary (Disaster) Maintenance"; and **MAIN-1304**, "Interaccount"
- For the inspection of bridges as required by National Bridge Inspection Standards
- As required in contracts or deeds of right-of-way acquisition
- On Department-owned excess right-of-way and surplus property

**MAINTENANCE OF CITY STREETS**

Where city streets are accepted into the State Highway System, the Department of Highways shall negotiate a contract with the affected city (see **MAIN-202**, "Maintenance and Traffic Agreements") and will assume the maintenance of the vehicular traveled portion of such roads, streets, bridges, viaducts, and storm sewers and storm sewer appurtenances as provided in the contract. The **vehicular traveled portion** of roads and streets is defined as follows:

- Where curbs exist, the traveled portion will extend from back of curb to back of curb.
- Where no curb exists, the traveled portion will include the street surface plus normal shoulders.




***Chapter***

GENERAL

***Subject***

Maintenance & Traffic Agreements

**POLICY**

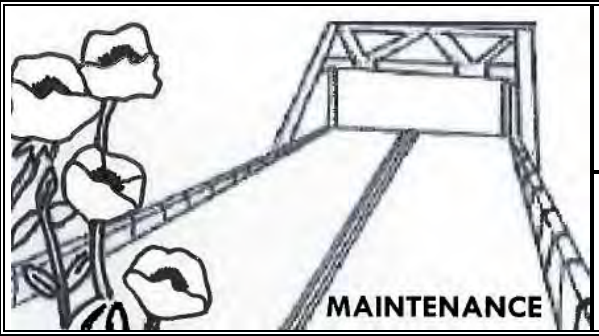
The Department of Highways shall keep records of all maintenance performed on facilities in the State Primary System and on those facilities that the Department maintains for other agencies through contracts or agreements (such as airfields and park roads).

The district shall negotiate agreements with the various cities that are traversed by roads on the State Primary Highway System. The agreement shall specify the responsibilities of the affected street and the traffic regulations on the street. The TC 71-11 form, *Maintenance and Traffic Contract* (**Exhibit MAIN-9020**) is supplied as a guide, but may be modified as required, subject to the concurrence of both parties (including district and Central Office personnel).

A new contract should be negotiated:

- Prior to the acceptance of a city street into the State-Maintained System
- When the city limits change
- Following the construction or reconstruction of a street in the State-Maintained System
- Following the elimination of a street from the State-Maintained System

If the city refuses to enter into a contract, the Department will assume the maintenance responsibility only for those items assigned to the Department on the standard TC 71-11.




***Chapter***

GENERAL

***Subject***

Responsibilities During Construction Projects

**POLICY**

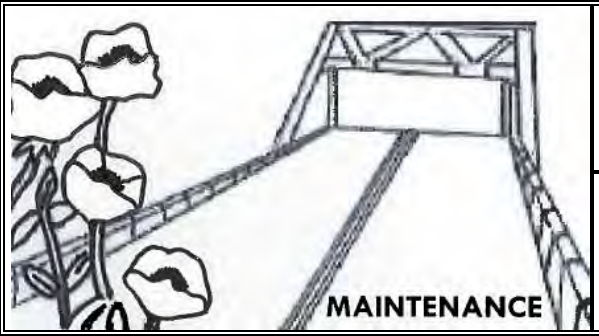
During the interval of time from the awarding of a contract until the contractor actually moves onto the site and begins operations, the Department shall continue maintenance work as required to provide adequate service to the motoring public. The maintenance work performed shall not:

- Include any work covered by the contract
- Be done in such a way as to change the character of the work to be performed by the contractor as covered by the contract with the Department of Highways

Resurfacing contracts may cover a group of projects that extend beyond county and district boundaries and involve considerable mileage. The contractor may begin operations in one particular locality, but not begin operations covering the entire group for a long time. The Department shall maintain those projects not being worked on by the contractor.

**ROUTINE OPERATIONS DURING CONSTRUCTION**

While any state-maintained projects are under contract, the Department shall continue routine operations (such as mowing, ditching, etc.) that do not affect the contractor's obligations. These operations shall be conducted during the time of actual construction in a manner that will not interfere with the contractor's operations.




***Chapter***

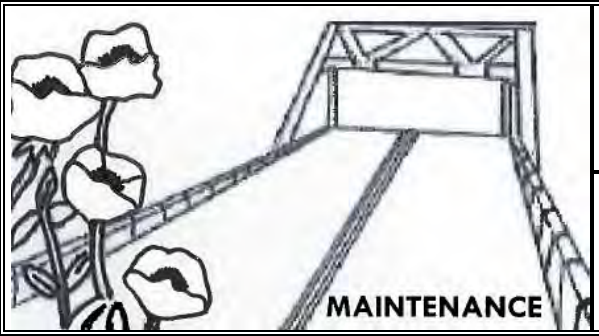
GENERAL

***Subject***

Transfer of District Responsibility

**POLICY**

If a district determines that a road, street, or bridge located in the district can be more economically or conveniently maintained by another district, the district may submit a request to this effect to the other district for consideration. If concurrence of the receiving district is obtained, the requesting district may recommend the transfer of such a road, street, or bridge to the Division of Maintenance.




***Chapter***

GENERAL

***Subject***

Maintenance Crew Duties

**OVERVIEW**

Maintenance crews and their personnel quotas are authorized by the Commissioner of Highways for each district.

**MAINTENANCE CREW DUTIES**

Maintenance crews shall perform the following functions as directed (and in varying degrees) on all roads and rights-of-way on the state-maintained system in each assigned territory:

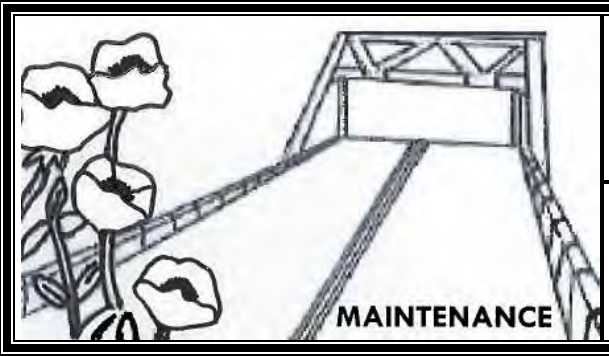
- Maintain surfaces and traffic islands. This work includes repairs such as filling potholes, spot sealing of small areas, asphalt patching, and adding material to and grading traffic bound surfaces.
- Maintain shoulders. This work includes the filling of ruts and washes with proper material, regrading, patching, and sealing.
- Maintain drains, ditches, cross-drain pipes, and culverts by cleaning, grading, or using other methods at the disposal of the county crew. Clean channels, inlets and outlets of pipe, culverts, and bridges as often as required to ensure continued proper functioning. This work includes inspection of all drainage elements, particularly during and after heavy rains so that necessary corrections can be made or reported to higher authority.
- Maintain shoulder pull-offs for mailboxes, and school bus pull-offs as per **MAIN-502**, “Maintenance of Public School Entrances and Other Pull-Offs.”
- Maintain cut and fill slopes by filling ruts and washes with proper material.
- Maintain right-of-way fences. Report need for repairs to higher authority if beyond the ability of the county crew.
- Maintain right-of-way by mowing in accordance with established policy during the mowing season and by cutting objectionable bushes and trees during the dormant season. Apply brush control chemicals to stumps as directed to prevent regrowth.
- Maintain roadsides by performing vegetation management practices including, but not limited to the control of noxious weeds.

**MAINTENANCE CREW DUTIES (CONT.)**

- Maintain rights-of way. This work includes the pick-up and removal of trash, litter, dead animals, etc.
- Remove small advertising signs from the rights-of-way. Be alert for and report to higher authority large advertising signs on the right-of-way such as fences, buildings, unauthorized entrances, entrances not conforming to permit requirements, etc. Report unusual or difficult encroachment problems to higher authority for action. When directed, remove encroachments from the right-of-way.
- Maintain guardrail and all other barrier systems.
- During the season, be alert and respond to snow and ice conditions requiring special effort for the protection of the public. Perform disaster relief work to the extent that property and life may be saved during periods of flood, storm, or other disaster. Following such periods, perform clean up and restoration work on the state-maintained system. Perform clean up on other roads only as directed by the district office.
- Perform routine housekeeping functions and required EPA testing on assigned highway buildings and lots.
- Perform preventive and routine maintenance and cleaning of state vehicles and equipment.
- Cooperate with any personnel assigned to the county for specialized tasks such as major surfacing, shoulder and bridge repair, major ditching and slide correction, special planting and chemical programs, and special project assignments that are duly authorized.
- Maintain bridges by keeping elements of each bridge clean and the floor drains open and clearing waterways of trees and drift within right-of-way. Be alert for and report to higher authority the need for bridge repairs beyond the ability of the county crew. This work also includes the cutting of weeds and brush around and under bridges.
- Maintain all types of bridges and major drainage structures. The work may include, but not limited to major repairs to bridge structural members, floors, piers, abutments, etc. It may also include the replacement of substandard bridges, the construction of new bridges, or painting steel bridges upon direction from duly constituted higher authority.
- Perform such other specialized craft assignments as may be made by duly constituted authority.

**OTHER SPECIAL DUTIES**

Maintenance crews shall perform other specialized work that may be established and assigned by duly constituted higher authority.




***Chapter***

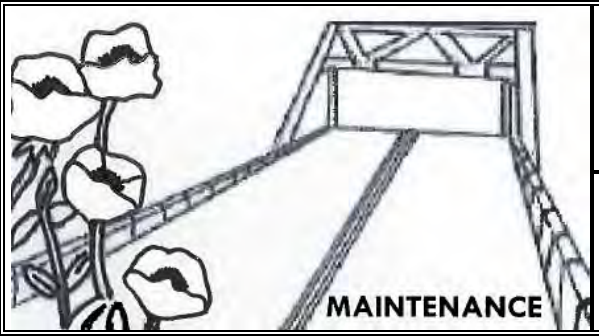
GENERAL

***Subject***

Planned Night / Weekend Work

**POLICY**

On some facilities, traffic volumes may be considerably less during specific periods of nights and weekends than during normal working hours. Work may be planned for these periods in the interest of safety, efficiency, economy, and convenience. The Chief District Engineer shall preapprove all such planned work.




| | |
|---|---|
| ***Chapter*** | GENERAL |
| ***Subject*** | Inspection |

**INFORMAL INSPECTIONS**

All maintenance employees should:

- Be alert to road conditions whenever they ride, drive, or walk along a road
- Report highway and bridge maintenance needs or deficiencies noticed through on- and off-duty observations

District maintenance employees should report deficiencies to their immediate supervisor. The supervisor should then determine the responsible individual within the district to whom the deficiency should be reported.

Central Office personnel should report their observations to the district level branch manager responsible for the area of concern.

**FORMAL INSPECTIONS**

The Division of Maintenance performs the following formal inspections:

- Cross Drain and Culvert
- Parkway and Other Non-Interstate Controlled Access Facility
- Interstate
- Highway Fill Dam
- Bridge

**CROSS DRAIN & CULVERT INSPECTIONS**

The maintenance engineer and the county superintendent should be alert to drainage deficiencies. Pipe cleaning and inspection shall be emphasized throughout the year. Particular attention should be given after heavy rains and when water can freeze on pavements.

**INTERSTATE, PARKWAY & OTHER NON-INTERSTATE CONTROLLED ACCESS FACILITY INSPECTION**

The Central Office Division of Maintenance shall:

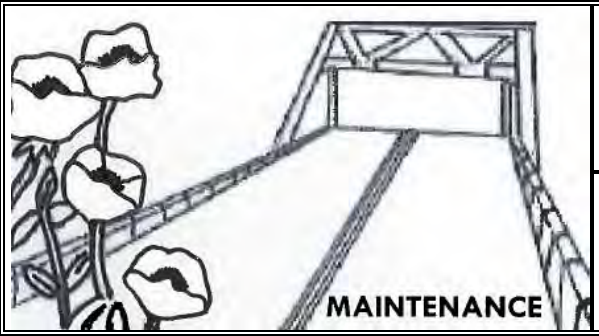
- Conduct annual inspections of all pavement segments of the interstate and parkway systems and other non-interstate controlled access facilities
- Submit a detailed report along with a general summary to the State Highway Engineer and the Federal Highway Administration (FHWA) with a copy to the applicable district office

**HIGHWAY FILL DAM INSPECTION**

All highway fill dams shall be inspected annually by the Central Office Division of Maintenance. A schedule of the required inspection frequency will be maintained in the Division of Maintenance. A report of each inspection will be sent to the affected district and the Division of Water in the Department for Environmental Protection.

**BRIDGE INSPECTIONS**

**MAIN-803** discusses the policies and procedures for bridge inspections.




***Chapter***

GENERAL

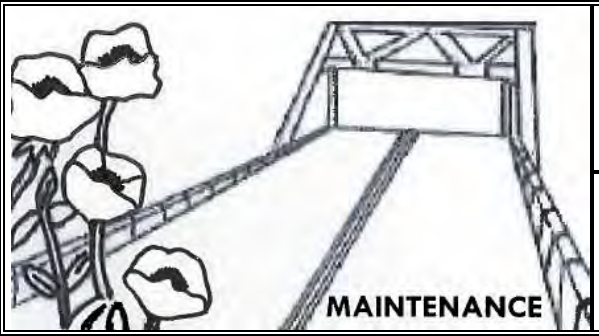
***Subject***

Request for Maintenance Materials Stocked by the Central Office Division of Maintenance

**PROCEDURE**

The Division of Maintenance stocks a very limited supply of maintenance materials (mainly guardrail-related items), bridge repair, and construction items at the bridge yard and other maintenance barns or lots in Frankfort. On occasion, other maintenance items are also stocked at these locations.

The districts may request these items by requesting a "transfer of materials" through the Operations Management System (OMS) (see *OMS Materials Policy and Procedures Manual*).




***Chapter***

GENERAL

***Subject***

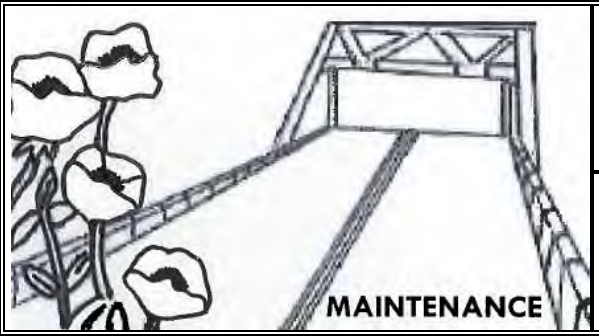
Preservation of Control Survey Markers Set by Federal Government Agencies

**POLICY**

When encountering control survey markers, Division of Maintenance employees should exercise care to prevent any damage or disturbance.

**MOVING OR REMOVING CONTROL SURVEY MARKERS**

If it becomes necessary to move or remove one of these markers, the Division of Highway Design should be advised so that arrangements can be made for the move.




***Chapter***

GENERAL

***Subject***

Work beyond the Rights-of-Way
(Right of Entry)

**POLICY**

Occasionally Department employees need to work beyond right-of-way limits to execute their duties. Common situations include:

- Disposing of excess ditch, slide, or rockfall materials
- Cleaning out an outlet ditch
- Obtaining access to a work site that is on the right-of-way
- Reshaping an entrance that is spilling water onto the road
- Obtaining borrow material from adjacent property

**PROCEDURE**

When it becomes necessary for maintenance personnel to work on property that is not controlled (via easement or other instrument) or owned by the Department, a TC 71-14 form, *Consent and Release* (**Exhibit MAIN-9008**), shall be properly executed by the Department and the property owners.

**Properly executed** means that all property owners (and tenants, if applicable) sign the release, such signatures be witnessed by the superintendent or maintenance engineer, and the transaction be approved by the Chief District Engineer (CDE). The type of work and the location of the work shall be specified in sufficient detail. County, route, and milepoint are considered minimal detail for location.

**APPROVAL & RECORD RETENTION**

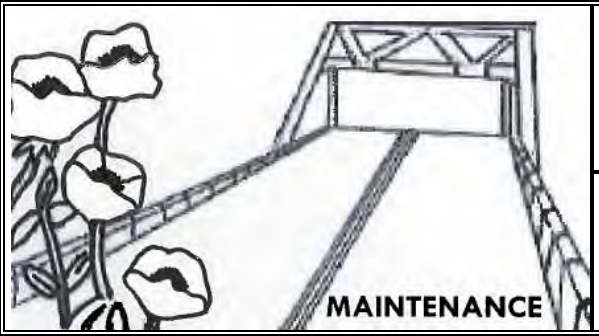
The superintendent shall send the TC 71-14 form to the district office for approval by the CDE, or designated representative. The district office shall retain the original in the district maintenance file and send two copies to the superintendent. The superintendent shall retain one copy and send one copy to the property owner.

**PROPERTY OWNED BY STATE EMPLOYEES**

Only the CDE can approve a TC 71-14 form if a state employee or immediate relative (as defined by Personnel Regulations in KRS 18A.228) is owner (or tenant) of the property in question.

**PROPERTY OWNED BY STATE EMPLOYEES (CONT.)**

Because the form does not have a place acknowledging whether the owner is a state employee, the CDE shall attach a signed letter to the form that should state that specifically and reiterate the descriptive information about the project (like county and road names, project number, etc.). As a minimum, the TC 71-14 shall include a statement acknowledging that the owner (or part owner) is a Department employee and be signed by the CDE.




***Chapter***

GENERAL

***Subject***

Disposal of Waste Material

**POLICY**

When it becomes necessary to dispose of waste material from a roadway slide, tree and brush removal, or ditching operation, the county superintendent should make every effort to locate a disposal site as close to the operation as possible.

**USING WASTE MATERIAL ON RIGHT-OF-WAY**

When possible, all suitable waste material should be used on the right-of-way. Department personnel shall exercise care to prevent overloading of existing fills and causing slides.

**DUMPING WASTE MATERIAL ON PRIVATE PROPERTY**

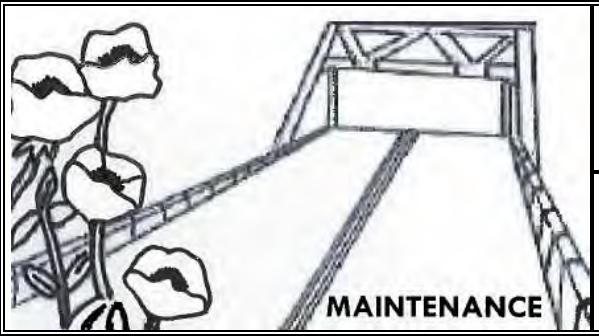
When it becomes necessary to dump waste material on private property, a TC 71-14 form, *Consent and Release* (**Exhibit MAIN-9008**) shall be obtained following the procedures outlined in **MAIN-210**.

When waste material is dumped on private property at the request of the property owner, the property owner shall be responsible for the final grading of the material.

If the waste material is dumped on private property for the convenience of the Department of Highways, the Department may accept responsibility for the final grading of the material. Final grading performed by the Department shall be on a one-time basis only and performed at the conclusion of the dumping operation. The final grading by the Department shall be performed only on material dumped by the Department and shall not involve material dumped by others.

**DUMPING WASTE MATERIAL ON STATE EMPLOYEE PROPERTY**

Special attention should be given to any plan to dump waste material on property owned by an employee of the Transportation Cabinet or members of their immediate family. The Chief District Engineer should give special attention to a plan of this nature and shall give separate approval, in writing, before obtaining a *Consent and Release* form for the disposal of the waste material as seen in **MAIN-210**.




***Chapter***

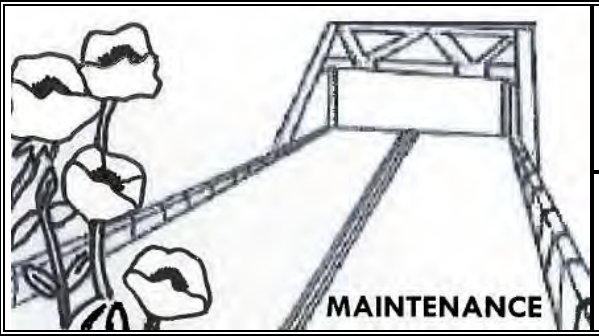
GENERAL

***Subject***

Utility Adjustments

**POLICY**

Pursuant to KRS 177.035, utility relocation costs shall be borne by the department as a part of the cost of improving or constructing highways. However, the department is not required to cover expenses for utility adjustments on resurfacing projects and other maintenance projects.




***Chapter***

GENERAL

***Subject***

Frontage Roads & Crossroad-
Limited Access Roads

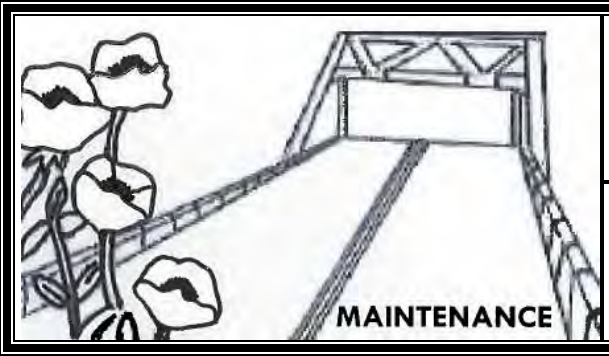
**POLICY**

The Department of Highways may accept, by official order of the Secretary of Transportation, the responsibility for maintaining those sections of frontage roads constructed in connection with a limited-access highway.

**EXCLUSIONS**

This policy does not include:

- Relocated entrance roads to private properties built on construction easements granted by the property owners
- Roads where previous or subsequent agreements are made for the portion within the access control to be maintained by other governmental agencies




***Chapter***

GENERAL

***Subject***

Road & Bridge Closures

**OVERVIEW**

Roads and bridges are frequently closed for repair, reconstruction, traffic incidents, and weather events and sometimes for parades or festivals.

**POLICY**

The Chief District Engineer (CDE) may authorize the planned closure of a road for maintenance or for the repair of a roadway or bridge. This authorization should only be made after considering the possibilities of maintaining traffic in various methods (some of which could be low water structure, single lane closure while constructing half the structure or road at a time, a run around, etc.).

The CDE, or designated representative, shall notify the county school superintendent, post office, law enforcement agencies, ambulance service, fire department, and public transportation of the intention to close the road. Local officials should be directed to contact the CDE, or designated representative, within seven calendar days if they need to discuss the closure.

**Note:** Talking to each of these parties prior to advertising could shorten the seven-day period.

This allows local officials time to review and express their views on the closure prior to the news release to the news media. The CDE, or designated representative, shall send a copy of the news media release to:

- State Highway Engineer's Office
- Transportation Office of Public Affairs
- Division of Maintenance

The Division of Maintenance will advise the districts of procedures for reporting other closures and events.

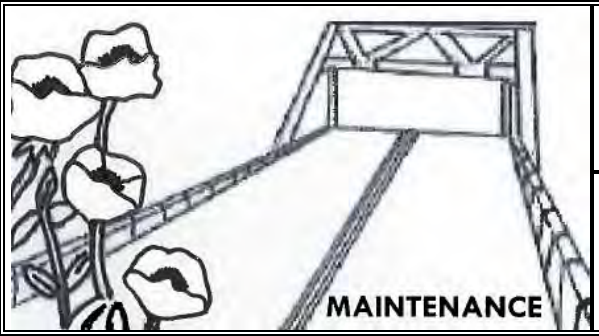
**EMERGENCY CLOSURES**

By KRS Chapter 189.231, the Secretary of the Transportation Cabinet may restrict or regulate traffic on state-maintained roads in such a manner as is reasonably necessary to promote the safety of the traveling public. No road will be considered closed officially until the Secretary signs an official order. However, roads may be closed physically to any type or all traffic on a temporary basis by order of the CDE when conditions dictate the necessity.

**EMERGENCY CLOSURES (CONT.)**

In the event it becomes necessary to close any road or portions of a state-maintained road, the CDE shall:

1. Ascertain the need for the closure
2. Direct the erection of signs and barricades upon closing
3. Immediately notify the State Highway Engineer's Office, the Transportation Operations Center (TOC), and the Division of Maintenance




***Chapter***

GENERAL

***Subject***

Detours

**PURPOSE**

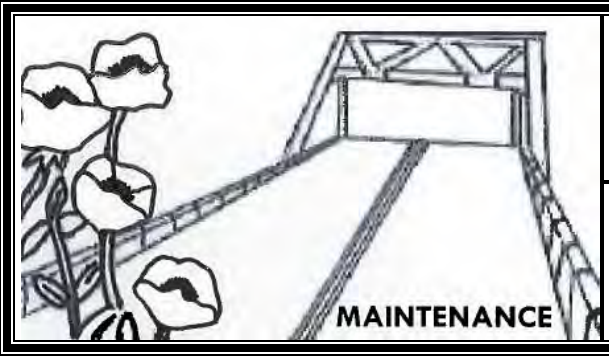
Detours are necessary when all or some part of the traffic stream cannot (or is not permitted to) use normal routing over a facility.

In the case of a road or bridge closure when all traffic must be detoured, one detour route for all traffic may not be appropriate. In some cases, separate detours may be desirable for heavy truck traffic and automobile traffic. Necessary warning signs and detour route markers shall be placed immediately and maintained until the detour is no longer in use.

**ASSIGNING COSTS**

When a detour (established for a state route) uses a county, city, or private facility, prior permission from the owners shall be obtained and the Department may agree to restore any damages incurred as a result of the usage of the facility as a detour. The cost associated with using a non-state facility shall be charged to the project or facility that incurred the detour.

Costs associated with detours using another state facility shall be charged to the facility where the work is done if the detour is caused by maintenance activities or an emergency event. However, planned construction detour costs may be charged to the construction project.




***Chapter***

GENERAL

***Subject***

Preservation of Wetlands

**OVERVIEW**

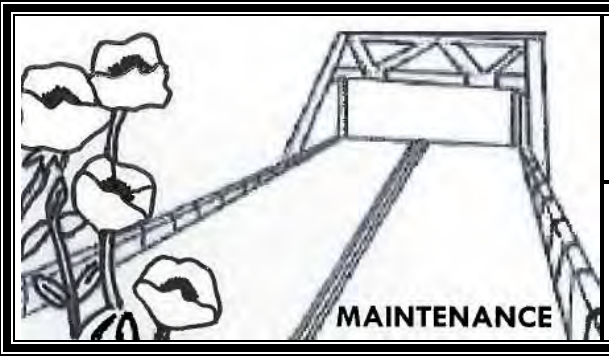
Wetlands are defined as lowlands covered with shallow and sometimes temporary or intermittent waters. This includes, but is not limited to, swamps, marshes, bogs, sloughs, wet meadows, river overflows, and tidal overflows as well as estuarine areas and shallow lakes and ponds with emergent vegetation.

The wetland ecosystem includes those areas that affect or are affected by the wetland area itself (such as adjacent uplands or regions up and downstream). An activity may affect the wetlands indirectly by impacting regions up or down stream from the wetland or by disturbing the water table of the area in which the wetland lies.

Areas covered with water for such a short time that there is no effect on moist-soil vegetation are not included in the definition, nor are the permanent waters of streams, reservoirs, and deep lakes.

**POLICY**

Department of Highways' maintenance employees shall not take any action that would result in the elimination or reduction in area of any wetlands within the right-of-way. Maintenance personnel shall obtain information from the Division of Environmental Analysis regarding areas of significance to avoid before issuing work orders for daily activities. Approval from the appropriate Deputy State Highway Engineer through the Director of the Division of Maintenance shall be obtained prior to commencing maintenance activities that might result in the reduction of wetland area within highway right-of-way.




***Chapter***

GENERAL

***Subject***

Preservation of Flood Plains

**POLICY**

The Department shall comply with state and federal regulations covering activities within floodway limits of streams. Any questions or concerns entailing this topic should be addressed to the Division of Environmental Analysis.

**PLACING ADDITIONAL FILL MATERIAL IN FLOODWAYS**

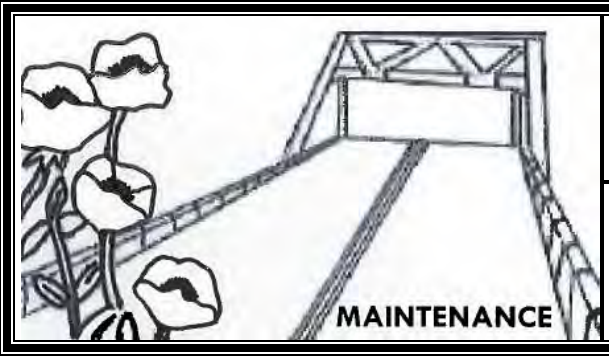
Generally, the regulations forbid the placement of additional fill materials within the floodway except by permit. However, the Department may occasionally place material in the floodway as an emergency maintenance response if highway fill existing within the floodway undergoes changes (due to erosion or slippage) that present immediate and imminent safety problems for the highway users.

If it is reasonable to defer such work, the districts should consult the Division of Maintenance and Division of Highway Design relative to the restoration plan.

**PLACING WASTE MATERIAL IN FLOODWAYS**

Maintenance personnel shall never permanently place waste material in the floodway either on state property or on the properties of others.

Temporary placement of waste materials in the floodway may be tolerated in unusual cases. In each case, the Chief District Engineer shall be made aware of the event and shall establish a time limit for the waste material's removal.




***Chapter***

SAFETY

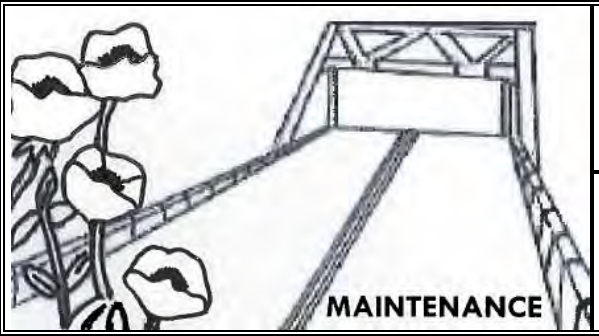
***Subject***

Policy

**POLICY**

All employees will diligently adhere to the safety rules and regulations as set forth in the Cabinet's *Employee Safety and Health Manual*, the *Manual on Uniform Traffic Control Devices*, and the regulations established by KOSHA and OSHA.

Maintenance operations are perhaps the most hazardous in the Department; therefore, extra emphasis toward safety is necessary for maintenance workers.




***Chapter***

SAFETY

***Subject***

Special Areas of Concern for Safety

**WORKING WITHIN TRAFFIC CONTROL ZONES**

It is necessary that a proper traffic control zone be established and that all workers understand the plan. Any time that a unique or seldom used plan is utilized, the crew shall be briefed prior to entering the work zone. New employees shall be closely observed until the supervisor is satisfied that they understand the operation. All workers should be aware that the best plans can go awry and that they must remain alert when they are in a traffic work zone.

**MOWING**

Maintenance employees shall exercise care when operating a mowing machine in traffic zones. Key issues include:

- Tramming the slow moving vehicle to and from the job site
- Entering the traffic lanes while mowing along the road
- Mowing in rough terrain
- Mowing on slopes

**Note: Employees shall not mow steep slopes and be aware that even gentle slopes may be treacherous if the ground or grass is wet.**

**BEFORE YOU DIG (BUD)**

Prior to any excavation activities, employees shall comply with the requirements for the Excavators in the Underground Facility Damage Protection Act of 1994, contained in KRS 367.4901 through 367.4917. If a buried utility line is known or suspected to be located in an area where excavation is planned, before digging, the supervisor shall call the BUD Number: 1-800-752-6007 and contact any utilities not listed with BUD.

**WORKING AROUND POWER LINES**

If workers or any part of a piece of equipment need to be placed in the close proximity of power lines, the supervisor shall contact the owner of the power line and coordinate proper action to prevent injury of the workers.

**WORKING AROUND POWER LINES (CONT.)**

The OSHA manual and the National Electrical Safety Code contain charts indicating minimum clearances for various power line voltages. If these clearances cannot be attained, the owner of the power line shall provide insulating barriers or de-energize the power line before the work proceeds.

**Note:** It does not require direct contact to receive damage because electric power can arc out to nearby objects.

Crane and other boom equipment operators shall be especially aware of the need to stay clear of power lines and of the following:

- **Voltages of 40,000 and Under**—When it becomes necessary for the Department to perform maintenance work at distances less than the minimum clearance requirements of the National Electrical Safety Code adjacent to any energized utility facility carrying a load of up to 40,000 volts within the right-of-way of any roadway, it shall be the responsibility of the owners or authorities of the facility, upon request by the Department, to establish or cause to be established at their expense, insulating barriers (that are not a part of or an attachment to the equipment being used) to prevent physical contact with the lines or electrical arcing from the lines to equipment or machinery.

  **Note:** The insulating barriers must be of such thickness and quality to prevent injury or death to Department personnel if the insulated lines come in contact with maintenance machinery or equipment.

- **Voltages in Excess of 40,000**—When it becomes necessary for the Department to perform maintenance work with high-rise equipment at distances less than the minimum clearance requirements of the National Electrical Safety Code adjacent to any energized electrical lines with voltage in excess of 40,000 volts, a representative of the Department shall meet with a representative of the electrical facilities to determine the solution in each particular instance. If necessary, the utility company may be required to raise the electrical lines to a safe height to allow necessary work to be accomplished or the utility company may be required to de-energize or relocate their facility to provide safe working conditions for Department equipment and personnel.

**RAISED TRUCK BEDS**

Maintenance employees shall note the following concerning raised truck beds:

- **On Super-Elevated Curves**—Raised truck beds are prone to cause a vehicle to overturn when stopped or moving slowly on super-elevated curves. Employees shall exercise care when paving or sealing operations are conducted around steep curves.

**RAISED TRUCK BEDS (CONT.)**

- **While Spreading Salt**—While spreading salt, raised truck beds create potential hazards. The driver shall be familiar with the route and remain alert to overpasses, overhead signs, utility lines, and tree branches along the spreading route. Utility lines and tree branches are particularly difficult to spot at night. Also, the operator should be alert to potentially dangerous gusting winds.

**BRIDGE SECTION**

All bridge inspectors shall have specific training and be made aware of the potential hazards of gaining access to difficult locations for bridge inspection.

**FORDING FLOODED ROADWAYS**

All workers shall be alert to the potential hazards of fording flooded roadways when responding to flooding conditions. Even though Department trucks may be able to ford locations that are too deep for automobiles, limitations exist due to depths and cross currents.

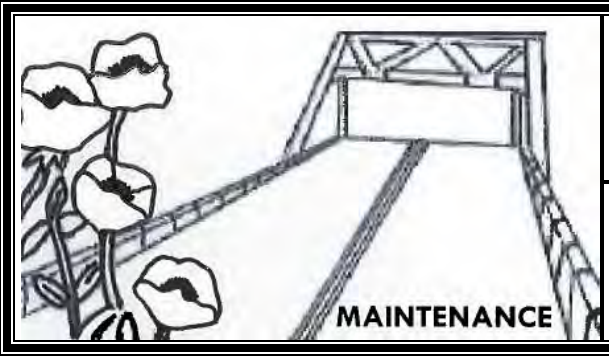
**Note:** There is always the possibility that the water is hiding a washed out area.

After fording through high water, vehicle brakes shall be tested before proceeding.

**HAZARDOUS MATERIAL SPILLS**

All workers shall stay away from any spilled material that is potentially hazardous. In addition to distance, workers should be upwind for protection from wind-blown contact and upgrade for protection from gravity flow of the material (as some gases are heavier than air and will migrate toward lower elevations).

Employees may approach a material spill only after positive identification of a material as nonhazardous or a ruling by an authorized agent (such as an employee of the Fire Marshal's Office or the Natural Resources and Environmental Protection Cabinet).




***Chapter***

SAFETY

***Subject***

Signs for Maintenance Crews

**POLICY**

Maintenance crew headquarters shall stock those signs necessary to provide motorists with advance warning of maintenance crew work activities and emergency road conditions. All signs shall comply with the *Manual on Uniform Traffic Control Devices* (MUTCD).

**INVENTORY**

Upon recommendation of the Project Delivery and Preservation Branch Managers, the Chief District Engineer shall determine the quantity of each type of work activity and road condition sign to be assigned to each county maintenance crew. The authorized quantity shall be revised as needed due to changes in crew sizes, performance standards, safety rules and regulations, annual work programs, and any other applicable factor.

Maintenance personnel shall:

- Maintain signs in good condition, keeping them clean of mud, dirt, asphalt, and other debris
- Exercise care in storage, handling, and transportation of signs to prevent unnecessary scratching or other marring of the sign face
- Have signs replaced when their legibility becomes significantly reduced

**PROCUREMENT**

The division shall obtain all metal signs from the Central Sign Shop of the Division of Maintenance. The cost of work activity signs is to be charged to the Division of Maintenance Account FE01, Activity Code N110. The cost of emergency road condition signs is to be charged to the Division of Maintenance Account FE01, Activity Code M990. Responsibility for ordering metal signs shall belong to the Project Delivery and Preservation Branch Managers. Metal signs can be ordered from a master agreement if available.

**ROLL UP SIGNS**

Roll up signs can be ordered via the current master agreement contract for this commodity. Responsibility for ordering roll up signs shall belong to the Project Delivery and Preservation Branch Managers.

**USE & PLACEMENT OF WORK ACTIVITY SIGNS**

All work activity signs shall be used and placed in accordance with the MUTCD, the *Employee Safety and Health Manual*, performance standards, and applicable standard drawings.

In unusual situations, in case of conflicting standards, or whenever in doubt, the superintendent shall consult the district maintenance engineer.

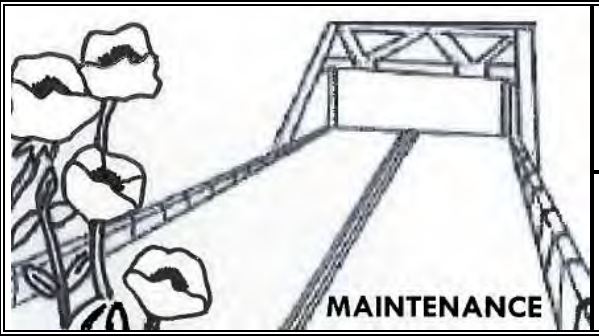
All signs shall be maintained, changed, and moved as needed as operations progress. Signs shall be removed or covered when the message is inappropriate or temporarily unneeded. If work is scheduled for nighttime hours or if signs are to be left in place overnight, the signs shall be of the high-intensity reflective type.

All signs for state force account projects and scheduled maintenance activities that are planned to take more than 48 hours to complete and that must be left in place during nonworking hours should be mounted on posts when practical. Signs mounted on temporary supports may be used for all maintenance crew activities.

**EMERGENCY ROAD CONDITION SIGNS**

All emergency road condition signs shall be used and placed in accordance with the MUTCD. In unusual situations or whenever in doubt, the superintendent shall consult the district maintenance engineer or appropriate supervisor.

Emergency road condition signs expected to remain in place for more than seven days shall be reported to the TEBM for Engineering Support for consideration of installation of permanent signing. All temporary portable signs shall be checked daily (or more often if conditions warrant). Signs shall be removed as soon as practical when the emergency condition no longer exists.




***Chapter***

ROADWAY & SHOULDER MAINTENANCE

***Subject***

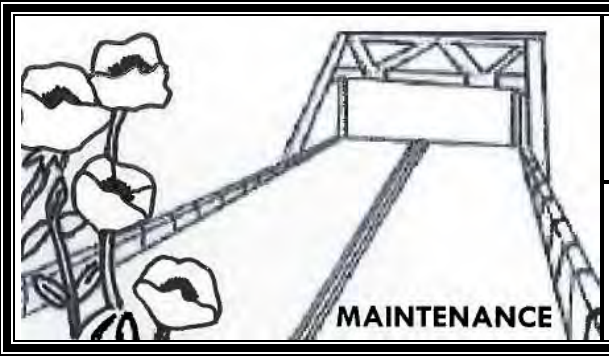
Roadway Surfaces

**POLICY**

Roadway surfaces should be maintained true to type, cross-section, alignment, and grade as constructed or reconstructed where practical and feasible. They shall be maintained so as to keep traffic moving with convenience and safety.

**SURFACE MAINTENANCE**

Routine surface maintenance shall consist of surface operations listed in the "A" series of activity codes as outlined in the *Field Operations Guidance Manual* (**FOG-300**). Funds for these operations are included in the annual maintenance budget.




***Chapter***

ROADWAY & SHOULDER MAINTENANCE

***Subject***

Railroad Crossings

**POLICY**

Where railroads cross highways at-grade, it is the Department's policy to maintain roadway surfaces up to the end of railroad ties. The maintenance of the roadway surface from end of ties to end of ties is the obligation of the railroad company unless otherwise specified. If it becomes necessary to close one lane of the highway while repairs are being made, the Chief District Engineer (CDE) shall work with railroad company officials to assure that signing conforms to the requirements of the Manual on Uniform Traffic Control Devices. The Department may supply and install the necessary traffic signs and flagging as needed along the highway; however, the railroad company shall be responsible for required flagging on rail.

If major crossing repairs require the closing of the entire highway, the public shall be advised of the intended closing at least one week in advance. This notification shall take place through the news media, such as local radio and/or television stations and newspapers. If feasible, the Department should provide a signed detour for traffic for the duration of the closing. In the event the providing of a detour requires expenditures on a section of roadway that is not state-maintained the railroad company shall bear the cost. The Department shall bear only the cost of providing and installing the appropriate signs.

When any railroad company fails to meet its obligation of repairing at-grade railroad crossings following written notice by certified mail, the CDE shall determine if the condition presents a serious traffic hazard. The CDE shall direct the elimination of any serious traffic hazard as expeditiously as possible. If the response of the railroad company is not satisfactory, the repairs may be made by the Department of Highways' forces and the railroad company shall be billed for the expense involved.

Any railroad company attempting to close all or any part of the riding surface on a state-maintained highway without advance notice to the CDE or before proper signing is in place or without providing knowledgeable flagmen shall be advised to discontinue work. If necessary, the CDE shall immediately seek a restraining order from the appropriate local court ordering the railroad company to comply with this policy and stop all work.

**PROTECTIVE DEVICES AT RAILROAD CROSSINGS**

The Department of Highways shall reimburse the railroad company for maintenance of protective devices consisting of lights, bells, and gates in any combination installed for the Department of Highways subsequent to June 19, 1958, according to a previously agreed schedule. For the purpose of the aforementioned agreement, the various combinations of signals have been classified according to four types as follows:

| | | |
|---|---|---|
| **Type 1** | **Lights and/or bells** | **Single Track** |
| **Type 2** | **Lights and/or bells** | **Multiple Track** |
| **Type 3** | **Lights and/or bells and gates** | **Single Track** |
| **Type 4** | **Lights and/or bells and gates** | **Multiple Track** |

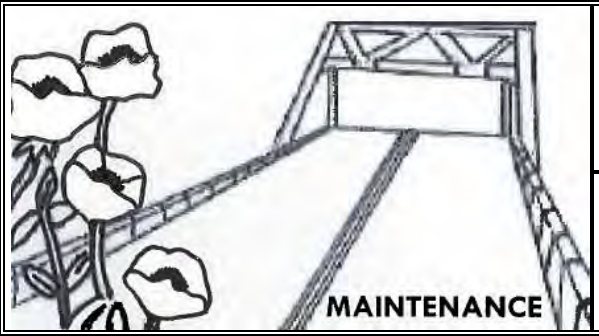
When new installations are accepted or existing installations removed, the CDE shall notify:

- Division of Maintenance
- Division of Highway Design
- Division of Accounts
- Division of Planning

When an installation is abandoned, the CDE shall notify the Division of Maintenance. Each district shall submit a TC 69-10 form, *Annual Report of Railroad Grade Crossing Signal Devices* (**Exhibit MAIN-9002**) to the Division of Right-of-Way and Utilities on each eligible crossing by the first day of July each year. Each district shall keep a current list of railroad crossings eligible for reimbursement showing the following:

- Location
- Date of entry into service
- Type
- Railroad company

The Division of Right-of-Way and Utilities shall keep a current master list of crossings for the entire state, maintain the contracts with the various railroads, and prepare interaccount documents for payment. Funds for reimbursements to the railroad companies shall be included in the Division of Maintenance annual budget.




***Chapter***

ROADWAY & SHOULDER MAINTENANCE

***Subject***

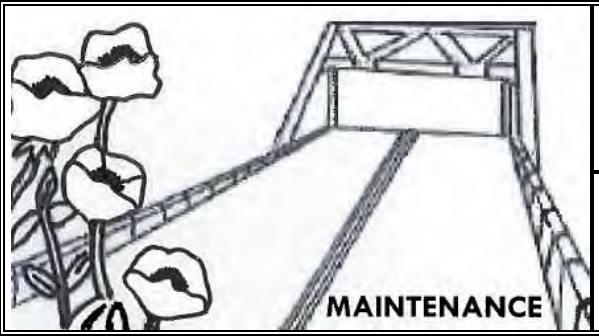
Sealing Cracks & Joints

**ASPHALT PAVEMENTS**

Maintenance crewmembers shall seal cracks and joints in asphalt pavement in conformance with the procedure outlined in the *Field Operations Guidance Manual* (**FOG-306**) under activity code A060.

**PCC PAVEMENTS**

Maintenance crewmembers shall seal cracks and joints in PCC pavement in conformance with the procedure outlined in the *Field Operations Guidance Manual* (**FOG-307**) under activity code A070.




***Chapter***

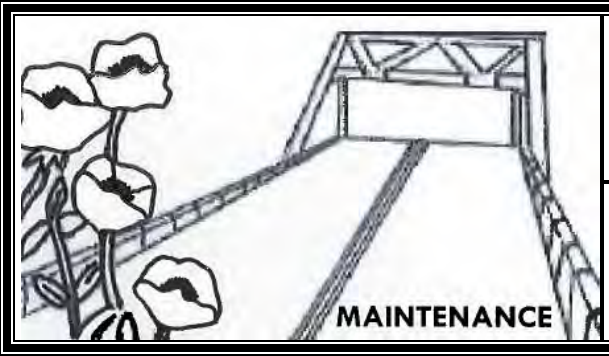
ROADWAY & SHOULDER MAINTENANCE

***Subject***

Temporary Pavement Stripes

**POLICY**

Per Section 112.03.11 (B) of the Standard Specifications for Road and Bridge Construction, maintenance crewmembers shall apply temporary pavement markings each day before sunset when any existing centerline or lane line pavement markings are obscured by patching, milling, leveling, or wedging.




***Chapter***

ROADWAY & SHOULDER MAINTENANCE

***Subject***

Skid Resistance

## TESTING FOR SKID RESISTANCE

The Division of Materials performs skid resistance testing on pavements and provides the test results to the districts and the Divisions of Design, Construction, Traffic Operations, and Maintenance.

When maintenance personnel suspect that slippery conditions exist, a request for testing shall be submitted to the Division of Materials.

## SKID TESTING EVALUATION PROCESS

The district Traffic Engineering and Permits Section serves as the primary contact for requests involving pavement slickness. In order to minimize the number of unnecessary skid tests, the initial investigation should rule out other potential contributing factors to wet pavement crashes such as rutting, ponding of water, high shoulders, and other drainage issues. Other contributing factors may include poor visibility, signing, geometry, etc. The district shall contact the Division of Maintenance to assist in evaluating these concerns.

If skid resistance is considered the likely problem upon completion of the initial investigation, the following procedure shall be followed:

1. The Executive Director for the District will submit a request for skid testing to the Division of Materials and a copy (along with supporting documentation) to the Central Office Division of Traffic Operations.

2. The Division of Materials will conduct the test and forward the results to the Divisions of Traffic Operations and Maintenance and the district Traffic Engineering and Permits Section Supervisor.

3. The following actions will be necessary based on the results of the skid test:

**SKID TESTING EVALUATION PROCESS (CONT.)**

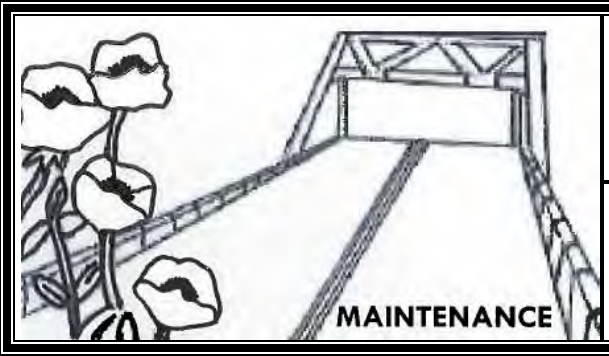
**SKID TEST RESULTS TABLE**

| Skid Number | Action |
|---|---|
| 39 or Greater | No further action is necessary. |
| 27 to 38 | Section will be incorporated into the resurfacing program evaluation process with demerit points assigned for friction. Testing shall continue on these pavements on a regular schedule until treatment is applied. "**Slippery When Wet**" signage is recommended for pavements in this range. |
| 26 or below | Improvement shall be given a high priority. Alternative treatments and funding sources shall be considered if the pavement is not a good candidate for resurfacing. "**Slippery When Wet**" signage is recommended for pavements in this range. |

**DETERMINING CORRECTIVE ACTIONS**

After identifying slippery surface conditions, an immediate determination of the appropriate corrective measures should be made. If these measures cannot be accomplished in a reasonable time, the Chief District Engineer shall ensure that maintenance personnel post appropriate "**Slippery When Wet**" signs. Such signs shall remain in place until the condition is corrected and then shall be immediately removed.

All signing shall conform to the current edition of the Manual on Uniform Traffic Control Devices.




***Chapter***

ROADWAY & SHOULDER MAINTENANCE

***Subject***

Surface Seal (Chip Seal)

**APPLICATIONS**

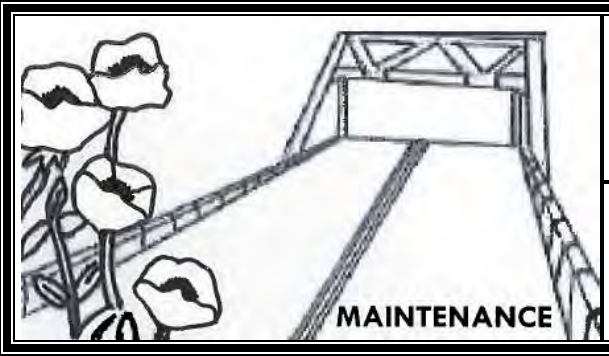
The A-2 Surface Seal or Chip Seal can be:

- Applied to blacktop or stone shoulders
- Used as a treatment for a wearing course for the traveled way on low volume roads (ADT 400 or less or the discretion of the Chief District Engineer)

The Chief District Engineer shall preapprove any placement of an A-2 Seal on a travel lane.

**RESTRICTIONS**

A-2 Seal treatments are undesirable on city streets or subdivision-type streets due to pedestrian traffic intensity. Therefore, A-2 Seals shall not be applied on such facilities.




***Chapter***

ROADWAY & SHOULDER MAINTENANCE

***Subject***

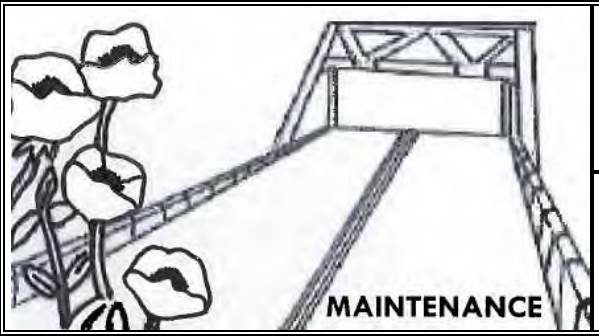
Dust Control on Gravel Roads

**POLICY**

Dust on gravel roads may be controlled by using magnesium chloride or calcium chloride. The Chief District Engineer (CDE) shall preapprove all such treatments. Roads that may be considered for dust control are roads that were asphalt or concrete surface and have returned to gravel because of a heavy industrial type haul.

On gravel roads where there is development of a heavy industrial haul with tandem axle or larger trucks, the road should have three or more dwellings on the section where the heavy haul is developed. There should be a minimum of thirty trucks per day.

During unusually long dry periods in the summer, the CDE may consider other roads with an ADT of 150 or greater. One summer application should be sufficient in this instance.




***Chapter***

ROADWAY & SHOULDER MAINTENANCE

***Subject***

Guardrail

**OVERVIEW**

A guardrail is a longitudinal barrier system used to shield vehicles from hazards in the roadside area, to separate opposing traffic on divided highways with adequate medians, and occasionally to protect pedestrians from vehicular traffic. This chapter delineates warrants for guardrail systems, maintenance of operational systems, selection procedures, and guidelines for upgrading substandard installations.

A clear unobstructed, traversable roadside is highly desirable. It is not always feasible or possible to remove or relocate a hazard and a guardrail barrier may be necessary. However, guardrail is a significant hazard in itself, usually very close to the traveled way, and should be installed or maintained only if the guardrail offers a lesser hazard than the unshielded roadside obstacle and reduces the severity of potential accidents.

Alternatives to guardrail, such as removal or relocation of the obstacle or installation of energy absorption devices should always be considered first. The Department shall not erect guardrail for the sole purpose of protecting adjacent private property since this would create an unnecessary additional hazard on the roadside.

**MAINTENANCE OF EXISTING GUARDRAIL SYSTEMS**

The Department considers the following items as routine maintenance and shall be performed as needed by county crews, district special crews, or price contract vendors.

- Minor straightening, bolt tightening, etc.
- Damage repairs
- Replacement of individual guardrail elements when galvanizing or paint is severely deteriorated, using the following guidelines:
  - New or re-galvanized rail may be installed on existing posts.
  - Painted rail shall not be used.
  - Rail must be of equivalent section and gauge as that replaced.

**MAINTENANCE OF EXISTING GUARDRAIL SYSTEMS (CONT.)**

- Repair or replacement of damaged end treatments, conforming to current Standard Drawings RBI-001 through RBI-009, RBR-010, and RBR-025 through RBR-050

  **Note:** A Type 7 end treatment may only be used when none of the other type end treatments is appropriate or feasible; however, Type 7 end treatments shall not be installed on any interstate highway.

- Replacement of sections of guardrail

  **Note:** This item may be considered a maintenance expenditure when the rail is significantly low or where the posts or rail have deteriorated to the extent that the system would not contain an errant vehicle. In these cases, normal repair would consist of removal, adding some or all new posts, and replacing the system. This repair could cost nearly as much as replacement. If it is determined that replacement is cost effective and if funds are available, this would be preferable to repair. This type of work is usually a bid contract.

- Removal of guardrail at locations where guardrail is not warranted by current standards

  **Note:** Concurrence by both the Chief District Engineer (CDE) and the Director of the Division of Maintenance is advisable where rail is to be removed and not replaced.

The annual maintenance budget provides funding for guardrail maintenance and anticipated work is included in the maintenance work program. This funding shall not be used for upgrading substandard or obsolete guardrail or the installation of new guardrail.

All guardrail maintenance shall be documented by completion of a TC 71-25 form, *Guardrail and End Treatment Installation and Repair Report* (**Exhibit MAIN-9032**). The county superintendent shall initiate the TC 71-25 form with approval from the district maintenance engineer.

Obsolete or substandard guardrail may be repaired or maintained with equivalent materials in stock or current guardrail elements. Adjustments to details, spacers, post spacing, etc., other than end treatments, may be made. Any other deviations from current standards shall be reviewed and have prior approval of the CDE.

**NEW GUARDRAIL INSTALLATIONS & UPGRADING EXISTING GUARDRAIL INSTALLATIONS**

All new or upgraded guardrail installations shall be accomplished through the annual Guardrail Program or other programs of the Department and must be approved by the State Highway Engineer. All projects for guardrail installation and upgrading shall conform to current AASHTO and Department standards.

Any deviations from approved design plans or current standard drawings shall be reviewed by and have prior approval of the CDE and the Director, Division of Maintenance.

**ANNUAL GUARDRAIL IMPROVEMENT PROGRAM**

The Division of Maintenance shall prepare and administer an annual Guardrail Improvement Program. Funds budgeted to this program will be allocated to those locations within the State Primary Highway System having the highest cost effective rankings that can be constructed without major reconstruction of the roadway. Alternatives to guardrail, such as hazard removal or relocation, flattening slopes, pipe extensions, etc., should always be considered and may be included in the program.

**INVENTORY**

Each district shall maintain a current inventory of all substandard and obsolete guardrail installations and all unshielded locations known to meet the warrants of the current AASHTO Guide for Selecting, Locating, and Designing Traffic Barriers.

**GUARDRAIL RECYCLING PROGRAM**

The Division of Maintenance shall administer a continuous program of recycling used guardrail components. Districts shall stockpile used guardrail components removed by construction or reconstruction projects, damage repairs, or other means. The Division of Maintenance will schedule guardrail and post straightening machines and arrange for re-galvanizing of salvageable posts and rails.

Before requisitioning new materials, districts shall notify the Division of Maintenance that additional guardrail components are required and determine if recycled materials are available.

**CONTRACTS FOR REPAIR & INSTALLATION OF GUARDRAIL**

If adequate equipment and personnel are not available to repair or install guardrail, the CDE may request that contracts be established for such work.

**PRICE CONTRACTS**

Upon request of the CDE, the Division of Maintenance will prepare proposals for price contracts for guardrail repair or erection. Districts shall specify the materials, if any, that are to be furnished from district stocks.

The Division of Maintenance will work with the district and the Division of Purchases to establish the price contracts. Except for emergency repairs, price contracts shall not be used for the erection of large quantities of new guardrail at a single location, or on a single project that could be let as a construction project, unless the price contract bid price is less than the construction contract bid price.

**EQUIPMENT RENTAL**

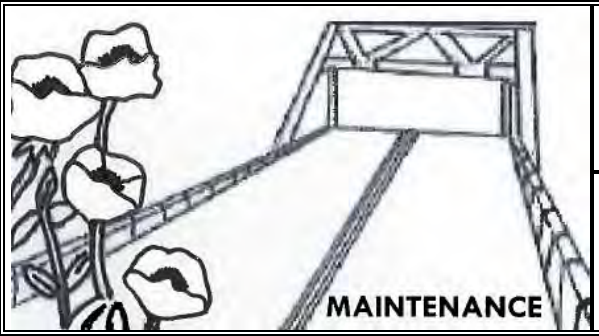
If equipment needed for repair or erection of guardrail is not available, it may be leased or rented from private vendors. See **MAIN-1708** for equipment leasing procedures.

**CONSTRUCTION CONTRACTS**

If equipment and personnel needed for repair or erection of large quantities of guardrail at a single location, multiple locations on a single project, or projects that can be grouped for contract purposes are not available, the CDE may request that the work be let to contract. The district shall submit a TC 71-222 form, *Estimate for Road Construction or Improvement* (**Exhibit MAIN-9013**) to the Division of Maintenance. The Division of Maintenance will work with the district and the Division of Construction Procurement to have the work let to contract.

**ERECTION OF GUARDRAIL BY ADJACENT PROPERTY OWNERS**

Adjacent property owners may erect guardrail for the protection of their property, if constructed off the right-of-way.




***Chapter***

ROADWAY & SHOULDER MAINTENANCE

***Subject***

Ditches

**ROADWAY & SPECIAL DITCHES**

Ditches will be maintained to a uniform grade and depth as near to the original design cross-section template as practical. Positive drainage shall be maintained.

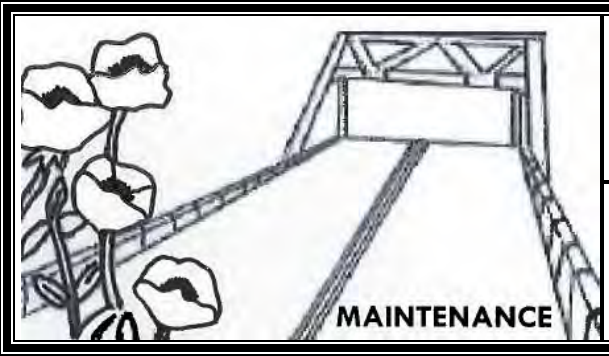
**INLET & OUTLET DITCHES**

All inlet and outlet ditches will be kept open and free of sediment, brush, or other debris to allow free flow of water. Positive drainage shall be maintained.

**DITCHING PRIOR TO RESURFACING**

Ditches and drainage structures should be cleaned of silt, debris, etc. Flow lines shall be reestablished to provide positive drainage and prevent ponding.

The ditches and shoulders on all highways shall be maintained to ensure the integrity of their purpose as originally designed. In developing annual resurfacing programs, each proposed project shall be reviewed and particular note taken of its needs in ditching. These needs shall be addressed prior to resurfacing by maintenance personnel.




***Chapter***

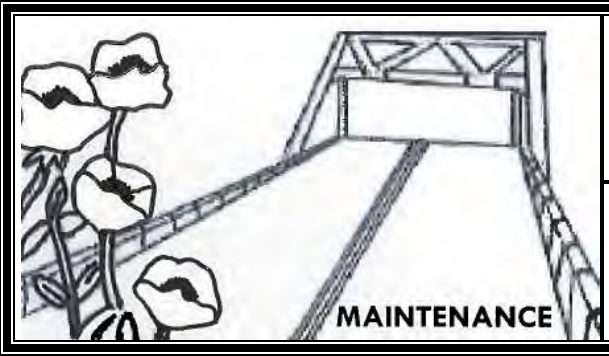
ROADWAY & SHOULDER MAINTENANCE

***Subject***

Drainage Culverts

**POLICY**

Refer to the *Drainage Design Manual* and current Standard Drawings for information concerning drainage pipes and culverts.




***Chapter***

ROADWAY & SHOULDER MAINTENANCE

***Subject***

General Shoulder Maintenance

**MAINTAINING SHOULDER SLOPES**

To the degree feasible, shoulders should be maintained to the following slopes:

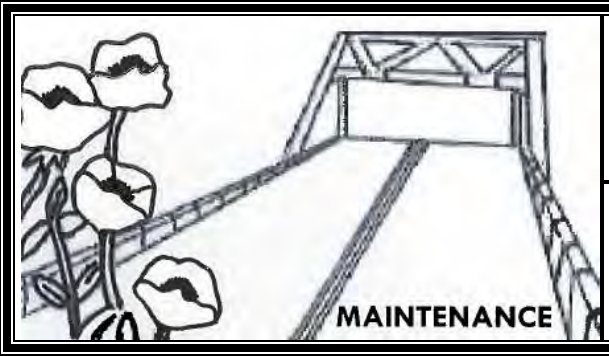
| | | |
|---|---|---|
| **Earth Shoulders** | **1" :** | **1'** |
| **Stone Shoulders** | **¾" :** | **1'** |
| **Asphalt Shoulders** | **½" :** | **1'** |

**SUPER ELEVATED SHOULDERS**

Super elevated shoulders shall be maintained in accordance with the current design standards for super elevated shoulders. See the Division of Highway Design's *Pavement Design Guide* for further information.

**SHOULDER DRAINS**

Maintenance personnel shall preserve and maintain all shoulder drains.




***Chapter***

ROADWAY & SHOULDER MAINTENANCE

***Subject***

Resurfacing Shoulders

**SHOULDERING AS PART OF RESURFACING CONTRACTS**

Any desire on the district's part to alter the shoulder type, as part of a resurfacing contract, shall be addressed prior to the work order date given to the contractor.

For example, on an existing sod shoulder where stone or asphalt seal or plant mix is desired, the district should trench and add these materials to the elevation of the existing pavement. Maintenance personnel should exercise care to obtain depth and density to support the expected loading. An application of soil sterilants may be used to eliminate growth in the underlying soil. The Division of Maintenance can provide assistance in these depth and soil sterilant determinations.

Shoulders on resurfacing projects shall be restored to the elevation of the adjoining pavement with the same basic type of material as previously existed or as modified as set forth above. Hence, earth shoulders are restored with an earth wedge/layer, stone with stone, and asphalt with asphalt. Existing asphalt, sealed, or penetrated shoulders shall be treated with an asphalt wedge/layer.

Earth or stone shoulders that are stabilized to the extent that they are equivalent in load bearing capacity to paved shoulders may be surfaced with asphalt material at the time of resurfacing, if the proposed thicknesses of the pavement and shoulder resurfacing allow placement without disturbing the stability of the existing shoulder.

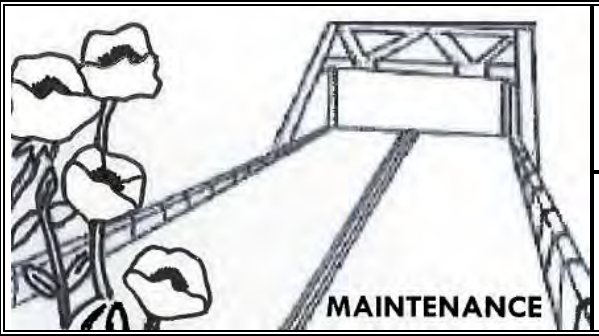
**SHOULDERS BY STATE FORCES AFTER RESURFACING**

A district shall state during the submission of resurfacing estimates if it can apply cost-effective, timely, and adequate shoulders using state forces. A district shall note if they require funds for this purpose under "remarks".

**SHOULDERS BY STATE FORCES AFTER RESURFACING (CONT.)**

Since newly resurfaced pavement without shoulder adjustments represents a safety hazard, the district shall determine if it can accomplish state-forces shouldering in a timely fashion. Signing that calls attention to the low shoulders shall be maintained until the shouldering is accomplished. It is desirable that all shouldering operations be completed no more than 20 days after surfacing operations.

The district may perform the trenching and addition of base material, if needed, prior to resurfacing, or do all the shouldering after the resurfacing.




*Chapter*

ENTRANCES

*Subject*

Maintenance of Public Road Intersections

**COUNTY ROAD INTERSECTIONS**

The county shall maintain county road approaches to the surface of state-maintained roads. In an emergency, the Department may install a stop sign and charge the county for the installation. This includes surfacing, resurfacing, culverts, and other appurtenances.

The Department may perform maintenance on these approaches within the state's right-of-way lines at its expense when the maintenance of the approach is needed to improve the traffic flow onto and from the state-maintained highway. A structure meeting the definition of a bridge will be maintained by the Department only if it has been officially accepted for maintenance and assigned a valid project number.

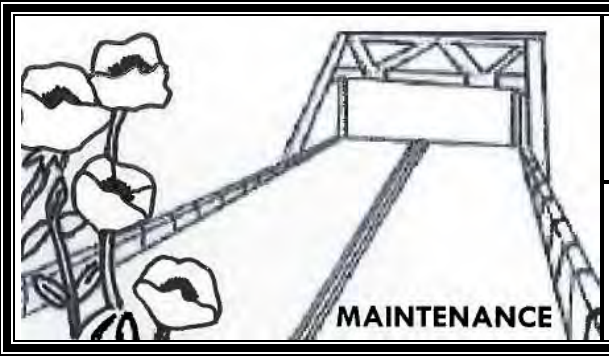
**CITY STREET INTERSECTIONS**

The city shall maintain city street approaches to the surface of the state-maintained road having an established right-of-way line. This includes surfacing, resurfacing, culverts, and other appurtenances.

The Department may perform maintenance on these approaches within the state's right-of-way at its expense when the maintenance of the approach is needed to improve the traffic flow onto and from the state-maintained highway. Any structure meeting the definition of a bridge will be maintained by the Department only if it has been officially accepted for maintenance and assigned a valid project number.

**NO ESTABLISHED RIGHT-OF-WAY LINE WITH OR WITHOUT EXISTING CURBS**

When there are existing curbs and no right-of-way line has been established, the Department shall maintain, at its expense, the surface only to the back of the radius on the intersecting street not to exceed ten feet from the back of the curb on the state-maintained street. When there are no curbs and no right-of-way line has been established, the Department shall maintain, at its expense, the surface only to the edge of the normal shoulder width.




***Chapter***

ENTRANCES

***Subject***

Maintenance of Public School Entrances & Other Pull-Offs

**PUBLIC SCHOOL ENTRANCES**

The Department of Highways shall maintain, at its expense, that portion of public school entrances and exits, including all cross-drain structures, located on the highway right-of-way. Any structure meeting the definition of a bridge will be maintained by the Department only if it has been officially accepted for maintenance and assigned a valid project number.

**SCHOOL BUS PULL-OFFS & TURNAROUNDS**

Those areas located on the highway right-of-way that have been developed as (and that will develop in the future as) pull-offs, turnarounds, and deceleration and acceleration lanes for school buses shall be maintained at the expense of the Department.

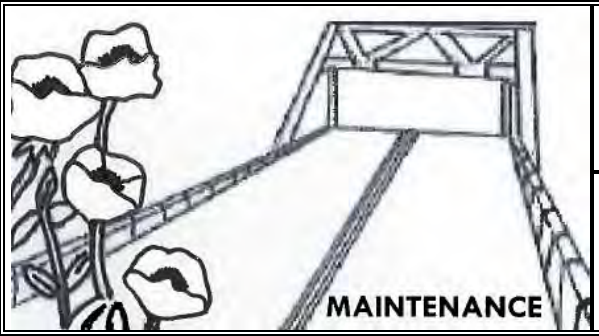
Where a school bus pull-off or turnaround and a private or commercial entrance are one and the same, the policy for school bus pull-offs shall apply until the use of the entrance by the school bus is discontinued. No such entrance will be maintained unless a written request is received from the superintendent of the school system or authorized representative.

**MAILBOX PULL-OFFS**

The Department shall maintain in a usable condition all mail box pull-offs within the right-of-way limits. No work under this policy shall be accomplished beyond the right-of-way limits. The Department shall not maintain pull-offs for nonstandard mailboxes.

**GARBAGE CONTAINER PULL-OFFS**

The Department shall maintain permitted pull-offs for garbage containers. Such maintenance is limited to the portion of such pull-offs within the right-of-way. See the *Permits Guidance Manual*, **PE-1600** "Garbage Containers" for further information concerning these permits.




***Chapter***

ENTRANCES

***Subject***

Construction of Private
& Commercial Entrances

**POLICY**

Any property owner desiring to construct a new entrance or reconstruct an existing one must obtain an entrance permit from the district office in accordance with the *Permits Guidance Manual*.

If a utility presents a conflict with an entrance permit, the property owner has the obligation to arrange for utility adjustment.

**PRIVATE ENTRANCES**

A private entrance is a driveway that serves a single-family residence, farm, or other noncommercial or nonindustrial property as determined by the district. After the property owner has obtained an entrance permit, a private entrance may be constructed as long as it complies with the *Permits Guidance Manual*.

Per State Highway Engineer Policy #2008-08, the Department shall no longer commit to the construction of private entrances, however any commitments for installation made prior to July 28, 2008 shall be fulfilled. Future installation shall be the responsibility of the owner through the approval of an encroachment permit.

**COMMERCIAL ENTRANCES**

A commercial entrance is a driveway or entrance serving business or commercial establishments or nonprofit charitable, educational, or other special interest groups.

These entrances shall be constructed at the cost of the property owner.

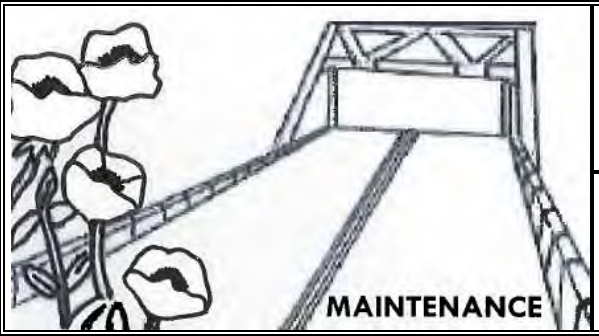
**ENTRANCES EXISTING PRIOR TO STATE MAINTENANCE**

Private and commercial entrances constructed prior to the Department accepting a road into the state-maintained system from another agent or agency shall be considered as properly permitted entrances for all purposes.

**NON-PERMITTED ENTRANCES EXISTING THREE YEARS WITHOUT NOTICE OF VIOLATION**

Private and commercial entrances that have been constructed for three or more years without the property owner being informed in writing that the entrance violates Department rules or regulations shall be treated as a properly permitted entrance as far as maintenance is concerned.

This shall not be interpreted to give the property owner all the rights as a properly permitted entrance as set forth in the *Permits Guidance Manual*.




***Chapter***

ENTRANCES

***Subject***

Maintenance of Private
& Commercial Entrances

**POLICY**

The Department may maintain private and commercial entrances from the edge of the pavement to the normal width of the shoulder. Maintenance of the remainder of the entrance on the state's right-of-way will be provided by the property owner.

All maintenance of a commercial or dual-use entrance is the responsibility of the commercial entity.

In specific individual cases where, in the judgment of the Chief District Engineer (CDE), a residential or farm driveway is causing damage to the roadway or danger to the public, the CDE may authorize maintenance work beyond the shoulder including materials.

If a slotted drain is the only feasible means of preventing water from a private entrance from coming onto the roadway surface and a slotted drain has been installed by permit (or is considered a permitted entrance as outlined in **MAIN-503**), the Department may maintain that portion of the asphalt surface on the entrance. This assures stabilization adjacent to the slotted drain within right-of-way limits.

The district shall immediately complete and submit a TC 71-21 form, *Report for Correcting Private Entrance* (**Exhibit MAIN-9025**) to the Director of the Division of Maintenance every time that authority to go beyond the normal shoulder width is given. The Director of the Division of Maintenance shall have all such work inspected to ensure conformance to Department policy.

**PRIVATE ENTRANCE STRUCTURES LESS THAN 36 INCHES**

When a private entrance pipe or drainage structure less than 36 inches (permitted or constructed by the Department) becomes inadequate due to any cause except entrance revision, it may be replaced at the expense of the Department if the property owner fails to make the necessary restoration or to ensure that the installation meets Department standards.

When replacing the pipe or drainage structure, the Department shall only replace the pipe that would be needed for a proper width entrance in accordance with the *Permits Guidance Manual*.

**PRIVATE ENTRANCE STRUCTURES LESS THAN 36 INCHES (CONT.)**

If a slotted drain is the only feasible means of preventing water from coming onto the roadway surface, the replacement may be made with a slotted drain and the Department will provide the initial asphalt surface. Future maintenance of the asphalt surface may be performed by the Department on private entrances only, and then only to the extent necessary to provide stabilization adjacent to the slotted drain.

The district does not need to submit a TC 71-21 form to the Director of the Division of Maintenance if all work beyond the shoulder is incidental and necessary for correcting a pipe or drainage structure less than 36 inches.

**COMMERCIAL ENTRANCE STRUCTURES LESS THAN 36 INCHES**

The owner of the facility (and not the Department) has responsibility for maintenance (including all entrance pipe) of all commercial entrances. The Department may replace an entrance structure only if actions by the Department cause the structure to fail or become inadequate.

The Department may clean out such structures in conjunction with ditch cleaning operations. If the Department has to clean out a structure, any cost incurred will be charged to the owner.

**ENTRANCE STRUCTURES 36 INCHES OR GREATER**

Any work beyond the routine cleaning of a channel or structure on a private or commercial entrance pipe or drainage structure that involves a pipe or drainage structure 36 inches or greater, shall be the responsibility of the property owner. Pipe or structure replacement shall be the responsibility of the property owner.

If the Department damages a structure or other unforeseen and unusual circumstances occur, the Chief District Engineer may authorize the work necessary and in the best interest of the Department of Highways. The district shall complete and submit a TC 71-21 form to the Division of Maintenance for all such work (**Exhibit MAIN-9025**).

**PROPERTY IMPROVEMENT PIPE**

Pipe not installed by the Department on original construction (or thereafter) with Department funds paying 100% of materials, labor, equipment, and other costs for the improvement of the highway, shall not be maintained or replaced by the Department. However, the Department may clean out such structures in conjunction with ditch cleaning operations. This would include pipes of all sizes (that were installed with or without a permit by others on the Department's right-of-way) for the improvement of their property.

**PROPERTY IMPROVEMENT PIPE (CONT.)**

If the Department damages a structure or other unforeseen and unusual circumstances occur, the Chief District Engineer may authorize the work necessary and in the best interest of the Department of Highways. The district shall complete and submit a TC 71-21 form to the Division of Maintenance for all such work (**Exhibit MAIN-9025**).

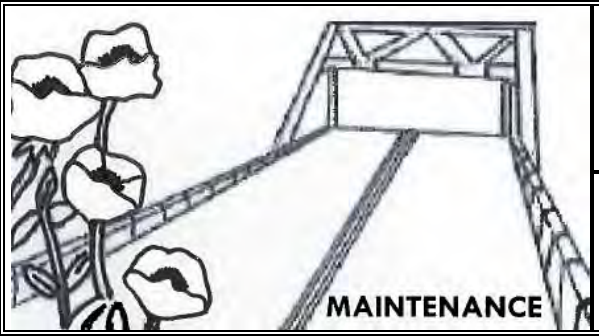
**RESPONSIBILITIES IN DEEDS**

Some old right-of-way deeds contain statements that obligate the Department to maintain a private or commercial driveway. These old deeds shall be honored after ascertaining the Department's responsibilities. The district does not need to notify the Division of Maintenance as long as the maintenance responsibilities set forth in the deed are not exceeded.

**MAINTENANCE OF NEWLY CONSTRUCTED PRIVATE & COMMERCIAL DRIVEWAYS**

Sometimes newly constructed private or commercial driveways built in conjunction with a state-financed road improvement project fail to achieve satisfactory stability. The Department may provide maintenance of such driveways to the end of new construction as shown on plans until stability is obtained.

The Chief District Engineer shall judge each driveway on its own merit. The district shall complete and submit a TC 71-21 form (**Exhibit MAIN-9025**) to the Director of the Division of Maintenance for each authorization for maintenance beyond the normal shoulder width. The Director of the Division of Maintenance shall have all work inspected to ensure conformance to Department policy.




***Chapter***

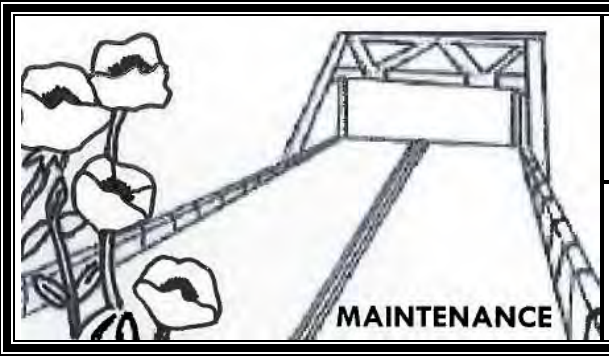
ENTRANCES

***Subject***

Removal of Entrances

**POLICY**

Entrances constructed in violation of the policies as set forth in the *Permits Guidance Manual* shall be removed in accordance with the policies of that manual.




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

General

**DEFINITION**

Roadsides are the areas between the outside edge of the shoulders and right-of-way lines, including median strips on divided highways and traffic islands at intersections.

**MAINTENANCE POLICY**

Maintenance personnel shall maintain roadsides by mowing; cutting brush; applying fertilizer and chemical weed control in selected areas; removing debris and litter; maintaining controlled access right-of-way fence; cleaning side ditches, cross drains, and entrance pipe; and repairing and replacing guardrail.

**RIGHTS-OF-WAY**

On most projects, the rights-of-way are established by plans or deeds. Where there is no deeded right-of-way, the Department may maintain from fence-to-fence. Where fences do not exist, maintenance may be to the top of the cut slope or toe fill slope consistent with KRS 178.025 which addresses public roads without deeded right-of-way.

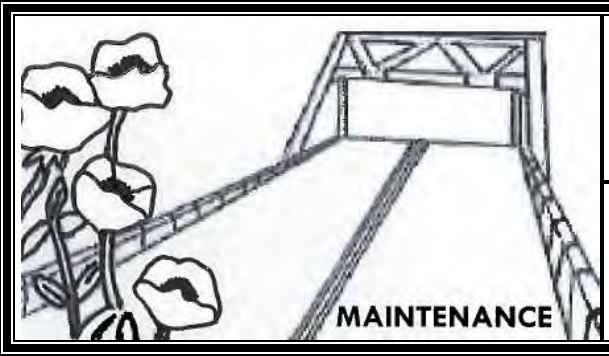
**RIGHT-OF-ENTRY**

When maintenance employees and equipment need to enter any property not controlled by or part of the state owned right-of-way, a TC 71-14 form, *Consent and Release* (**Exhibit MAIN-9008**) must be properly executed and signed by all property owners and witnessed by the county superintendent or other designated highway personnel.

The superintendent shall transmit a copy of the TC 71-14 to the Chief District Engineer (CDE) for approval. The district office shall retain the original in the maintenance file and return two copies to the county superintendent, who will retain one copy and return one copy to the property owner.

The type of work that is to be done shall be explained in detail in the TC 71-14. The location of the work shall be identified by mile point and, where possible, reference to local landmarks or addresses.

In no case, shall a superintendent or supervisor accept a TC 71-14 from any state employee or member of their families without specific written approval from the CDE.




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

Slips & Slides

**RESPONSIBILITY**

The Department shall repair slips and slides. Minor slip and slide repair is a routine responsibility of the maintenance unit. The annual district budget includes funds for this purpose. Intermediate (in cost or slope) slips or slides may require geotechnical analysis and usually funding from sources other than the annual district budget. Major slips and slides usually require geotechnical analysis and special funding.

The district Project Delivery and Preservation Branch and the Central Office Division of Maintenance shall keep a current listing of slip and slide needs. Both units should actively pursue correction of all slips and slides that adversely affect or have the potential to adversely affect the highway.

**DETERMINATION**

Upon discovery of any new slide, maintenance personnel shall:

- Determine the Department's responsibility relative to the cause of the slip or slide
- Obtain geotechnical advice from the Geotechnical Branch in the Division of Structural Design
- Document information relating to a chronological listing of events affecting the road and adjacent lands

Some key questions relating to the determination follow:

- Was lateral support removed by the construction of the road or by subsequent unnecessary maintenance activities?
- Was the drainage altered by the construction or maintenance of the road?
- Has the adjacent property owner altered the cut or fill slopes by cutting or filling on or near the slope?
- Was this slip or slide the result of a utility placement or other third party activity?
- Has the adjacent property owner altered the drainage patterns?
- Was the slide due to apparent unstable soil conditions?

**Note:** Some areas are considered "slide prone" due to the poor soil stability. Degree of slopes and age of roadway should be considered when making judgments on slides of this nature.

**DETERMINATION (CONT.)**

If the Department determines that the slide was primarily caused by actions of the Department, the Department shall take immediate steps to correct the slide condition by whatever method is deemed appropriate. If the correction is considered minor and the repairs can be funded within the district budget, the decision may be finalized in the district. If funding must come from other sources, the determination of cause should be made at the funding level.

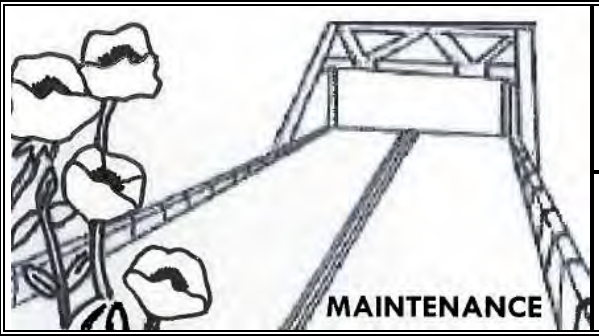
The Department may need to purchase additional property to repair a slip or slide if:

- The slip or slide area encompasses areas not owned by the Department
- An area needs to be purchased as a depository for the slip or slide waste material

The State Highway Engineer shall make all determinations involving the purchase of additional property. If damages to an adjacent property are a possibility, no commitment shall be made until the State Highway Engineer has reviewed the situation and agreed that the Department is responsible.

If the slide was primarily caused by an “act of God”, the Department shall take immediate steps to correct the portion of highway necessary for maintaining the highway. This is not meant to assume that the Kentucky Department of Highways is responsible for restoring or protecting private property in this situation (“act of God”).

If the Department determines that the slide was primarily caused by actions of the adjacent property owner or a third party, the Office of Legal Services shall notify that party immediately that the Department plans to hold them responsible for the cost of correcting the slide condition. Except for emergency interim repairs that become necessary for the safe usage of the road, any subsequent actions by the Department shall be coordinated through the Office of the State Highway Engineer and the Office of Legal Services.




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

Rest Areas, Truck Rest Havens, & Weigh Stations

**MAINTENANCE POLICY**

The Department shall maintain rest areas, welcome centers, truck rest havens, and roadside parks to present a clean and sanitary appearance. These facilities, with the exception of the roadside parks, are maintained on a twenty-four (24) hour basis.

Maintenance personnel shall maintain all approaches, parking areas, driveways, and surrounding areas within the limits of the right-of-way to present a well groomed appearance. Maintenance of the grounds and landscape plantings will be managed under the guidance of the roadside environment district administrator (REDA).

Commercialized rest areas will be established and operated as required by law and regulation through the Finance and Administration Cabinet.

Kentucky Vehicle Enforcement is responsible for maintaining a safe and clean condition at the commercial vehicle monitoring (CVM) station (weigh station) buildings to provide the mandated level of service.

The Office of Support Services will maintain an inventory of buildings for all roadside facilities including building numbering.

**BUILDING CONSTRUCTION PROGRAM**

The rest area team manager shall:

- Provide assistance to the districts and to the Division of Highway Design for the planning phase of rest area construction
- Review all rest area plans at various phases and provide input to assure buildings comply with short and long rang program plans
- Provide assistance to the Division of Construction as requested
- Review shop drawings
- Participate in monthly progress meetings, monthly inspections, and final inspections
- Notify the Office of Support Services of a project's completion, furnishing all necessary information to update the property inventory and to assure full insurance coverage of the completed facility

**MAINTENANCE BY CONTRACT**

The Department of Highways will enter into master agreement contracts for cleaning and maintaining all buildings, surrounding grounds areas, driveways, and parking lot areas.

The rest area team manager shall develop the specifications for the maintenance of rest area facilities by contract, recommend specific projects for contract, and prepare and submit contract purchase request documents.

The Finance and Administration Cabinet through delegation to the Transportation Cabinet Division of Purchases has the responsibility of awarding contracts for rest area custodial and grounds maintenance, in accordance with the Commonwealth of Kentucky Model Procurement Code.

The district rest area coordinator has the responsibility for administration of contracts for the maintenance of rest area facilities.

The above will be accomplished as highway rest area maintenance expenditures (Account FE07).

**MAINTENANCE OF TOURISM AREAS**

The Department of Highways is responsible for limited janitorial maintenance of the tourism areas located within designated welcome center rest areas. This responsibility is limited to one major cleaning for each twenty-four hour day and will be performed when the area is closed to the public.

The Tourism, Arts, and Heritage Cabinet is responsible for maintaining the area while open to the public. This responsibility includes, but is not limited to, the cleanup of spills, the spot cleaning of floors and glass areas, and the pickup and removal of litter. The Tourism, Arts, and Heritage Cabinet is also responsible for keeping their storage area neat and orderly. The Department of Highways will afford major cleaning to the storage area only on an as-needed basis.

**MAINTENANCE OF VENDING AREAS**

The Department of Highways is responsible for the custodial maintenance of the vending areas located within the rest areas. These responsibilities include, but are not limited to:

- Providing hot water from the existing facility for the cleaning of vending areas
- Providing garbage cans for vending areas

**Note:** By agreement, the Office for the Blind supplements the Department of Highways for the cleaning of the vending areas at each rest area or truck rest haven.

**MAINTENANCE OF VENDING AREAS (CONT.)**

The vending contractor shall:

- Require suppliers for vending products to breakdown large cardboard and paper boxes and place them into dumpsters

- Provide electricity for the vending area

  **Note:** By agreement, the Office for the Blind supplements the Department of Highways for the payment of electricity at the vending facilities.

- Remove out-of-date products from the vending machines

- Prevent suppliers of vending products from driving on the grass or on other unauthorized areas to deliver supplies or to service the machines

- Install a lock for broken machines, install a sign to prevent money from being inserted into broken machines, or provide a clip for broken machines so money cannot be inserted

- Furnish a list of employees to:

  - Rest area management team in the Department of Highways
  - Assistant Director in the Office for the Blind
  - District rest area coordinator (included with the daily report of rest area receipts that is submitted monthly)

- Provide an adequate and appropriate methodology for making refunds

**VENDING AREA SIGNS**

Vending contractors for the rest areas and truck havens shall provide and place signs in visible locations. The sign shall read:

REST AREA ATTENDANTS ARE NOT RESPONSIBLE FOR THE MACHINES OR FOR MAKING REFUNDS (Detail Refund Procedure)

Specifications for this sign will be:

Blue on White
16” × 36”
2” Lettering

**Note:** The contractor shall include the refund procedure on this sign.

**GENERAL STATEMENTS**

General statements applying to Department of Highways' personnel, Tourism, Arts, and Heritage Cabinet personnel, maintenance contractor personnel, and vending contractor personnel include:

- Unlawful activities shall be immediately reported to the proper authorities.
- Supervisory personnel for the Department of Highways; the maintenance contractor; the Tourism, Arts, and Heritage Cabinet; and the vending contractor shall furnish each other with names of persons that are in charge or in decision-making roles.
- Firearms shall not be carried by any personnel on duty.
- Unauthorized signs or advertisements shall not be placed in or around vending buildings, tourism areas, or rest area facilities.

**REPAIRS**

Rest area facilities, equipment, and grounds shall be maintained in an acceptable and functional state of repair in order to maintain a safe, clean, sanitary, and pleasing condition. Repairs and materials used for these facilities shall comply with the Commonwealth of Kentucky Model Procurement Code. Cabinet policy regarding the model procurement code is found in the *Purchases Guidance Manual*. The responsible personnel and available spending limits for each repair class are:

- **Minor Repairs**—The district rest area coordinator has the authority to procure supplies or services, (including repair service) up to $2,000 with one quote.
- **Intermediate Repairs**—The district rest area coordinator has the authority to procure materials and labor for small construction not to exceed $5,000 with three quotes.
- **Major Repairs**—The rest area team manager in the Division of Maintenance will be responsible for obtaining construction repairs for amounts estimated to exceed $5,000. Repairs over $5,000 must be approved by the Director, Division of Purchases, before placing the order.

**Note:** All charges related to the repairs of buildings and scales shall be charged to the "Weigh Station and Rest Area Capital" account.

**COMMERCIAL VEHICLE MONITORING (CVM) STATIONS (WEIGH STATIONS)**

Proper maintenance of buildings, driveways, parking areas, and related grounds shall be the responsibility of the Chief District Engineer (CDE). The CDE or an authorized representative is responsible for periodic inspection of the driveways, parking areas, and grounds at each weigh station. An effective preventive maintenance program shall be followed.

**COMMERCIAL VEHICLE MONITORING (CVM) STATIONS (WEIGH STATIONS) (CONT.)**

Each roadside CVM Station (weigh station) is assigned a maintenance project number and charges related to the driveways, parking areas, and grounds shall be made to that project and charged to Account FE01.

All charges related to the repairs of buildings and scales shall be charged to the "Weigh Station and Rest Area Capital" account. Repairs to the scales will be managed through work orders submitted to the Division of Maintenance for approval. Payments for these repairs will also be processed through the Division of Maintenance.

Kentucky Vehicle Enforcement will report to the CDE all cases of malfunctions of any equipment at the weigh station. Upon notice by Kentucky Vehicle Enforcement that any part of the weigh station needs maintenance, the CDE shall arrange for repair to be made or report to the Division of Maintenance, the Division of Traffic Operations, the Office of Support Services, or the Office of Budget and Fiscal Management that the malfunctions or deficiencies are beyond the abilities of the district to perform the repair.

Maintaining the buildings and grounds shall include such items as replacing light bulbs and providing cleaning supplies, which shall be provided by the district.

Kentucky Vehicle Enforcement shall provide general office supplies such as paper, forms, pens, first aid supplies, and other similar items.

**INSPECTION PROCESS**

Inspections will be required for all rest areas, welcome centers, and truck rest havens. Inspection reports are to be completed and a copy kept on file at the district office and distributed to the appropriate administrator.

The rest area manager or a representative shall perform daily inspections using the TC 71-126 form, *Rest Area Maintenance Inspection Report* (**Exhibit MAIN-9026**) and report any deficiencies in any area of responsibility to the rest area coordinator in an expedient manner. The rest area coordinator shall take the appropriate action to correct any deficiencies.

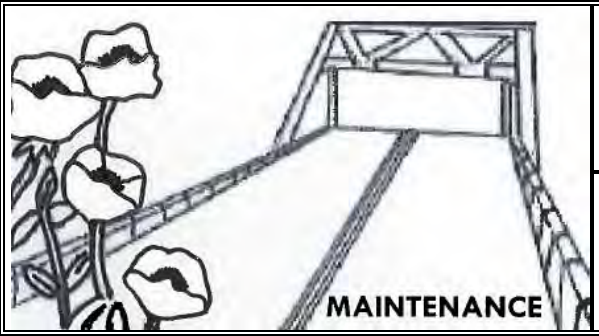
Scheduled walk-through inspections may be made by a member of the rest area management team, district rest area coordinator, rest area manager, and contractor representative at any given time.

Impromptu inspections can be made at any time by any member of the Central Office or district maintenance staffs to assure that the quality of the custodial and grounds maintenance work is maintained at a high level.

The district rest area coordinator shall report deficiencies to the rest area management team. The rest area management team shall take the appropriate action to correct any continued deficiencies.

**SNOW & ICE CONTROL AT REST AREAS**

Department of Highways' maintenance personnel shall be responsible for snow and ice control on ramps, driveways, and parking areas at the rest areas. This will be accomplished as part of the overall district snow and ice control plan as a highway maintenance expenditure (Account FE01).




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

Comment Cards

**OVERVIEW**

In order to monitor and evaluate customer needs and service, the Department of Highways solicits feedback in the form of comment cards concerning customer satisfaction.

The Department of Highways furnishes a comment card collection box at all locations. The collection box shall be:

- Made of standard design and material
- Placed in a prominent and accessible location

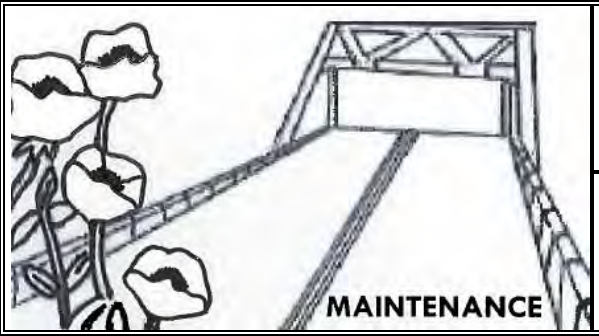
Comment cards and pens will be available to the public.

**COLLECTION PROCEDURES**

The district rest area coordinator shall:

- Collect all comment cards
- Send the comment cards to the rest area team manager by the tenth of each month following the reporting period

The rest area team manager will compile statistical information that can be made available to management personnel.




***Chapter***

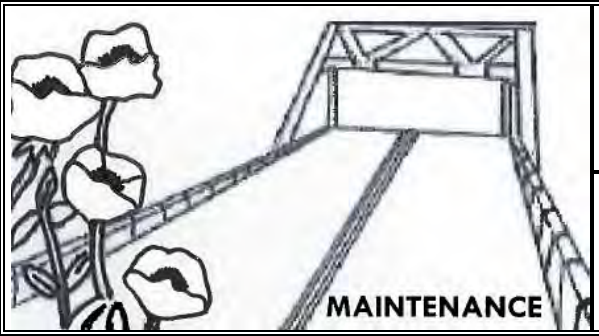
ROADSIDE MAINTENANCE

***Subject***

Extraneous Uses of Rest Areas

**POLICY**

The Cabinet shall permit any activities considered as not normal to the rest areas in accordance with the *Permits Guidance Manual*.




***Chapter***

ROADSIDE MAINTENANCE

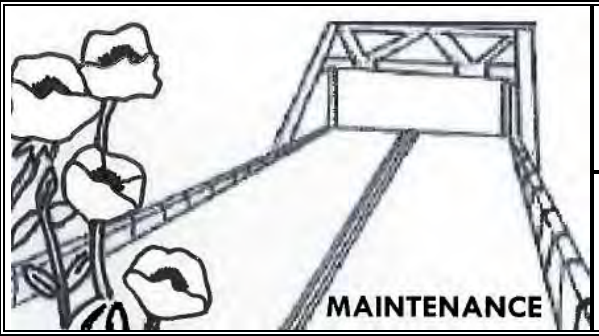
***Subject***

Advertising on Right-of-Way

**POLICY**

The erection or painting of signs on the state's right-of-way is prohibited. The Chief District Engineer shall take action to remove advertising located on the state right-of-way.

Refer to the *Permits Guidance Manual* for policy on controlling advertising devices located off and on the state right-of-way.




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

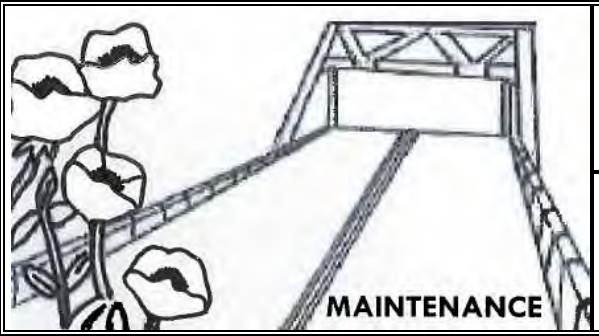
Pull-Offs

**POLICY**

The Department of Highways shall maintain in a usable condition all mail box, school bus, and litter barrel pull-offs within the right-of-way limits.

Where a school bus pull-off or turn-around and a private or commercial entrance are one and the same, the policy for school bus pull-offs shall apply until the use of the entrance by the school bus is discontinued.

Under this policy, maintenance personnel shall not perform any work beyond the right-of-way limits.




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

Removal of Dead Animals

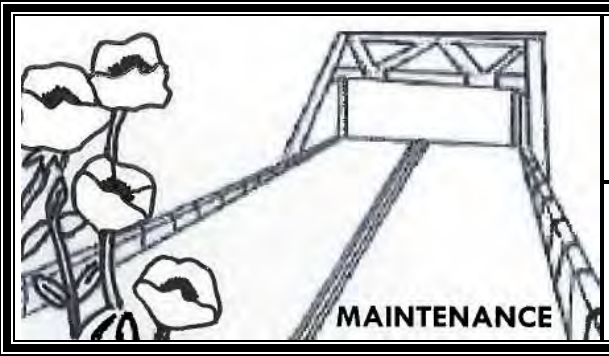
**POLICY**

The Department of Highways shall provide for the removal of dead animals from the road or right-of-way as soon as feasible after receipt of notice. All Cabinet personnel should report the presence and location of dead animals to the nearest highway maintenance facility or district office.

The Department of Highways maintenance crews should remove and dispose of animal carcasses. However, a local rendering company may be used for the disposal of large animals such as horses and cows. If the rendering company requires payment for such removal and in the opinion of the Chief District Engineer the cost is less than it would be for Department personnel to remove the animal, the district may authorize payment, providing the rendering company can act with dispatch. If such service is not available immediately, the Department's county maintenance superintendent shall arrange for disposal of the carcass.

**WOUNDED ANIMALS**

If members of a Highway Department maintenance crew arrive at the scene of an incident where there is an injured, diseased, or wounded animal, the crew shall not attempt to euthanize the animal. The crew shall contact the local animal control officer, the local police agency, or the local representative for the Humane Society or the Society for the Prevention of Cruelty to Animals so that the disposition of the animal can be accomplished in accordance with KRS 257.100.




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

Litter Pick-Up & Removal

**POLICY**

The Department desires to maintain the entire right-of-way in a litter free condition and uses several methods toward accomplishments of this goal:

- **Regular Pickup**—Department employees should be scheduled within all other priorities of need.
- **Express Run (Rubber Run)**—Department employees should be scheduled on high traffic facilities as needs dictate.
- **Third-Party Litter Pickup**—Prison or jail inmate labor should be a high priority where inmates are available and needs exist.

**MATERIAL SPILLAGE FROM TRUCKS & MOTOR VEHICLES**

The Chief District Engineer (CDE) shall inform highway superintendents and truck operators of the importance of securing loads and operating trucks to comply with laws governing material spillage from vehicles, as specifically described in KRS 433.753 and 189.150.

The 1982 General Assembly amended KRS 189.150 as follows:

KRS 189.150: Escaping contents—Shifting or spilling loads (eff. 7/15/82).

(1) *No vehicle shall be operated upon any highway unless it is so constructed as to prevent its contents from escaping.*

(2) *No vehicle shall be operated upon any public highway for a distance of over one mile whose load is susceptible to shifting or spillage unless said load is covered with a device suitable for prevention of spillage.*

All departmental vehicles transporting aggregates, salt, sand, asphalt mixture, brush, dirt, litter, or any other material that could be blown, dislodged, or fall from the vehicle, must be covered with a tarpaulin, net, or other suitable means to prevent the contents from leaking, shifting, or escaping.

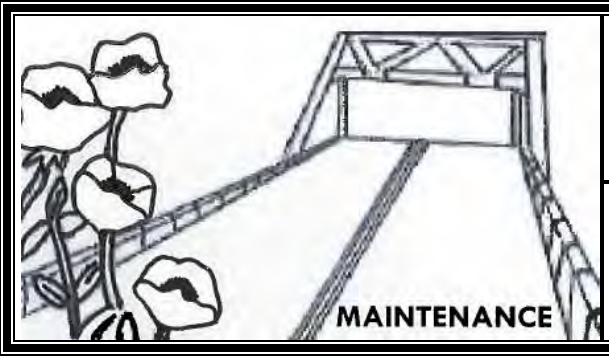
**ADOPT-A-HIGHWAY**

State forces should cooperate with groups desiring to adopt segments of roads for litter removal except on fully controlled access facilities. In general, the Department will supply safety vests and litter bags, collect the bags, and dispose of the litter. Each group participating in this program will have a permit detailing the responsibilities of each party.

For more information concerning this program, contact the Office of Public Affairs.

**COOPERATION WITH LOCAL GROUPS**

The Department should also cooperate with local groups involved in special cleanup efforts. The CDE may authorize the Department's participation within the general parameters of the Adopt-A-Highway Program. The CDE shall obtain approval from the State Highway Engineer if the district desires to exceed these parameters.




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

Burning of Brush & Debris

**REGULATION**

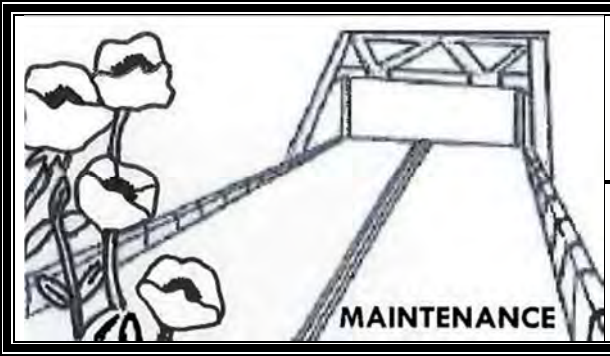
As a general rule, there should be no burning of natural growth vegetation or other substances. If there is no other available method of disposing of natural growth vegetation, it may be burned in certain areas of the state as described in the "Kentucky Air Pollution Control Regulations". All burning shall comply with these regulations, the Kentucky Revised Statutes (beginning with KRS 149.360), and any local laws or ordinances.

KRS 149.400 prohibits burning within 150 feet of any woodland or grassland during fire hazard seasons, except between the hours of 6:00 p.m. and 6:00 a.m., prevailing standard time, or when the ground is covered by snow. Fire hazard seasons are declared by statute as the periods commencing on February 15 and ending on April 30 and commencing on October 1 and ending on December 15 of each year.

Prior to any open burning activity, Department personnel shall contact the Division of Air Quality.

Further guidance regarding the burning of brush and debris can be obtained from the Environmental Handbook for Management of Highways and Transportation Facilities.

Disposal of brush and debris on private property off the right-of-way shall comply with **MAIN-211**, "Disposal of Waste Material".




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

Maintenance of Mail Boxes Prohibited

**POLICY**

The Department of Highways shall not perform maintenance of any kind on mailboxes, mailbox supports, or bases.

Department Maintenance personnel may remove and replace mail boxes during ditching and shouldering operations to allow for operation of equipment along the shoulder and ditch lines. The replacement of mailboxes damaged by Department maintenance operations may be replaced with a standard rural mailbox and approved mailbox supports.

If a property owner prefers to replace a different mailbox or requests reimbursement to repair the damages, they shall be provided a TC 11-208 form, *Claim Resulting From Motor Vehicle Incident* (**Exhibit MAIN-9023**) and referred to the Office of Legal Services. Contractors are responsible for damages caused by their equipment or drivers. Property owners shall be referred to the contracting service to submit their claim. If damages do not result from the operation of state-owned motorized equipment, property owners shall be referred to the Board of Claims.

**MAIL BOX SUPPORT ENCROACHMENTS**

Permits are not required for the erection of mail boxes on state right of way; however, the Department does not authorize the placement of massive non-yielding mail box supports on state right of way. The Department allows the following supports on state right of way:

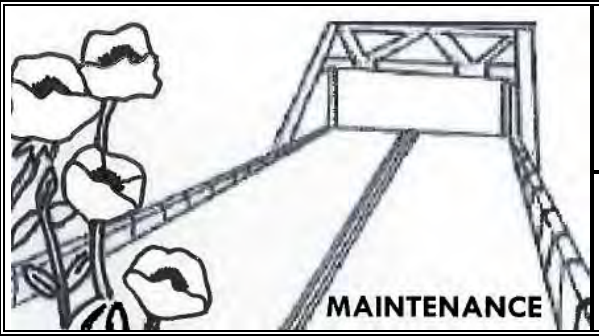
- Wooden posts not larger than:
  - Five inches in diameter
  - Four inches by four inches in section

  **Note:** Larger wooden posts may be used, if holes are drilled near the ground line to render resistance no greater than the above.

**MAIL BOX SUPPORT ENCROACHMENTS (CONT.)**

- Metal pipes no larger than 1 ½ inches inside diameter
- Standard delineator metal posts with 2 inches perforated channel
- Other metal posts not larger than 2 inches perforated channel

All Transportation personnel should deter the installation of any mail box supports that do not comply with the above. Any new installations of this type should be considered as encroachments that should be removed.




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

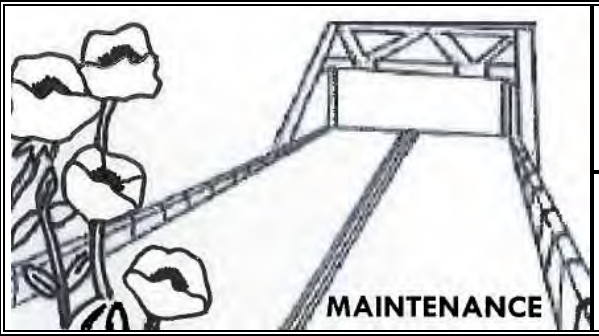
Maintenance of Traffic Islands

**POLICY**

A traffic island becomes an integral part of the roadway once it is constructed and maintained as such.

The District Operations Engineer shall ensure that maintenance personnel:

- Performs routine maintenance on traffic islands
- Cleans, repairs, and performs all other necessary maintenance on traffic islands to provide good day and night visibility




***Chapter***

ROADSIDE MAINTENANCE

***Subject***

Highway Embankment Dams

**POLICY**

The Department of Highways shall maintain highway embankment dams, including any part of the spillway or drainage system necessary for normal highway drainage within the right-of-way of state-maintained routes.

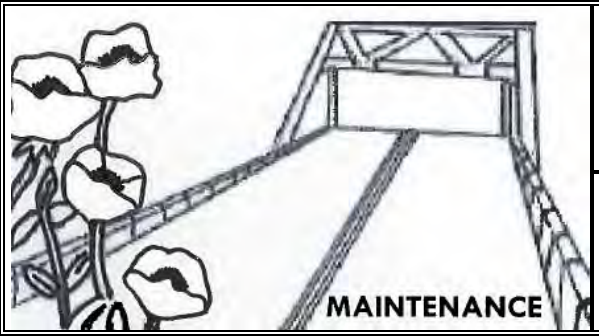
The sponsor or owner of the reservoir shall be responsible for the maintenance of the reservoir, adjacent land areas, and appurtenances (including access roads and any part of the spillway or drainage system not necessary for normal roadway drainage), unless an exception is made by a written contract agreement signed by both parties.

**INSPECTION REPORTS**

An engineer from the Division of Maintenance shall make a periodic detailed inspection and report to the Chief District Engineer and the Director of the Division of Maintenance on all state-maintained roadway embankment dams. Following severe flooding conditions, earthquakes, or any other occurrence that may damage roadway embankment dams, an engineer from the Division of Maintenance shall inspect and make a report on all state-maintained roadway embankment dams in the affected area.

Roadway embankment dam inspection reports shall be maintained on file in the Division of Maintenance with copies directed to the affected district.

If unusual conditions that could lead to damage or failure of the dam are noted during an inspection, the Division of Maintenance shall direct a copy of the report to the Deputy State Highway Engineer. The Division of Maintenance may coordinate highway embankment dam maintenance and repairs with the Corps of Engineers and the Natural Resources and Environmental Protection Cabinet as required.




***Chapter***

ROADSIDE MAINTENANCE

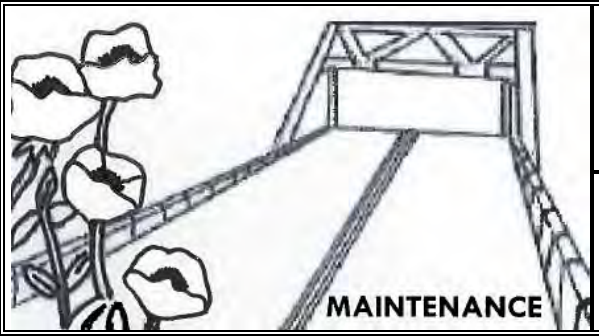
***Subject***

Updating "As Built" Plans

**POLICY**

The Division of Highway Design is charged with the responsibility of keeping the "As Built" plans up-to-date. Any right-of-way changes, as a result of action taken by the Department, shall be transmitted to the Division of Highway Design.

Occasionally, maintenance operations or state forces projects require that the Department acquire additional right-of-way. If this occurs on a state-maintained road where "As Built" plans exist, the Chief District Engineer shall send a revised plan sheet to the Division of Highway Design as soon as possible so that the "As Built" plans may be brought up-to-date.




*Chapter*

ROADSIDE MAINTENANCE

*Subject*

Sidewalks along Public Roads

**SIDEWALKS CONSTRUCTED BY COUNTY OR CITY**

The fiscal court of any county or the city government may build sidewalks along public roads where the need exists. Before the beginning of construction of the sidewalk along a road on the State Highway System, a permit should be obtained from the Department in accordance with the *Permits Guidance Manual*.

**Note:** Construction of sidewalks shall comply with ADA requirements.

The maintenance or repair of sidewalks constructed on state right-of-way by a fiscal court or city is the obligation of the constructing agency. Permit requests for such sidewalks should be directed to the highway district office having jurisdiction over the particular section of road.

**SIDEWALKS CONSTRUCTED BY DEPARTMENT**

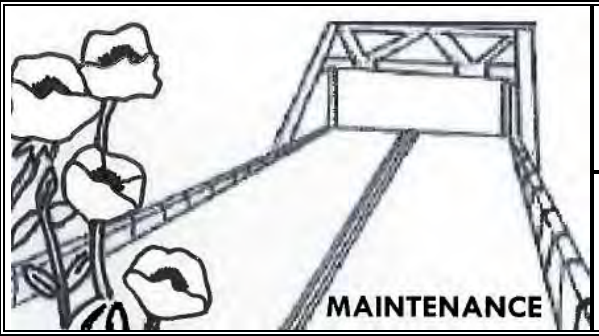
Sidewalks may be constructed by the Department incidental to highway construction and reconstruction. The maintenance of such sidewalks located within the corporate limits of a city shall be in conformance with the TC 71-11 form, *Maintenance and Traffic Contract* (**Exhibit MAIN-9020**) between the Department and that city.

**Note:** Construction of sidewalks shall comply with ADA requirements.

The Department shall maintain sidewalks constructed by the Department outside the city limits of any city.

**BICYCLE LANES CONSTRUCTED BY DEPARTMENT**

The Department shall maintain bicycle lanes constructed by the Department.




***Chapter***

VEGETATION MANAGEMENT

***Subject***

General

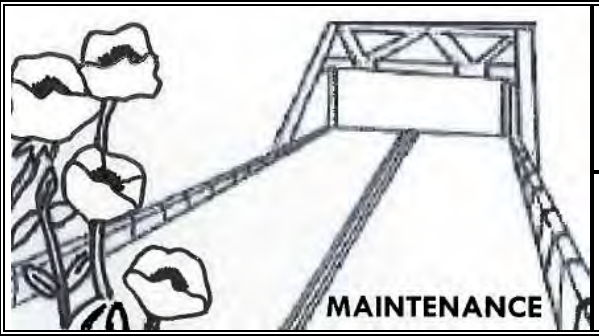
**POLICY**

The Department of Highways shall conduct a Vegetation Management Program on the roadside rights-of-way of all highways that are the responsibility of the Department.

**PURPOSE**

This program shall:

- Provide a viable grass turf or other plant material ground cover that will present a safe and attractive roadside landscape for the traveling public
- Protect the integrity of the highway infrastructure by controlling erosion
- Complement the maintenance program through the safe and economical control of undesirable vegetation on roadsides




***Chapter***

VEGETATION MANAGEMENT

***Subject***

Planning

**POLICY**

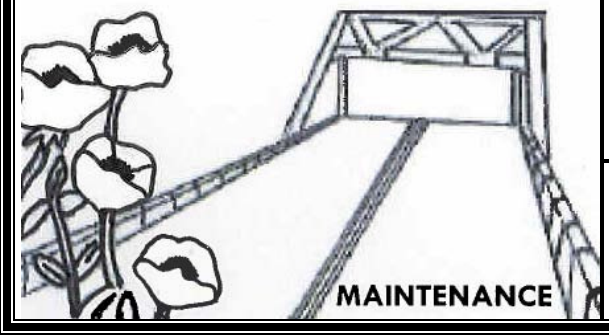
The roadside environment district administrator (REDA) for each district shall develop an annual planned program for the management of vegetation along the highway roadsides. This plan shall include, but not be limited to:

- Mowing
- Landscape plant maintenance
- Seeding and protection
- Fertilization
- Weed and brush control
- Planting and maintaining wildflowers
- Hazardous tree removal

A copy of the plan shall be submitted to the Division of Maintenance for review.

In order to have an effective program, the REDA shall:

- Make a survey of the vegetation of all areas
- Determine approximate time for work activities to be performed
- Determine the types and amounts of materials needed
- Determine equipment needs
- Determine the type and number of personnel required




*Chapter*

VEGETATION MANAGEMENT

*Subject*

Roadside Agronomy Program

**LANDSCAPE PLANT MAINTENANCE**

The Department of Highways shall maintain landscape plantings on all roads that are the responsibility of the Department.

Any landscape plantings placed on the right of way through a permit shall be the responsibility of the permittee.

A landscape maintenance program shall include the following:

- Designation of areas where work will be performed and approximate time work will be done
- Determination of type work to be performed
- Selection of pesticides, if needed
- Determination of equipment needs and availability

Landscape plants shall be periodically fertilized. The Division of Maintenance may recommend the proper rates of fertilizer and approximate times of application.

All pesticides used by the Department shall be approved by the Division of Maintenance before use in the districts. The Division of Maintenance will provide the districts with proper recommendations on specific pesticides before actual application. The following pesticides may be used:

- **Insecticides**—In areas where insects are damaging plants, insecticides shall be applied for control.
- **Fungicides**—In areas where fungus diseases are damaging landscape plants, fungicides shall be applied for proper control.
- **Herbicides**—Where applicable, herbicides may be used around plants and in shrub beds to control weed growth. Personnel shall carefully observe proper chemical application rates so as to not injure landscape plants.

**LANDSCAPE PLANT MAINTENANCE (CONT.)**

Where practical, mulching material may be used around landscape plants, so as to retard weed growth and preserve soil moisture.

All tree stakes shall be removed during the second year of establishment.

Dead plants on all projects accepted for maintenance should be removed as soon as possible.

Plants should be pruned, where needed, to ensure proper growth and development. Proper pruning techniques shall be applied as recommended by the Division of Maintenance.

**SEEDING, PROTECTION, & FERTILIZATION**

The Department shall perform proper seeding and protection techniques on roadside areas where grass or other vegetative ground cover is lacking and the potential for soil erosion is imminent. The Department may also perform proper maintenance practices to provide adequate fertility for established grass turf and other vegetative ground cover.

These seeding and protection techniques and the application of fertilizers to roadsides shall comply with the Kentucky Department of Highways' "Seeding and Protection and Fertilization Program Chart" (**Exhibit MAIN-9033**).

**WILDFLOWERS & NATIVE GRASSES**

The Department may choose to seed wildflowers or native grasses at selected locations on highway roadsides to enhance the aesthetic value of the roadside landscape.

All wildflower and native grass species shall be approved by the Division of Maintenance before planting or seeding.

**WEED & BRUSH CONTROL**

The Department shall perform proper maintenance techniques to control weeds and brush on highway rights-of-way.

The use of pesticides to accomplish this task shall comply with the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); with the Kentucky Department of Agriculture Pesticide Use and Application Act (KRS 217B); and as dictated by the Kentucky Department of Highways' "Pesticide Program Chart".

Each division shall coordinate the application of pesticide products to highway roadsides with mowing operations scheduled to be performed on the same areas.

When using pesticides to control roadside brush, maintenance personnel shall take care to allow for a minimum of discoloration. Excessive discoloration of brush should be avoided.

**NOXIOUS WEED CONTROL**

The Department shall perform proper techniques to control the following noxious weeds on all highway rights-of-way in accordance with KRS 176.051:

- Nodding (Musk) Thistle
- Canada Thistle
- Johnson Grass
- Giant Foxtail
- Multi-Flora Rose
- Wild Cucumber
- Black Nightshade
- Kudzu

Upon written request from abutting property owners engaged in the eradication of these noxious weeds, the Department will cooperate with such abutting property owners by controlling such noxious weeds from abutting state rights-of-way.

Also, in accordance with KRS 176.051, the Department shall **no later than the first week in March of each year** advertise in each county, pursuant to the provisions of KRS Chapter 424, that the noxious weed control program is available. The Department shall stipulate in these advertisements the place and manner in which an interested property owner may make a written request for inclusion in the noxious weed control program.

Upon notice that a county fiscal court declares their specific county a thistle eradication area, the Department, in accordance with KRS 249.183, shall comply with the Department of Agriculture by eradicating the thistle from the highway rights-of-way in that county.

**SELECTION OF PESTICIDES**

The Division of Maintenance shall select and recommend approved pesticides for each type of application as noted in the Kentucky Department of Highways' "Pesticide Program Chart." The Division of Maintenance will provide the districts with an updated copy of the "Pesticide Program Chart" as needed.

The Division of Maintenance will prepare a *Pesticide Manual* available to all maintenance personnel trained in the use and handling of pesticides. Maintenance employees involved in the storage, handling, use, and disposal of all pesticides and their containers shall retrieve the Label and Material Safety Data Sheet (MSDS) of each approved pesticide product from the Roadside Environment Branch website:

http://transportation.ky.gov/Maintenance/Pages/Pesticide-Labels.aspx

The storage, use, handling, and disposal of pesticides and their containers shall conform to the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) and to KRS 217B.

**RESTRICTIONS OF PESTICIDE USE**

Maintenance personnel shall not apply pesticides (used for control of weeds and brush on roadsides) to the following:

- Fence rows not on state right of way
- National forest areas, unless by permit from the National Forest Service
- Areas adjacent to susceptible crops
- Areas of standing or moving water

**APPLICATION OF PESTICIDES**

Pesticide applications shall comply with federal label regulations and shall not be made until the personnel actually doing the spraying have been well informed as to the pesticide product, its mode of action, and the correct method of its application.

Before applying pesticides, the district shall adequately plan each application to assure effective control giving consideration to the stages of vegetative growth and types of vegetation present. The district shall use the "Pesticide Program Chart" to select pesticides to be used and to determine the method, rate, and timing of applications.

Maintenance personnel shall not apply pesticides when wind velocity would move the product off target.

Each division shall coordinate spraying operations with mowing activities when both are to be performed on the same area during the year. Before undertaking mowing operations, maintenance personnel shall allow sufficient time following pesticide applications for the pesticide to be effective. If the proper amount of time cannot be allowed following an application, maintenance personnel shall mow the area first and apply the pesticide product to the vegetative regrowth when adequate growth is present.

Bare ground product applications shall not deviate from the "Pesticide Program Chart" as to rates and application. Maintenance personnel shall keep the use of hand applicators to a minimum. When using hand applicators, maintenance personnel shall take care when applying to areas such as pavements, sealed shoulders, sealed traffic islands, and sign posts to prevent the product from moving off target through other applications.

Maintenance personnel shall apply pesticides for weed control as directed by the "Pesticide Program Chart". Pesticides can control woody vegetation that is 30 inches or less in height in accordance with procedures outlined in the "Pesticide Program Chart" under the Broadleaf Weed Control Section.

**APPLICATION OF PESTICIDES (CONT.)**

The control of brush with the application of selective pesticides shall be limited to those areas where brush encroachment on roadsides creates a safety sight distance problem or impedes roadside drainage. Maintenance personnel can make these applications between August 1 and the time of normal leaf drop in the fall.

Caution will be taken in the selection and application of pesticides for a minimum discoloration of brush. Excessive discoloration of brush shall be avoided.

In areas where brush is removed from roadsides by mechanical or hand cutting methods, maintenance personnel shall treat stumps with the pesticide product recommended by the "Pesticide Program Chart" to prevent resprouting.

**GROWTH REGULATOR PESTICIDES**

Maintenance personnel shall apply plant growth regulators:

- In selected areas for height control of grasses and to prevent the emergence of a seed head on those grasses
- In the spring when the grasses are in an active stage of growth prior to the time of seed head emergence
- On well established grasses and not to newly seeded grass areas
- Only one time to any area during any one growing season

Areas to be considered when applying plant growth regulators are:

- Vegetative areas 10—15 feet behind guardrails where mowing is difficult or unsafe
- Vegetative shoulder areas between pavement and guardrails
- Narrow vegetated raised medians
- Slopes where grass height needs to be controlled and the areas are difficult or unsafe to mow
- Areas heavily landscaped where mowing is difficult
- Interchange ramps, islands, and other areas where mowing is difficult or unsafe and grass height must be controlled
- Under guardrails where the use of bare ground products is not available.

**PESTICIDE REPORTS**

The crew superintendent shall:

- Complete daily a TC 71-108 form, *Pesticide Field Report* (**Exhibit MAIN-9021**)
- Sign and date the TC 71-108
- Submit the TC 71-108 to the Division of Maintenance where it will be filed

The Operations Management System (OMS) maintains a monthly inventory of pesticide materials in stock.

**PESTICIDE LABEL**

The pesticide label is the legal document dictated by federal and state laws and regulations that specifies the proper and correct method for storing, using, and disposing of a pesticide and its container.

Maintenance personnel shall adhere to label directions at all times.

Maintenance personnel shall contact the National Pesticide Information Center (NPIC) if they cannot locate a label for a pesticide.

**STORAGE OF PESTICIDES**

Maintenance personnel shall store pesticides:

- In an area separate from the office and from seed and fertilizer storage areas

  **Note:** A sign shall be posted on the storage building stating "Pesticide Storage".

- In their original container as labeled

  **Note:** If a pesticide product's packaging becomes deteriorated due to shipping damage or extended storage life, maintenance personnel shall contact the Division of Environmental Services in the Department of Agriculture. Their instructions on repackaging the pesticide product and any necessary cleanup shall be followed explicitly.

**MIXING OF PESTICIDES**

Maintenance personnel shall mix pesticides in accordance with label directions. The Kentucky Department of Highways' *Pesticide Manual* includes specific directions for mixing pesticides.

Maintenance personnel shall wear the following protective equipment when mixing a pesticide:

- Liquid proof gloves
- A hat or hood to cover the head
- Goggles or face shield to protect the eyes
- Liquid proof apron

**DISPOSAL OF PESTICIDE CONTAINERS**

Maintenance personnel shall:

- Triple rinse empty pesticide containers with the rinse solution (rinsate) being poured into the spray tank
- Crush or puncture the containers
- Take the containers to an approved sanitary landfill

The *Pesticide Manual* includes a list of currently approved sanitary landfills.

**PESTICIDE SPILLS**

A pesticide spill is that condition where an amount of a pesticide product concentrate greater than the label recommended application rate has been spilled onto a surface area.

- **Minor Spill**—Condition where a gallon or less of a pesticide product concentrate has been spilled. This type of spill may be cleaned up by washing off or applying an absorbent type material.

- **Major Spill**—Condition where large areas or volumes of concentrate are involved. In the event of a spill of this type, onsite district personnel shall:

  1. Keep people away

  2. Contact the roadside environment district administrator

  3. Contact the Division of Maintenance's Roadside Environmental Branch staff

  4. Call state police or sheriff

  5. Send a written report through the CDE to the Division of Maintenance after the spill has been cleaned

**INSECTICIDE APPLICATION**

The Division of Maintenance shall preapprove all insecticides applied on highway rights-of-way including rest areas.

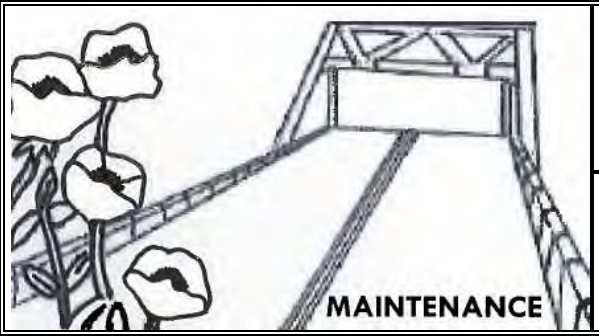
The method and rate of application of the insecticide shall conform to the pesticide label.

When applying an insecticide, the Materials Safety Data Sheet shall be available to and in the presence of the applicator.

Also, the applicator shall wear the following protective clothing when applying an insecticide:

- Hard hat (approved head gear)
- Coveralls (approved for insecticide applications)
- Rubber gloves
- Eye protection (goggles or face shield)
- Respirator (for insecticide applications made inside a building)

Before applying an insecticide, the applicator shall refer to the *Pesticide Manual* concerning pesticide overexposure.




***Chapter***

VEGETATION MANAGEMENT

***Subject***

Pesticide Liability Claims

**POLICY**

When receiving a liability claim concerning a pesticide, the Chief District Engineer (CDE), or designated representative, shall:

- Make a complete investigation of the area in question as soon as possible

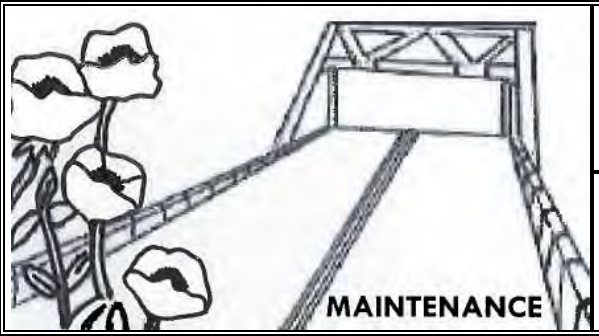
  **Note:** No commitment will be made on behalf of the Department concerning the complaint.

- Notify the Division of Maintenance as soon as possible after receiving the liability claim

- Submit a written report of the investigation to the Division of Maintenance

The Division of Maintenance shall furnish technical assistance upon request from the CDE or the Office of Legal Services.

The Board of Claims through the Office of Legal Services handles all pesticide liability claims.




***Chapter***

VEGETATION MANAGEMENT

***Subject***

Mowing Program

**POLICY**

Maintenance personnel shall perform mowing operations on those areas necessary for safety and to present an acceptable appearance to the adjacent roadside residents and to the traveling public. The Chief District Engineer (CDE), through the transportation engineer branch manager (TEBM) for Project Delivery and Preservation and their staff, as delegates, will interpret and provide instructions on all mowing operations.

Maintenance personnel shall maintain roadside vegetation so as to present an acceptable appearance at a uniform height.

**STEEP SLOPES**

Maintenance personnel will not mow areas with steep slopes where machine mowing would be hazardous to the mower operator or would result in damage to the turf. If it is desirable to control the vegetative growth on these slopes, the vegetation will be maintained with other cultural and mechanical methods.

**DESIGNATED MOWING AREAS**

The areas considered able to be mowed, with the exception of steep slopes, shall be designated by the normal right-of-way line or by a predetermined stake line.

**DESIGNATED NON-MOWING AREAS**

Maintenance personnel shall not mow certain designated areas, such as scenic strips, native plant locations, newly seeded areas, and other areas selected for natural regeneration.

Mowing operations shall begin and cease as directed by the CDE.

**HAY BALING**

The baling of hay or harvesting of crops on highway rights-of-way shall not be permitted.

**MOWING & WOODY VEGETATION**

All woody vegetation up to a maximum diameter of one inch (1”) shall be mowed as a part of normal mowing operations.

**MOWING TYPES**

Maintenance personnel shall perform the following mowing types as necessary:

- **Type "2" Mowing**—Mow a ten-foot strip along the outside shoulder or pavement edge along the roadway and ramps of interchanges, including all normal width medians. Where the roadway separates beyond the normal median width, the inside shoulder should be mowed ten feet inside the paved shoulder or pavement edge, including all areas able to be mowed inside the ramps of the interchanges.

- **Type "3" Mowing**—Mow the complete roadside area wherein mowing is performed (all areas able to be mowed to the right-of-way fence, mowing stake line, or other designated mowing limit).

**MOWING SCHEDULES**

Mowing shall be scheduled in a manner so as to coordinate mowing between counties and between districts.

Those areas where mowing is necessary to provide for safety and sight distance should be mowed first (at the beginning of the mowing season).

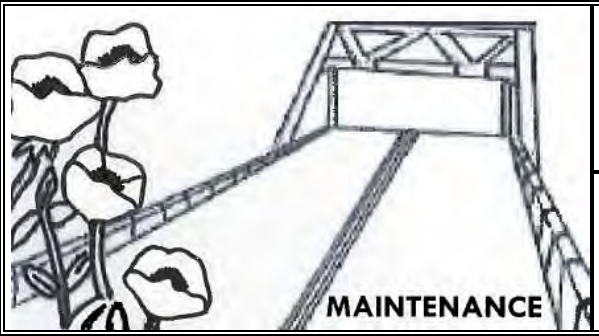
**MOWING RESPONSIBILITIES**

The TEBM for Project Delivery and Preservation and staff in each district shall observe mowing operations and report any deviations from standard procedure to the CDE.

The roadside environment district administrator (REDA) shall observe the mowing operations and report any deviations from the policy of standards to the TEBM for Project Delivery and Preservation.

The REDA does not need to directly supervise the mowing operation, but may work closely with the maintenance engineers as an advisor.

The CDE may delegate the REDA the responsibility of direct supervision of mowing accomplished by the mowing contractors.




***Chapter***

VEGETATION MANAGEMENT

***Subject***

Tree & Brush Removal

**POLICY**

The Chief District Engineer through the transportation engineer branch manager (TEBM) for Project Delivery and Preservation and the roadside environment district administrator, as their delegates, shall develop a plan for the removal of trees and brush that:

- Present potential hazards along the roadway
- Impede drainage
- Encroach onto the roadway
- Create a problem of safety and sight distance

**DEAD & DISEASED TREES**

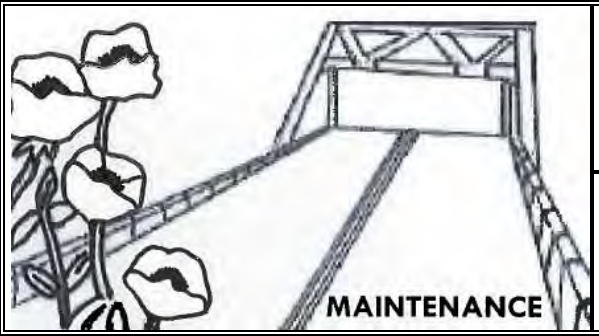
The Department shall remove dead and diseased trees that are adjacent to the roadway and are a potential hazard.

**TREE & BRUSH ENCROACHMENT**

In accordance with a developed tree and brush removal plan, the Department shall perform proper maintenance practices to remove brush that impedes drainage, reduces sight distance visibility, and creates a "green tunnel" effect on roadway surfaces.

**STUMPS & STUMP TREATMENTS**

Stumps that remain after the removal of trees shall be a maximum of three inches (3") above the ground. Where maintenance personnel removes brush from roadsides by mechanical or hand cutting methods, the stumps will be treated with the pesticide product recommended by the "Pesticide Program Chart" to prevent resprouting.




***Chapter***

VEGETATION MANAGEMENT

***Subject***

Training

**OVERVIEW**

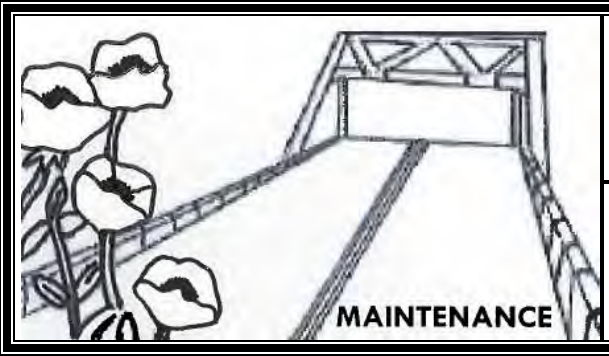
Prior to the spring growing season, the Department of Highways provides annual training opportunities to personnel using and handling pesticides.

All maintenance employees involved in the use, application, handling, and storage of pesticides shall be certified in compliance with the Kentucky Department of Agriculture Pesticide Use and Application Act (KRS 217B).

The roadside environment district administrator from each district and the Central Office roadside environment team may attend statewide roadside vegetation meetings approved by the Kentucky Department of Agriculture, Division of Environmental Services to update their pesticide application licenses and certifications.

The Department may elect, either through the Division of Maintenance or through the districts, to conduct training on the proper operation, performance, and preventative maintenance of mowing equipment.

Supervisors must contact the Professional Development Branch in the Office of Human Resource Management to schedule training courses and seminars.




***Chapter***

VEGETATION MANAGEMENT

***Subject***

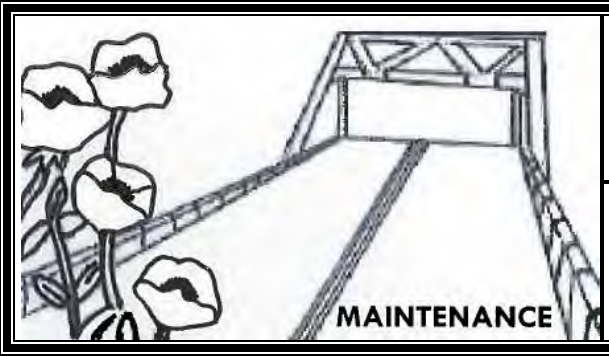
Sprayer Equipment

**POLICY**

The Division of Maintenance shall:

- Review equipment requests
- Recommend the type to be purchased
- Recommend alterations to equipment in accordance with desired results and district requests

See **MAIN-1700** for information concerning all equipment.




***Chapter***

BRIDGE MAINTENANCE

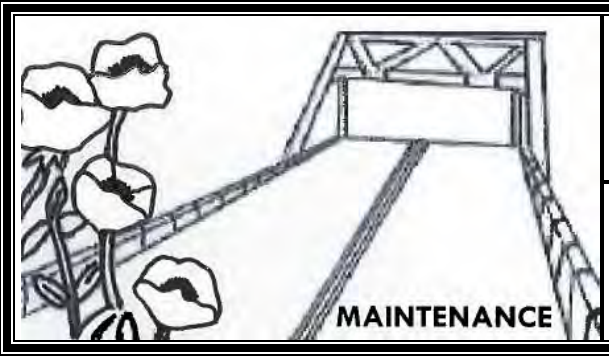
***Subject***

Definition of a Bridge

**DEFINITION**

The Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges provides that a bridge is:

> "a structure including supports erected over a depression or an obstruction such as water, highway or railway, and having a track or passageway for carrying traffic or other moving loads, and having an opening measured along the center of the roadway of more than 20 feet between under-copings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes; including multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening".




***Chapter***

BRIDGE MAINTENANCE

***Subject***

Maintenance

**RESPONSIBILITY**

**MAIN-205**, "Maintenance Crew Duties" details district responsibilities concerning bridge maintenance. Districts shall refer major repairs beyond the capabilities of these crews to the Central Office Division of Maintenance or the Department of Governmental Relations (RS bridges) for contract repair.

The Department's county maintenance crews shall keep the bridge floor clean, floor drains open, and clear the waterway of trees and drift within the right-of-way limits.

The bridge maintenance crews shall:

- Patch and replace concrete floors
- Repair and replace timber floors, stringers, and bents
- Spot paint structural steel and paint small steel structures and bearings
- Reset steel expansion dams
- Clean lower chords and bearing seats of bridges of all dirt, drift, and debris
- Perform pier and abutment repairs
- Repair and replace handrails
- Perform other maintenance duties as directed

**TRANSITION OF ROADWAY SURFACE OVERLAYS**

Project Delivery and Preservation Branch personnel should work together to affect a smooth gentle transition of all roadway surface overlays to all bridge ends within resurfacing projects in order to preclude excessive vehicle impact to bridges. This may require removal of some portion of the existing surface for a distance of 50 feet or more from the bridge end. This operation may be included as a part of the resurfacing contract or accomplished by state forces ahead of the resurfacing contractor. The resurfacing project or the district milling contract shall include milling and texturing machine scheduling.

**TRANSITION OF ROADWAY SURFACE OVERLAYS (CONT.)**

Open graded friction courses tend to drain water beneath the riding surface and onto bridge floors, resulting in freezing or additional accumulation of chlorides on the bridge. District personnel shall work to prevent this condition. This may be accomplished in some cases by providing a non-open type asphalt material as a wedge at the bridge end to bleed the water to the shoulder of the road before it gets to the bridge. If not provided for in the resurfacing contract, this activity may be accomplished by maintenance forces in conjunction with the resurfacing contractor.

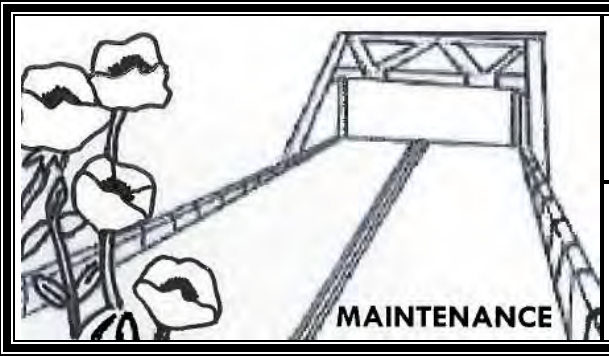
Contract overlay projects shall provide for a smooth transition.

**DECK TREATMENT AFTER SNOW REMOVAL**

In order to maximize public safety, deicers shall be placed on bridge decks in the same manner as on the roadway section. Abrasives shall be used at the discretion of district personnel.

**CLEANING**

In order to minimize refreezing on bridge decks and to decrease the effect of chlorides, bridge drains shall be opened as soon as possible after storm conditions have abated. Handwork may be required to open drains clogged with snow, ice, and debris. Deck flushing is an optional method of removing debris.




***Chapter***

BRIDGE MAINTENANCE

***Subject***

Inspection

**POLICY**

All bridge inspections shall comply with the National Bridge Inspection Standards.

**INTERIM INSPECTIONS**

All bridges maintained jointly with adjoining states shall be inspected annually with representatives of the adjoining state in accordance with current agreements. In case of a major flood, inspections of flooded bridges shall be made immediately after the water has receded, giving special attention to the substructure and any resulting scour. All substandard bridges that are posted for load limits shall be inspected annually. All city and county structures with load capacity ratings of less than 18 tons shall be inspected annually.

The inspection team leader shall complete the TC 71-132 form, *Consultant Bridge Inspection Field Review Report* (**Exhibit MAIN-9009**) and forward one copy to the Bridge Preservation Branch in the Division of Maintenance.

**REPORTING**

For more detailed information on reporting, refer to the *Bridge Inspection Procedures Manual* (available from the Division of Maintenance's Bridge Preservation Branch).

**CRITICAL BRIDGE MAINTENANCE NEEDS (CBMN)**

The district Structures Section shall operate a Critical Bridge Maintenance Needs Program in accordance with the guidelines established by the Division of Maintenance.

A Critical Bridge Maintenance Need is defined as any localized condition that imminently or immediately threatens the structural integrity or the safety of a structure to the extent that load restriction or closure is warranted.

The bridge inspector shall fully document all critical bridge maintenance problems on a TC 71-5 form, *Critical Bridge Maintenance Needs Inspection Report* (**Exhibit MAIN-9010**).

**CRITICAL BRIDGE MAINTENANCE NEEDS (CBMN) (CONT.)**

The district bridge engineer:

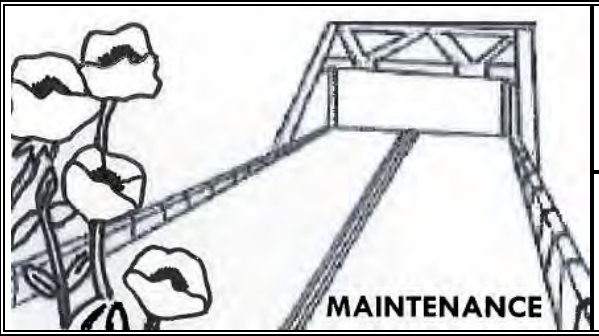
- Reviews the TC 71-5 form for concurrence
- Enters the recommended maintenance action (listed on the form)
- Signs and sends a scanned copy to the Central Office Bridge Preservation Branch
- Submits an electronic copy of the TC 71-5 form to filenet attached to the inspection report

**Note:** This applies to both state and non-state maintained bridges.

When critical bridge problems are found on non-state maintained structures, the district bridge inspector or the district bridge engineer shall immediately contact the owner of the bridge. During that contact the problem shall be described and the official shall be informed that repair should be made or the structure closed within three days. This contact shall be followed up by a certified letter (**Exhibit MAIN-9007**) documenting the discussion and sent no later than the next working day.

The Chief District Engineer or a designated representative shall notify the Division of Maintenance CBMN contact person immediately about all critical problems found in state-maintained structures and shall forward a copy of all CBMN reports to the contact person. When repairs are completed, an updated copy of the CBMN report shall be forwarded to the contact person.

The district office shall maintain an inventory of all critical bridge maintenance needs found on state-maintained bridges.




***Chapter***

BRIDGE MAINTENANCE

***Subject***

Bridge Failure or Damage

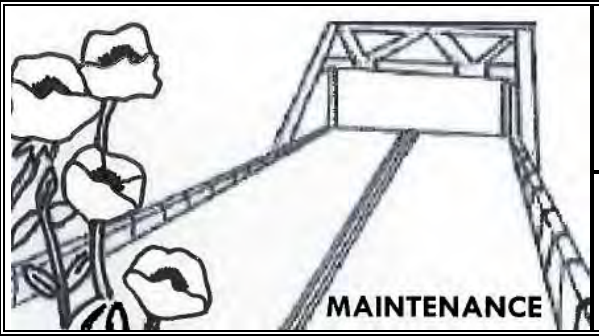
**POLICY**

In case of bridge failure or major damage, the Chief District Engineer or designated representative shall immediately advise the Director of the Division of Maintenance and the Transportation Operations Center (TOC). If the bridge must be closed, district maintenance personnel shall place barricades and establish a marked detour over state-maintained roads when possible. The Division of Maintenance shall be advised of the established detour and the approximate period of time it will remain in service.

The Division of Maintenance shall notify appropriate authorities in the Transportation Cabinet and Federal Highway Administration of the time of closure and the anticipated opening date. When the bridge is reopened to traffic, the Division of Maintenance will notify appropriate authorities in the Transportation Cabinet and Federal Highway Administration.

**RESPONSIBILITY**

The Chief District Engineer shall be responsible for notifying local authorities (such as city and county governments, school districts, postal authorities, fire, police and ambulance services) of state actions taken in response to bridge failures or damaged bridges. All correspondence to cities or counties concerning bridge posting or inspection shall be by certified mail.




***Chapter***

BRIDGE MAINTENANCE

***Subject***

Substandard Bridge Classification

**POLICY**

Bridges shall be posted according to the following criteria:

- Vertical clearance less than 14 feet, 6 inches shall be posted.
- A bridge having a clear two-way roadway width of 16 to 18 feet, inclusive, or any bridge having a roadway clearance less than the width of the approach pavement shall be posted with a "Narrow Bridge" sign.
- "One-Lane Bridge" signs shall be used in advance of all bridges 16 feet or less in width.
- Bridges with a weight-carrying capacity less than the maximum legal gross weight of a particular type of truck or less than the gross weight limits for the highway at that location shall be posted. This will be determined by the Division of Maintenance.

Signs shall be placed at the leading edge of the bridge advising of these limitations. Advance warning signs shall be provided at appropriate locations. Refer to the *Manual on Uniform Traffic Control Devices* (MUTCD) for guidelines.

When bridges have been damaged or have deteriorated to such a degree as to make it necessary to lower the weight limit, the Chief District Engineer shall notify the Division of Maintenance recommending a new weight limit. The Division of Maintenance will review the recommendation of the district. After a final determination has been made, the Division of Maintenance shall notify the district, the Deputy State Highway Engineer, and the Division of Motor Carriers of the revised weight limit. When repairs have been made that justify an increase in the weight limit, the same procedure shall be followed.

**POSTING FOR WEIGHT RESTRICTIONS**

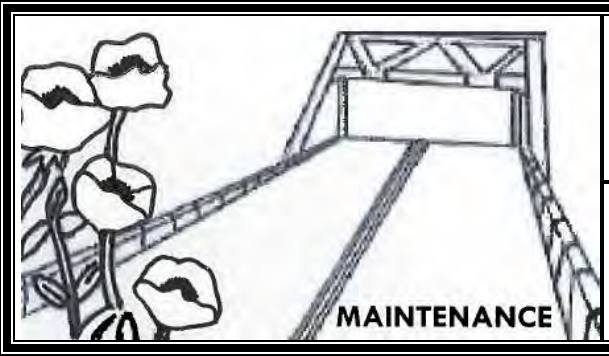
It is the policy of the Department of Highways to post all bridges that have been determined to be stressed greater than 75% of their yield strength when subjected to the legal loading of the highway of which they are a part. This engineering analysis should be based upon factors such as initial design, deterioration, and well-documented judgment.

**POSTING FOR WEIGHT RESTRICTIONS (CONT.)**

The posted weight for bridges that analyze in excess of 75% yield strength shall be posted at a weight equivalent to 69% of their yield strength.

No bridge shall be posted at a weight greater than the legal limit of the road of which the bridge is a part.

No bridge shall be posted for less than three tons; these structures must be upgraded or closed.




***Chapter***

BRIDGE MAINTENANCE

***Subject***

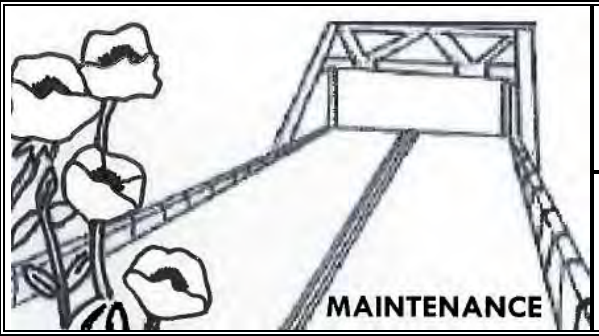
Selection of Paint Color

**POLICY**

Maintenance personnel shall paint all steel structures that are to receive a new paint system with a color to match the color of the existing finish coat of the paint system as follows:

- Existing aluminum or gray finish coats will be painted gray (Federal No. 595-16314).
- Existing green finish coats will be painted green (Federal No. 595-24108).
- Existing blue finish coats will be painted blue (Federal No. 595-25184).
- Existing brown finish coats will be painted brown (Federal No. 595-302772).
- Existing colors where significant controversy exists may be changed to the color prior to last painting.

When any change of color is proposed, approval of the State Highway Engineer will be required.




***Chapter***

BRIDGE MAINTENANCE

***Subject***

Asphalt Paving on Bridges

**POLICY**

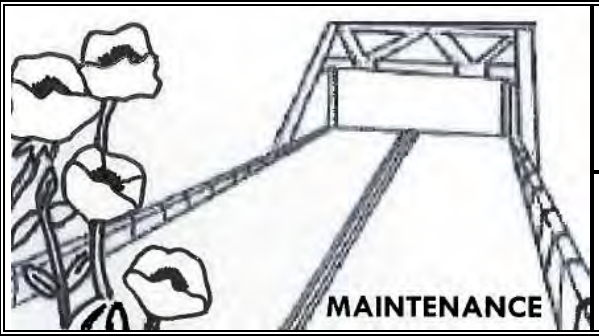
The general policy relating to the paving of bridge slabs with asphalt material is as follows:

- All bridges considered for asphalt paving must be approved through the Central Office Division of Maintenance.

- In general, to secure Central Office approval, provisions for waterproofing the existing bridge deck shall be made. Approved waterproofing techniques are available particularly for older structures and pre-cast, pre-stressed boxes. (See the Standard Specifications for Road and Bridge Construction.)

- Pavement overlay thickness is important since it reduces the carrying capacity of the structure. An analysis of the structure shall be made when deemed necessary to determine the ability of the structure to carry additional dead load. Paving a structure can result in load posting.

- Paving structures in lieu of providing approach transitions shall not be permitted except when extreme conditions exist which make this practice desirable. This practice must receive prior approval from the Central Office Division of Maintenance.




***Chapter***

BRIDGE MAINTENANCE

***Subject***

Cleaning & Painting of Steel Structures

**POLICY**

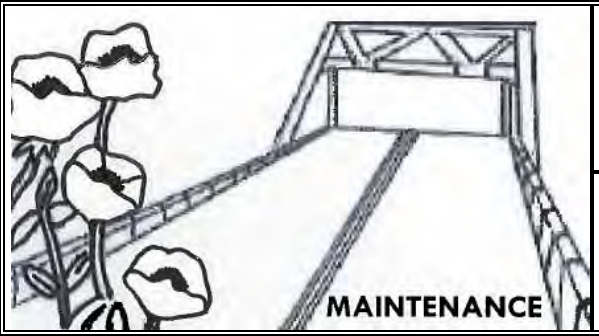
Maintenance personnel shall perform all bridge cleaning and painting within sound environmental practice, conform to the current Kentucky Standard Specifications for Road and Bridge Construction, and adhere to the following guidelines:

- Structures coated with lead paint may be spot cleaned by using hand-cleaning methods to remove loose paint and rust. Grit blasting of structures coated with lead-based paints is permissible but must be 100% contained per EPA standards.

- Structures coated with paints not containing lead or other hazardous matter may be cleaned or spot cleaned by any method acceptable to local regulations controlling airborne particulate matter.

- Spot paint or paint with one coat of commercial grade non-lead based primer for steel surfaces.

- Spot paint or paint with one finish coat of commercial paint approximating the general color of the existing finish paint coat.




***Chapter***

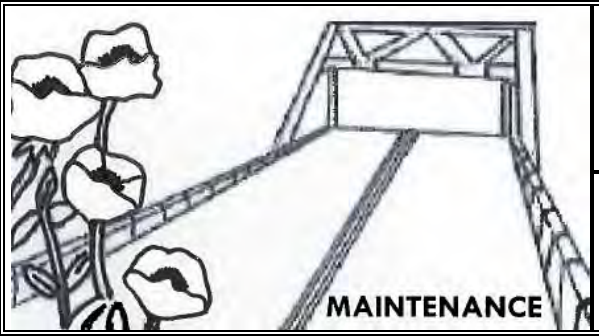
DESIGNATED TRUCKING HIGHWAYS

***Subject***

Authority of Commissioner

**AUTHORITY**

In accordance with the provisions of KRS 189.222 and KRS 189.230, the Commissioner of Highways may, by official order, increase or decrease the height, length, and weight limits on all portions of designated trucking highways.




***Chapter***

DESIGNATED TRUCKING HIGHWAYS

***Subject***

Authority of Department

**TEMPORARY REDUCED LOAD LIMITS**

KRS 189.230 provides that the Transportation Cabinet may reduce load limits whenever, in its judgment, any highway may, by reason of its design or deterioration by rain or other natural causes, be damaged or destroyed by motor trucks or semi-trailer trucks if their gross weights or speeds exceed certain limits.

**EMERGENCY ACTION BY THE DISTRICT**

If, in the district's opinion, a road on the state highway system is likely to become damaged or destroyed unless the gross weight limits are reduced, the district may reduce the load limits by posting notices at conspicuous places at the termini of and at all intermediate cross roads and road junctions within the section of the highway to which the notice applies. These notices shall be displayed on Department-approved standard sign blanks as shown in the *Traffic Operations Guidance Manual* and the Manual on Uniform Traffic Control Devices.

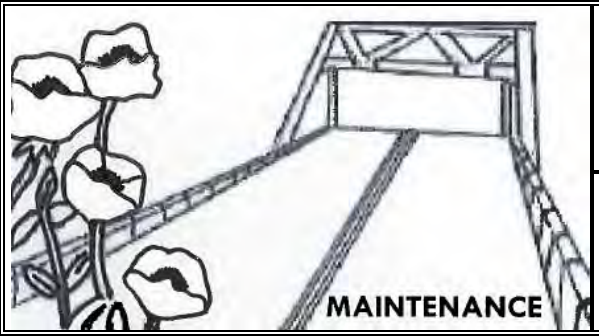
When such roads are posted, a message shall be immediately sent to all affected district offices, the Division of Maintenance, and the Department of Vehicle Regulation advising of the county or counties, route number, beginning and ending mile points, and recommended weight limits of the road so posted.

These signs shall remain in place until the highway has become stabilized sufficiently to have the signs removed at which time all affected districts, the Division of Maintenance, and the Department of Vehicle Regulation shall be advised of the removal of the posted weight limits.

**SUBSEQUENT ACTIONS**

All paper work relative to temporary reduced load limits shall be held pending for a period not to exceed three months. The road shall then be reevaluated and a decision made relative to extending the reduced load limit.

If a road is recommended for reduced posting for a continuous period exceeding six months, permanent reduction in the form of an official order and administrative regulation should be considered.




***Chapter***

DESIGNATED TRUCKING HIGHWAYS

***Subject***

Classification & Limitations

**OVERVIEW**

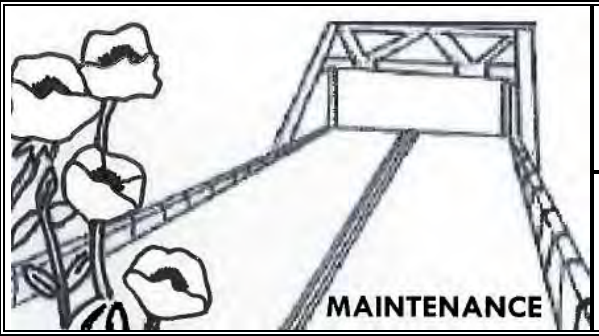
The Kentucky State Highway System is divided into three classifications to separate the roads into specific weight-bearing capacity groups.

The groups are divided as follows:

- Class “AAA” Trucking Highway Weight and Dimension Limits
- Class “AA” Trucking Highway Weight and Dimension Limits
- Class “A” Trucking Highway Weight and Dimension Limits

**Note:** If the capacity of any road is exceeded, a special hauling permit (from the Division of Motor Carriers) is needed.

For more information on these classes, see 603 KAR 5:066.




***Chapter***

DESIGNATED TRUCKING HIGHWAYS

***Subject***

Classification or Reclassification of Roads for Trucking Highways

**REQUESTS RECEIVED IN DISTRICTS**

When a district receives a request for a classification or reclassification of a road, the district shall investigate the road, including bridges, and make a recommendation. A preliminary estimate of the cost, if any involved, in bringing the road to minimum standards required for the requested reclassification may be made at this time. If the request involves more than one district, the district receiving the request shall notify other affected districts so that an investigation can be conducted in all districts at the same time.

The district shall forward the recommendations to the Division of Maintenance along with all pertinent material, including sketches and cost estimates. If the request involves more than one district, all district reports shall be forwarded to the Division of Maintenance. The Division of Maintenance will review the submitted material before determining whether approval should be recommended.

If the reclassification is recommended, an official order will be prepared and submitted to the General Counsel, Deputy State Highway Engineer, State Highway Engineer, and the Secretary of Transportation, in that order, for recommendation, approval, and filing with the Legislative Research Commission. The Division of Maintenance will make proper distribution of the approved and filed official order. If reclassification is denied, the Secretary of Transportation, through the Commissioner of Highways, will inform the affected districts, with proper notice made to the parties requesting reclassification.

**REQUESTS RECEIVED IN CENTRAL OFFICE**

When the Central Office receives requests for reclassification or classification, all necessary information shall be given to the Division of Maintenance.

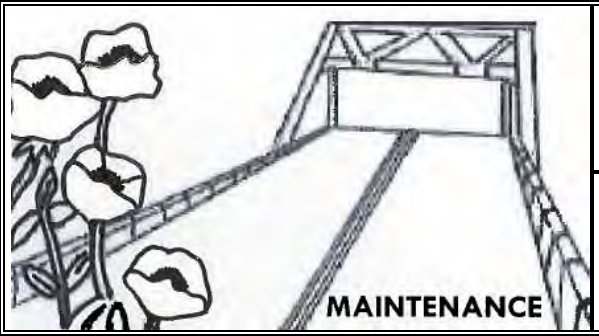
The Division of Maintenance will request that an investigation be conducted by all affected districts or report their findings if a previous investigation was undertaken following the procedures outlined in the above section in submitting their reports.

**CLASSIFICATION AFTER NEW CONSTRUCTION**

Upon completion of new construction or reconstruction, the district shall recommend to the Division of Maintenance whether or not that road or section of road should be classified or reclassified. This recommendation shall be made approximately 60 days before the proposed opening or completion date. After review by the Division of Maintenance, it will be processed as outlined in the preceding sections of this chapter.

**CLASSIFICATION REVIEW**

The district shall periodically review the classification of all roads in the district and make recommendations to change any classification if current conditions warrant according to procedures outlined in the preceding sections of this chapter.




***Chapter***

DESIGNATED TRUCKING HIGHWAYS

***Subject***

Extended-Weight Coal Haul Classification

**POLICY**

The extended-weight coal or coal by-products haul road system consists of public highways over which quantities of coal or coal by-products in excess of 50,000 tons were transported by motor vehicles from January 1 through December 31 of the preceding year and accepted into the system. The system is updated annually by the Division of Planning.

This section does not authorize any vehicle to operate on a federal interstate highway in excess of those limits prescribed in KRS 189.222.

Extended weight limits on all other roads are specified in KRS 177.9771.

**ADDING ROAD TO EXTENDED-WEIGHT COAL HAUL ROAD SYSTEM**

A state-maintained road may be added to the extended-weight coal haul road system by:

- County Resolution in accordance with KRS 177.9771(9)
- Cooperative Agreement in accordance with KRS 177.979
- Reporting to Division of Planning

**COUNTY RESOLUTION**

If a resolution has been passed, a copy shall be forwarded and an official order shall be prepared for the approval of the Secretary through the CDE, Director of the Division of Maintenance, Executive Director of the Office of Legal Services, and State Highway Engineer. One copy of the official order shall be forwarded to the Divisions of Maintenance, Planning, and Accounts, Kentucky Vehicle Enforcement, district, and requesting company.

**COOPERATIVE AGREEMENT**

If a coal transporter wants to enter into a *Cooperative Agreement* (TC 71-227, **Exhibit MAIN-9029**) with the Department, the district shall submit the agreement to the Division of Maintenance for review. The Bridge Preservation Branch will conduct a bridge analysis on bridges listed in the TC 71-9 form, *Certified Transportation Plan* (**Exhibit MAIN-9030**). The Director of the Division of Maintenance shall forward the agreement to the Secretary of the Cabinet for approval.

**COOPERATIVE AGREEMENT (CONT.)**

The Secretary's Office shall send one copy of the approved agreement to:

- Division of Maintenance
- District

The district shall send one copy to Kentucky Vehicle Enforcement and the requesting company.

After the company has fulfilled the conditions set forth in the agreement, the road segments listed in the TC 71-9 shall be eligible for immediate inclusion in the extended-weight coal and coal by-products haul road system by official order or emergency administrative regulation. The Secretary's Office shall send one copy of the official order to:

- Division of Maintenance
- Division of Planning
- Division of Accounts
- District

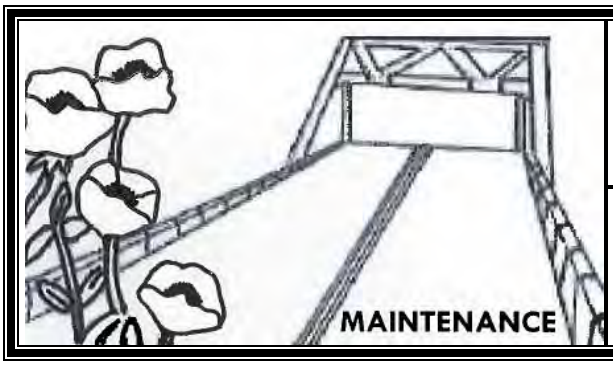
The district shall send a copy of the official order to Kentucky Vehicle Enforcement and the requesting company.

**REPORT TO PLANNING**

The Division of Planning sends and receives the TC 59-100 form, *Coal Shipment Route and Tonnage Report* (**Exhibit MAIN-9031**) semi-annually to known transporters. This information is used to prepare an annual report of all roads used during the previous calendar year carrying a quantity of coal or coal by-products in excess of 50,000 tons. The Secretary of the Cabinet shall, by official order on or before November 1 of each year, certify such public highways, or portions thereof that have met the criteria, as part of the extended-weight coal haul or coal by-product haul road system. The Secretary's Office shall send one copy of the official order to:

- Division of Maintenance
- Division of Planning
- Division of Accounts
- District

The district shall send a copy of the official order to Kentucky Vehicle Enforcement and the requesting company.




***Chapter***

DESIGNATED TRUCKING HIGHWAYS

***Subject***

Industrial Haul Permits & Transportation Plans

**INTRODUCTION**

The electronic Industrial Haul Permit (IHP) Application Kit (detailed later in this chapter) collects all the necessary information from the applicant. The following outline covers most Industrial Haul Permit Applications.

I. The applicant must complete the required sections of the IHP Application Kit.

II. The district IHP point of contact will enter the above data into an IHP database and generate the final forms ready for the applicant's signature.

III. The district office may:

A. Forward the signed forms to the Division of Motor Carriers for issuance of the permit.

B. Deny the permit application for any of the following:

1) Inadequate strength of any bridges and structures on the route for the applicant's desired purposes

2) Any condition that would unduly compromise public safety and convenience

**GENERAL INFORMATION FROM 601 KAR 1:020**

The following general information highlights many key sections of 601 KAR 1:020 concerning industrial haul permits:

- The applicant shall provide the transportation plan. The transportation plan will include a list of the highways (on the state-maintained system) by county and route number.
- A bond is not required, providing the applicant is in good standing with the Cabinet. The Division of Motor Carriers will determine good standing.
- The applicant may request a permit for one (1), two (2), or three (3) years. The permit fee ($20.00 per truck, per year) shall be collected with the application.

**GENERAL INFORMATION FROM 601 KAR 1:020 (CONT.)**

- A permit may be renewed, providing the applicant is in good standing with the Cabinet.
- A transportation plan may be revised as many times as requested, providing the applicant is in good standing with the Cabinet.
- The industrial haul material may be revised at any time at no additional cost.
- Request for revisions to an existing permit and transportation plan should be made in writing to the issuing district office.
- A permit holder may exceed the legal weight limit of the road, but may not exceed the legal weight limit of the bridge, per KRS 189.222.

I. A permit holder may carry up to legal "AAA" weight limits on the roads. Axle and axle group weight limits control:

| | |
|---|---|
| Type II | = 54,000 pounds |
| Type III | = 68,000 pounds |
| Type IV | = 80,000 pounds |

II. A permit holder may carry up to the legal bridge weight limits on the bridges. Road classifications control:

| | |
|---|---|
| "A" | = 44,000 pounds |
| "AA" | = 68,000 pounds |
| "AAA" | = 80,000 pounds |

III. The following shows how the applicant may receive permission to exceed bridge weight limits.

A. A permitted vehicle may exceed the legal bridge weight only upon approval of the Cabinet.

B. Requests shall be made in writing, and identify the bridge by route and milepost.

C. The Division of Maintenance, Bridge Preservation Branch will perform the analysis and make recommendations to the district office within 14 days.

**Note:** It is the policy of the Transportation Cabinet not to inspect or document the requested industrial haul route. It is also Cabinet policy to analyze only the bridges specifically identified by the applicant via the TC 71-224 form, *Bridge Analysis Request* (**Exhibit MAIN-9006**). Unless otherwise stated, it is assumed that the applicant will not exceed the legal weight limit of the bridge, as defined by the legal weight class of the road.

**PERMITS FOR VEHICLES EXCEEDING WEIGHT & DIMENSION LIMITS**

Pursuant to KRS 189.271 and 601 KAR 1:020, the Transportation Cabinet may issue permits for the hauling of industrial materials, where the vehicle's gross weight exceeds limits set forth in 603 KAR 5:066, or the vehicle's dimensions exceed limits set forth in KRS 189.222.

**APPLICATION KIT CONTENTS**

The applicant may obtain an application for an IHP at the district office where the majority of the Overweight/Over-dimensional Industrial Haul Trucking will occur. The district shall furnish the applicant with an IHP Application Kit that includes the following items:

- Explanation of the applicant's privileges and responsibilities under an IHP
- Summary and copy of procedures outlined in this chapter (**MAIN-906**)
- TC 71-201 form, *Industrial Haul Permit Application* (**Exhibit MAIN-9016**)
- TC 71-202 form, *Industrial Haul Permit Bond* (**Exhibit MAIN-9017**)
- TC 71-203 form, *Industrial Haul Permit Release from Bond* (**Exhibit MAIN-9018**)
- Attachment 1: TC 71-204 form, *Truck Information* (**Exhibit MAIN-9003**)
- Attachment 2: TC 71-205 form, *Transportation Plan, "A" and/or "AA" Roads* (**Exhibit MAIN-9004**) (only county and route numbers to be completed by the applicant)
- Attachment 3: TC 71-206 form, *Bridge Weight Limits* (**Exhibit MAIN-9005**) (to be completed by the Division of Maintenance, Central Office)
- Attachment 4: TC 71-224 form, *Bridge Analysis Request* (**Exhibit MAIN-9006**) (to be completed by the applicant)
- Any requested county maps (available at all district offices or the Division of Planning, Central Office)
- District map and Directory of Industrial Haul Permit Points of Contact
- Vehicle Enforcement Region map and Information Sheet

**APPLICATION PROCEDURE**

The districts shall administer an IHP database. Authorized district and central office personnel will have full access to the database. The Division of Motor Carriers and the Department of Vehicle Enforcement will gain access upon request.

**APPLICATION PROCEDURE (CONT.)** Following are the applicant's and designated agency's responsibilities and a general sequence of events:

I. APPLICANT

A. Using the appropriate county maps, highlight the routes used in the Industrial Haul Operation

B. Use the forms supplied in the Industrial Haul Permit Application Kit to completely fill out the following:

1) Industrial Haul Application and required sections of the Transportation Plan

2) Industrial Haul Permit Bond

3) Truck Information

C. Return the highlighted county maps and the completed forms to the district office IHP Point of Contact

D. Review and sign completed forms and attachments

II. DISTRICT OFFICE

A. Determine the appropriate bond amount (not to exceed $6,000.00 per truck) based on, but not limited to the following criteria:

1) Total miles of permitted "A" and "AA" roads

2) The number of bridges on the requested roads

3) The anticipated maintenance required to preserve the requested roads at their pre-permit condition

**Note:** The district shall determine the amount of bond with surety.

B. Make note of any roads that are incapable of carrying legal "AAA" Overweight Industrial Loads or Over-dimensional Industrial Loads and list the repairs needed to upgrade the roads to acceptable standards and, upon request, provide the customer with a written report itemizing the necessary improvements and their estimated cost

C. Assign an IHP control number and enter the information from the TC 71-201 form, *IHP Application* (**Exhibit MAIN-9016**); TC 71-202 form, *IHP Bond* (**Exhibit MAIN-9017**); and TC 71-204 form, *Truck Information* (**Exhibit MAIN-9003**) into the IHP database

**APPLICATION PROCEDURE (CONT.)**

D. Forward copies of the highlighted maps in writing to the Division of Maintenance, Central Office if a bridge analysis is requested

E. Notify in writing the Divisions of Maintenance, Motor Carriers, and the Department of Vehicle Enforcement of the pending IHP

F. Use the highlighted county maps, Mile-Point-Log, and Truck Weight Classification Book to complete the TC 71-205 form, *Transportation Plan* (**Exhibit MAIN-9004**) and the TC 71-206 form, *Bridge Weight Limits* (**Exhibit MAIN-9005**)

**Note:** Appropriate district personnel shall rate the roads (unacceptable, poor, fair or good) and enter the data into the IHP database.

G. Have the Chief District Engineer and the applicant **sign** the finalized forms and attachments

**Note:** The district office shall keep all original IHP forms and attachments.

H. Forward the $20.00 per truck fee (check or credit card information) to the Division of Motor Carriers

I. Indicate in the IHP database the district office's approval of the application

J. Notify any adjoining districts and the Divisions of Motor Carriers and Maintenance in writing that the district office has approved the application

III. DIVISION OF MAINTENANCE

A. Complete a bridge analysis (if requested) of all state-maintained structures on the "A" and "AA" roads indicated on the highlighted county maps

B. Establish maximum gross weight limits for the vehicle listed on the TC 71-204 form, *Truck Information* (**Exhibit MAIN-9003**) and indicate on both the TC 71-205 form, *Transportation Plan* (**Exhibit MAIN-9004**) and the TC 71-206 form, *Bridge Weight Limits* (**Exhibit MAIN-9005**) any weight restrictions that are less than legal "AAA" limits if requested

C. Notify the issuing district office in writing that the Central Office has approved the application

**APPLICATION PROCEDURE (CONT.)**

IV. DIVISION OF MOTOR CARRIERS

A. Verify that all truck information on the TC 71-204 eForm (**Exhibit MAIN-9003**) is accurate

B. Having received the appropriate truck fee, and with district office approval, issue the permit by forwarding the original permit, or one authenticated copy including Attachments 2 & 3, to the applicant

**Note:** The Division of Motor Carriers will send one permit or copy for each truck.

C. Notify the Division of Maintenance, Department of Vehicle Enforcement, and the district office in writing that the permits have been issued

**MONITORING PROCEDURE**

The issuing district office shall monitor the permitted "A" and "AA" roads on a regular basis. The district IHP Point of Contact shall encourage all branches of the district office to look for and report road deterioration or suspected illegal trucking. On request, the IHP Point of Contact shall issue reports of active IHPs and the permitted "A" and "AA" roads they use.

The district IHP Point of Contact shall inform the Department of Vehicle Enforcement of any abuse or violations regarding IHPs.

**REVOKING PERMIT**

The district may revoke any IHP issued by their district. The permittee shall be given a written ten (10) day notice detailing the reason for the action.

This written notice shall also include the actions required of the permittee to avoid loss of their permit and forfeiture of their bond. The permittee should respond in writing to the district, outlining their intentions and course of action. The permittee may also submit in writing any relevant information that may or may not have been considered by the issuing district when deciding to revoke the IHP.

If the district revokes the permit, the permittee may request, in writing, a review and evaluation of the district's actions by the Division of Maintenance, Central Office. Such a review shall be timely, but will be considered final by the Transportation Cabinet. The revoking of an IHP is subject to judicial review.

**REVISIONS & TRUCK ADDITIONS**

The IHP applicant may revise the TC 71-205 form, *Transportation Plan* (**Exhibit MAIN-9004**) and may change the designated industrial material to be hauled through the permitted year as often as needed without additional cost. Trucks may be added to the IHP anytime during the permitted year. Any other changes would result in a $10 fee and would only be permitted once per permitted year.

For truck additions, the applicant shall forward the $20.00 per truck fee (check or credit card information); TC 71-204 form, *Truck Information* (**Exhibit MAIN-9003**); and IHP Control Number directly to the Division of Motor Carriers.

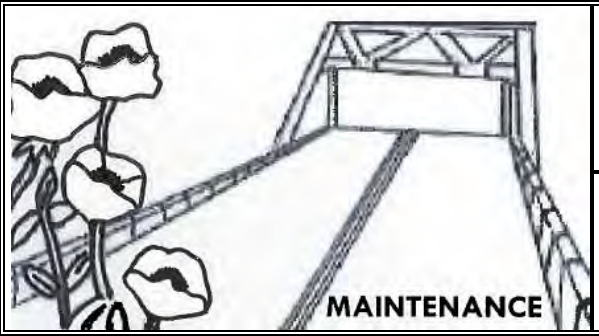
**RENEWAL PROCEDURE**

An IHP may be renewed annually. An applicant wishing to renew a permit shall contact the issuing district office and coordinate any changes to the original permit. The Chief District Engineer and the applicant must sign a new IHP Bond and IHP Application form (with attachments).

**TERMINATION PROCEDURE**

The Industrial Haul Permit expires one year after the date issued (see sample permit, **Exhibit MAIN-9015**). If the permittee has completed industrial haul operations and wishes to terminate the IHP agreement prior to the one-year expiration date, the permittee may submit a written request to the Chief District Engineer of the issuing district.

If the permittee has faithfully and honestly complied with all the specifications and restrictions of the Industrial Haul Permit Application, Transportation Plan, Maintenance Agreement, and Bond Agreement, the Chief District Engineer shall issue a TC 71-203 form, *Release from Bond* (**Exhibit MAIN-9018**), releasing the Principal, Surety, and KY Bonding Agent from any liability regarding the IHP.




***Chapter***

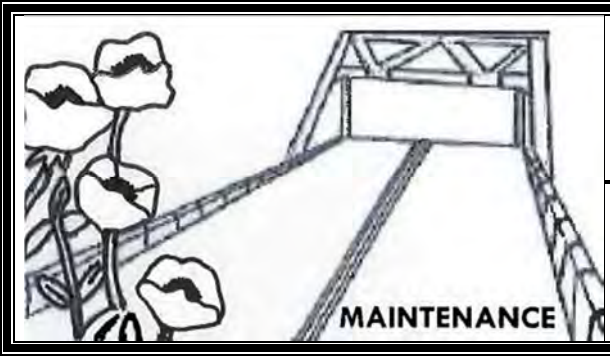
DESIGNATED TRUCKING HIGHWAYS

***Subject***

Detours on Roads for Trucking Highways

**POLICY**

If new construction or maintenance repairs require the closing of a section of designated trucking highway, the Department will provide, if possible, marked detours that can carry the same truck weight as the road from which the traffic is being detoured. If the Department cannot provide a detour to carry this weight, the detour will be marked and limited as to weight. Therefore, a marked detour for a designated trucking highway without weight restrictions will have the same classification as the highway that is being detoured, during the time that it remains a marked detour.

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| ***Chapter*** | SNOW & ICE |
| ***Subject*** | General |

**POLICY**

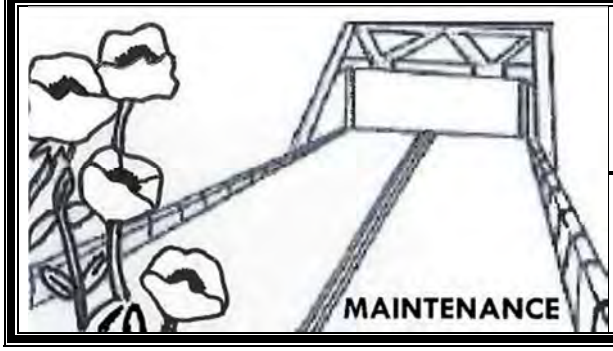
The Department conducts a snow and ice control program on the state-maintained road system. The goals of this program are to:

- Provide bare pavement or adequate traction on road surfaces
- Keep traffic moving in a safe and uninterrupted manner
- Provide statewide uniformity of pavement conditions within each snow and ice control priority system
- Consider economic and environmental factors while achieving safe driving conditions

The snow and ice control program is based on a variety of treatments. With support from the district section supervisors, the Chief District Engineer and Project Delivery and Preservation Branch managers determine the most appropriate treatment after considering several variables including, but not limited to:

- Location
- Temperature
- Precipitation
- Wind Velocity
- Traffic

The level of service for state routes shall be determined by priorities assigned to each designated route prior to the winter season.

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| ***Chapter*** | SNOW & ICE |
| ***Subject*** | Removal |

**POLICY**

The desired level of service for snow and ice control on each state route is determined by assigned priorities. Each district shall prepare and submit snow and ice control priority system maps and documentation of each priority assignment to the Division of Maintenance by October 1 of each year for the upcoming winter. These system maps shall not include those routes that, by memorandum of agreement, are to have snow and ice control activities performed by other governmental jurisdictions. If no changes are made from the previous year, the district shall notify the Division of Maintenance prior to October 1, indicating that there are no changes to the current priority map.

The Division of Maintenance shall post the priority maps on the division website during the month of October.

**SNOW REMOVAL PRIORITY SYSTEM**

The priorities within this system for each county are:

- **Priority A**—The routes designated for this category consist of all interstates, parkways, federal-aid primary routes, and any other route segment in the same county with an ADT higher than that of any federal-aid primary route in that county. The lowest ADT on the nonfederal-aid route is to be used for comparison. In addition, any federal-aid secondary routes may be included that have an ADT greater than 1000. The lowest ADT on the route should be used for this determination. The total Priority A mileage within a county should not be less than 20% or more than 50% of the two-lane road mileage within that county.

- **Priority B**—The routes designated for this category consist of all federal-aid secondary routes that are not designated as Priority A routes and those routes having an ADT greater than 500. The lowest ADT on the route should be used for this determination. The total Priority B mileage within a county should not be less than 20% or more than 50% of the two-lane road mileage within that county.

**SNOW REMOVAL PRIORITY SYSTEM (CONT.)**

- **Priority C**—The routes designated for this category consist of all state-maintained routes not designated in the Priority A or Priority B groups. The total Priority C mileage within a county should not be less than 20% or more than 50% of the total two-lane mileage within that county.

**LEVEL OF SERVICE OBJECTIVES FOR SNOW & ICE REMOVAL**

**Definition: Routine Winter Storm**—A snowfall of one inch or less with temperatures being higher than 25 degrees Fahrenheit before, during, and after the snowfall accumulation. The duration of the snowfall would be between thirty minutes and two hours.

- **Priority A for Interstate Routes**—All lanes of the interstate routes (including mainline lanes, distributor and collector lanes, and ramps) should be addressed as soon as possible and treated during a routine winter storm with a goal of a one-hour turnaround. Treatments should continue until all lanes have been cleared and repeat applications are no longer necessary. At that time trucks can be reassigned to other routes as needed.
- **Other Priority A Routes**—All other Priority A routes should be treated during a routine winter storm with a goal of a two-hour turnaround.
- **Priority B**—All Priority B routes should be completely treated during a routine winter storm with a goal of a four-hour turnaround.
- **Priority C**—Priority C routes should be completely treated during a routine winter storm with a goal of an eight-hour turnaround. Onsite personnel can defer the eight-hour time frame if storm conditions dictate repeated action on Priority A and Priority B routes.

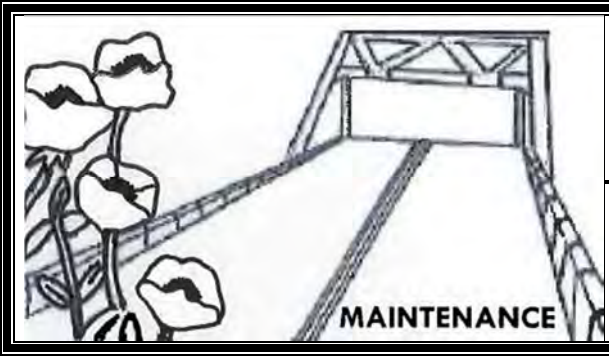
Once all priority routes have been cleared and repeat applications are not required, attention should be directed toward the removal of accumulated snow on roadway shoulders adjacent to guardrails, handrails, barrier walls, and along bridge decks and curblines.

**SERVICE REQUESTS MADE BY OTHER PUBLIC AGENCIES**

Frequently, various public agencies request supplies of salt or services of plowing or spreading of deicing materials. The Department will share snow and ice control materials on a limited basis only in a time of a declared emergency and with the approval of the State Highway Engineer.

**SERVICE REQUESTS MADE BY OTHER PUBLIC AGENCIES (CONT.)**

Additionally, requests for snow and ice removal services are to be handled on a case-by-case basis by the Chief District Engineer based on the district abilities to meet Snow and Ice Removal Priority System objectives. The district office will follow the procedures outlined in **MAIN-1300**, "Services to Be Performed in Conjunction with Governmental Agencies" each time it is necessary to perform snow and ice control activities of this nature.

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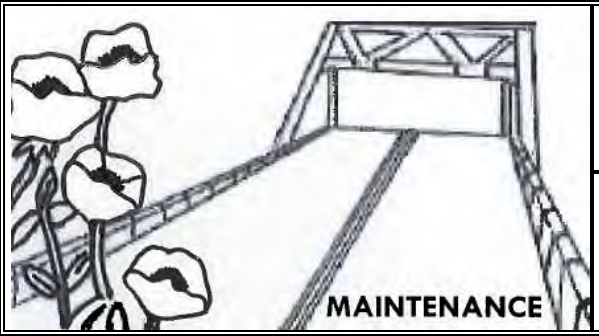
| ***Chapter*** | SNOW & ICE |
| ***Subject*** | Snow & Ice Plan |

**COUNTY POLICY**

Each district section supervisor and Project Delivery and Preservation Branch manager shall develop a district-wide Snow and Ice Removal Plan (**Exhibit MAIN-9027**) for each interstate route (**Exhibit MAIN-9027**, pg. 4) and a plan for each county (or crew) (**Exhibit MAIN-9027**, pg. 5). This plan shall clearly indicate the crew responsible for each section and shall include contract trucks, where applicable.

Each plan shall reflect a reasonable expectation of meeting the turnaround requirements denoted in **MAIN-1002**. In addition, a plowing plan and an anti-icing plan shall also be developed for the interstate highway system and for all other multilane routes. This plan shall be retained in the district maintenance barns. Any deviation to the Snow and Ice Removal Plan shall be approved by the district section supervisor.




***Chapter***

SNOW & ICE

***Subject***

Stockpiling of Materials

**SODIUM CHLORIDE (ROCK SALT)**

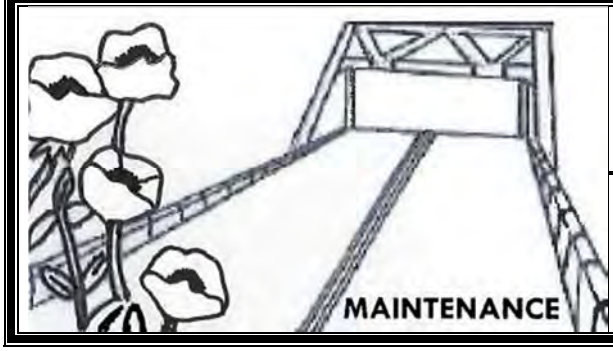
Each district shall stockpile sodium chloride (rock salt) to the capacity of salt storage facilities at each location prior to November 1 of each year.

**CALCIUM CHLORIDE SOLUTION**

Each district shall also stockpile calcium chloride solution and fill all designated liquid chloride storage facilities prior to November 1 of each year. The percent of concentration of calcium chloride solution shall be 32% or the percent in solution as required by the current Master Agreement contract.

**SODIUM CHLORIDE SOLUTION (SALT BRINE)**

Each district shall manufacture salt brine (sodium chloride solution) and fill all designated liquid chloride storage facilities prior to November 1 of each year. The percent of concentration of salt brine solution shall be 23.3%. This percent shall be measured with a hydrometer at the time of manufacturing the solution at the generator stations.




***Chapter***

SNOW & ICE

***Subject***

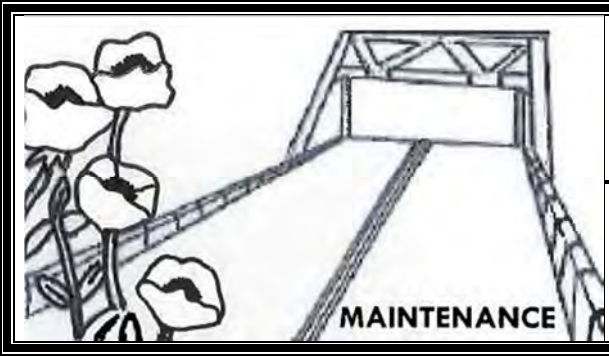
Liquid Chloride Solutions
(Prewetting)

**USAGE**

Calcium chloride solution and sodium chloride solution (salt brine) may be used as prewetting agents for sodium chloride (rock salt) to enhance the melting of snow and ice on roadway pavements and to control the bounce of sodium chloride being applied to roadway pavements. Maintenance personnel shall follow these guidelines when using liquid chloride solutions:

- Salt brine may be used as a prewetting agent during every snow and ice event until conditions require the use of calcium chloride solution or other prewetting agents. Salt brine and calcium chloride solutions shall be applied at 6–7 gallons per ton.

- Maintenance employees assigned to snow and ice removal activities will be trained in the proper truck application techniques of liquid chloride solutions.

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| ***Chapter*** | SNOW & ICE |
| ***Subject*** | Anti-Icing |

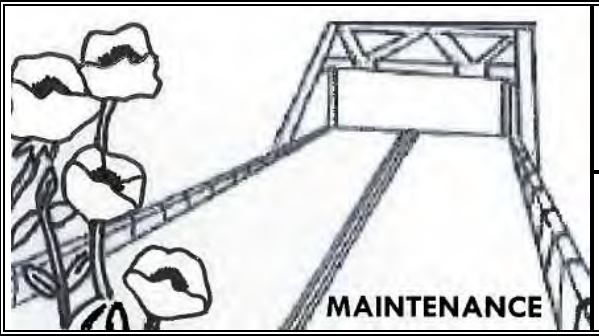
**USAGE**

Salt brine (sodium chloride solution) may be used as an anti-icing agent. Maintenance personnel shall follow these guidelines when using salt brine for anti-icing:

- Applications should be performed on dry pavements up to 24–48 hours prior to the beginning of a snow and ice event.
- Anti-icing equipment shall be calibrated to apply salt brine at 45 gallons per lane-mile at approximately 40 miles per hour.
- Applications should be performed with the pavement temperature at 20° F or higher.
- Anti-icing operations shall be equipped with adequate safety lights and warning signs. Escort vehicles may be used in specific situations.

**REPORTING ANTI-ICING ACTIVITY**

Direct anti-icing activity shall be recorded on a work order in the Operations Management System (OMS). On-call snow and ice maintenance personnel may document this activity using the TC 71-216 form, *Direct Anti-Icing Application* (**Exhibit MAIN-9012**). The TC 71-216 shall be provided to the timekeeper for entry into OMS.




***Chapter***

SNOW & ICE

***Subject***

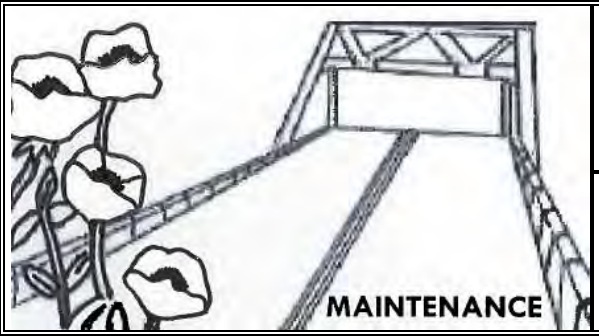
Equipment Preparation for Snow & Ice Removal

**EQUIPMENT PREPARATION**

As directed, district maintenance personnel shall:

- Devote adequate time in October of each year to prepare for the upcoming winter snow and ice removal program
- Check all equipment to be used in the program for readiness
- Ensure that needed repairs are made as soon as possible
- Install and calibrate all application equipment
- Mount plow attachments
- Receive instruction in the use of the equipment

The Chief District Engineer shall send a written notification to the Division of Maintenance by November 1 of each year certifying the status of all snow and ice equipment.




***Chapter***

SNOW & ICE

***Subject***

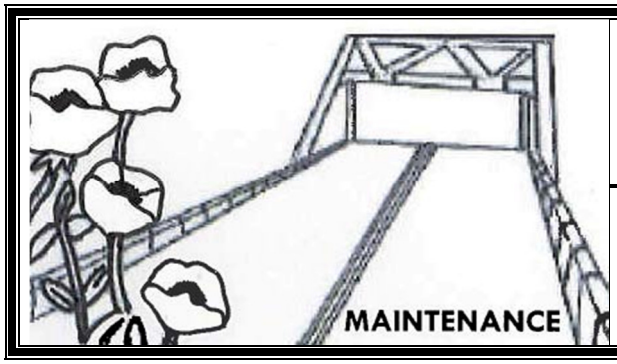
Snow & Ice Personnel

**TRAINING**

The Division of Maintenance may conduct training programs for snow and ice removal in October of each year for selected district management personnel.

Each district shall conduct training programs with all district maintenance personnel and contract personnel that will be involved in the snow and ice removal effort including:

- All supervisory personnel
- Truck and grader operators
- Support personnel

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| ***Chapter*** | SNOW & ICE |
| ***Subject*** | Procedures |

**CENTRAL OFFICE**

Prior to the snow and ice season, the Division of Maintenance and each district organize teams of employees to serve "on-call" during the snow and ice season. The snow and ice teams in Central Office and each district office will communicate via email or phone to alert when snow and ice conditions begin to develop.

The personnel in the Transportation Operations Center are on duty 24 hours a day, 7 days a week, with the ability to receive, update, and disseminate snow and ice information. The Director of the Division of Maintenance shall distribute each district and the Transportation Operations Center via email the *Snow and Ice Book*, an emergency contact list of the snow and ice team members (including home telephone numbers, dates of their "on-call" assignment, and pertinent call-out procedures), who are in a position to advise and provide assistance during snow and ice events.

The Central Office Snow and Ice Team shall staff the Transportation Operations Center during all stages of a major snow storm and shall stay on duty until all districts report that everything is under control. The Central Office will also be staffed when only a portion of the districts are affected by snow and ice conditions.

**DISTRICT OFFICE**

During a snow and ice storm event, the person in charge of district office operations shall give specific advice and instructions to the county superintendents relating to the proper use of salt, liquid chloride solutions, and abrasives and frequency of plowing. The district office shall hold training sessions with county superintendents prior to November 1 of each year to establish district procedures for snow and ice control. District personnel shall also meet with each crew and discuss the priority system, responsibilities of the crew, and call-out procedures whereby the superintendents, district, and Central Office personnel are informed of snow and ice conditions.

During the snow and ice season, the district office shall maintain a daily inventory of all salt and liquid chlorides stockpiled at all maintenance headquarters in their jurisdiction.

**DISTRICT OFFICE (CONT.)**

The district office shall be staffed during a snow and ice storm event and a responsible individual will remain on duty until each crew reports that the snow and ice storm event is under control. The district shall also report salt usage, current salt inventories, and district road conditions to the Division of Maintenance, as requested.

Since many district office telephone services vary, it is essential that all emergency duty employees within the district and central office be well informed as to the correct procedures for using these services.

**COUNTY CREW**

The county superintendent shall follow the predetermined plan for their county and organize crew operations for snow and ice removal in accordance with that plan. This will include making each crewmember familiar with the priority route system and with locations that may require special attention. Each crewmember should know the instructions and guidelines pertaining to the application of deicing materials and the planned sequence of events of a typical snow and ice removal operation. The crew should be organized to assure that work activities being performed in an overtime status are shared in an equitable manner. The superintendent shall not permit any crewmember to work longer than sixteen continuous hours during a snow and ice storm event. After a sixteen-hour shift, the employees should rest for eight hours before resuming duties. This will require that the superintendent keep some key personnel in reserve at all times. The superintendent may send employees home during normal working hours in order to implement a relief system.

The county superintendent shall contact local police and other responsible persons working at night so that they can give warnings of developing snow and ice storm conditions.

The county superintendent shall maintain an accurate inventory of sodium chloride (rock salt), liquid chloride solutions, and abrasive stockpiles and shall report salt deliveries and salt usage to the district office on a daily basis.

The county superintendent shall keep a TC 71-10 form, *Storm Log* (**Exhibit MAIN-9028**), for each snow and ice storm event. The *Storm Log* shall be completed and retained for two years in the district office. Since the Operations Management System (OMS) activity code reporting system requires snow and ice removal to be charged to county general, district personnel must insist on the accuracy of the *Storm Log*, as this record may be the only written documentation for use in answer to complaints and as evidence in legal actions. The *Storm Log* may also be used to check salt spreader calibrations.

**TREATMENT GUIDELINES**

District personnel shall refer to the "Kentucky Snow and Ice Treatment Recommendations" tables (**Exhibit 9035**) for guidance on dry and liquid chloride application rates for the following scenarios:

- Light Snow Storm
- Light Snow Storm with Periods of Moderate-to-Heavy Snow
- Moderate-to-Heavy Snow Storm
- Freezing Rain Storm

These tables detail the pavement conditions that are most suitable for various chloride applications, as well as the most practical rates for those applications.

**PLOWING ROADS NOT ON THE ASSIGNED PLOW ROUTE**

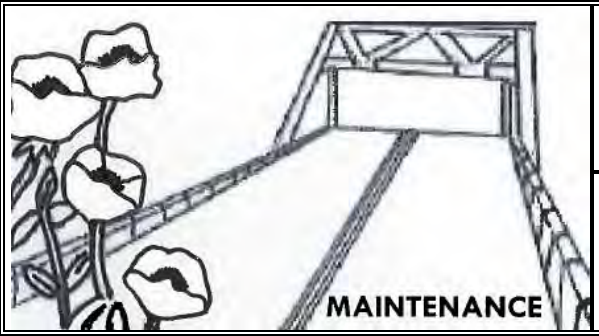
In the course of normal plowing operations, a plow truck may need to traverse a county road or city street when proceeding from one assigned plow route to another. The Chief District Engineer shall authorize that such segments of streets and roads be plowed, if it will not delay or interfere with snow and ice control operations on state-maintained roads.

Prior to each winter season, the county superintendent shall inspect all such roads and ensure that all operators are aware of any impediments to safe plowing operations, such as manholes, grates, curbs, narrow culverts, or other appurtenances.

The application of deicing materials or abrasives to any county road or city street that is not a state-maintained highway shall not be allowed, unless an official agreement is in effect or a state of life threatening emergency has been certified by the district or the Central Office.

**SNOW & ICE REMOVAL CHARGES**

Since snow and ice removal charges are county general, it is important to pay special attention to the account number. Appropriate charges to Rural Secondary accounts should be entered by the superintendent. District office personnel shall check payroll reports and material distribution documents on a routine basis to assure reasonable conformance. *Storm Logs* can be used to estimate the allocations of the charges to the appropriate Rural Secondary accounts.




***Chapter***

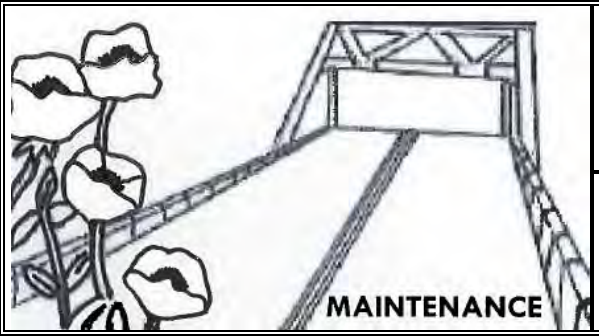
SNOW & ICE

***Subject***

Dispatching Equipment between Counties & Districts

**POLICY**

When emergencies such as road closures arise during severe snowstorms, the district office shall coordinate the dispatching of equipment between counties. The Division of Maintenance shall coordinate the dispatching of equipment between districts.




***Chapter***

SNOW & ICE

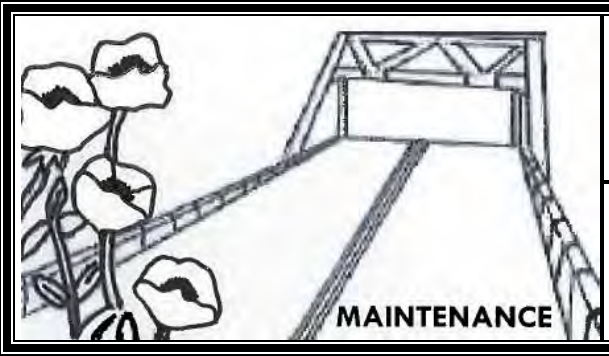
***Subject***

Additional Equipment

**POLICY**

If situations require additional equipment, the district may use available auxiliary units or obtain suitable rental equipment from private persons or contractors. The district shall follow procedures for leasing additional equipment (see **MAIN-1708**).

The Chief District Engineer shall determine the availability and rental rates of suitable equipment prior to the snow and ice season.




***Chapter***

SNOW & ICE

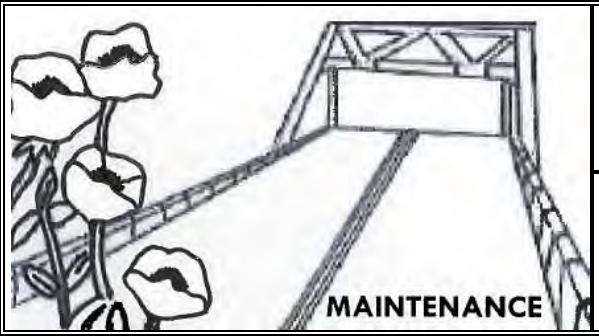
***Subject***

Raised Pavement Markers

**RAISED PAVEMENT MARKERS**

Most pavement markers have a snowplow resistant design. Each crew supervisor shall identify the location of these markers and show them to snowplow operators so they can attempt to avoid contact during normal snowplow operations.

It is anticipated that these markers will survive light plowing efforts, but understood that heavy intense plowing will probably eliminate many of these markers. If a large number of the raised markers exist in a rather compact area, the supervisor should consider equipping one plow with a rubber or plastic blade.




***Chapter***

SNOW & ICE

***Subject***

Railroad Grade Crossings

**OVERVIEW**

Snow and ice removal on highways with at-grade railroad crossings involves potential hazards for the operators and railroad personnel.

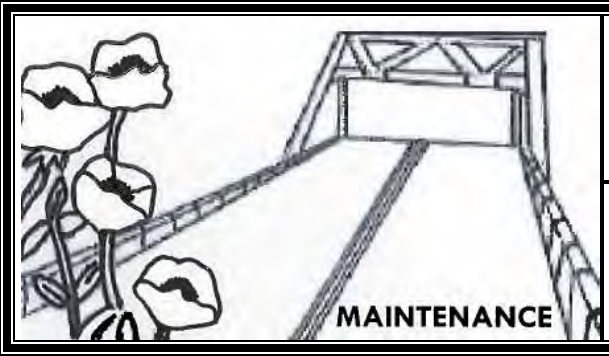
**PLOWING**

The snow plow operators should be familiar with all railroad crossings on their routes. Operators shall make dry runs of their routes prior to the snow season. When plowing, the operators should reduce their speed and raise the plow to a safe clearance level, if necessary. Significant difference between the snow condition of the crossing and the highway approaches shall not be allowed.

**APPLYING SALT & ABRASIVES**

Conditions shall be as uniform as possible between approaches and railroad crossings. Therefore, application rates for salt and abrasives shall not be changed in the area of railroad crossings.

The relatively small size and amount of material spread will not pose any problem at rail flanges. However, the county superintendent shall be familiar with all crossings, geometry, and drainage where the potential for the build-up of materials exists, and shall inspect all such crossings after each snow and ice event.




***Chapter***

SNOW & ICE

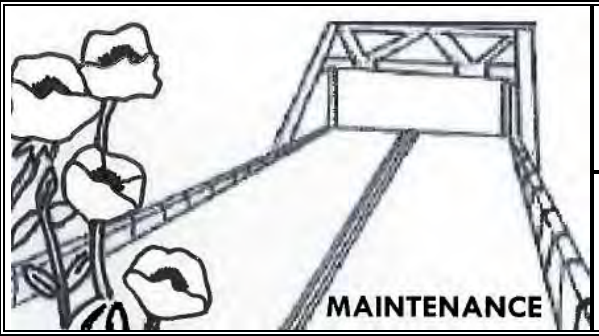
***Subject***

Salt Spreader Calibration

**POLICY**

The Division of Maintenance shall provide each district with the recommended sodium chloride (rock salt) application rates to be used per lane mile and per two-lane mile. The district transportation engineer branch manager (TEBM) for Project Delivery and Preservation shall ensure the required calibration of all salt spreader units in preparation for the winter maintenance season prior to November 1 of each year.

The county superintendent should assure that operators use the proper control settings for maximum area spread of four to eight feet.




***Chapter***

SNOW & ICE

***Subject***

Bridge Deck Treatment

**OVERVIEW**

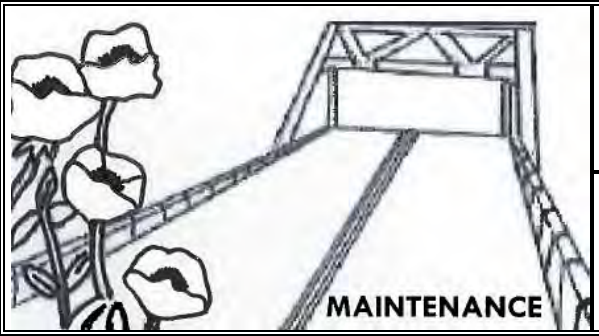
The longevity of the bridge slabs and the ability of bridges to carry their design load are the prime considerations for the following policy relative to the use of snow and ice control materials and for cleaning bridge decks.

**POLICY**

Abrasives may be used on bridge decks instead of deicing materials when they will satisfy the slipperiness reduction demand. Abrasives may be utilized when frost or freezing occurs on bridge decks and not on the adjacent roadway surface. Anti-icing procedures utilizing liquid chloride materials may also be utilized to address frost or freezing conditions that occur on bridge decks and not on the adjacent roadway surface. For routine bare pavement operations, the application of deicing materials should continue across bridges at the same application rate as the roadway.

Maintenance personnel shall clean all debris from the bridge deck as soon as the slippery condition has been abated. Some handwork may be necessary to remove accumulations of abrasives from the bridge deck gutter and drains.

Particular effort shall be directed toward the removal of snow and ice that has been pushed to the high side of superelevated bridges. Partial thawing and subsequent refreezing may create hazardous situations.




***Chapter***

SNOW & ICE

***Subject***

Contract Snow & Ice Vehicles

**ESTABLISHMENT OF CONTRACTS**

The Division of Maintenance shall establish contracts that provide the districts with rental trucks for snow and ice control operations.

**INSPECTION & TRAINING**

The Chief District Engineer, or designee, shall annually inspect all rental trucks under contract for snow and ice control operations on or before November 1 of each year.

All operators of rental trucks under contract for snow and ice control operations shall receive training provided by districts on the proper techniques of snow and ice control operations prior to November 1 of each year.

**ASSIGNMENT**

Rental trucks under contract for snow and ice control operations will supplement the current state forces fleet and shall be incorporated into the initial snow and ice control plans. These trucks will have front-line assigned routes and specific lane assignments on the interstate or other priority system. A list of other routes where rental trucks under contract can be used shall be developed and approved by the Chief District Engineer, or designee, prior to each winter season.

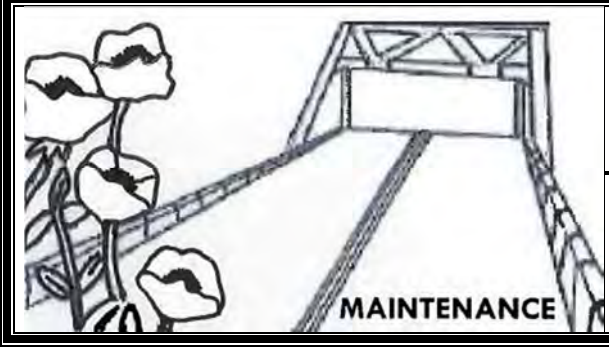
**NOTIFICATION**

Each district shall develop a plan to call out the rental trucks under contract that includes the name or title of the person that:

- Has the authority to call the trucks into service
- Makes additional assignments or modifies original assignments
- Has the responsibility to complete a TC 71-12 form, *Rental Truck Log* (**Exhibit MAIN-9024**)

**PAYMENT**

All payments made to vendors providing snow and ice removal trucks will be made on a monthly basis for the hours recorded and verified in the TC 71-12 form.




***Chapter***

EXTRAORDINARY (DISASTER) MAINTENANCE

***Subject***

Disasters

**OVERVIEW**

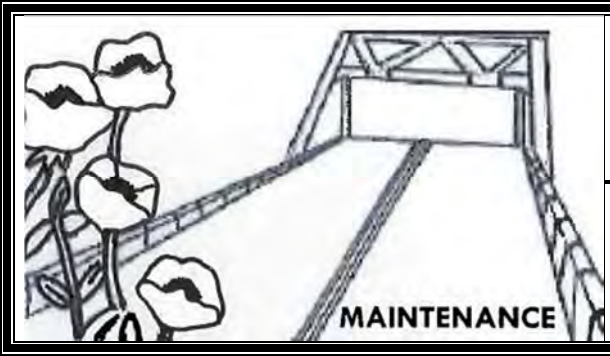
The Kentucky Transportation Cabinet will use the resources of the Department of Highways for extraordinary maintenance events and disaster relief work to the extent that life and property may be saved.

**NOTIFICATION OF EMERGENCY CONDITIONS**

The district office shall notify any other affected district, the Transportation Operations Center, and the Central Office Division of Maintenance when a highway becomes impassable because of snow, high water, bridge collapse, or other extraordinary event.

When the condition that caused the problem has been corrected, the district office shall likewise notify the other affected districts and the Central Office agencies.

The Transportation Operations Center shall make necessary distribution of the warning and the correction of the condition. Prior approval from the Chief District Engineer is required before performing extraordinary maintenance activities.




***Chapter***

EXTRAORDINARY (DISASTER) MAINTENANCE

***Subject***

Disaster Work

**DEFINITION**

Disaster relief work consists of work that becomes necessary as a result of:

- Tornados
- Floods
- Earthquakes
- Traffic crashes
- Hazardous material spills
- Other unusual or severe event occurrences

**SNOW & ICE OPERATIONS**

Normal snow and ice control operations are not considered disaster work; however, situations sometimes develop wherein the Department implements disaster procedures within the emergency procedure. Examples of such operations follow:

- Clearing public or private roads to provide access by ambulance, firefighting equipment, or fuel delivery in life threatening circumstances
- Physically transporting doctors or patients on and off the state-maintained system
- Delivery of drugs or other medical supplies, bottled water, and non-perishable food items on and off the state-maintained system

Personal and community pleas shall be evaluated by the Chief District Engineer or State Highway Engineer at the district office and Central Office respectively.

**SNOW & ICE OPERATIONS (CONT.)**

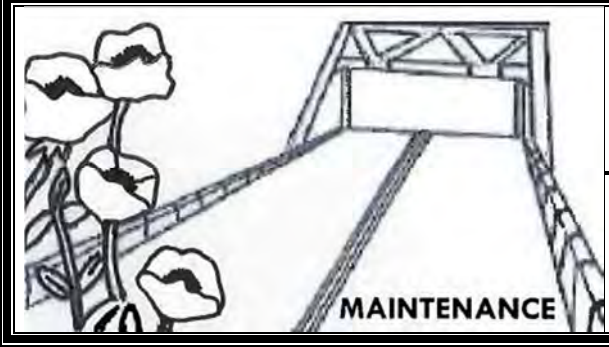
Local confirmation of the nature and degree of the emergency requires the involvement of the county superintendent.

**EVACUATION & RESTORATION**

Evacuation operations necessary to protect life and property shall be considered disaster relief work; however, the Department is not responsible for restoration operations such as moving people back into their homes.

**TRAFFIC REGULATION**

The handling and protection of traffic during disasters may be performed as extraordinary maintenance.




***Chapter***

EXTRAORDINARY (DISASTER) MAINTENANCE

***Subject***

Office to Remain Open

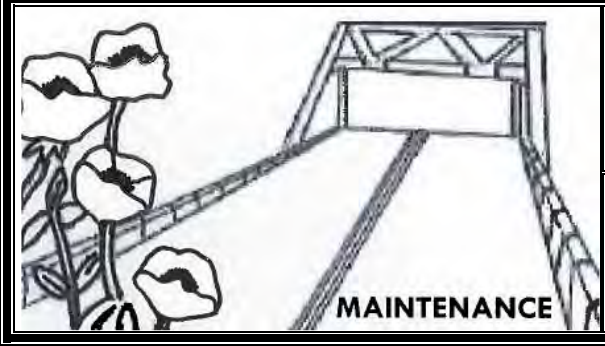
**DISTRICT OFFICES**

Affected district offices shall remain open as a result of extraordinary maintenance or disaster relief event occurrences until the situation is under control. The district office shall notify the Division of Maintenance of such emergencies.

**CENTRAL OFFICE**

During an emergency or disaster event covering a significant area of the state, a member of the Central Office Snow and Ice Team (see **MAIN-1009**) shall be on duty in the Transportation Operations Center at all hours.

If an emergency or disaster event occurs outside of normal working hours, the district shall contact the Division of Incident Management and the responsible employee of the Division of Maintenance using the Emergency Contact List. Once located, the responsible Division of Maintenance employee shall make arrangements for further communications to be handled through the Transportation Operations Center.




*Chapter*

EXTRAORDINARY (DISASTER) MAINTENANCE

*Subject*

Cleanup & Restoration Work

**NATURAL DISASTERS**

Department maintenance crews shall only perform cleanup and restoration work following floods, tornadoes, or other disasters on the state-maintained system of streets and highways, unless conditions dictate otherwise. When conditions exist that may jeopardize or incapacitate a local government entity, the Secretary of Transportation may authorize cleanup and restoration by Department crews on public thoroughfares to the extent justified.

It is not the intent of the Cabinet to allow the Department of Highways to accomplish cleanup and restoration work on city streets or county roads where the city or the county has the ability to do this for itself.

**NONHAZARDOUS CARGO SPILLAGE**

The Department of Highways is not responsible for the cleanup of routine cargo spillage on the roadway or right-of-way on state-maintained highways. That responsibility lies with the party that spilled the cargo. However, the Department will provide the assistance necessary at an accident site to maintain a safe and usable highway. The Department may maintain traffic control for up to four (4) hours. Beyond this time, the responsibility lies with the cargo carrier. This time may be adjusted by the Chief District Engineer as conditions dictate.

The party responsible for the cargo spillage shall reimburse the Department for any cost incurred in restoring the highway to a safe and usable condition.

**HAZARDOUS CARGO SPILLAGE**

Hazardous cargo spillage is defined as the spillage of a material or substance in a quantity and form determined by the U.S. Department of Transportation to be capable of posing an unreasonable risk to health, safety, or property. The Department of Highways will take all reasonable precautions to prevent both its employees and the public from being exposed to any material that would be dangerous to health.

**HAZARDOUS CARGO SPILLAGE (CONT.)**

However, the Department of Highways is not responsible for the identification or removal of any hazardous material. This is the responsibility of other agencies or private firms that have the necessary training, protective clothing, and equipment.

The Department will assist the state and local police agencies in securing hazardous material accident sites or spills by one or more of the following actions:

- Cleanup of debris of non-cargo items only after the area has been decontaminated and declared safe by the Energy and Environment (EEC)
- Traffic control for up to four (4) hours

  **Note:** Beyond this time, the responsibility lies with the cargo carrier. The CDE may adjust this time as conditions dictate. The party responsible for the hazardous cargo spillage shall reimburse the Department for any cost incurred in restoring the highway to a safe and usable condition.

**STABILIZING SPILL SITES**

The spill site is typically stabilized by recovering as much spilled material as is practical then digging up and isolating any contaminated soil as long as this procedure does not compromise the structural or functional integrity of the roadway. If this procedure would likely damage the roadway, Department personnel must consider other methods of cleanup such as bioremediation. In these situations, Department personnel would consult with the Energy and Environment Cabinet (EEC) to determine the best method. If removal of contaminated soil is necessary then a minimum of 6 inches of material shall be removed. The hole shall be backfilled with like material (acceptable top soil or aggregate). If the hole is located within the clear zone, it must be backfilled immediately to eliminate the hazard to traffic.

As this is being done, the recovered material and contaminated soil must be stored in a location that is the least objectionable area available. The first preference is to locate the material off the right-of-way in an area that would not require a future right-of-way encroachment in order for the material to be retrieved. If storage off the right-of-way is impractical, the material should be stored in an area on the right-of-way that would pose the least traffic hazard during storage and removal from the site. If the material cannot be stored outside the clear zone, portable crash barriers should be used to minimize the hazard to traffic.

**REMOVAL & DISPOSAL**

After the site has been stabilized, the cargo carrier shall remove and dispose of any remaining contaminated material from the right-of-way and restore the site to its previous condition. Before the cargo carrier may access the right-of-way to clean and restore the site, they must obtain an encroachment permit from the District Traffic Engineering and Permits Section Supervisor at the appropriate highway district office for the county where the spill occurred. The Division of Waste Management in EEC and the appropriate highway district office shall be notified and provided a restoration plan and time frame before restoration operations begin.

Upon approval, the District Traffic Engineering and Permits Section Supervisor shall consult with the District Project Delivery and Preservation Section Supervisor to coordinate traffic and maintenance operations with restoration operations schedules to avoid possible conflicts and to minimize traffic delays.

**SUSPICIOUS OBJECTS & ABANDONED CONTAINERS OF UNIDENTIFIED MATERIALS ON RIGHT OF WAY**

Department of Highways personnel shall not approach or attempt to handle or remove any unidentified container or loose material or suspicious object or be involved with moving any potentially hazardous material or containers that has been discovered on the highway right-of-way unless the employee has received proper training or a qualified emergency responder is available to direct and manage the effort. The employee making the discovery shall contact their district office immediately. The district office shall notify the Kentucky State Police (KSP), Kentucky Division of Emergency Management (KyDEM), the Division of Incident Management in KYTC, and the Division of Waste Management in EEC.

The district office contact shall provide the following information when notifying these agencies:

- Who discovered or reported the item
- Route number
- Mile point
- Type of container or description of object (metal, plastic, etc.)

**SUSPICIOUS OBJECTS & ABANDONED CONTAINERS OF UNIDENTIFIED MATERIALS ON RIGHT OF WAY (CONT.)**

- Any markings or writings on the container or object
- Contents, if visible (liquid, gas, residue, etc.)
- Source of container or spill

If a hazardous materials emergency exists, Department personnel shall call **911** or notify the police, fire, and emergency services. The Transportation Operations Center and Central Office Divisions of Maintenance and Environmental Analysis shall also be contacted.

Upon identification that the material, object, or container is nonhazardous, the district office may arrange for the disposal of the material.

Authorized emergency response personnel shall be requested to move the materials from any driving lane and to temporarily place it behind a guardrail or other barrier to shield it from traffic. Department personnel shall not perform this task unless the employee has received proper training or a qualified emergency responder is available to direct and manage the effort. If the emergency response personnel are unable to make the area safe, the superintendent will ensure that additional traffic control is in place to protect the public until the area is stabilized.

**GASOLINE & DIESEL SPILLS**

The Department of Highways frequently receives requests to supply sand or other materials as an absorbent for gasoline and diesel spills on roadways; however, the responsible party shall provide absorbents for any spills and provide for the cleanup and removal of any absorbent material utilized to control the spill.

In an emergency, the Cabinet may perform the cleanup on the pavement and bill the responsible party.

**MAINTENANCE ASSISTANCE**

Department of Highways maintenance personnel shall assist state or local police agencies in securing affected areas by one or more of the following actions:

**MAINTENANCE ASSISTANCE (CONT.)**

- Providing flaggers, flashing lights, warning lights, traffic cones, or other traffic control devices
- Routing traffic through the scene
- Completing a detouring of traffic

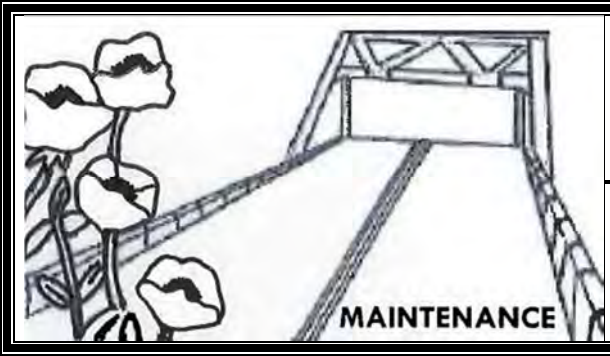
Department of Highways personnel shall also be available at all times to assist in emergency cargo spillages.

**FIRE WATCHING**

Open burning activities shall be administered in accordance with 401 KAR 63:005 and State Fire Marshal and Cabinet for Energy and Environment air quality regulations. Department personnel assigned to monitor this type of debris disposal shall:

- Remain vigilant at all times and continuously monitor the entire area at a minimum of once per hour and document observations on a TC-71-221 form, *Fire Watch Log* (**Exhibit MAIN-9034**)
- Not perform any other duties during the fire watch
- Closely monitor the wind conditions and alert the appropriate authority of a potential fire hazard
- Monitor the site until the fire is completely out at the completion of burning operations to ensure that no safety hazard exists
- Report unauthorized burning activity at the disposal site to the Chief District Engineer
- In the event of an emergency, immediately notify local authorities, report the incident to the Chief District Engineer, and document on the *Fire Watch Log*

  **Note:** If site conditions pose risk to the public or environment, the Department shall close the site until conditions are corrected.




***Chapter***

EXTRAORDINARY (DISASTER) MAINTENANCE

***Subject***

Declaration of State of Emergency or Disaster

**POLICY**

When a state of emergency is declared per KRS 39A.100, the Department's FEMA/FHWA emergency (ER) coordinator shall organize efforts between central and district offices and contracted personnel to collect the required documentation for disaster recovery relief and report the necessary documentation to the Federal Highway Administration (FHWA), Federal Emergency Management Agency (FEMA), and Kentucky Division of Emergency Management (KyEM) for reimbursement.

**PRELIMINARY DAMAGE ASSESSMENT (PDA)**

The Department conducts a preliminary damage assessment (PDA) to assess damages caused by the disaster and estimate repair costs. If it is determined that the resources needed to recover from the disaster exceeds the Department's capabilities, the Governor may request a declaration of disaster be approved by the President of the United States. The PDA is typically used as justification for this declaration and the need for supplemental federal assistance.

**KICK-OFF MEETING**

If a disaster is declared, a public assistance coordinator from the Federal Emergency Management Agency (FEMA) will hold a "kick-off" meeting with the FEMA/FHWA ER coordinator and designated federal and state agency representatives to discuss the needs of the state, assessed damage, reimbursement eligibility, documentation and reporting requirements, and a recovery plan of action.

**CONTRACT PROCUREMENT**

All contracts shall be competitively bid unless there is immediate threat to public safety. The Cabinet has established disaster preparedness and response contracts to cover equipment rental, roadway clearing, monitoring services, debris removal and disposal, and site reclamation, as well as an all-state-agency master agreement for additional equipment rentals via competitive bidding to be used in the event a state of emergency or disaster is declared.

**CONTRACT PROCUREMENT (CONT.)**

Districts may procure short-term equipment rental contracts under Finance Administration Policy (FAP) 111-09-0006, "Competitive Bidding Exceptions: Standing Determination of Not Practicable or Feasible." Emergency purchases shall be made in accordance with FAP 111-39-00 and the Division of Purchases directives.

**REPORTING**

The FEMA/FHWA ER coordinator shall work with district and Central Office personnel to compile all payment documentation for state force and contractual expenses incurred during disaster recovery efforts. The ER coordinator shall report this information on project worksheets (PWs) and submit them to FEMA for determination of funding under FEMA's Public Assistance Program. A project specialist will review the PWs for accuracy and completeness. Once the PWs have passed validation for eligibility and compliance, the public assistance coordinator will recommend approval for funding.

**Note:** Estimated costs reported on a PW may be adjusted due to unforeseen changes in scope as emergency work is performed. A FEMA project specialist is assigned to assist with the reformulation of project costs. A revised PW shall be written to reflect the adjusted obligated amounts and then submitted to the public assistance coordinator for review and approval. Once relief work has concluded, there is cost reconciliation upon review of the final PW by the FEMA public assistance coordinator. Any overages or expenses for work performed outside the scope of project will be deducted from the final payment.

**FUNDING REIMBURSEMENT**

Generally, the FEMA federal share for disaster work is 75 percent; however, a cost adjustment may be granted in accordance with 44 CFR 206.47.

**Immediate Needs Funding (INF)**—To relieve budgetary constraints, the Cabinet may request early reimbursement of funds from FEMA for emergency work performed within the first 60 days of a disaster declaration. Payroll, equipment, materials, and contract costs may be eligible for INF. These funds are later deducted from the total obligated amount of the federal share.

**Small Projects**—Funds may be disbursed at the time the project is approved based on estimated costs.

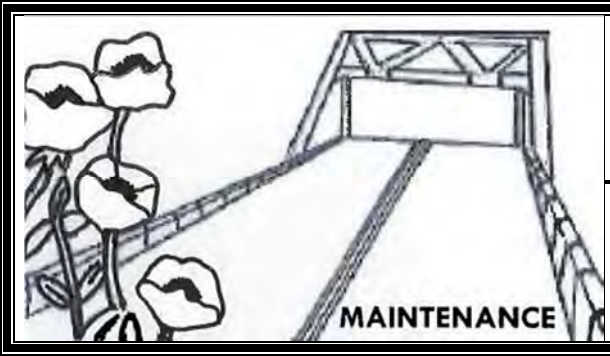
**FUNDING REIMBURSEMENT (CONT.)**

**Large Projects**—Funds are disbursed based on documented actual costs. Because recovery efforts are usually incomplete at the time the project is approved, funds are obligated based on estimated costs and payments are processed provided actual costs incurred are verified using supporting documentation typically pulled from eMARS and the Operations Management System (OMS). FEMA will review the documentation and determine whether to obligate or deobligate funds.

**CLOSING**

The FEMA public assistance coordinator conducts a final review to ensure that all eligible work is completed and those costs are reimbursed.

If eligible recovery work is not completed within the timeframes by FEMA, an extension may be granted based on extenuating circumstances. The ER Coordinator must make a written request providing justification that the recovery work could not be completed within FEMA deadlines.




***Chapter***

EXTRAORDINARY (DISASTER) MAINTENANCE

***Subject***

Temporary Work Assignments

**POLICY**

Temporary work assignments shall be administered in accordance with **GAP 205-4**.

**LODGING**

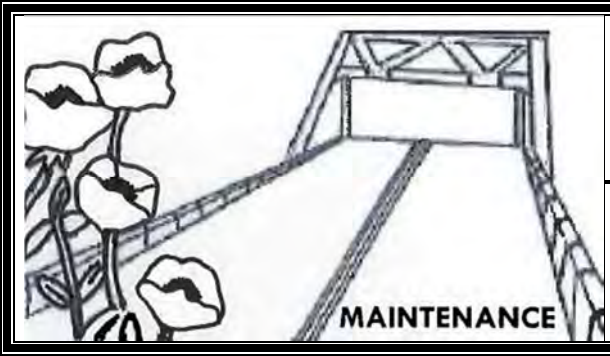
District employees are required to lodge at a Kentucky State Park Resort (SPR) if located within 25 miles of their destination; however if it is impractical due to the distance to the recovery site or conditions at the SPR resulting from the disaster such as lack of power, employees may seek other accommodations upon approval from their Chief District Engineer (CDE), office head, or designee.

If a group of employees is reassigned to the same county and it is not feasible to lodge at a SPR, a request to obtain a contract for local hotel lodging may be made to the Director of the Division of Purchases. Some of these contracts have to be submitted at least two weeks in advance.

The *Accounts Guidance Manual* details the policies and procedures related to travel while performing state business (**ACC-400**).

**EQUIPMENT**

Equipment usage shall be charged in the Operations Management System (OMS), as outlined in the *OMS Equipment User Guide*, to the administrative unit receiving disaster relief. If equipment is inadequate for use by reassigned employees, the CDE shall follow the guidelines specified in **MAIN-1708**, "Leasing of Equipment for Departmental Use from Private Vendors." All emergency equipment purchases shall comply with purchasing regulations established by the Division of Purchases and the Finance and Administration Cabinet.




***Chapter***

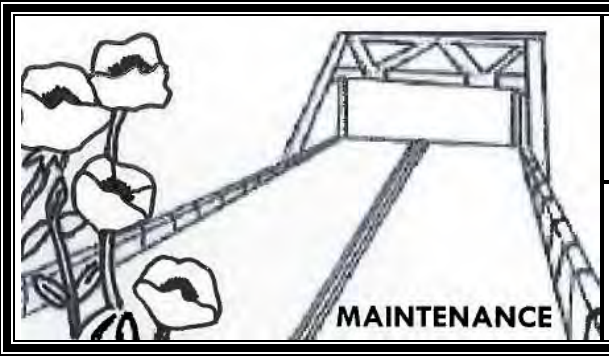
EXTRAORDINARY (DISASTER) MAINTENANCE

***Subject***

Emergency Equipment Rental

**POLICY**

Emergency equipment rental shall be accomplished in accordance with procedures established by the Division of Purchases and the Finance and Administration Cabinet pursuant to KRS 45A.095 and 200 KAR 5:309.




***Chapter***

FORCE ACCOUNT PROJECTS MANAGEMENT

***Subject***

General

**DEFINITION**

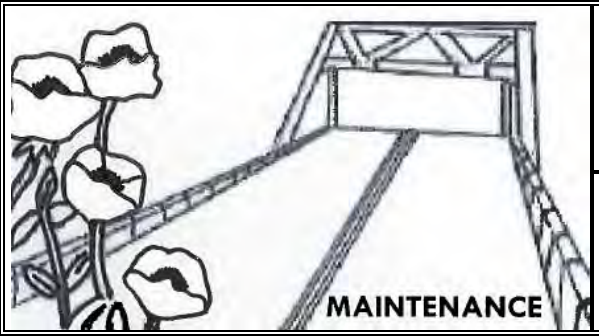
Section 101.03 of the Standard Specifications for Road and Bridge Construction defines a force account as:

> "*a basis of payment for the directed performance of highway construction work with payment based on the actual cost of labor, equipment, and materials furnished and considerations for overhead and profit…*"

**POLICY**

The Division of Maintenance shall coordinate with other units within the Department of Highways on proposed projects to be constructed by state personnel and state-owned or rented equipment.

The Division of Maintenance shall work in cooperation with districts, other divisions, and other units of the Department to maintain an up-to-date listing of projects in each district to be constructed and completed as force account projects. The Division of Maintenance shall serve as the liaison between the Department and other agencies of state government on matters involving force account projects. The Division of Maintenance shall furnish advice to aid the districts in accomplishing the construction and completion of these projects.




***Chapter***

FORCE ACCOUNT PROJECTS MANAGEMENT

***Subject***

Responsibilities

**DIVISION OF MAINTENANCE**

The Division of Maintenance shall:

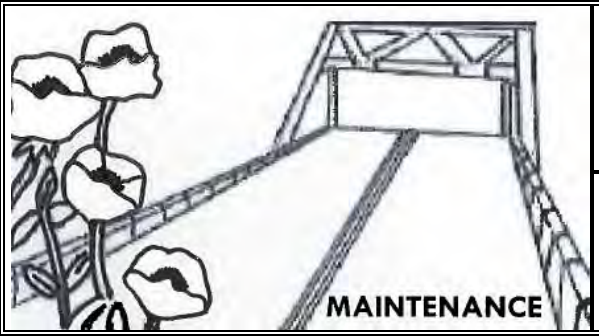
- Evaluate the Department's capabilities to carry out proposed force account projects
- Lend assistance and guidance to aid the districts to undertake and accomplish approved projects
- Inspect completed work

  **Note:** Inspection shall be documented on the TC 71-17 form, *Final Inspection Report of State Construction Projects* (**MAIN-9014**).

**DISTRICTS**

The district shall furnish adequate supervision, labor, and equipment to pursue all projects to completion.

The district is solely responsible for completion of approved projects.




***Chapter***

FORCE ACCOUNT PROJECTS MANAGEMENT

***Subject***

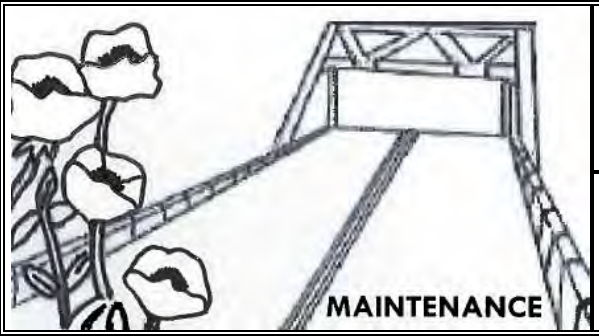
Requirements for Force Account Work

**POLICY**

KRS 176.121 authorizes the concept of force account construction as follows:

The Department of Highways may cause any road construction or reconstruction to be done by employees of the Department upon approval by the Secretary of the Transportation Cabinet as initiated by a TC 10-1 form, *Project Authorization* (**Exhibit MAIN-9022**) and any of the following conditions are found to exist:

- Emergency construction or reconstruction is made necessary by the fact that a road has been rendered unusable, or the urgency of need for construction or reconstruction is apparent.
- Construction or reconstruction of access roads would serve as an inducement to industrial location or substantial expansion of industry and the estimated cost of the project is less than $125,000.
- The project involves an existing road and provides for such work as improvement of sight distance, traffic marking, or channelization or the addition or widening of traffic lanes or widening of shoulders; or construction, reconstruction, widening, or strengthening of small bridges and projects for which preparation of detailed plans required to secure bids is unnecessary; or an emergency need does not allow time for preparation of plans and advertisement for bids.
- No satisfactory bid is received for the construction or reconstruction of the road after all necessary steps have been taken to obtain bids for such work and the estimated cost of the project is less than $125,000.




***Chapter***

FORCE ACCOUNT PROJECTS MANAGEMENT

***Subject***

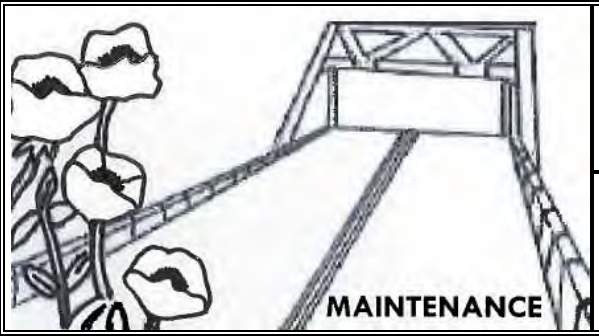
Determination of the Use of State Forces

**PROCEDURE**

The district shall make recommendations as to whether to use contract construction or state forces upon submitting estimates. The district shall submit the estimates to the Director of the Division of Maintenance on a TC 71-222 form, *Estimate for Road Construction or Improvement* (**Exhibit MAIN-9013**).

This recommendation may be a short statement under "Remarks" on the estimate form or a detailed explanation in the transmittal letter and shall be based on the:

- Type of work
- Availability and desirability of plans
- Projected work schedule
- Availability of personnel and equipment
- Desirable completion date and comparative cost




***Chapter***

FORCE ACCOUNT PROJECTS MANAGEMENT

***Subject***

Authorization

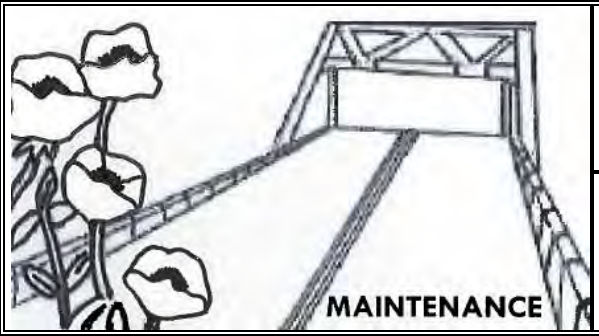
**POLICY**

All projects shall be initiated on a TC 10-1 form, *Project Authorization* (**Exhibit MAIN-9022**).

If the Secretary elects to approve a project by phases and one phase is with state forces; the Division of Maintenance shall coordinate the phases of the project.

If a change is foreseen in an approved *Project Authorization*, the following procedures shall be adhered to:

- If a cancellation of the entire project is formally proposed then no work or requisitions shall be initiated.
- If a cancellation of one facet of the work is formally proposed then that phase of work shall not be initiated; however, the rest of the work may proceed.
- If a change is formally proposed that would affect all materials and operations then no work shall be initiated.
- If a change is formally proposed that would alter the scope or length of the project, work may proceed on those portions of the project not in conflict with or modified by the change.




***Chapter***

FORCE ACCOUNT PROJECTS MANAGEMENT

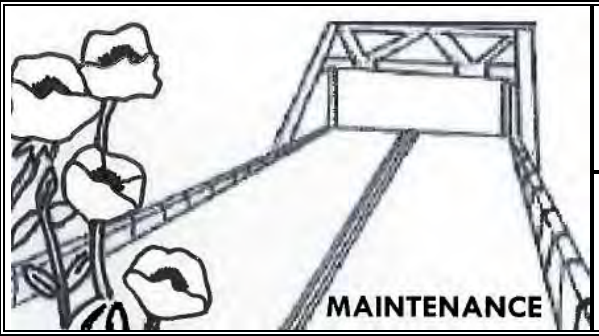
***Subject***

Accumulation of Pertinent Data

**POLICY**

The office originating a TC 10-1 form, *Project Authorization* (**Exhibit MAIN-9022**) shall collect all back-up material necessary for explanation and understanding of all features of the project.

The district shall assist in the collection of data and make inspections, estimates, and recommendations for proposed projects.




***Chapter***

FORCE ACCOUNT PROJECTS MANAGEMENT

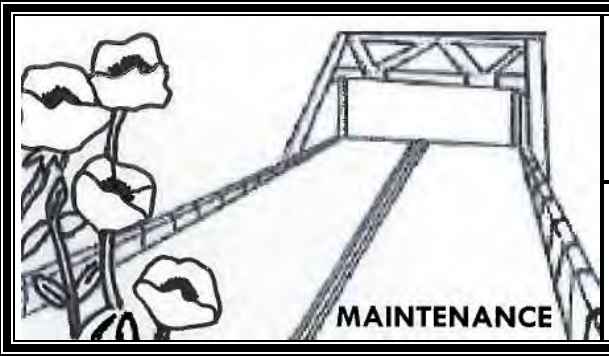
***Subject***

Notice to Begin Work

**POLICY**

The TC 10-1 form, *Project Authorization* (**Exhibit MAIN-9022**) shall constitute notice for the district to begin work on force account projects if the right-of-way is clear and barring statements to the contrary.

The Chief District Engineer shall ascertain that sufficient rights-of-way are in the possession of the proper agency and ensure that utilities are relocated.




***Chapter***

FORCE ACCOUNT PROJECTS MANAGEMENT

***Subject***

Construction & Completion

**CONSTRUCTION POLICY**

The Department shall maintain force account projects in a usable condition as near to the disturbed limits as is feasible, including the installation of all entrance pipes and a nominal amount of surface stone. This provides the public with reasonable access during the construction phase and prevents unwarranted damage to the constructed roadway due to unanticipated reverses in the weather.

As a general rule, grade and drain work should be avoided between November 1 and March 15; however, any work in progress should be dressed and surfaced within 500 feet of the disturbed limits.

**FIELD INSPECTION**

Central Office personnel from the Division of Maintenance shall be available when the district desires aid or desires changes concerning a project in addition to making routine and regular inspections.

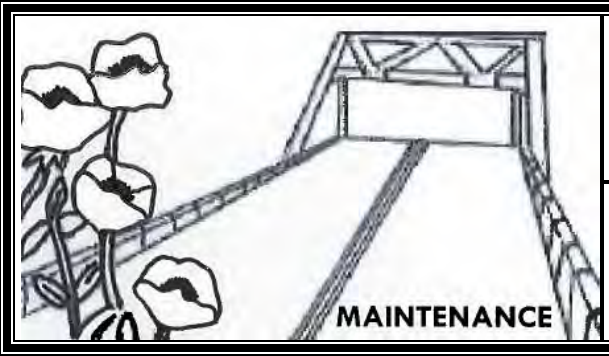
**FINAL INSPECTION**

Upon completion, state forces projects shall be given a final inspection by district personnel and the Division of Maintenance to ensure that projects have been constructed in a proper manner.

The district shall notify the Division of Maintenance as soon as possible after each project is completed. If the final inspection of a project shows that the project was not completed as specified or it is determined that problems will arise later, the Chief District Engineer shall arrange for the best remedial measures and take steps to prevent a recurrence in other projects.

**CLOSING OF PROJECTS**

After the final inspection, the district shall submit a TC 71-17 form, *Final Inspection Report of State Construction Projects* (**Exhibit MAIN-9014**) to the Division of Maintenance, the initiating unit, the Division of Accounts, the Division of Design, and the Division of Planning, Mapping Section.




***Chapter***

FORCE ACCOUNT PROJECTS MANAGEMENT

***Subject***

Accountability

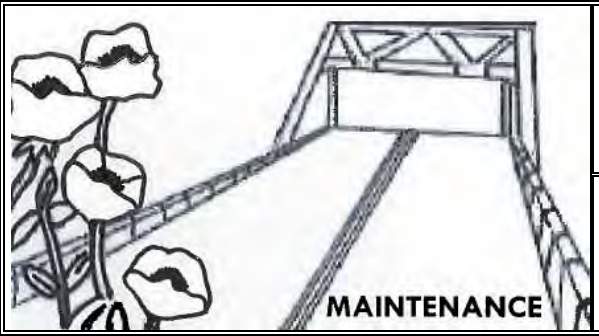
**DIVISION OF MAINTENANCE FIELD STAFF**

The Division of Maintenance may give technical and logistic advice and support to assist the district in carrying out force account projects and monitor and inspect work in progress.

**DISTRICT RESPONSIBILITIES**

The district shall construct and complete projects. The district office shall assign crews, equipment, and supervisory personnel and shall also requisition, order, and supervise the placement of materials.

One person may be designated in each district by the Chief District Engineer to provide overall supervision to the projects in that district if justified by the workload.




***Chapter***

SERVICES TO BE PERFORMED IN CONJUNCTION WITH GOVERNMENTAL AGENCIES

***Subject***

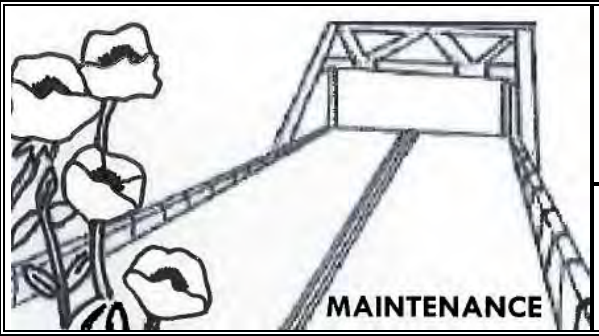
Authorizations

**POLICY**

The Chief District Engineer or the Director of the Division of Maintenance and other governmental agencies may enter into an agreement to perform services as set forth herein.

**Note:** The term "governmental agency" does not include school boards.

All services performed shall be subject to the limitations detailed in this chapter.




*Chapter*

SERVICES TO BE PERFORMED IN CONJUNCTION WITH GOVERNMENTAL AGENCIES

*Subject*

Limitations

**MAINTENANCE & CONSTRUCTION WORK**

Maintenance and construction work performed or materials sold to the Department or other governmental agencies must be on public roads, streets, or properties controlled by the agency and not private property.

Such work shall not be performed if it will hamper programs of the Department.

Materials may be provided at cost plus actual loading and handling charges.

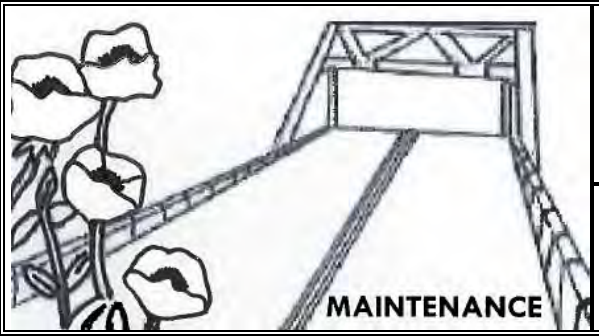
**MATERIAL SALES LIMITATIONS**

See **MAIN-1305**, “Surplus Materials”.

**PROJECT COST LIMITATIONS**

Approval of a project by the Chief District Engineer or appropriate division director is limited to a total project cost of $10,000 or less.

Any project exceeding $10,000 shall require the approval of the Commissioner of Highways or a designated representative.




***Chapter***

SERVICES TO BE PERFORMED IN CONJUNCTION WITH GOVERNMENTAL AGENCIES

***Subject***

Reimbursement

**POLICY**

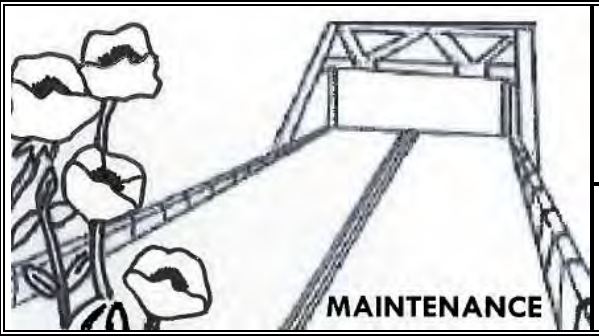
Even though agreements are based on estimated costs, the actual cost involved shall be reimbursed to the Department or agency for services performed.

**DETERMINING COSTS**

Material costs shall be based upon the cost to the Department or agency plus actual handling charges, excluding administrative costs. Equipment rental shall be based upon the rental rate established by the Department or agency plus a percentage for overhead charges. If an operator is furnished, the salary of the operator plus a percentage for social security, retirement, and other overhead charges shall be included. Work done by state forces shall be billed upon the basis of actual cost plus the appropriate overlay factor.

**ACCOUNTING & BILLING**

Accounting and billing for costs will be managed as set forth in the *Accounts Guidance Manual*.




***Chapter***

SERVICES TO BE PERFORMED IN CONJUNCTION WITH GOVERNMENTAL AGENCIES

***Subject***

Interaccount

**PROCEDURE**

Upon receipt of a request from the Division of Maintenance or a governmental agency for sale of material or work to be performed, the Chief District Engineer or division director shall confirm conditions as set forth in **MAIN-1302**, "Limitations". The proposed scope of work to be performed by each agency and the terms of the agreement shall be forwarded to the State Highway Engineer for approval. If these conditions are met, an original and three copies of a TC 71-223 form, *Agreement for Services to Be Performed in Conjunction with Governmental Agencies* (**Exhibit MAIN-9001**), shall be prepared by district personnel and have the signed approval of the State Highway Engineer. All copies shall be forwarded to the requesting organization for signature.

If the agreement is signed by the requesting agency, the original and two copies shall be returned to the Chief District Engineer or division director.

Agreements shall be directed to the Director of the Division of Maintenance or the Director of the Division of Traffic Operations depending on the nature of the work. The appropriate director shall review the request and make a recommendation to the State Highway Engineer. The State Highway Engineer will obtain approval or denial by the Commissioner of Highways or a designated representative and return the document to the Division of Maintenance or Traffic Operations for proper distribution. If approved, the original and one copy shall be forwarded to the Division of Accounts.

After receiving the approved documents, the Division of Accounts shall assign a billing number or project number and return one copy to the district or division.

**Note:** The district or division can obtain the billing number or project number from the Division of Accounts by phone if time is of the essence.

The Division of Accounts shall establish the project number within the Project Validity Table as an Agency Fund project. All costs associated with materials and services provided under the agreement shall be charged to the assigned project, that shall serve as a cost center for determining the amount to bill.

**PROCEDURE (CONT.)** Charges made to the Agency Fund Project for costs associated with other governmental agency agreements will not reduce the Road Fund budget available to the district or division.

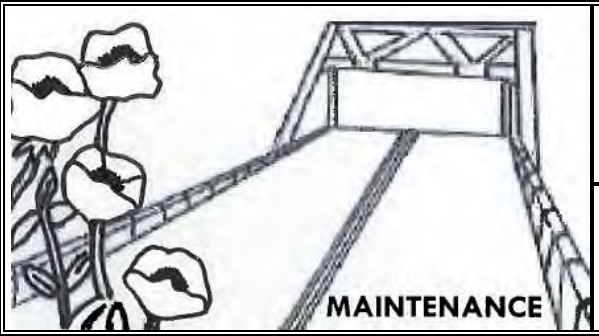
The Division of Accounts is responsible for billing and collecting from the agency and must be notified when work is completed so that an invoice can be generated. However, if the Chief District Engineer or division director deems it advisable, they may insist that a certified check in the estimated amount be rendered by the agency before the work begins. The check shall be forwarded to the Division of Accounts for deposit to the Agency Fund to the credit of the assigned project.

Amounts paid to reimburse the Cabinet for materials or services, whether in advance or after the fact, must match the amounts charged to the assigned project.

Prior to signing any contract or agreement with other agencies, the Chief District Engineer or division director shall determine if the requesting official has the authority to enter into such an agreement. The requesting agency shall provide evidence of this authority with the signed agreement.

**DEPARTMENT OF PARKS**

The Department of Parks will provide the Transportation Cabinet with a number for interaccounting all maintenance and improvement costs to the Department of Parks.




***Chapter***

SERVICES TO BE PERFORMED IN CONJUNCTION WITH GOVERNMENTAL AGENCIES

***Subject***

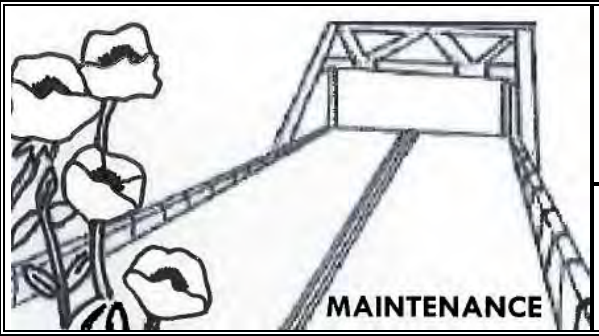
Surplus Material

**POLICY**

New, stockpiled, or used materials that are surplus to the needs of the Department may be sold to other state agencies and city or county governments. Property shall not be considered surplus unless the Transportation Cabinet no longer has a need for it. Therefore, the Division of Maintenance shall first ascertain if the materials being sold are needed in another area of the state. If another location needs the surplus material, the Director of the Division of Maintenance shall determine if the cost of transportation would make it desirable to sell the surplus material and purchase at another location or to transport the material.

The Transportation Cabinet may sell unneeded surplus property. The selling price of surplus used materials shall be estimated by the originating district or unit and approved by the Director of the Division of Maintenance in writing.

Rules, regulations, and procedures as established by the Transportation Cabinet and the Finance and Administration Cabinet shall be adhered to when selling used material to local governments.




***Chapter***

SERVICES TO BE PERFORMED IN CONJUNCTION WITH GOVERNMENTAL AGENCIES

***Subject***

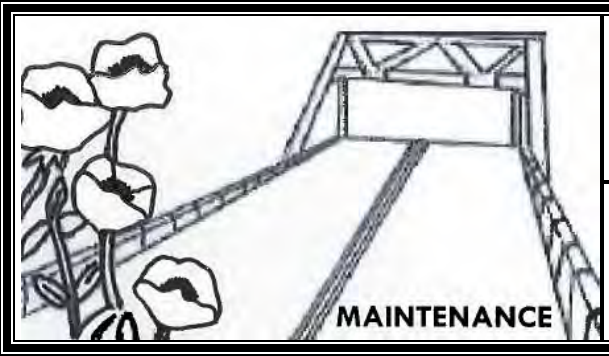
Maintenance of State Park Roads

**POLICY**

The Cabinet may do maintenance and traffic work on existing roadways and parking areas used for licensed vehicular traffic on the grounds of various state parks and shrines (with the exception of mowing and routine snow and ice removal) when requested by the Department of Parks. Authority to perform this work would be through an approved Interagency Agreement.

The Cabinet may assist the Department of Parks in snow and ice removal in a large snow, which may be beyond the capabilities of the Department of Parks, when requested.

The Cabinet will upgrade, surface, or resurface park roads and parking areas as requested by the Department of Parks by either a project bid or through the use of road fund monies allocated for park maintenance. The Office of Budget and Fiscal Management establishes funding for maintenance forces to charge the project. The Commissioner of the Department of Parks (or personnel representing the Department of Parks) will notify the Secretary of the Transportation Cabinet (or personnel representing the Transportation Cabinet) of the maintenance work or improvements that they want the Transportation Cabinet to perform for its roadways and parking areas.




*Chapter*

OPERATIONS & PAVEMENT MANAGEMENT

*Subject*

General

**PAVEMENT MANAGEMENT SYSTEM**

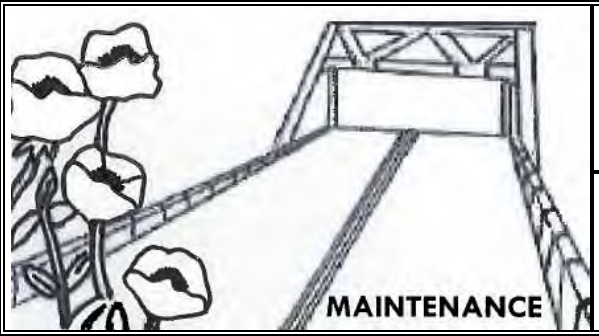
The Department shall provide and sustain pavements in a condition acceptable to the traveling public at the lowest life-cycle cost. To assist in discharging this responsibility, the Department shall develop and maintain a Pavement Management System that is to be an established, documented procedure treating the pavement management activities in a systematic and coordinated manner. Pavement management activities include planning, budgeting and programming, monitoring, research, etc. The Pavement Management System shall include at least the following six essential elements structured to serve decision-making responsibilities at various levels:

- Pavement condition survey
- Database information (pavement, roadway, traffic, etc.)
- Analysis scheme
- Decision criteria
- Implementation procedure
- Feedback mechanism or procedures

**OPERATIONS MANAGEMENT SYSTEM**

The Department shall also maintain an Operations Management System that documents labor, equipment, and material costs associated with maintaining pavements, bridges, and right of way throughout the state-maintained system. The Operations Management System encompasses the following processes:

- Documenting equipment and fleet vehicle usage amounts and service records and calculating rental rates
- Interfacing usage of material and equipment charges to the eMARS accounting system
- Maintaining a master list of material inventory items for crews in the Divisions of Maintenance, Traffic Operations, and Equipment
- Reporting of maintenance activity costs




***Chapter***

OPERATIONS & PAVEMENT MANAGEMENT

***Subject***

Responsibility

**POLICY**

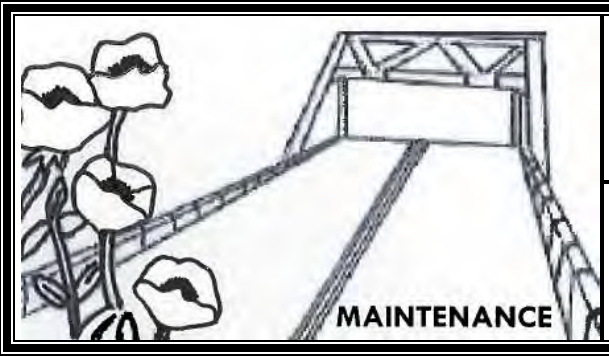
The Operations and Pavement Management Branch within the Division of Maintenance shall develop and maintain a Pavement Management System.

The branch shall:

- Consult with engineering divisions and highway districts in identifying needs and objectives in pavement management
- Assimilate information and data on pavements and roadways
- Disseminate information, data, and reports throughout the Department
- Identify, evaluate, and rank pavements for improvements
- Determine present conditions of pavements
- Forecast future pavement conditions and needs
- Devise allocation formulas for distribution of pavement improvement funds
- Assess impact of programs, practices, policies, and specifications on pavement conditions

The branch shall work with various Central Office divisions and highway districts to develop procedures and provide support for day to day operations of maintenance crews, including:

- Defining maintenance activities to be performed
- Providing guidance for material inventory counts
- Training personnel in proper reporting of work performed
- Providing reports related to activity costs




***Chapter***

OPERATIONS & PAVEMENT MANAGEMENT

***Subject***

Procedures

## GENERAL CONDITION OF PAVEMENTS

The Operations and Pavement Management Branch shall perform roughness testing on all state-maintained roads each year. For other than interstate and parkway roads, rideability criteria will be applied to characterize pavement conditions and estimate present and future improvement needs. For interstate and parkway roads, in addition to roughness testing, each pavement section will be assessed yearly for rutting, visual distresses, and changes in conditions to determine present and future improvement needs.

Condition assessments will be provided each year in two reports. These are the *Condition of Pavements: Interstates and Parkways* and *Condition of Pavements: MP and RS Roads*.

## IDENTIFICATION, EVALUATION, & RANKING OF PAVEMENTS FOR IMPROVEMENTS

The following shows the pavement improvement procedures for state-maintained roads:

- **Interstate and Parkway Roads**—All interstate and parkway pavements will be evaluated annually on the basis of rideability, rutting, visual distresses, and changes in condition over time. Pavements will be ranked by condition. Recommended treatment and estimated cost will be provided. These pavements will be recommended for inclusion in the Cabinet's, biennially updated, Six-Year Highway Plan.

- **Other Roads**—The Operations and Pavement Management Branch will provide highway districts with the ride quality of all pavements in the *Condition of Highways: MP and RS Roads*. Districts will identify and provide the Operations and Pavement Management Branch a list of pavements likely in need of resurfacing.

The branch will then evaluate pavements recommended by the districts and pavements selected by the Division of Maintenance staff. Evaluations will consist of visual condition survey, rideability, and rutting. Demerit points will be assigned to each rating element.

**IDENTIFICATION, EVALUATION, & RANKING OF PAVEMENTS FOR IMPROVEMENTS (CONT.)**

The total points scored will be used to rank pavements in each district. After review of evaluation results, the districts will enter their priority ranking of pavements, recommend treatment and cost estimate, and return the forms to the Operations and Pavement Management Branch.

The recommended projects will be reviewed and forwarded to the Roadway Preservation Branch of the Division of Maintenance for inclusion in the annual FD05 resurfacing program. Copies of the completed evaluation forms and tabulations will also be provided to each district.

The Division of Maintenance has established an allocation formula that must be used to determine the amount of money each district will receive for resurfacing projects. This formula provides equity among the districts in terms of pavement condition and need. The formula is based on lane-miles of roads, cost of asphalt materials, and condition of pavements in the district.

Each spring, the Operations and Pavement Branch shall prepare the *Condition of Pavements on Kentucky Highways* report. This report will be divided into two volumes—one for interstate and parkway roads, and the other for MP and RS roads.

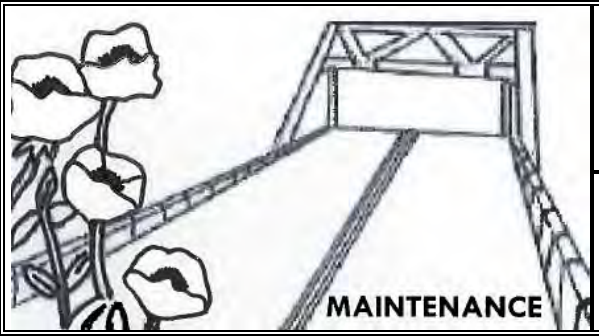
**SKID RESISTANCE**

The Division of Materials shall conduct skid resistance tests as requested by the Chief District Engineer. The Operations and Pavement Management Branch will receive skid test results and provide engineering analysis to identify pavements qualifying for deslicking. The qualifying pavements will be submitted to the districts for consideration to deslick or to post warning signs.

**RIDEABILITY REQUIREMENT FOR NEW SURFACES**

The districts shall identify projects with rideability requirements for new surfaces and request the Division of Construction to schedule testing. The Division of Construction, in turn, will request the Operations and Pavement Management Branch to conduct and report the tests.

Results of all tests on new surfaces will be issued in an annual report that includes any needed changes in rideability requirements (as well as possible application of rideability requirements to a broader range of surface treatments).




***Chapter***

OPERATIONS & PAVEMENT MANAGEMENT

***Subject***

Annual Resurfacing Program & State Primary Rehabilitation Program

**MAJOR TASKS**

Each year, the Operations and Pavement Management Branch shall:

- Perform detailed pavement condition evaluations, rideability and rut-depth measurements of about 900 pavement sections (2,400 miles)
- Recommend and negotiate pavement rehabilitation treatments and priority rankings
- Prepare a summary report on evaluation findings

**PERFORMANCE CRITERIA**

The Operations and Pavement Management Branch shall:

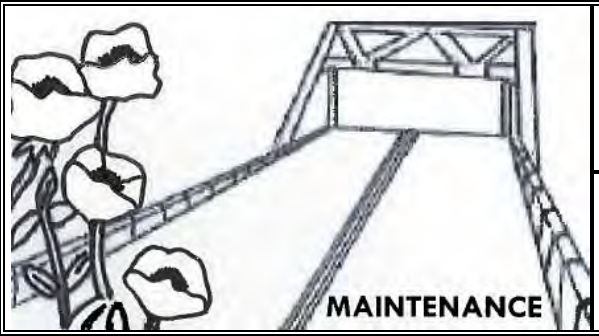
- Tabulate pavement sections submitted by districts and other sources
- Prepare evaluation forms
- Mark maps
- Begin evaluations by May 1
- Complete evaluation of all pavement sections and send forms to district personnel by August 30
- Compile all data and forward information to the Roadway Preservation Branch by October 15

The TEBM for the Operations and Pavement Management Branch shall prepare a summary report and distribute it to the following by February 1:

- State Highway Engineer
- Executive Director for Project Delivery and Preservation
- Director of the Division of Maintenance
- FHWA Engineering and Program Coordinator
- District Project Delivery and Preservation Branch Managers
- Executive Director for the Office of Rural and Secondary Roads

**QUALITY OF COMPLETED TASKS**

Resurfacing and rehabilitation evaluations will be performed by teams consisting of two engineers in the Operations and Pavement Management Branch. Each individual evaluator must perform at least fifty evaluations with every other engineer within the branch to ensure consistency in scoring methodology.




***Chapter***

OPERATIONS & PAVEMENT MANAGEMENT

***Subject***

Interstates & Parkways

**MAJOR TASKS**

Each year the Operations and Pavement Management Branch shall:

- Perform detailed pavement condition evaluations
- Take rideability and rut-depth measurements of all interstate and parkway pavements
- Recommend and negotiate pavement rehabilitation treatments and priority rankings
- Issue reports on pavement conditions of interstates and parkways, including historical condition data and present and future rehabilitation needs

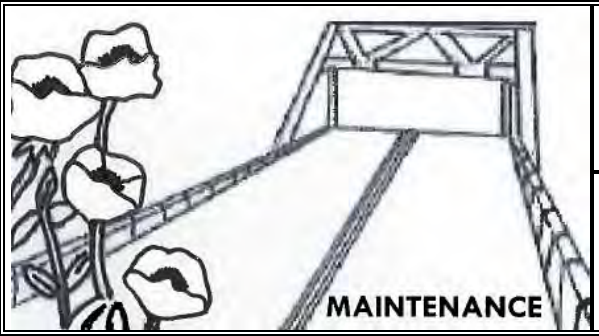
**PERFORMANCE CRITERIA**

The Operations and Pavement Management Branch shall:

- Complete rideability testing by August 31
- Complete condition evaluations and needs tabulation by December 31
- Prepare and distribute reports by February 1

**QUALITY OF COMPLETED TASKS**

All interstate and parkway pavements shall be evaluated by two engineers in the Operations and Pavement Management Branch. In order to ensure consistency between evaluators, all engineers involved in testing will individually evaluate no less then ten sections or forty miles of pavement each year prior to the beginning of testing. After evaluating each section, results will be compared to determine if significant discrepancies exist. If such discrepancies are found, the *Pavement Management Field Handbook* will be reviewed and a consensus score determined. Engineers will then adjust their rating methods to conform to the accepted standard. Engineers can obtain the *Pavement Management Field Handbook* from the Operations and Pavement Management Branch.




***Chapter***

OPERATIONS & PAVEMENT MANAGEMENT

***Subject***

Condition of Other Roads

**MAJOR TASKS**

The Operations and Pavement Management Branch shall:

- Perform rideability testing of other state-maintained roads and quantify pavement conditions
- Test the National Highway System each year
- Test the State Primary, State Secondary, Supplemental and Rural Secondary roads at a minimum of once every two years
- Issue annually a report on condition of the State Primary, State Secondary, and Supplemental Roads and a report on the Rural Secondary Roads that includes historical information, present overlay needs, and detailed information about pavement sections

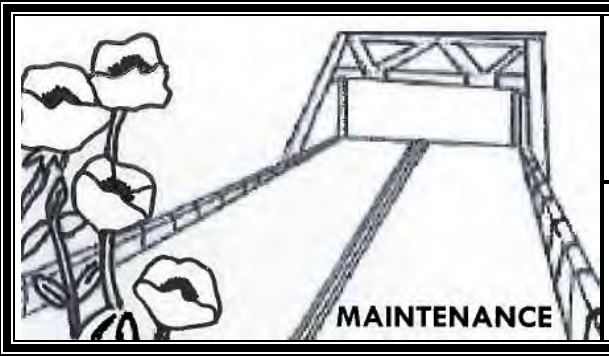
**PERFORMANCE CRITERIA**

The Operations and Pavement Management Branch shall:

- Annually test at least 99% of all selected roadway miles for rideability
- Update all pavement sections for mile-point termini, system change, resurfacing date, and traffic volumes
- Prepare and distribute data by May 15 each year in the *Condition of Pavements – MP and RS Systems* report

**QUALITY OF COMPLETED TASKS**

Testing equipment shall be calibrated and correlated biweekly to ensure parameters are within tolerance. Operators shall keep a field log of all test sections and check all data for any inconsistencies or errors and correct these errors if possible.




***Chapter***

OPERATIONS & PAVEMENT MANAGEMENT

***Subject***

Rideability Requirements

**MAJOR TASKS**

Each year the Operations and Pavement Management Branch shall:

- Test all projects with ride quality specification for conformity with rideability requirements
- Report results to the Division of Construction
- Issue an annual report on findings and recommendations

**PERFORMANCE CRITERIA**

The Operations and Pavement Management Branch shall test and report each project within two weeks of receiving the rideability request form for testing.

**QUALITY OF COMPLETED TASKS**

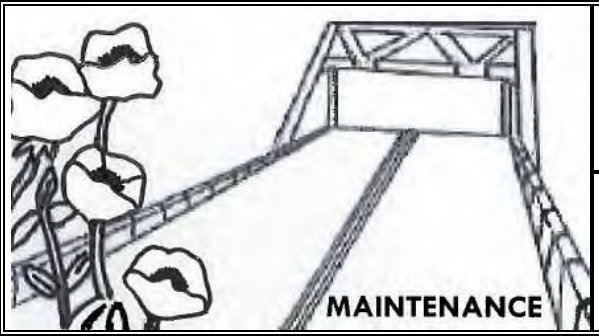
The operator shall calibrate the system of each vehicle every two weeks during testing season.

**Note:** Testing shall not take place unless calibration has been performed.

The distance calibration is performed by comparing the DMI output of the vehicle against a known two-mile distance. Three runs are made and an average of the runs is used. No run can vary by more than 5%.

The IRI calibration requires testing a series of selected pavements. Each section is tested three times. No run can vary by more than 5%.

Additionally, all vehicles are compared to each other and should not vary by more than 5%.




***Chapter***

OPERATIONS & PAVEMENT MANAGEMENT

***Subject***

Six-Year Plan

**MAJOR TASKS**

In odd-numbered years, the Operations and Pavement Management Branch shall:

- Prepare tabulations of recommended pavement rehabilitation for interstate, parkway and state primary roads to be included in the next six-year plan

  **Note:** The tabulations will be priority ranked and include recommended treatment, cost estimate, and the recommended fiscal year for rehabilitation work to be done.

- Update tabulations and distribute the plan (after the plan receives approval)

**PERFORMANCE CRITERIA**

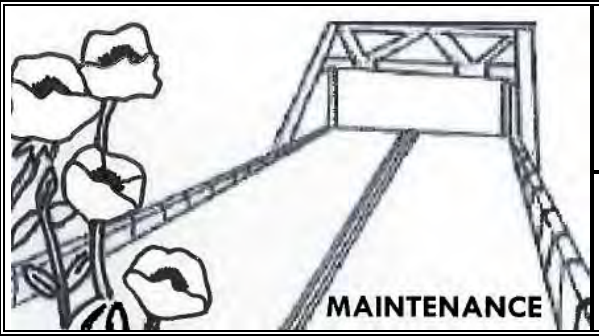
The Operations and Pavement Management Branch shall:

- Complete tabulations of recommended pavement rehabilitation work by June 30 of odd-numbered years

- Complete and distribute tabulations of pavements approved for rehabilitation by June 30 of even-numbered years

**QUALITY OF COMPLETED TASKS**

None




***Chapter***

OPERATIONS & PAVEMENT MANAGEMENT

***Subject***

Highway Performance Monitoring Study (HPMS)

**MAJOR TASKS**

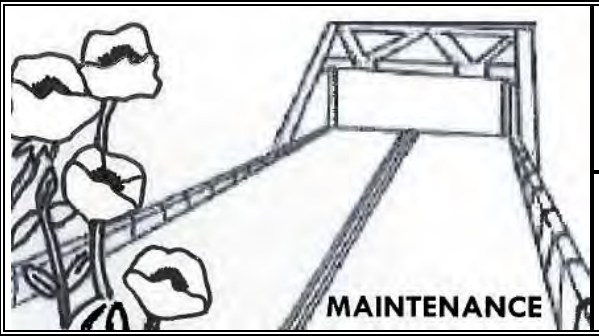
The Operations and Pavement Management Branch shall provide rideability test results to the Division of Planning for Highway Performance Monitoring Study (HPMS) sections.

**PERFORMANCE CRITERIA**

The Operations and Pavement Management Branch shall test sections in even-numbered years and make data available by April 15 of odd-numbered years.

**QUALITY OF COMPLETED TASKS**

Testing equipment shall be calibrated and correlated biweekly to ensure parameters are within tolerance. Operators shall keep a field log of all test sections and check all data for any inconsistencies or errors and correct these errors if possible.




***Chapter***

OPERATIONS & PAVEMENT MANAGEMENT

***Subject***

Maintenance Rating Program (MRP)

**MAJOR TASKS**

The Maintenance Rating Program is a systematic measurement process that uses roadway condition surveys to estimate the needs for routine maintenance. The Operations and Pavement Management Branch responsibilities include:

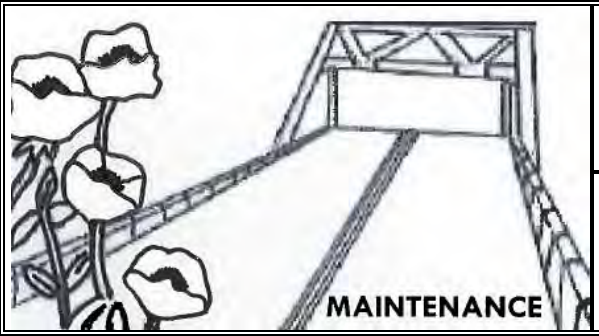
- Coordinate statewide data collection each year
- Ensure data is properly recorded in database
- Analyze data and prepare a summary report for use by management and district personnel

**PERFORMANCE CRITERIA**

Each district collects data from approximately 300 randomly selected roadway segments annually. The Division of Maintenance shall provide Maintenance Rating Program Inspection Forms to the districts in June to be completed within three months of receipt. The Operations and Pavement Management Branch shall prepare the annual *Maintenance Rating Program Report* by February 1 of each year.

**QUALITY OF COMPLETED TASKS**

Teams from the Operations and Pavement Management Branch shall reinspect approximately 10% of all segments evaluated in each district. The results of the quality assurance inspections are compared to the original inspections and used to determine additional needs for training of field data collection teams.




***Chapter***

OPERATIONS & PAVEMENT MANAGEMENT

***Subject***

Operations Management System (OMS)

**MAJOR TASKS**

The Operations Management System (OMS) provides users and management with a tool to track, report, and document all labor, equipment, and materials necessary to perform daily maintenance activities. Major responsibilities of the Pavement and Operations Management Branch include:

- Providing user support
- Preparing reports for various district and Central Office personnel
- Conducting periodic system audits to ensure accuracy of data
- Providing training for users
- Working with developers to incorporate identified modification needs into the system

**PERFORMANCE CRITERIA**

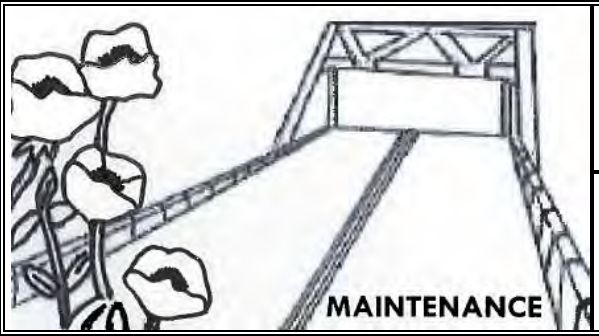
The Operations and Pavement Management Branch shall:

- Prepare the annual *Operations Management System Report* by October of each year
- Conduct system audits quarterly and include methodology and results of the audits in the *Operations Management System Report*
- Perform quarterly training of new users and maintain documentation of users trained

Maintenance and traffic crews shall conduct regular material inventory counts throughout the fiscal year. All discrepancies are to be corrected or adjusted in order to maintain a balanced inventory. Results of counts will be compiled by the districts and sent to the Operations and Pavement Management Branch at the end of each quarter.

**QUALITY OF COMPLETED TASKS**

District crews shall maintain material inventory error rates of less than 10% as measured during the fiscal year-end inventory reconciliation. Responsible individuals for crews exceeding this rate must attend material inventory training.




***Chapter***

MATERIALS

***Subject***

Applicability of Standard Specifications & Test Reports

**POLICY**

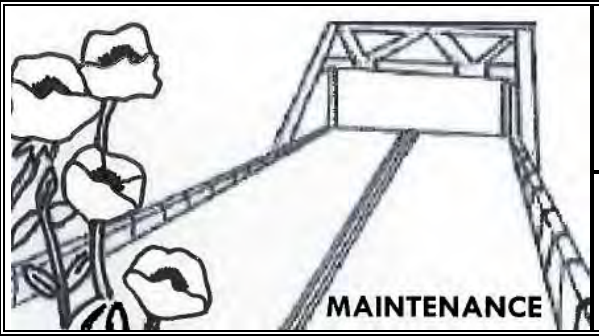
Unless otherwise approved, all materials shall meet the requirements established in the Standard Specifications for Road and Bridge Construction and the amendments thereto.

**MATERIALS WITH SPECIAL SPECIFICATIONS**

Occasionally, special specifications may be developed and used for particular projects. The State Highway Engineer shall approve these special specifications.

**MATERIALS BOUGHT BY EMERGENCY PURCHASE**

For materials bought by emergency purchase, test reports may be waived but this material must meet the Department's specifications and may be tested after delivery.




***Chapter***

MATERIALS

***Subject***

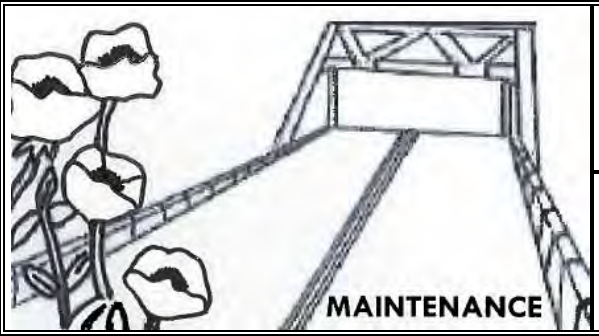
Inventory Required

**POLICY**

The district shall keep an inventory of materials on-hand. This includes materials that were specifically purchased for a specific project (ProCard purchases, Force Account, etc.) unless such materials are being taken immediately to the project site.

The district shall:

- Keep this inventory current by recording purchases, transfers, and usage in the Operations Management System (OMS)
- Conduct a year-end materials inventory count
- Submit the year-end inventory count to the Division of Maintenance
- Conduct periodic materials inventory counts throughout the year as directed by the Division of Maintenance




***Chapter***

MATERIALS

***Subject***

Checking Weights

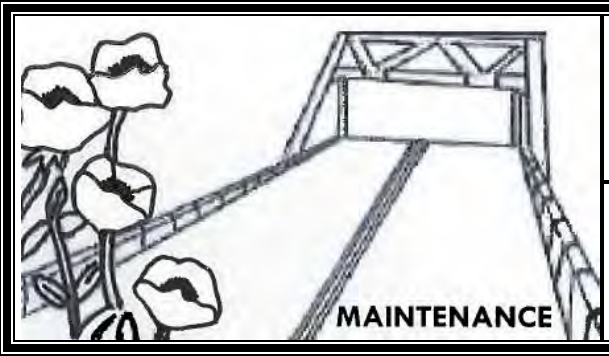
**POLICY**

The weighing of certain maintenance materials by bonded weigh men is not required; however, each load of such material received shall be accompanied by a weigh ticket signed by the supplier's employee who weighs the material certifying to the weight thereof. The supplier must furnish the district, in advance, with the names of a reasonable number of employees that the supplier proposes to use in weighing materials for delivery to the Department. The Chief District Engineer shall refuse delivery of materials weighed by any person suspected of or known of falsifying weight tickets, if the supplier is notified in writing that such an employee is not acceptable to the Department for weighing materials.

**SPOT CHECKING WEIGHTS**

The district shall periodically, at irregular intervals, check weigh materials. Spot checking weights shall be done in accordance with the Standard Specifications for Road and Bridge Construction. The amount of check weighing deemed necessary to ensure against short weights shall be determined by the Chief District Engineer or their representative, but shall not be at such frequent intervals that the supplier's delivery operation is seriously hindered. Check weighing shall be performed at Department of Vehicle Enforcement scales or any other certified scales along the route of delivery. Department of Vehicle Enforcement portable scales shall not be used for check weighing.

A record of check weighing shall be maintained in the district office and shall be submitted annually to the Director of the Division of Maintenance. Any substantial variance between the weights shown by the supplier and that determined by spot checking shall be reported to the Director of the Division of Maintenance and the Director of the Division of Purchases.




***Chapter***

EXPLOSIVES

***Subject***

General

**DEFINITION**

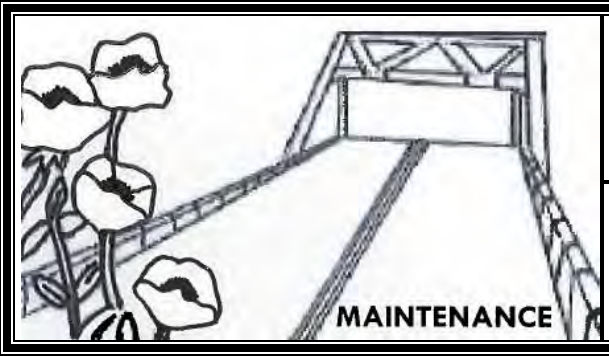
The term "explosive" or "explosives" shall mean any chemical compound, mixture, or device that has the primary or common purpose of functioning by explosion (that is with substantially instantaneous release of gas and heat).

**POLICY**

The use of explosives in Department operations is limited, however, explosive materials must be considered dangerous unless they are handled in a proper manner. The supervisor responsible for any operation requiring the use of explosives shall select a certified blaster and place them in full charge of that phase of the operation.

Each district, the Division of Maintenance, and the Division of Traffic Operations shall keep on file a copy of:

- Kentucky Transportation Cabinet *Employee Safety and Health Manual*
- Kentucky Occupational Safety and Health State Plan adopted under 803 KAR Chapter 2




***Chapter***

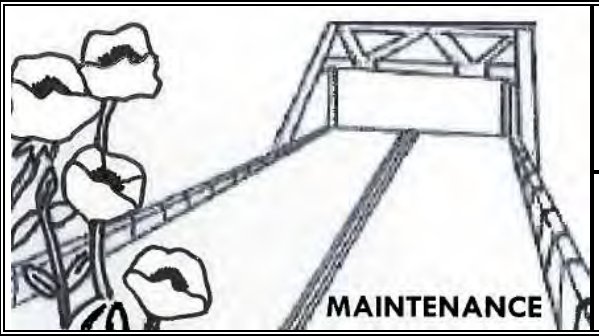
EXPLOSIVES

***Subject***

Usage

**POLICY**

Explosives procurement, transportation, storage, and blasting shall comply with Kentucky Occupational Safety and Health Standards, current edition, State Fire Marshal regulations, and Cabinet policies and procedures.




***Chapter***

EXPLOSIVES

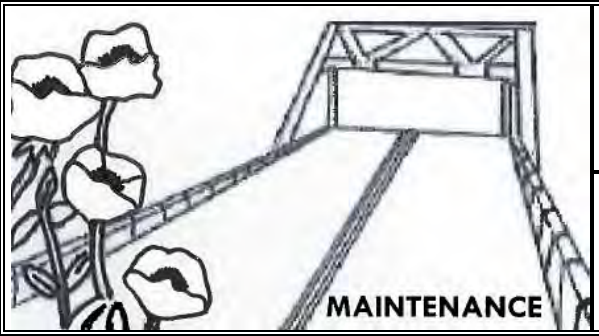
***Subject***

Reporting Theft of Explosives

**POLICY**

When explosives are stolen from state property, within any district, or from any state-maintained facility, the CDE shall immediately notify:

- State Fire Marshal's Office
- U. S. Treasury Department; Alcohol, Tobacco, and Firearms (ATF) Section
- Division of Maintenance
- State and local police agencies




***Chapter***

EQUIPMENT

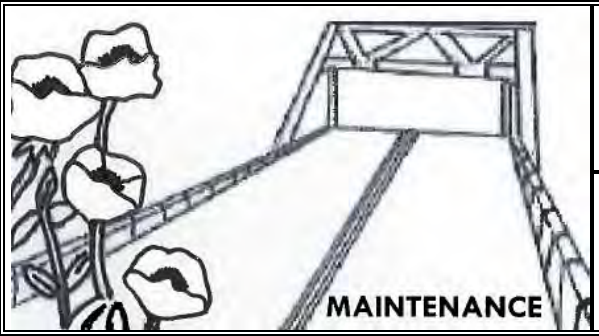
***Subject***

General

**OVERVIEW**

The Cabinet is authorized to obtain equipment necessary for the construction and maintenance of a system of roads. Equipment may be rented from private vendors when Cabinet-owned equipment is not available to carry out the work program.

State-owned equipment is assigned to each county maintenance crew and may be reassigned by the Chief District Engineer as deemed necessary.




***Chapter***

EQUIPMENT

***Subject***

Operations, Preventive Maintenance, & Repair Responsibility

**SUPERINTENDENT'S RESPONSIBILITY**

The superintendent shall provide general supervision and make employees under his or her supervision aware of the items in this chapter. The superintendent shall provide general guidance and spot check equipment to ensure that all employees adhere to this policy.

**OPERATOR'S RESPONSIBILITY**

The operator of each unit is responsible for the safe operation and preventive maintenance of the unit. The operator shall keep the unit clean and see that it is greased, receives proper oil changes, and is completely winterized.

See the *Equipment Guidance Manual* for further instruction on the use and care of equipment.

**REPAIR RESPONSIBILITY**

The district garages shall ascertain necessary repairs and maintain units in good operating condition. When a piece of state equipment has been damaged in an accident, and the equipment is brought to one of the district garages for repair, a KSP 232 form, *Kentucky Uniform Traffic Accident Report* (**Exhibit MAIN-9019**) must be presented to the garage supervisor. A copy of this report will be attached to the repair order. Repair orders must be documented within the Operations Management System. (See the *OMS Equipment Policy and Procedures Manual* which can be obtained from the OMS Team, Operations and Pavement Management Branch in the Division of Maintenance.)

**REPORTING USAGE**

Usage for equipment and fleet vehicles must be reported daily in the Operations Management System by the crew within which the work is performed. (See the *OMS Work Orders Policy and Procedures Manual* which can be obtained from the OMS Team, Operations and Pavement Management Branch in the Division of Maintenance.)

**PREVENTING CONTENTS FROM ESCAPING LOADED VEHICLES**

All department vehicles must be operated in accordance with KRS 189.150.

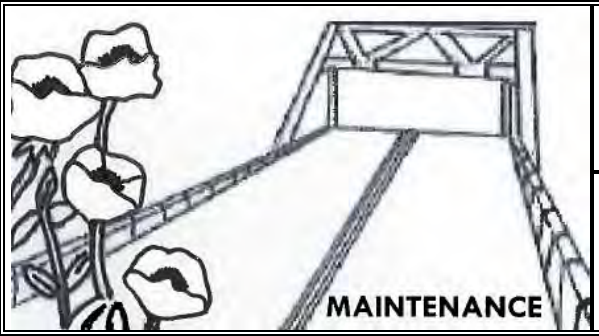
**PREVENTING CONTENTS FROM ESCAPING LOADED VEHICLES (CONT.)**

All departmental vehicles transporting aggregates, salt, asphalt mixtures, brush, dirt, litter, or any other material that could be blown or dislodged from the vehicle must be covered with a tarpaulin, net, or other suitable means to prevent the contents from leaking, shifting, or escaping.

Operations such as ditching, snow and ice control, sealing, or spraying would be exempt.

**REPORTING COLLISION DAMAGE**

The driver of any vehicle or other piece of equipment involved in an accident shall prepare a KSP 232 form, *Kentucky Uniform Traffic Accident Report* (**Exhibit MAIN-9019**), as completely and promptly as possible. (See Chapter 7 of the *Employee Safety and Health Manual*.)




***Chapter***

EQUIPMENT

***Subject***

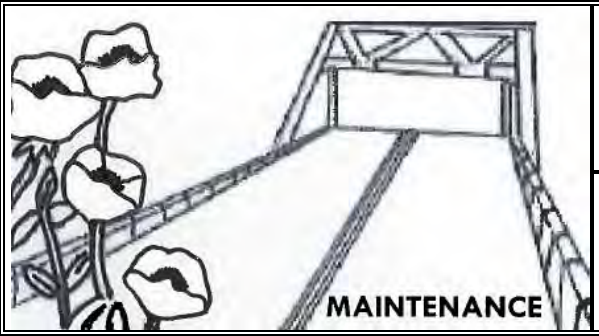
Examination of Operator's License

**POLICY**

Each operator shall have a current Kentucky operator's license and a Class A CDL license. Each district shall initiate a procedure to periodically assure that each operator of licensed equipment does have a valid operator's license and be prepared to supply the Central Office with documentation of this fact upon request.

**DAILY OPERATOR REQUIREMENTS**

See the *Equipment Guidance Manual*.




***Chapter***

EQUIPMENT

***Subject***

Convoys & Spacing

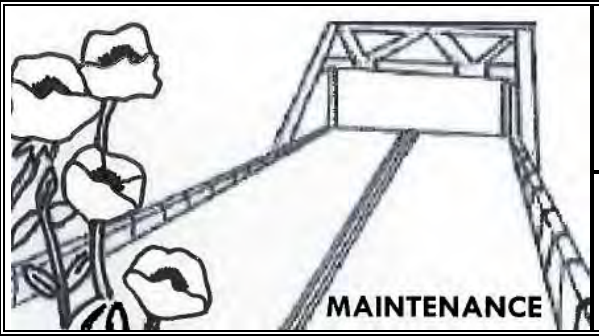
**DISTANCE**

Drivers and operators of trucks and units of heavy equipment will, whenever possible, maintain a distance of 300 to 500 feet from other units traveling in the same direction when the units are engaged in movement on highways.

**COURTESY**

Each driver and operator of a slow moving vehicle will be responsible to extend to the public the courtesy of pulling over, whenever possible, in order to let vehicles to the rear pass through to prevent traffic tie-ups and slow-downs. This is in addition to all other courtesies considered as “good manners” on the road.

Drivers and operators shall learn and apply “defensive driving” techniques in operating state vehicles and equipment.




***Chapter***

EQUIPMENT

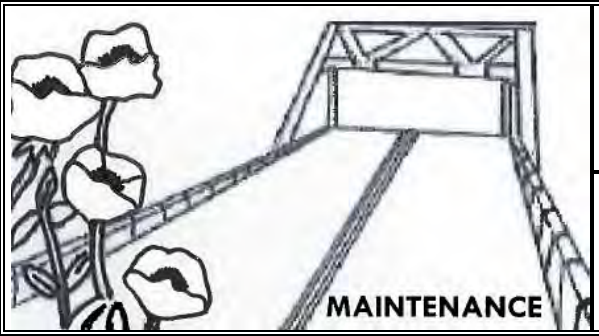
***Subject***

Parking of Departmental Equipment on Highways

**POLICY**

Departmental equipment should not stop or park on the driving lanes of any highway unless it becomes necessary to make repairs to the traffic lanes and then only after the necessary traffic control measures have been taken, in conformance with the *Manual on Uniform Traffic Control Devices*.

Department-owned or rented equipment shall not be parked for extended periods or overnight in the median or on the roadside within thirty feet of the riding surface unless it is behind the guardrail or some other existing barrier, that would preclude impact with the equipment by an errant vehicle.




***Chapter***

EQUIPMENT

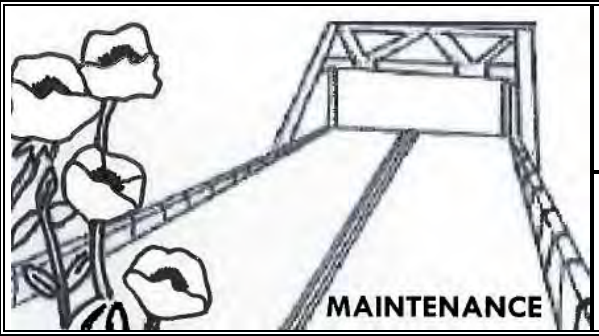
***Subject***

Flashing Lights

**USAGE**

Department personnel shall use amber flashing lights on highway equipment as a precautionary measure while performing work that requires stopping and standing or moving at slow speeds within or adjacent to the traveled portions of highways.

For detailed information on equipment lighting guidelines, see the *Equipment Guidance Manual*.




***Chapter***

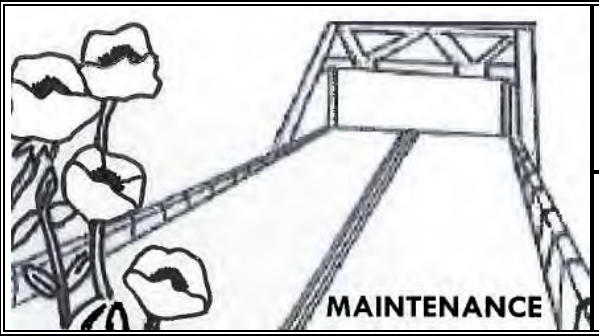
EQUIPMENT

***Subject***

Emergency Equipment Rental

**DEFINITION** Emergency equipment rental includes equipment needed for snow and ice removal, flood relief work, and other disaster work. It would include slip and slide work that is of a magnitude that would stop traffic or cause intolerable delays to the traveling public.

**RENTAL REQUEST** Emergency equipment rental shall be accomplished in accordance with emergency purchase regulations and procedures established by the Division of Purchases and the Finance and Administration Cabinet.




***Chapter***

EQUIPMENT

***Subject***

Leasing of Equipment for Departmental Use from Private Vendors

**POLICY**

The Chief District Engineer (CDE) shall determine the equipment necessary to carry out the district's responsibilities. If the equipment is not available in the district, the CDE shall contact the Director of the Division of Equipment (except on emergency equipment rental) and make the district's needs known. If the situation dictates, this may be done by telephone.

The Division of Equipment shall review the request to determine if Department equipment is being fully utilized. The Director of the Division of Equipment will advise the district if the needed equipment is available or not available at the central garage or another district.

If the needed equipment is not available, the CDE shall prepare a requisition for rented equipment to be obtained by competitive bids in accordance with purchasing regulations established by the Division of Purchases and the Finance and Administration Cabinet.

**EQUIPMENT RENTAL CONTRACTS**

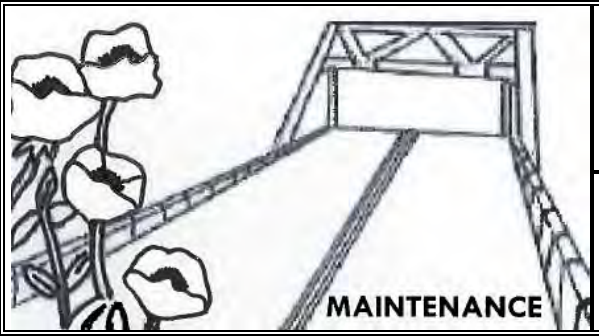
All equipment rental contracts shall be for specific projects (Maintenance sites). The projects shall be listed with the equipment rental request along with an estimated number of hours for each piece of equipment. The equipment rented for specific projects shall not be used for other projects.

**Note:** One exception to this procedure is when a piece of equipment or a very few pieces are needed for augmenting the district-wide Maintenance fleet on a limited basis. These requests shall have prior approval of the State Highway Engineer.

The supplemental equipment rental contracts are expected to be limited to a specific estimated number of hours. The hours shall not exceed the submitted estimate of hours in any one contract by more than 50% for any individual piece of equipment, whether equipment rental is by project (Maintenance site) or augmenting the district equipment fleet. Written consent from the Director of the Division of Maintenance will be required for deviation from this policy.

**REPORTING USE OF RENTED EQUIPMENT**

The TC 71-214 form, *Daily Report on Use of Rented Equipment* (**Exhibit MAIN-9011**) must be completed at the end of each workday to record the type of equipment used and the number of hours each piece of equipment was in operation. This form shall be verified for accuracy by the KYTC employee monitor and the contract equipment operator and used for billing purposes. The original copy shall be provided to the rental equipment contractor and must be attached to the invoice submitted to the district office for payment. The maintenance garage will retain one copy and send one copy to the district office at the end of each week. The Chief District Engineer or authorized agent is responsible for ensuring the accuracy of the form before payment authorization and submission to Central Office.




***Chapter***

EQUIPMENT

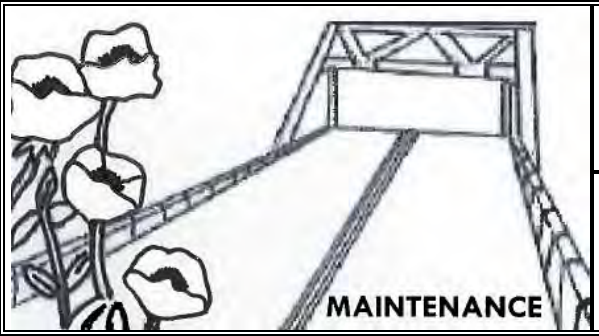
***Subject***

Sharing Equipment with Counties or Cities

**POLICY**

The Department may assist a county or city in performing maintenance and construction activities on county roads and city streets by providing equipment and operations when such assistance will not interfere with or delay the Department's operations.

The Department shall provide such assistance in accordance to **MAIN-1300**.



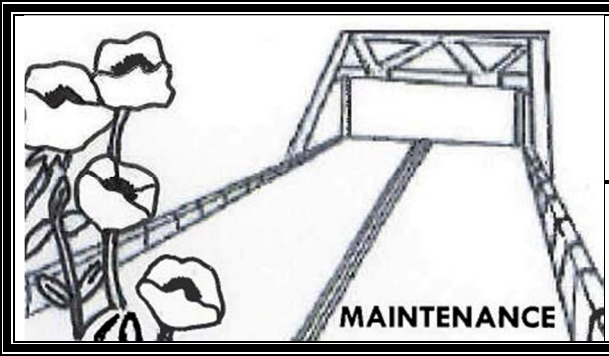

***Chapter***

EQUIPMENT

***Subject***

Funding New Additional Equipment Requirements

**POLICY** See the *Equipment Guidance Manual*.




*Chapter*

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*Subject*

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KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-223E
07/2010
Page 1 of 2

# AGREEMENT FOR SERVICES TO BE PERFORMED IN CONJUNCTION WITH GOVERNMENTAL AGENCIES

This agreement made and entered into by and between Kentucky Transportation Cabinet, party of the first part, and

_____, party of the second part.

WITNESSETH:

WHEREAS, the party of the second part has requested the party of the first part to perform the hereinafter described services, and

WHEREAS, the party of the first part has agreed to perform said services at the expense of the party of the second part.

NOW THEREFORE, it is hereby agreed between the parties hereto as follows:

(1) The party of the first part does agree to perform the hereinafter described services and does agree to interaccount the party of the second part for the actual costs incurred in rendering said services.

(2) The party of the first part agrees that the herein described services are to be performed on or about _____
Date

(3) The party of the second part does agree to be liable to the party of the first part for the actual costs of the herein described services and to pay the actual costs of said services upon being interaccounted for said services by the party of the first part.

(4) The party of the second part agrees that the services requested herein will be for public use and that no part will be diverted to private use. If the service requested herein involves the sale of bulk materials (salt, stone, etc.) to the second party, the second party agrees that these bulk materials will be used only on public right of way.

---

Services to Be Performed

Location _____

Description of Services

_____

Estimation of Costs for Services to Be Performed

Labor _____

Equipment Rental _____

Materials _____

Support _____

TOTAL _____

**Note: Due to fluctuation in material costs, estimated amount is subject to change. Estimated amount is good for 30 days.**

IN TESTIMONY WHEREOF, witness the duly authorized signatures of the parties hereto this _____
Day/Month/Year

_____ Party of the First Part _____ Title

Approved as to Form and Legality

_____ Party of the Second Part _____ Title _____ KYTC Legal Services

KENTUCKY TRANSPORTATION CABINET
Division of Right of Way and Utilities

TC 69-10E
Rev. 09/02

## ANNUAL REPORT OF RAILROAD GRADE CROSSING SIGNAL DEVICES

District:_____ County:_____

Project Number:_____ Road Route Number:_____

Road Name:_____

Name of Railroad Company:_____

Location of Railroad Crossing:_____

Type of Protection Devices:_____

Number of Tracks:_____

Is signal device maintenance adequately performed by railroad company? ☐ Yes ☐ No

If not, explain in Remarks section.

Was signal device in service at all times during the year? ☐ Yes ☐ No

If not, give date it was installed_____ or removed_____.

**NOTE: This report is to include those signal devices that are covered by Maintenance Agreements between Department of Highways and Railroad Companies whereby the railroads perform signal maintenance and are reimbursed by the Department of Highways. Report to be submitted by July 1 of each year.**

Remarks:

Signature:_____ Date:_____
TEBM - Operations

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-204E
Rev. 06/2008

# INDUSTRIAL HAUL PERMIT: TRUCK INFORMATION

Attachment 1

Applicant Company Name _____
Address _____
City, State, ZIP _____
Phone _____
Fax _____

District Office _____
Address _____
City, State, ZIP _____
Phone _____
Fax _____

IHP Control No. _____

Date _____

| Truck Owner / Unit No. | KYU No. / License No. | Make/Model / Serial No. | Axle Spacing (1 to 2, 2 to 3, 3 to 4, 4 to 5) | Truck Type |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Truck Type I = 44,000 lbs (2 axles)
Truck Type II = 54,000 lbs (3 axles)
Truck Type III = 68,000 lbs (4 axles)
Truck Type IV = 80,000 lbs (5 axles)

See KRS 189.222 for legal axle load limits.

Due to axle load limits, the maximum gross load may not be legally attainable for Truck Type III

Print Name _____ Title _____

Signature _____ Date _____

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-205E
Rev. 06/2008

# INDUSTRIAL HAUL PERMIT: TRANSPORTATION PLAN

Attachment 2

| | | | |
|---|---|---|---|
| Applicant Company Name | _____ | District Office | _____ |
| Address | _____ | Address | _____ |
| City, State, ZIP | _____ | City, State, ZIP | _____ |
| Phone | _____ | Phone | _____ |
| Fax | _____ | Fax | _____ |

IHP Control No. _____ Date _____

| Route Type | County | Route | Begin MP | End MP | Length | Weight Limits Type II | Type III | Type IV | HWY Class | Road Cond. |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

Route Type
R = Posted or Reduced Weight Limit
P = Permitted Vehicle Only
B = All Vehicles of the Same Type

Truck Type II = 54,000 lbs (3 axles)
Truck Type III = 68,000 lbs (4 axles)
Truck Type IV = 80,000 lbs (5 axles)

See KRS 189.222 for legal axle load limits.

Due to axle load limits, the maximum gross load may not be legally attainable for Truck Type III

Print Name _____ Title _____

Signature _____ Date _____

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-206E
Rev. 06/2008

# INDUSTRIAL HAUL PERMIT: BRIDGE WEIGHT LIMITS

Attachment 3

Applicant Company Name _____
Address _____
City, State, ZIP _____
Phone _____
Fax _____

District Office _____
Address _____
City, State, ZIP _____
Phone _____
Fax _____

IHP Control No. _____

Date _____

| Route Type | Bridge No. | County | Route | Mile Post | Weight Limits Type II | Type III | Type IV | HWY Class |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

Route Type
R = Posted or Reduced Weight Limit
P = Permitted Vehicle Only
B = All Vehicles of the Same Type

Truck Type II = 54,000 lbs (3 axles)
Truck Type III = 68,000 lbs (4 axles)
Truck Type IV = 80,000 lbs (5 axles)

See KRS 189.222 for legal axle load limits.

Due to axle load limits, the maximum gross load may not be legally attainable for Truck Type III

Print Name _____ Title _____

Signature _____ Date _____

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-224E
Rev. 06/2008

# INDUSTRIAL HAUL PERMIT: BRIDGE ANALYSIS REQUEST

Attachment 4

| | | | |
|---|---|---|---|
| Applicant Company Name | _____ | District Office | _____ |
| Address | _____ | Address | _____ |
| City, State, ZIP | _____ | City, State, ZIP | _____ |
| Phone | _____ | Phone | _____ |
| Fax | _____ | Fax | _____ |

IHP Control No. _____ Date _____

| County | Route | Begin MP | End MP | Description |
|---|---|---|---|---|
| | | | | |

## Sample Letter to Owner

Date

Honorable Name
_____County Judge/Executive
_____County Courthouse
_____, Kentucky zip code

(Dear Sir or Madame:
Dear Judge Name:
Your Honor :)

Subject: Bridge #

This letter confirms the telephone (or personal) contact with Mr. Name on date, about the subject bridge. The Bridge's recent NBIS inspection revealed a critical problem(s) that requires immediate attention. Attached are the NBIS inspection report and the Department's Critical Bridge Maintenance Needs Report for this bridge. These documents describe the problem.

Discuss the problem or problems and the recommended action. If these action(s) are not taken, the bride should be closed to traffic.

Please notify the Department within 3 days of the course of action you choose to take. If no action is taken, the Department will consider the structure closed and if it remains open your county will no be in compliance with posting requirements and therefore not eligible for federal funding in the replacement of structures.

If you have any questions about this situation please contact name and phone number.

Sincerely,

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-14E
Rev. 03/2009

# CONSENT AND RELEASE

County _____ Road _____

Route No. _____ Address _____

Mile Point _____ _____

WHEREAS, the Transportation Cabinet, Commonwealth of Kentucky, in order to protect Highway No. _____ finds it necessary to do the following work:

The work will be done on the land of:

NOW, THEREFORE, in consideration of the above and the incidental benefits accruing to the property, I hereby consent and agree that the Transportation Cabinet may come upon the above property and do the work as set out above, and do further agree that I will assert no claim for damages against the Transportation Cabinet by reason of said work, but by these presents shall be forever barred.

Date _____
Day/Month/Year

_____
Property Owner

_____
Property Owner

Witness _____
County Superintendent/Designated Representative

Approved _____
Chief District Engineer

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-132E
07/2008

# CONSULTANT BRIDGE INSPECTION FIELD REVIEW REPORT

Project _____

Consultant _____

Date _____ Time (on job) _____ Time (off job) _____ ___ ET ___ CT

Weather Conditions _____

## TRAFFIC CONTROL

Standard Drawing Number _____

Are signs in place, properly spaced, and in good condition? ___ Yes ___ No

Is cone taper correct and flagman/arrow being used properly? (When guard rail tapers into bridge end and arrow is used, cone taper should be completed 250 feet before bridge end.) ___ Yes ___ No

Comments

## INSPECTION TEAM

Name _____ Number _____
Chief Inspector (on job) Crew Members (on job)

## GENERAL COMMENTS

Describe inspection work, equipment, and progress.

Name _____
Reviewer

Kentucky Transportation Cabinet
Department of Highways
Division of Maintenance

TC 71-5
Rev.
7/2008

# CRITICAL BRIDGE MAINTENANCE NEEDS INSPECTION REPORT

**Bridge ID:** _____ **Inspector:** _____ **Date:** _____

**Mile point:** _____ **Long/Lat:** _____

**A CRITICAL BRIDGE MAINTENANCE NEED is "Any existing localized condition which immediately threatens the structural integrity of a structure to the extent that load restrictions or closure is warranted; or any condition which immediately threatens the traveling public's safety".**

| CODE | DESCRIPTION OF CRITICAL ITEM | RECOMMENDED MAINTENANCE ACTION | DATE COMPLETED |
|---|---|---|---|
| 1 | Cracks, severe section loss or other defect in load carrying member which impairs its ability to carry load | | |
| 2 | Loss of load bearing capability due to loss of bearing support, severe misalignment of bearing devices , or settlement of | | |
| 3 | Scour or undermining of substructure foundations | | |
| 4 | Impact damage to structural members | | |
| 5 | Severe drift accumulation | | |
| 6 | Severe misalignment of structural members | | |
| 7 | **Severe** impact due to differences in elevation between approach roadway and bridge deck | | |
| 8 | Severe deck drainage deficiencies (hydroplaning probable) | | |
| 9 | Loose expansion devices | | |
| 99 | Other (explain): | | |

**COMMENTS:**

**INSTRUCTIONS**

Bridge Inspector:
Identifies the critical problem by circling the appropriate code.

Bridge Engineer:
Reviews for concurrence and enters Recommended Maintenance Action Code; Sends signed, scanned copy to Bridge Preservation Branch, Central Office immediately; Submits electronic copy to filenet attached to bridge inspection report.

| RECOMMENDED MAINTENANCE ACTIONS |
|---|
| 1 = Schedule state forces repair |
| 2 = Schedule contract repair |
| 3 = Reduce load capacity |
| 4 = Monitor closely |
| 5 = Close structure |
| 6 = Notify owner of non-state owned bridge |

**NOTE: Corresponding NBI Inspection Report items must be rated a "3" or less OR; Element level condition rating or smart flags assigned to lowest condition rating for codes 1, 2, 4 and 6; and NBI rating of 4 or less OR; Element level smart flag in condition state 3 for codes 3 and 5**

_____
**District Bridge Engineer Signature/ Date**

KENTUCKY TRANSPORTATION CABINET
**Division of Maintenance**

TC 71-214E
08/2007

# DAILY REPORT ON USE OF RENTED EQUIPMENT

Date: _____ KYTC Monitor: _____

**PROJECT IDENTIFICATION**

District: ____ County: _____ Route: _____

Milepoint: _____ Activity Code (FOG Manual): _____

Program Number: _____

Master Agreement Number: _____

Account Number: _____

**VENDOR INFORMATION**

Name: _____

Address: _____

City/State: _____

Zip Code: _____

**EQUIPMENT IDENTIFICATION**

| Equipment Type | Make/Model | Serial Number | Operator Name/ Signature | Time Began | Time Ended | Total Time | Rental Rate | Amount |
|---|---|---|---|---|---|---|---|---|
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Work Summary (prepared by Monitor/Maintenance Engineer/TEBM for Project Delivery and Preservation) TOTAL: _____

KYTC Employee Monitor _____ Date _____

Rental Equipment Authorizing Agent _____ Date _____ Reviewed by Chief District Engineer or Authorizing Agent _____ Date _____

**NOTICE:** A Daily Report must be completed at the end of each workday to record the type of equipment used and the number of hours each piece of equipment was in operation. A break or interruption in the equipment's operation during the day must be noted by inserting "Time Ended" in the column provided and continuation of work on the same day picked up in the next space provided for "Time Began" and "Time Ended." This form must be prepared in triplicate and signed by the KYTC employee monitor on the date reflected. The signatures of the monitor and contract equipment operator verify the accuracy of the information and will be used for billing purposes. The original form, completed in blue ink, will be provided to the rental equipment contractor and must be attached to the invoice submitted to the Districe Office for payment. The Maintenance Garage will retain one copy and send one copy to the District Office at the end of each week. The Chief District Engineer or authorized agent is responsible for ensuring the accuracy of the form before payment authorization and submission to Central Office.

**WARNING: FALSIFICATION OF THIS FORM COULD RESULT IN CRIMINAL PROSECUTION.**

**ORIGINAL**

KENTUCKY TRANSPORTATION CABINET
**Division of Maintenance**

TC 71-214
08/2007

# DAILY REPORT ON USE OF RENTED EQUIPMENT

Date: _____ KYTC Monitor: _____

**PROJECT IDENTIFICATION**

District: ____ County: _____ Route: _____

Milepoint: _____ Activity Code (FOG Manual): _____

Program Number: _____

Master Agreement Number: _____

Account Number: _____

**VENDOR INFORMATION**

Name: _____

Address: _____

City/State: _____

Zip Code: _____

**EQUIPMENT IDENTIFICATION**

| Equipment Type | Make/Model | Serial Number | Operator Name/ Signature | Time Began | Time Ended | Total Time | Rental Rate | Amount |
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Work Summary (prepared by Monitor/Maintenance Engineer/TEBM for Project Delivery and Preservation) TOTAL: _____

KYTC Employee Monitor _____ Date _____

Rental Equipment Authorizing Agent _____ Date _____ Reviewed by Chief District Engineer or Authorizing Agent _____ Date _____

**NOTICE:** A Daily Report must be completed at the end of each workday to record the type of equipment used and the number of hours each piece of equipment was in operation. A break or interruption in the equipment's operation during the day must be noted by inserting "Time Ended" in the column provided and continuation of work on the same day picked up in the next space provided for "Time Began" and "Time Ended." This form must be prepared in triplicate and signed by the KYTC employee monitor on the date reflected. The signatures of the monitor and contract equipment operator verify the accuracy of the information and will be used for billing purposes. The original form, completed in blue ink, will be provided to the rental equipment contractor and must be attached to the invoice submitted to the Districe Office for payment. The Maintenance Garage will retain one copy and send one copy to the District Office at the end of each week. The Chief District Engineer or authorized agent is responsible for ensuring the accuracy of the form before payment authorization and submission to Central Office.

**WARNING: FALSIFICATION OF THIS FORM COULD RESULT IN CRIMINAL PROSECUTION.** **MAINTENANCE GARAGE COPY**

KENTUCKY TRANSPORTATION CABINET
**Division of Maintenance**

TC 71-214
08/2007

# DAILY REPORT ON USE OF RENTED EQUIPMENT

Date: _____ KYTC Monitor: _____

**PROJECT IDENTIFICATION**

District: ____ County: _____ Route: _____

Milepoint: _____ Activity Code (FOG Manual): _____

Program Number: _____

Master Agreement Number: _____

Account Number: _____

**VENDOR INFORMATION**

Name: _____

Address: _____

City/State: _____

Zip Code: _____

**EQUIPMENT IDENTIFICATION**

| Equipment Type | Make/Model | Serial Number | Operator Name/ Signature | Time Began | Time Ended | Total Time | Rental Rate | Amount |
|---|---|---|---|---|---|---|---|---|
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Work Summary (prepared by Monitor/Maintenance Engineer/TEBM for Project Delivery and Preservation) TOTAL: _____

KYTC Employee Monitor _____ Date _____

Rental Equipment Authorizing Agent _____ Date _____ Reviewed by Chief District Engineer or Authorizing Agent _____ Date _____

**NOTICE:** A Daily Report must be completed at the end of each workday to record the type of equipment used and the number of hours each piece of equipment was in operation. A break or interruption in the equipment's operation during the day must be noted by inserting "Time Ended" in the column provided and continuation of work on the same day picked up in the next space provided for "Time Began" and "Time Ended." This form must be prepared in triplicate and signed by the KYTC employee monitor on the date reflected. The signatures of the monitor and contract equipment operator verify the accuracy of the information and will be used for billing purposes. The original form, completed in blue ink, will be provided to the rental equipment contractor and must be attached to the invoice submitted to the Districe Office for payment. The Maintenance Garage will retain one copy and send one copy to the District Office at the end of each week. The Chief District Engineer or authorized agent is responsible for ensuring the accuracy of the form before payment authorization and submission to Central Office.

**WARNING: FALSIFICATION OF THIS FORM COULD RESULT IN CRIMINAL PROSECUTION.**

**DISTRICT OFFICE COPY**

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-216E
07/2008

# DIRECT ANTI-ICING APPLICATION

District _____ First Application _____ (Date) _____ (Time (military))

Routes _____

Applied by _____ Second Application _____ (Date) _____ (Time (military))

NWS Forecast (at time of application) Rain in hrs. _____ Freezing rain in hrs. _____ Sleet in hrs. _____
Light snow in hrs. _____ Heavy snow in hrs. _____

Areas Treated Ramps ___ Bridges ___ Roads ___

Total Chemical Used $CaCl_2$ _____ gal NaCl _____ gal

Pavement Condition (at time of application) Dry ___ Wet ___

Weather Condition (at time of application) Clear ___ Cloudy ___ Foggy ___ Drizzling Rain ___
Rainy ___ Freezing Rain ___ Snowing ___

Air Temperature (F) (at time of application) Start _____ End _____

Pavement Temperature (F) (at time of application) Start _____ End _____

Application Problems Loading ___ Sprayer ___ Nozzles ___ Wind ___ Traffic ___ Other _____

Describe application problems. (If needed, use additional paper.)

_____

Application Ended _____ (Time (military))

TC 71-222
Rev.
6/2008

# TRANSPORTATION CABINET
## ESTIMATE FOR ROAD CONSTRUCTION OR IMPROVEMENT

**DATE:**_____ **PROJECT NO.** _____

**DISTRICT**_____ **COUNTY**_____ **PROGRAM ITEM**_____

**ROAD SYSTEM**_____ **ROUTE**_____ **ROAD NAME**_____

| **PROJECT DESCRIPTION (including beginning and ending milepoints)** |
|---|
| |
| **TYPE OF WORK** |
| |

**DESIGN CLASS**_____ **PROJECT LENGTH (MILES)**_____

**TRAFFIC:** _____ Present _____Projected

| | | | |
|---|---|---|---|
| LENGTH | _____ Ft. | SURFACE AREA | _____Sq. Yds. |
| ROADWAY WIDTH | _____ Ft. | % area added for widening, patching, etc. | _____Sq. Yds. |
| SURFACE WIDTH | _____ Ft. | TOTAL SURFACE AREA | _____Sq. Yds. |

_____% L & W @ 83 # S Y

| | | | | | |
|---|---|---|---|---|---|
| SURFACE Cl. | _____ | TYPE | _____ | THICKNESS | _____ |
| BINDER Cl. | _____ | TYPE | _____ | THICKNESS | _____ |
| BASE Cl. | _____ | TYPE | _____ | THICKNESS | _____ |

TC 71-222
Rev.
6/2008

| DESCRIPTION | RATE APPLIED | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
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Project Completion Date (Days or Date) _____ Maintenance Responsibility of Completed Project _____

Coordinates: _____ Longitude _____ Latitude

Temp. Striping: _____ Yes _____ No

Sub-Total $ _____
Plus_____% Engr. & Contg. $ _____
Total $ _____

Cost per mile $ _____ Cost per Sq.Yd. (Surface) $ _____

ESTIMATED BY _____

APPROVED BY _____
Authorized Representative

TC 71-17
Rev. 12/2008

KENTUCKY TRANSPORTATION CABINET
DEPARTMENT OF HIGHWAYS
DIVISION OF MAINTENANCE

DISTRICT:_____

DATE:_____

FINAL INSPECTION REPORT OF STATE CONSTRUCTION PROJECTS

| | | | |
|---|---|---|---|
| COUNTY: | _____ | SYSTEM: | _____ |
| ROAD NAME: | _____ | INITIATING UNIT: | _____ |
| PROJECT SCOPE: | _____ | PROJECT NO.: | _____ |
| LENGTH: | _____ | WORK STARTED: | _____ |
| WIDTH: | _____ | WORK COMPLETED: | _____ |
| EST. COST: $ | _____ | FINAL COST: $ | _____ |

| |
|---|
| RIGHT-OF-WAY STATUS (Comment on width, obstructions, clearing, disposal of debris, State or County owned) |
| |
| ROADWAY (Comment on ditches, shoulders, slopes, alignment, grade, sight distance, constructed width, etc.) |
| |
| SURFACE (Comment on appearance, thickness, width, adequacy, workmanship, condition, etc.) |
| |
| CROSS DRAINAGE (Type, workmanship, adequacy, is structure functioning properly, etc.) |
| |

Page 1 of 2

TC 71-17
Rev. 12/2008

| **BRIDGES** (Description, workmanship, drainage channel, etc.) |
|---|
| |
| **RECOMMENDATION** (Should or should not be taken into State Maintained System, additional program required, describe, etc.) |
| |
| **CROSS DRAINAGE** (Type, workmanship, adequacy, is structure functioning properly, etc.) |
| |

INSPECTED BY: (Name and title of all persons)

SIGNED _____ DATE INSPECTED _____
INSPECTOR

| CENTRAL OFFICE USE: | ORIGINAL- | Division of Maintenance |
|---|---|---|
| | COPY- | Initiating Unit |
| | COPY- | Division of Accounts |
| | COPY- | Division of Design |
| | COPY- | Division of Planning |
| | COPY- | *FHWA |

* Required only if federal funds are used.

TC 95-19
Rev. 4-06

**KENTUCKY TRANSPORTATION CABINET**
**DIVISION OF MOTOR CARRIERS**
**KENTUCKY OVERWEIGHT/OVERDIMENSION PERMIT**
**502-564-7150**

Permit #: OA200710040134
KYU #: 196940
DOT #: 1108237
Transmit Co: ANNUAL 07

State Fee : $20
Date Issued: 10042007 Phone: 7316480161
Time Issued: 10:25 Name: PAT

Carrier: K R TRUCKING LLC
Address: 236 SUMMER ST
GLEASON, TN 38229

Year/Truck : 2006 MACK
One Trip Beginning: 10/06/2007 License #: 7022HX State: TN
Void after: 10/04/2008 Serial #: 1M2AG11036M036380
Unit #: 06

Equipment or Load Being Moved: INDUSTRIAL HAUL KRS 189.271

Overall Length: LEG ft. AL in.
Overall Width : LE ft. GL in.
Overall Height: LE ft. GL in.

Gross Weight: 68000lbs.
Total Axles: 4
Axles Groups: (1) 20000lbs. (2) 48000lbs.
1 #Axles 3 #Axles

Routing From: VARIOUS Via: GRAVES CO.KY 944 KY 1283
CARLISLE CO. KY 307
To: VARIOUS

Remarks: THIS TRUCK MUST OBEY ALL POSTED BRIDGE WEIGHT LIMITS. NOTHING HEREIN SHALL AUTHORIZE OPERATION IN EXCESS OF LIMITATIONS PLACED ON STATE MAINTAINED STRUCTURES (601 KAR 1:020 IS MADE A PART OF THIS PERMIT).

TRAVIS CHEATHAM, Clerk 22

**GENERAL CONDITIONS**

1. The privilege granted by a special hauling permit does not authorize the holder the right to travel over any highways or structures except those maintained by the Transportation Cabinet. The holder of the permit will be held responsible for all damages to highway surfaces or structures and for any damages directly or indirectly to persons or property of any kind or description which may result from the operation of the vehicle holding this special permit. All travel is at the risk of the permittee or his employees.
2. This permit is no substitute for any other permit and shall be carried in the motor vehicle providing the power for movement.
3. Do not stop or park on any bridge in the State of Kentucky.
4. No overweight/overdimensional loads will be permitted to travel in Boone, Kenton, Campbell, Fayette, Jefferson County (Louisville) or at Owensboro KY 2155 bridge (between KY & IN) from 7 - 9 a.m. or 4 - 6 p.m., Monday thru Friday.
5. Manufactured homes are restricted to travel Monday through Saturday, daylight hours only. No Sunday travel permitted.

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-201E
Rev. 04/2009

# INDUSTRIAL HAUL PERMIT APPLICATION: TRANSPORTATION PLAN MAINTENANCE AGREEMENT

| | | | |
|---|---|---|---|
| Applicant Company Name | _____ | District Office | _____ |
| Address | _____ | Address | _____ |
| City, State, ZIP | _____ | City, State, ZIP | _____ |
| Phone | _____ | Phone | _____ |
| Fax | _____ | Fax | _____ |
| Material to be Hauled | _____ | Date | _____ |

IHP Control No. _____ Number of Trucks _____ Fee _____

Attachment 1: Truck Information Attachment 2: Transportation Plan Attachment 3: Bridge Weight Limits

This permit is to be granted under and subject to all and every condition, restriction and regulation prescribed by the Kentucky Revised Statutes (KRS) and their supplements and amendments which form part thereof, and under and subject to the general and special conditions, restrictions and regulations of the Kentucky Transportation Cabinet.

Pursuant to KRS 189.271, requests permission to conduct an industrial hauling operation over the state maintained roads and bridges listed on attachments 2 & 3. (County and city roads, streets, and bridges are not the responsibility of the Transportation Cabinet.)

In consideration of a permit being approved by the Department of Vehicle Regulation to haul overweight/ over-dimensional divisible loads over the aforementioned roads and bridges, agrees to and understands the following:

1. The industrial haul permit (IHP) shall be issued for a period of time not to exceed three (3) years.
2. The original IHP, or an authenticated copy and its attachments must be in the possession of the vehicle operator at all times.
3. The IHP does not authorize gross weights or dimensions in excess of the limits set forth in KRS 189.222. (See 603 KAR 5:066 for legal "AAA"weight limits.)
4. The IHP *does not* change the trucking weight classification of any road.
5. agrees to maintain the aforementioned roads and bridges at an acceptable level of maintenance. Maintenance responsibility will be prorated, and based on the number of active IHP's issued for the road segment in question.
6. In the performance of these maintenance operations, shall exercise the same degree of traffic control set forth in the U.S. Department of Transportation Manual for Uniform Traffic Control Devices.
7. is responsible for all damage to the roads and bridges (attachments 2 & 3) caused by a permitted vehicle (attachment 1).
8. The District's Chief Engineer has determined that shall post bond in the amount of six thousand $6,000.00 dollars (per truck, maximum).
9. Failure to fulfill the obligations and responsibilities of the IHP will result in all permits being voided, and the forfeiture of all or a portion of bond.
10. Sole determination concerning the fulfillment of obligations and responsibilities in regards to this industrial haul permit shall be with the District's Chief Engineer.

I, the undersigned, hereby certify that I have read the rules and regulations, and by my signature to this application do hereby accept and agree to all conditions set out therein in consideration of the use of said highways and bridges under a special hauling permit granted by the Kentucky Transportation Cabinet.

| | | | |
|---|---|---|---|
| Print Name | Title | Print Name | Title |
| Signature | Date | Signature | Date |

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-202E
Rev. 06/2008

# INDUSTRIAL HAUL PERMIT: BOND

Attach Standard Power of Attorney

| | | | |
|---|---|---|---|
| Surety Company Name | _____ | District Office | _____ |
| Address | _____ | Address | _____ |
| City, State, ZIP | _____ | City, State, ZIP | _____ |
| Phone | _____ | Phone | _____ |
| Fax | _____ | Fax | _____ |

IHP Control No. _____ Bond No. _____ Date _____

KNOW ALL MEN BY THESE PRESENTS: That we , located at in the city and state of , as principal, and located at in the city and state of , as surety, are held and bound unto the Commonwealth of Kentucky, for the use and benefit of the Transportation Cabinet in the District office located at , in the city and state of State of Kentucky, obligee, in the penal sum of six thousand ($6,000.00) dollars (per truck, maximum), lawful money of the United States for the payment of which will and truly be made, we bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally, firmly by these presents.

Whereas, the condition of foregoing obligation is such that the said has obtained from the Commonwealth of Kentucky, Transportation Cabinet, a permit authorizing overweight/over-dimensional industrial haul trucking on specific "A" and "AA" state maintained roads.

Whereas under the terms of said permit, a cash indemnity or bond indemnity is required of said principal as good and sufficient surety, payable to the Commonwealth of Kentucky for the use and benefit of the Transportation Cabinet, and conditioned upon fulfilling the maintenance agreement in regard to the permitted "A" and "AA" state maintained roads and being guaranteed that all nonconforming aspects resulting from the overweight/over-dimensional industrial haul trucking can be corrected, without expense to the Transportation Cabinet, by the said principal.

Now, therefore, if the above bonded principal faithfully and honestly complies with all specifications and restrictions of the Industrial Haul Application, Transportation Plan and Maintenance Agreement, its attachments and the issued permit, and if terminates all overweight/over-dimensional industrial haul trucking on said "A" and "AA" state maintained roads, and requests in writing to be released from this obligation, and upon final inspection of said "A" and "AA" state maintained roads and upon approval of the District's Chief Engineer, then this obligation shall be null and void; otherwise it will remain in full force and effect until completion of any repairs required as a result of the overweight/over-dimensional industrial haul trucking as determined by the District's Chief Engineer.

This obligation shall remain in full force and effect until terminated in writing by the Transportation Cabinet.

In witness thereof, we, the parties, have set our hands to this surety agreement on this the , day of

| | | | |
|---|---|---|---|
| Principal Company Name | _____ | Kentucky Bonding Agent | _____ |
| Address | _____ | Address | _____ |
| City, State, ZIP | _____ | City, State, ZIP | _____ |
| Phone | _____ | Phone | _____ |

| | | | |
|---|---|---|---|
| Print Name | Title | Print Name | Attorney in Fact<br>Title |
| Signature | Date | Signature | Date |

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-203E
Rev. 06/2008

# INDUSTRIAL HAUL PERMIT: RELEASE FROM BOND

| | | | |
|---|---|---|---|
| Surety Company Name | _____ | District Office | _____ |
| Address | _____ | Address | _____ |
| City, State, ZIP | _____ | City, State, ZIP | _____ |
| Phone | _____ | Phone | _____ |
| Fax | _____ | Fax | _____ |

IHP Control No. _____ Bond No. _____ Date _____

KNOW ALL MEN BY THESE PRESENTS: That , located at in the city and state of , as principal, and located at in the city and state of , as surety, are released from their obligation and bond, unto the Commonwealth of Kentucky, referenced by the above IHP control and bond number.

Whereas, the condition of foregoing obligation is such that the said has obtained from the Commonwealth of Kentucky, Transportation Cabinet, a permit authorizing overweight/over-dimensional industrial haul trucking on specific "A" and "AA" state maintained roads.

Whereas under the terms of said permit, a cash indemnity or bond indemnity is required of said principal as good and sufficient surety, payable to the Commonwealth of Kentucky for the use and benefit of the Transportation Cabinet, and conditioned upon fulfilling the maintenance agreement in regard to the permitted "A" and "AA" state maintained roads and being guaranteed that all nonconforming aspects resulting from the overweight/over-dimensional industrial haul trucking can be corrected, without expense to the Transportation Cabinet, by the said principal.

Whereas the above bonded principal has faithfully and honestly complied with all specifications and restrictions of the Industrial Haul Application, Transportation Plan and Maintenance Agreement, its attachments and the issued permit, and had terminated all overweight/over-dimensional industrial haul trucking on permitted "A" and "AA" state maintained roads, and has requested in writing to be released from their obligation.

Now, therefore, upon final inspection and approval of said "A" and "AA" state maintained roads by the District's Chief Engineer, obligation and bond is null and void.

| | | | |
|---|---|---|---|
| Principal Company Name | _____ | Kentucky Bonding Agent | _____ |
| Address | _____ | Address | _____ |
| City, State, ZIP | _____ | City, State, ZIP | _____ |
| Phone | _____ | Phone | _____ |

_____
Print Name Title

_____
Signature Date

**COMMONWEALTH OF KENTUCKY**
**CIVILIAN TRAFFIC COLLISION REPORT**

MAIL TO: Kentucky State Police, Criminal ID\Records Br., 1250 Louisville Road, Frankfort, KY 40601

**Please print legibly or type all information. Use black or dark blue ink. Make copies before mailing.**
**Do not complete this report if the traffic collision was investigated by a police officer.**

Date of Collision _____ Time _____ ☐ AM ☐ PM County _____

This Collision Occurred In Limits of (City or Town) _____

or _____ Miles ☐ N ☐ S ☐ E ☐ W Of (City or Town) _____

On Roadway Number or Roadway Name Intersection Roadway Name / # Or Between Streets (Roadway Name / #)

| YOUR INFORMATION (Vehicle 1) | OTHER VEHICLE / PEDESTRIAN (Vehicle 2) |
|---|---|
| Driver _____ | Driver _____ |
| First Middle Last | First Middle Last |
| Address _____ | Address _____ |
| Driver's License (Number & State) _____ | Driver's License (Number & State) _____ |
| Date of Birth (Month/Day/Year) _____ | Date of Birth (Month/Day/Year) _____ |
| Phone _____ | Phone _____ |
| Owner of Vehicle _____ | Owner of Vehicle _____ |
| First Middle Last | First Middle Last |
| Address _____ | Address _____ |
| Vehicle Make & Year _____ Model _____ | Vehicle Make & Year _____ Model _____ |
| Registration Plate Number & State _____ | Registration Plate Number & State _____ |
| Insurance Company _____ | Insurance Company _____ |
| Address _____ | Address _____ |
| Damage to Vehicle | Damage to Vehicle |
| Estimated Cost of Repairs | Estimated Cost of Repairs |

Damage to Property Other than Vehicle _____

Owner's Name _____ Estimated Cost of Repairs _____

Owner's Address

| DIAGRAM WHAT HAPPENED IN THIS COLLISION (Number Vehicles, Your Vehicle is Vehicle 1) | DESCRIBE WHAT HAPPENED |
|---|---|
| Indicate North by Arrow **N** | |

Name of Person Completing Report _____

Sign Here (Owner or Driver) Making Report Date of Report

KRS 189.635(4) provides that:

Any person operating a vehicle on the highways of this state who is involved in an accident resulting in any property damage exceeding five hundred dollars ($500) in which an investigation is not conducted by a law enforcement officer shall file a written report of the accident with the Department of Kentucky State Police within ten (10) days of occurrence of the accident upon forms provided by the department.

**DO NOT COMPLETE THIS REPORT IF THE TRAFFIC COLLISION WAS INVESTIGATED BY A POLICE OFFICER**

**Instructions**

(1) If you were involved in a collision with a pedestrian, enter the pedestrian information in the OTHER VEHICLE/PEDESTRIAN space provided for OTHER VEHICLE/PEDESTRIAN and print the word "PEDESTRIAN" in the OWNER block.
(2) If you were involved in a collision with a vehicle other than a motor vehicle, (for example, snowmobile, minibike, bicycle, all-terrain vehicle, trail bike, or other non-motor vehicle) enter the driver, owner, and vehicle information as you normally would for OTHER VEHICLE/PEDESTRIAN.
(3) If a vehicle is unoccupied at the time of the collision, enter all available information pertaining to that vehicle. Be sure to correctly enter the vehicle's license number and vehicle's description in the appropriate VEHICLE block.
(4) Driver information must be entered exactly as it appears on each driver's license.
(5) Owner information must be entered exactly as it appears on the registration receipt of each vehicle involved in the collision.
(6) If you were involved in a collision in which there were more than two vehicles, additional report forms must be filled out. On the form, place the information for the third vehicle in then space marked "YOUR INFORMATION" and identify it as Vehicle 3. Use the space marked "OTHER VEHICLE/PEDESTRIAN" for the fourth vehicle and identify it as Vehicle 4, and so on.

**Please complete the following information by marking the appropriate values (X).**

**PRE-COLLISION DIRECTION OF TRAVEL**

*Vehicle 1 Vehicle 2*

- ☐ ☐ North
- ☐ ☐ South
- ☐ ☐ East
- ☐ ☐ West

**Pre-Collision Vehicle Action**

*Vehicle 1 Vehicle 2*

- ☐ ☐ Avoiding Object in Roadway
- ☐ ☐ Backing
- ☐ ☐ Changing Lanes
- ☐ ☐ Entering Parked Position
- ☐ ☐ Going Straight Ahead
- ☐ ☐ Leaving Traffic Lane
- ☐ ☐ Making Left Turn
- ☐ ☐ Making U Turn
- ☐ ☐ Merging
- ☐ ☐ Overtaking
- ☐ ☐ Parked
- ☐ ☐ Slowing or Stopped
- ☐ ☐ Starting from Parking
- ☐ ☐ Starting in Traffic
- ☐ ☐ Stopped in Traffic
- ☐ ☐ Wrong Way
- ☐ ☐ Other
- ☐ ☐ Unknown

**1ST EVENT COLLISION WITH**

***Non-Fixed Object***

- ☐ Animal
- ☐ Bicycle
- ☐ Deer
- ☐ Motor Vehicle in Transport, Other Roadway
- ☐ Other Motor Vehicle
- ☐ Pedestrian
- ☐ Railroad Train
- ☐ Other Object/Not Fixed

**1ST EVENT COLLISION WITH (continuation)**

***Fixed Object***

- ☐ Bridge Parapet End
- ☐ Bridge, Pier, Abutment
- ☐ Bridge Rail
- ☐ Building/Wall
- ☐ Crash Cushion/Impact Attenuator
- ☐ Culvert/Head Wall
- ☐ Curbing
- ☐ Earth Embankment/Rock Cut/Ditch
- ☐ Fence
- ☐ Fire Hydrant
- ☐ Guardrail End
- ☐ Guardrail Face
- ☐ Light/Luminaire Support
- ☐ Mailbox
- ☐ Median Barrier
- ☐ Other Post, Pole or Support
- ☐ Overhead Sign Support
- ☐ Sign Post
- ☐ Snow Embankment
- ☐ Toll Booth
- ☐ Traffic Signal Support
- ☐ Tree
- ☐ Utility Pole
- ☐ Other Fixed Object

***Non-Collision***

- ☐ Fell from Vehicle
- ☐ Fire/Explosion
- ☐ Jackknife
- ☐ Overturned
- ☐ Ran off Roadway (Only)
- ☐ Submersion
- ☐ Other Non-Collision

**WEATHER**

- ☐ Blowing Sand, Soil, Dirt, Snow
- ☐ Clear
- ☐ Cloudy
- ☐ Fog/Smog/Smoke
- ☐ Fog with Rain
- ☐ Raining
- ☐ Severe Crosswinds
- ☐ Sleet/Hail
- ☐ Snowing
- ☐ Other

**ROADWAY CONDITION**

- ☐ Dry
- ☐ Ice
- ☐ Sand, Mud, Dirt, Oil, Gravel
- ☐ Snow/Slush
- ☐ Wet
- ☐ Other

**ROADWAY SURFACE**

- ☐ Asphalt
- ☐ Concrete
- ☐ Gravel
- ☐ Other

**ROADWAY CHARACTER**

- ☐ Curve & Grade
- ☐ Curve & Hillcrest
- ☐ Curve & Level
- ☐ Straight & Grade
- ☐ Straight & Hillcrest
- ☐ Straight & Level

**ROADWAY TYPE**

- ☐ County Road
- ☐ Federal
- ☐ Frontage Road
- ☐ Interstate
- ☐ Local Street
- ☐ Parkway
- ☐ State
- ☐ None of the Above

**TRAFFIC CONTROL**

- ☐ Advisory Speed Sign
- ☐ Center Line
- ☐ Flashing Light
- ☐ Median
- ☐ No Passing Zone
- ☐ Officer or Flagman
- ☐ RR Gates
- ☐ RR Signs or Signals
- ☐ School Zone Signs
- ☐ Stop & Go Signal
- ☐ Stop Sign
- ☐ Warning Signs
- ☐ Yield Signal
- ☐ Other
- ☐ None

KSP 232
Revision Date 04-01-2009

**COMMONWEALTH OF KENTUCKY**
TRANSPORTATION CABINET
Frankfort, Kentucky

# MAINTENANCE AND TRAFFIC CONTRACT

**THIS CONTRACT** made and entered into this _____ day of _____, 20_____, by and between the Commonwealth of Kentucky, through its agent, the Transportation Cabinet, hereinafter referred to as the Cabinet, party of the first part, and the City of _____, hereinafter referred to as the City, party of the second part.

**WITNESSETH:**

**WHEREAS,** the Cabinet has designated certain streets, viaducts and bridges or portions thereof and which are enumerated in paragraph eight of this contract as connecting links to roads on the State Primary Road System or as necessary feeder streets thereto and which the Cabinet, therefore, will assume the maintenance of the vehicular traveled portion of such roads, streets, bridges and viaducts and storm sewers and storm sewer appurtenances constructed by it, except as provided in this contract. Vehicular traveled portion of roads and streets is defined as follows: where curbs exists, the traveled portion will extend from back of curb to back of curb; where no curbs exist, the traveled portion will include the street surface plus the normal shoulders; and

**WHEREAS,** the Cabinet is charged by law with maintaining the State Primary Road System; and

**WHEREAS,** in maintaining such a system and the connecting links and the necessary feeder streets thereto, it is necessary that traffic control devices be located in the public roads of the City in proximity to the intersection of such roads with the State Primary Road System or with the connecting links thereof on roads in the City which are a part of the State Primary Road System;

**NOW THEREFORE**, for and in consideration of the premises and the following undertakings, the parties mutually agree as follows:

1. Except as otherwise provided in the contract, the Cabinet shall assume the maintenance of the vehicular traveled portion of such roads, streets, viaducts and bridges to which this contract applies and which are enumerated in paragraph eight of this contract and those storm sewers and storm sewer appurtenances constructed by it.

2. The Cabinet will provide snow and ice control on these City streets specifically listed in paragraph ten. The City will assist in this operation by providing control over parking and traffic patterns when requested by the Cabinet.

3. The City will not pass any ordinances or resolution concerning those roads, streets, viaducts and bridges to which this contract applies without first having submitted to the Cabinet a copy of such ordinance or resolution at least five days prior to the time such ordinance is to be voted on and this shall include ordinances and resolutions relating to changes in the City limits.

4. The City shall pass any necessary parking or other ordinance or resolution so as to ensure the maximum use of such roads, streets, viaducts and bridges for vehicle travel consistent with the standards of safety as formulated by the Cabinet.

5. The City will permit the Cabinet to install and maintain traffic devices such as, but not limited to, vehicle detectors, signs, island and pavement markings within the City so as to regulate the flow of traffic to and from the roads of the City to and on the roads constructed, reconstructed and maintained by the Cabinet.

6. The City will pay all costs of the purchase of power for the operation of traffic signals and street lights, except highway lighting and sign lights on interstate routes and toll roads, and for sweeping, removal of debris and snow and ice removal unless specifically listed in paragraph ten. The City shall maintain all sidewalks and sanitary sewers. The City shall maintain all storm sewers and storm sewer appurtenances that were not constructed by the Cabinet. The City shall also maintain all traffic signals and flashing beacons.

7. If the City is unable to perform the maintenance required of it by this contract, the necessary maintenance shall be performed by the Cabinet and the City will reimburse the Cabinet for the expenses incurred by the Cabinet by performing such maintenance.

8. The provisions of this contract shall apply to the portions of the following routes which are now or shall in the future by annexed in the City:

   _____
   _____
   _____

9. The City shall not issue building permits for any private or commercial construction that requires access to a street or road listed in this contract until an access permit has been issued by the Kentucky Department of Highways.

10. SPECIAL PROVISIONS

    _____
    _____
    _____
    _____
    _____

11. This contract supersedes all maintenance and traffic contracts (excluding Form TC 61-39) between the Kentucky Transportation Cabinet and the City of _____ executed prior to the execution date appearing hereon.

| _____ | _____ |
|---|---|
| SECRETARY OF TRANSPORTATION<br>OR DESIGNATED REPRESENTATIVE | TITLE |

City of _____
PARTY OF SECOND PART

_____

_____

I, _____, of the City of _____, do hereby certify that the _____ of the City of _____, whose signature appears above, was authorized to execute this agreement by action of the City legislative body on_____, 20_____, and as recorded in _____ Book, page_____.

_____
Signature

_____
Title

TC 71-108E Rev. 07/2008

| Month: | Year: | District: |
|---|---|---|
| Supervisor Signature: | | |

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

**PESTICIDE FIELD REPORT**

Daily Work Record of Pesticide Usage

| DAY | COUNTY | ROUTE | LOCATION MILE POINT | SIDE SPRAYED | ACTIVITY USED | RATE OF CARRIER | SPRAYER # APP. NAME CERT. # | NAME OF PESTICIDE RATE/ACRE | GALLONS OF SOLUTION/ROUTE | TOTAL PESTICIDE USED/ROUTE | WEATHER CONDITIONS | TARGET SPECIES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | 0<br>0<br>0<br>0<br>0 | |
| | | | | | | | | | | | 0<br>0<br>0<br>0<br>0 | |
| | | | | | | | | | | | 0<br>0<br>0<br>0<br>0 | |
| | | | | | | | | | | | 0<br>0<br>0<br>0<br>0 | |
| | | | | | | | | | | | 0<br>0<br>0<br>0<br>0 | |

Supervisor's Comments:

EPA Registration Numbers: Arsenal; 241-346, Endurance: 100-834, Escort: 352-439, Fusion: 10182-343, Garlon 3A: 62719-37, Garlon 4: 62719-40, Krenite; 352-395, MSMA (912): 9779-133, Oust: 352-401, Outrider: 524-500, Payload: 59639-120, Roundup ProDry: 524-505, Roundup Pro: 524-475, Stronghold: 2217-802, Telar: 352-522, Transline: 62719-259; Solution IVM: 228-260, Formula 40: 228-357.

These reports will be transmitted on the 15th and 30th of each month to the Central Office Division of Maintenance.

KENTUCKY TRANSPORTATION CABINET
FRANKFORT, KENTUCKY

# PROJECT AUTHORIZATION

AUTHORIZATION NO. _____

TC10-1 REV 8/95

IT IS HEREBY ORDERED THAT THE PROJECT HEREIN DESCRIBED BE UNDERTAKEN AND ACCOMPLISHED WITHIN THE FUNDING LEVEL AUTHORIZED

| 1. PROJECT ID | A: PROJECT ID NUMBER | B: FEDERAL PROJECT NO. | C:DISTRICT HWY ADD | D: COUNTY | E: 6 YRP ITEM NUMBER |
|---|---|---|---|---|---|
| F:TYPE OF PROJECT | | G: ROUTE NUMBER | H: FACILITY NAME | | I: SYSTEMS |
| J: PROJECT LENGTH | K: SCOPE OF PROJECT | | | | |
| L: NO OF BRIDGES | M: PROGRAM PRIORITY | N: RS ITEM NUMBER | | | O: 6 YR PLAN PARENT NUMBER |

| 2. PROJECT PHASE AND RESPONSIBILITY | A. PLANNING | B. DESIGN | C. RIGHT OF WAY | D. UTILITIES |
|---|---|---|---|---|
| | E. CONSTRUCTION | F. TITLE DEEDED TO: | G. MAINTENANCE | H. OTHER |

3. FUNDING & TIME ACCOUNTABILITY — PARTICIPATING AGENCIES

FEDERAL _____ STATE _____ LOCAL _____ OTHER _____

## REQUESTED FUNDS FOR THIS AUTHORIZATION

| ITEM NUMBER SUFFIX | PHASE | FUND | PROGRAM | FISCAL YEAR FEDERAL | FISCAL YEAR STATE | FEDL APPR. CODE | ENACTED 6YR PLAN AMOUNT | % DIFFERENCE VS 6YP AMT | CURRENT FUNDING REQUEST |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| CURRENT ESTIMATE APPROVED BY: | | DATE | | | CURRENT FUNDING REQUEST TOTAL | | | | |

## AUTHORIZATION SUMMARY FOR THIS 10-1 SERIES

| PHASE | INITIAL PROJECT ESTIMATE | CURRENT PROJECT ESTIMATE | TOTAL AUTHORIZATION TO DATE (INCL.CURRENT REQUEST) |
|---|---|---|---|
| NON-HIGHWAY | $ | $ | $ |
| PLANNING | $ | $ | $ |
| DESIGN | $ | $ | $ |
| RIGHT-OF-WAY | $ | $ | $ |
| UTILITIES | $ | $ | $ |
| CONSTRUCTION | $ | $ | $ |
| TOTAL | $ | $ | $ |

4. REMARKS:

PROJECT APPROVAL RECOMMENDED BY:

SIGNATURE DATE

SIGNED AND APPROVED BY:

SECRETARY OF TRANSPORTATION OR DESIGNATED REPRESENTATIVE

CB

KENTUCKY TRANSPORTATION CABINET
Office of Legal Services

TC 11-208E
03/2009

# CLAIM RESULTING FROM MOTOR VEHICLE INCIDENT

Complete all requested information to expedite processing. Failure to properly complete the form will result in a delay in processing your claim.

Claimant's name _____ Date of incident _____ Time of Incident _____

Address _____ City _____ State _____ ZIP _____

location of incident. Give exact location, including mile point, name or number of road, intersection, etc.

County in which incident occurred

Describe the incident & damage to your property

Provide the name of each injured person, address, phone No., nature of the injury (attach additional sheet, if necessary).

Identification of state-owned motor vehicle Vehicle type & description _____

License plate No., if known _____ Vehicle Operator, if known _____

In what way do you believe the state-owned motor vehicle driver to be at fault (attach additional sheet, if necessary)?

Your vehicle _____ Year _____ Make _____ Model

Name & address of driver _____

List any witnesses name, address & phone No. (attach statements from witnesses, if available).

Attach any other available information applicable to your claim, such as copies of police reports or estimates for repair.

Claimant's signature _____ Home phone _____ Work phone _____

Address _____ City _____ State _____ ZIP _____

MAIL TO

Kentucky Transportation Cabinet
Office of Legal Services
200 Mero Street
Frankfort, Kentucky 40622

NOTICE: Each claim sent to the Transportation Cabinet is thoroughly investigated. Therefore, it could be several weeks before you receive a response either accepting or denying your claim. It is a violation of state and/or federal law to make a false claim against this or any other government agency.

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-12E
Rev. 06/2008

# RENTAL TRUCK LOG

PCT #
PO #

DATE _____ LOCATION _____ TRUCK ID _____

TIME CALLED _____ CONTRACTOR ID # _____

REQUESTED ARRIVAL TIME/DATE _____ INITIAL OPERATOR _____

ARRIVAL TIME/DATE _____ DOH REPRESENTATIVE _____

SHIFT CHANGE #1 _____ SHIFT CHANGE #2 _____

SHIFT CHANGE #4 _____ SHIFT CHANGE #3 _____

DEPARTURE FROM FACILITY _____ TIME/DATE _____ OPERATOR _____ DOH REPRESENTATIVE

| Military Time | Date | Time Begin | Status<br>A = Active D = Down<br>S = Stand-by | Time End | TOTALS |
|---|---|---|---|---|---|
| MIDNIGHT--0000<br>1:00 am--0100 | | | | | |
| 2:00 am--0200<br>3:00 am--0300 | | | | | |
| 4:00 am--0400<br>5:00 am--0500 | | | | | |
| 6:00 am--0600<br>7:00 am--0700 | | | | | |
| 8:00 am--0800<br>9:00 am--0900 | | | | | |
| 10:00 am--1000<br>11:00 am--1100 | | | | | |
| NOON--1200<br>1:00 pm--1300 | | | | | |
| 2:00 pm--1400<br>3:00 pm--1500 | | | | | |
| 4:00 pm--1600<br>5:00 pm--1700 | | | | | |
| 6:00 pm--1800<br>7:00 pm--1900 | | | | | |
| 8:00 pm--2000<br>9:00 pm--2100 | | | | | |
| 10:00 pm--2200<br>11:00 pm--2300 | | | | | |
| 11:59 pm--2359<br>MIDNIGHT--2400 | | | | | |

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance

TC 71-21E
Rev. 07/2008

# REPORT FOR CORRECTING PRIVATE ENTRANCE

Name of Property Owner _____

County _____ District _____ Route _____ Project _____

Road Name _____ Location _____

Entrance Type ___ TBM ___ Bituminous ___ Concrete ___ Other

Width of Right of Way From Edge of Pavement _____ Entrance Width _____

Approximate Grade Plus _____ Minus _____

Length of Corrective Work Required (measured from edge of pavement) _____

This work is necessary because

_____

Remarks

_____

Nature of the Work

_____

Work and Materials Required _____

Grading _____

Stone _____

Pipe _____

Other _____

Remarks

Will All Work Be Performed Within the Right of Way Limits ___ Yes ___ No

If no, how far outside of the limits _____

Remarks

_____

Did You Obtain Consent And Release To Do Work Outside the Right of Way Limits ___ Yes ___ No

Prepared By _____

Inspected By _____

Remarks

_____

KENTUCKY TRANSPORTATION CABINET
**Division of Maintenance**

TC 71-126E
Rev. 12/2006
Page 1 of 2

# REST AREA MAINTENANCE INSPECTION REPORT

Location:_____
County Route

(Check One)
☐ NB ☐ EB
☐ SB ☐ WB

Date:_____ Time of Inspection:_____

**S - Satisfactory**
**M - Marginal** (If marginal, explain in remarks section.)
**U - Unsatisfactory** (If unsatisfactory, explain in remarks section.)

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **A. Lobby (Includes Tourism Area)** | 1 Water Fountain | 2 Floors | 3 Trash Containers | 4 Windows | 5 Ash Trays | 6 Information Signs | 7 Walls | 8 Doors | 9 Telephone | 10 Heat and RA Vents | 11 Interior Lighting | 12 Ceilings | 13 Suggestion Box | 14 Available Comment Cards | 15 Floor Mats | 16 Kiosk | 17 Map Dispenser |
| | | | | | | | | | | | | | | | | | |
| **B. Women's Restroom** | 1 Commodes | 2 Sinks | 3 Floors | 4 Toilet Paper and Paper Towels | 5 Dryers | 6 Trash Containers | 7 Sanitary Napkin Containers | 8 Soap | 9 Walls | 10 Interior Lighting | 11 Mirrors | 12 Stall Partitions | 13 Doors | 14 Exhaust Fan | 15 Heat and R/A Vents | 16 Ceilings | 17 Baby Changing Tables |
| | | | | | | | | | | | | | | | | | |
| **C. Men's Restroom** | 1 Urinals | 2 Commodes | 3 Sinks | 4 Floors | 5 Toilet Paper and Paper Towels | 6 Dryers | 7 Trash Containers | 8 Soap | 9 Walls | 10 Interior Lighting | 11 Mirrors | 12 Stall Partitions | 13 Doors | 14 Exhaust Fan | 15 Heat and R/A Vents | 16 Ceilings | 17 Baby Changing Tables |
| | | | | | | | | | | | | | | | | | |
| **D. Grounds Area** | 1 Trash Containers | 2 Litter Pick-Up | 3 Sidewalks | 4 Flag and Flag Pole | 5 Mowing | 6 Weeding/ Trimming/Edging | 7 Parking Area | 8 Snow Removal | 9 Exterior Lighting | 10 Water Fountains | 11 Outside Storage Area | 12 Tables/Grills/ Pads | 13 Benches | 14 Leaves | | | |
| | | | | | | | | | | | | | | | | | |
| **E. Vending Building** | 1 Floors | 2 Walls | 3 Lights | 4 Ceiling | 5 Telephones | 6 Refund Card Boxes | 7 Sidewalks around Building | 8 Signs | 9 Emergency Lights | 10 | 11 | 12 | 13 | | | | |
| | | | | | | | | | | | | | | | | | |
| **F. Utility Room** | 1 Floors | 2 Trash Containers | 3 Windows | 4 Walls | 5 Doors | 6 Heat and R/A Vents | 7 Interior Lighting | 8 Ceilings | 9 Storage Area | | | | | | | | Personnel Appearance |
| | | | | | | | | | | | | | | | | | |

Inspected By: _____ Received By:_____

TC 71-126E
Rev. 12/2006
Page 2 of 2

Location:_____
County Route

(Check One)
☐ NB ☐ EB
☐ SB ☐ WB

Date:_____ Time of Inspection:_____

| Section | Item | Remarks |
|---|---|---|
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Inspected By:_____ Received By:_____

# SNOW AND ICE REMOVAL PLAN

**20_____ FISCAL YEAR**

**_____ COUNTY**

**RECOMMENDED BY:**

_____
County Superintendent

_____
District Maintenance Engineer

_____
District Operations Engineer

**APPROVED BY:**

_____
Chief District Engineer

_____ COUNTY PRIORITY SYSTEM

Priority A – Interstate (Single Lane Miles) _____

Priority A – Other Routes (Two-Lane Miles) _____

Priority B – (Two-Lane Miles) _____

Priority C - (Two-Lane Miles) _____

_____ COUNTY CREW RESPONSIBILITIES

Priority A – Interstate (Single Lane Miles) _____

Priority A – Other Routes (Two-Lane Miles) _____

Priority B – (Two-Lane Miles) _____

Priority C - (Two-Lane Miles) _____

Number Salt Spreaders _____

A & B Miles / Salt Spreader _____

* Crew Size _____

Available Truck Operators _____

* A & B Miles / Crew Size _____

* Include any special crew personnel routinely assigned to the snow & ice removal program in this county.

**NOTE:** THE COUNTY PRIORITY SYSTEM IS SIMPLY THE GEOGRAPHICAL FACTS. THE COUNTY CREW RESPONSIBILITIES RELATE TO MILEAGE RESPONSIBILITIES OF THAT CREW.

_____ COUNTY PRIORITY SYSTEM

Priority A – (Two-Lane Miles) _____

Priority B – (Two-Lane Miles) _____

Priority C – (Two-Lane Miles) _____

_____ COUNTY CREW RESPONSIBILITIES

Priority A – (Two-Lane Miles) _____

Priority B – (Two-Lane Miles) _____

Priority C – (Two-Lane Miles) _____

Number Salt Spreaders _____

A & B Miles / Salt Spreader _____

* Crew Size _____

Available Truck Operators _____

* A & B Miles / Crew Size _____

* Include any special crew personnel routinely assigned to the snow & ice removal program in this county.

**NOTE:** THE COUNTY PRIORITY SYSTEM IS SIMPLY THE GEOGRAPHICAL FACTS. THE COUNTY CREW RESPONSIBILITIES RELATE TO MILEAGE RESPONSIBILITIES OF THAT CREW.

## KENTUCKY TRANSPORTATION CABINET
### DIVISION OF MAINTENANCE

### DISTRICT SNOW AND ICE REMOVAL PLAN

**INTERSTATE I-** _____

| TRUCK NUMBER | MAP COLOR CODE | CREW | PRIORITY SYSTEM | ROUTE DESCRIPTION LIMITS | LANE MILES | TONS SALT REQUIRED* |
|---|---|---|---|---|---|---|
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* Based on 250 lbs. per lane mile

## KENTUCKY TRANSPORTATION CABINET
### DIVISION OF MAINTENANCE

### SNOW AND ICE REMOVAL PLAN

COUNTY _____

| TRUCK NUMBER | MAP COLOR CODE | ROUTE | PRIORITY SYSTEM | ROUTE DESCRIPTION LIMITS | 2-LANE MILES | TONS SALT REQUIRED* |
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* Based on 250 lbs. per lane mile

KENTUCKY TRANSPORTATION CABINET
Division of Maintenance
# STORM LOG

TC 71-10E
07/2008
Page 1 of 2

Date _____ County _____

| Event | Time | | Day of Week | Temp. | Depth of Snow | Wind | | Visibility | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | AM | PM | | | | Direction | Velocity | Good | Fair | Poor |
| Storm Started | | | | | | | | | | |
| Crew mobilized | | | | | | Dry Snow | | Wet Snow | | |
| Storm Ended | | | | | | Sleet | | Freezing Rain | | |
| Crew Demobilized | | | | | | | | | | |

DISPATCH RECORD

| Depart Time | Equipment No. | Operator | Activity | Routes | Materials Used | Miles Treated | Return Time |
|---|---|---|---|---|---|---|---|
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KENTUCKY TRANSPORTATION CABINET
Division of Maintenance
**STORM LOG**

TC 71-10E
07/2008
Page 2 of 2

| Type | Number | Hours or Miles | Tonnage & Type of Materials | Cost* | Remarks |
|---|---|---|---|---|---|
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| | Materials Salt | Abrasives | CaCl |
|---|---|---|---|
| Tons | _____ | _____ | Lbs./Gal. _____ |
| Cost* | _____ | _____ | _____ |

*To Be Calculated By the District Office

Prepared By _____

| | Excellent | Good | Fair | Poor |
|---|---|---|---|---|
| Results | | | | |
| Cost Comparison | | | | |

District Office Use Only

_____ Total Cost per Mile Treated

_____ OT per Mile Treated

_____ Materials Cost per Mile Treated

**COMMONWEALTH OF KENTUCKY**
TRANSPORTATION CABINET

# COOPERATIVE AGREEMENT

THIS AGREEMENT, entered into this ____day of_____, 20____, between the Department of Highways, Transportation Cabinet, Commonwealth of Kentucky and _____ with an address of _____, hereinafter referred to as "Company".

WHEREAS, the Company desires to transport coal on state-maintained highways in vehicles weighing in excess of the weight limits established by the Secretary of Transportation pursuant to KRS 189.222 on certain specified routes; and

WHEREAS, pursuant to the provisions of KRS 177.979 the Department of Highways is authorized to enter into cooperative agreements providing for an equitable apportionment of the incremental costs to the Commonwealth of Kentucky resulting from such overweight transportation; and

WHEREAS, the Department of Highways has certified that all road segments and bridges covered by this agreement as listed in the *Certified Transportation Plan* (TC 71-9 form) attached hereto are a part of the state-maintained system of highways; and

WHEREAS, the Company would like to transport coal at extended weights on segments of state-maintained roads listed in the *Certified Transportation Plan* (TC 71-9 form).

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and the provisions of KRS 177.979, the parties hereby agree as follows:

(1) Except as provided, below, the Company shall indemnify and hold harmless the Commonwealth of Kentucky, Transportation Cabinet, its officers, agents, and employees from all suits, actions, or claims for injuries or damages sustained as a result of the Company's hauling of coal as provided in this agreement in vehicles whose gross vehicle weight exceeds the weight limits established pursuant to KRS 189.222.

(2) All obligations incurred under this agreement are subject to any law or administrative regulation now existing.

(3) In carrying out any of the provisions of this agreement or in exercising any power or authority granted to them by or within the scope of this agreement, no personal or individual liability shall be threatened or imposed upon the Secretary of Transportation, the Commissioner of Highways, the State Highway Engineer, or their authorized representatives in their personal individual capacities. In all such matters, these officials are acting solely as agents and representatives of the Commonwealth.

(4) This agreement may be amended at any time upon the written mutual agreement of both parties. Further, this agreement may be terminated by the Transportation Cabinet, Department of Highways upon 30 days written notice to the Company. This agreement may be terminated by the Company upon written notice to the Transportation Cabinet, Department of Highways. However, such termination by the Transportation Cabinet, Department of Highways or the Company shall not relieve the Company of any contractual obligations incurred prior to said cancellation.

(5) The Company shall furnish sufficient labor, materials, and equipment or funds to restore the road segments and bridges listed in the *Certified Transportation Plan* (TC 71-9 form) to a condition mutually agreed to by both parties as being equal to that which existed prior to the commencement of the hauling of coal pursuant to this agreement and to fulfill all obligations incurred by the Company under this agreement prior to the effective date of such termination.

(6) It is understood by both parties that it is the intention of the Company to terminate this cooperative agreement after 50,000 tons of coal have been transported under this agreement. After the Company has fulfilled the following conditions, the road segments shall be eligible for immediate inclusion in the Extended Weight Coal and Coal By-Products Haul Road System:

(a) Furnished sufficient labor, materials, and equipment or money to restore the road segments listed in the *Certified Transportation Plan* (TC 71-9 form) to a condition mutually agreed to by both parties as being equal to that which existed prior to the commencement of the hauling of coal pursuant to this agreement;
(b) Transported at least 50,000 tons of coal over the road segments;
(c) Reported the coal transportation to the Transportation Cabinet on the forms required by KRS 177.977 and 603 KAR 5:115; and
(d) Satisfied any other obligations incurred by the Company under this agreement.

The Transportation Cabinet shall execute an Official Order to include the road segments in the Extended Weight Coal and Coal By-Products Haul Road System.

(7) It is agreed and understood that if there is a change in any of the conditions under which this agreement was executed, the Secretary of the Transportation Cabinet may suspend, alter, amend, or modify the terms and conditions of this agreement or may alter the classification of any road or bridge listed in the *Certified Transportation Plan* (TC 71-9 form) if deemed such action is necessary to promote the safety and convenience of the traveling public. In emergencies, the immediate posting or closing of a road or bridge may be effected without notice to the Company. Should such suspension, alteration, amendment, or modification result in a substantial change in the character of the Company's operations or its contractual performance as required, the parties herein may terminate this agreement or execute a supplemental agreement to provide an equitable adjustment in the terms of this agreement in accordance with paragraph 4.

(8) The Company shall not load or cause to be loaded or operate or cause to be operated any vehicle in excess of the gross weights specified in this agreement on the road segments specified in the *Certified Transportation Plan* (TC 71-9 form).

(9) This agreement shall not be construed as changing the trucking weight classification of the roads listed in the *Certified Transportation Plan* (TC 71-9 form) and it does not indicate a willingness by the Transportation Cabinet to allow overweight hauling except by permit or agreement.

(10) No cartage or commodity other than coal may be transported under the terms of this agreement in vehicles whose dimensions, gross weight, gross axle weight, or tire weight exceed the limits prescribed by the Secretary of Transportation pursuant to KRS 189.222.

(11) The Department of Highways may furnish any necessary supervision and inspection on any road construction project undertaken by the Company under this agreement. The Company shall furnish all labor, materials, equipment, tools, and supplies or funds deemed necessary by the Department to adequately perform maintenance and traffic operations on the road(s) and bridge(s) listed in the *Certified Transportation Plan* (TC 71-9 form) that are designated for maintenance.

(12) The Company agrees that upon notification from the Department of Highways, it shall timely provide for the design, construction, reconstruction or maintenance over and above normal routine maintenance pursuant to KRS 177.979 for the road segments covered by this agreement.

(13) The maximum gross weights (including vehicle and load that may be transported pursuant to this plan shall not exceed the maximum weights listed below:

| **Weight** | **Truck Type*** |
|---|---|
| _____ Lbs. | IV |
| _____ Lbs. | V |

* Truck types are identified in 603 KAR 5:230.

(14) Prior to receiving authorization to begin transporting coal pursuant to this cooperative agreement, the Company shall file with the Transportation Cabinet, Department of Highways a corporate bond, cash bond, or securities in the amount of $ _____. The Company shall be the principal obligor and the Transportation Cabinet, Department of Highways shall be the obligee. The bond shall be conditioned upon the Company's compliance with the terms of this cooperative agreement and shall remain in full force and effect until released by the Transportation Cabinet, Department of Highways.

(15) The Company acknowledges its sole responsibility for damage to a county road or city street that it utilized as part of the Company's transportation route.

(16) The Company shall keep accurate records of coal tonnage transported pursuant to this agreement. Said records shall be available for audit by the Transportation Cabinet upon reasonable notice.

(17) If any term or provision, or any part of any term or provision of this agreement is held to be unenforceable, it shall be severed as narrowly as possible, and the remaining terms and provisions shall be enforced in accordance with the tenor of this agreement.

(18) The Company and the Cabinet agree that this agreement is made and entered into in the Commonwealth of Kentucky and shall in all respects be interpreted, enforced, and governed under the laws of said Commonwealth. The Company and the Cabinet agree that the venue of any action to enforce and/or interpret the provisions of said agreement shall be Franklin Circuit Court.

(19) This agreement is non-transferable and shall not be assigned without the written consent of the Transportation Cabinet, Department of Highways.

Cooperative Coal Haul Agreement with _____ in _____ County.

APPROVAL RECOMMENDED BY:

_____ _____
Chief District Engineer Highway District No.

APPROVAL AND RECOMMENDED BY:

_____
State Highway Engineer

APPROVED AS TO FORM AND LEGALITY:

_____
Executive Director, Office of Legal Services

EXECUTED ON BEHALF OF: Transportation Cabinet

BY: _____
Secretary of Transportation

EXECUTED ON BEHALF OF: _____
Company Name

BY: _____
Authorized Representative

I hereby affirm that I am the appropriate official with COMPANY to execute this agreement and full authority to do so. In addition, I affirm that the COMPANY has voluntarily entered into this cooperative agreement.

STATE OF KENTUCKY

COUNTY OF_____

Signed and sworn before me this _____ day of _____, 20_____.

_____
Notary Public

My Commission expires: _____

TC 71-9
Rev. 6/2008

## *Transportation Cabinet*
**Department of Highways**
**Division of Maintenance**
## *Certified Transportation Plan*

**Company Name:** _____
**Address:** _____
**City, State Zip:** _____
**Phone:** ( ) -
**Fax:** ( ) -
**Point of Contact:** _____
**Phone/ext:** ( ) - ext:
**Cell/Pager:** ( ) -
**e-mail** _____

**Name of Mine/Quarry/etc:** _____
**DNR Permit Number:** _____
**County:** _____
**Latitude:** ° ′ ″
**Longitude:** ° ′ ″
**Type of Material:** Coal
**Type of Operation:** Surface Mine
**Name of Destination:** _____
**Destination Code:** _____

***List all State, County, and/or City Roads used on Haul Route (attach map):***

| COUNTY | ROUTE # | ROAD NAME | BEG MP | DIR. | END MP | LENGTH | HWY CLASS |
|---|---|---|---|---|---|---|---|
| | | | | | | 0.000 | |
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☐ **Attach additional sheets if needed**

***List all Bridges used on Haul Route:***

| COUNTY | ROUTE # | MILE POST | BRIDGE NUMBER | WEIGHT LIMIT (TONS) TYPE I | TYPE II | TYPE III | TYPE IV |
|---|---|---|---|---|---|---|---|
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☐ **Attach additional sheets if needed**

County or city roads, streets and bridges shown above are not the responsibility of the Transportation Cabinet and are not certified. They are shown for informational purposes only. Certification of this plan does not constitute approval or intent to approve a cooperative agreement, and does not indicate a willingness of the Transportation Cabinet to allow overweight hauling except by permit, agreement, or license. Contact your District Highway Office for Statutory Weight Limits.

**COMPANY NAME:** _____
**OFFICER:** _____
**CERTIFIED BY:** **TITLE:** _____

| Chief District Engineer | Date | Authorized Signature | Date |
|---|---|---|---|

1

***List all State, County, and/or City Roads used on Haul Route (attach map):***
(Continued from page )

| COUNTY | ROUTE # | ROAD NAME | BEG MP | DIR. | END MP | LENGTH | HWY CLASS |
|---|---|---|---|---|---|---|---|
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☐ **Attach additional sheets if needed**

***List all Bridges used on Haul Route:***
(Continued from page )

| COUNTY | ROUTE # | MILE POST | BRIDGE NUMBER | WEIGHT LIMIT (TONS) TYPE I | TYPE II | TYPE III | TYPE IV |
|---|---|---|---|---|---|---|---|
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☐ **Attach additional sheets if needed**

2

## COAL SHIPMENT ROUTE AND TONNAGE REPORT

**PURPOSE OF REPORTS:** These reports determine the ton-mile data that is used in the formula which returns severance tax revenue to counties. Tons data is also used to update/revise the Extended Weight Coal Haul Road System.

**DUE DATE: Each semi-annual report is due 30 days after receipt of this notice.**

**FORM INSTRUCTIONS**

**REPORTING COMPANY:** Name and complete address of reporting company, severance tax number used to pay tax on coal, and phone number where contact person can be reached during normal daytime working hours.

**1. ORIGIN**

a) **Name of Unit:** Contract miner or company assigned name or number.
b) **County:** Kentucky county where origin unit is located (for coal shipped into Kentucky, use first Kentucky county and road number at state line).
c) **Permit #:** Permit number assigned by Department for Natural Resources, Division of Mine Permits
d) **Latitude and Longitude:** Location of unit in degrees, minutes, and seconds (found in permit or license package).
e) **Type of Operation:** Check type of unit.

**2. DESTINATION**

a) **Name of Destination:** Specific name of tipple, dock, prep plant, etc. in Kentucky to which coal is shipped (do not use town or area for name of destination).
b) **Road:** Road number or name where destination is located (out-of-state routes, use last Kentucky road to exit state).
c) **County:** Kentucky county where destination is located (for coal shipped out of state, use the last Kentucky county before exiting state).

**3. TONS TRUCKED:** Tons shipped from **one** origin to **one** destination during reporting period.

**PLEASE NOTE**

The **permit number**, **latitude and longitude**, **destination**, and the **specific road number or name** where coal begins traveling on public roads must be included on this form so we can include your tons in the ton-mile calculations. If you need more than three report summaries, please copy the form page. If you have questions about this form, call **502-564-7183.**

**Please TAPE form closed for return mail. Post office requests NO STAPLES PLEASE!**

Division of Planning
Kentucky Transportation Cabinet
Transportation Office Building
5th Floor West
200 Mero Street
Frankfort KY 40622

Kentucky Transportation Cabinet
Division of Planning

**TC 59 -100

**FIRST HALF 2008**

**REPORTING COMPANY**_____ Phone _____
Address_____ City _____ State _____ ZIP_____
Local contact person _____ Severance Tax No _____
Email Address _____

***Coal Shipment Route and Tonnage Report #1***

**1. ORIGIN**/Name of unit _____County _____ Permit # _____ - _____
Latitude _____ °_____ ' _____ " Longitude _____ ° _____ ' _____
Type of operation: Surface mine ☐ Underground mine ☐ Prep plant/tipple ☐ Other _____

**2. NAME OF DESTINATION** _____ Road _____ County _____

**3. TONS TRUCKED** *from ONE ORIGIN to ONE DESTINATION* _____

List below all State, County, and/or City roads used from above **ORIGIN** to **DESTINATION**.

| COUNTY | ROUTE # | ROAD NAME | BEGMILEPOINT* | DIRECTION | ENDMILEPOINT* | LENGTH |
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***Coal Shipment Route and Tonnage Report #2***

**1. ORIGIN**/Name of unit _____County _____ Permit # _____ - _____
Latitude _____ °_____ ' _____ " Longitude _____ ° _____ ' _____
Type of operation: Surface mine ☐ Underground mine ☐ Prep plant/tipple ☐ Other _____

**2. NAME OF DESTINATION** _____ Road _____ County _____

**3. TONS TRUCKED** *from ONE ORIGIN to ONE DESTINATION* _____

List below all State, County, and/or City roads used from above **ORIGIN** to **DESTINATION**.

| COUNTY | ROUTE # | ROAD NAME | BEGMILEPOINT* | DIRECTION | ENDMILEPOINT* | LENGTH |
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***Coal Shipment Route and Tonnage Report #3***

**1. ORIGIN**/Name of unit _____County _____ Permit # _____ - _____
Latitude _____ °_____ ' _____ " Longitude _____ ° _____ ' _____
Type of operation: Surface mine ☐ Underground mine ☐ Prep plant/tipple ☐ Other _____

**2. NAME OF DESTINATION** _____ Road _____ County _____

**3. TONS TRUCKED** *from ONE ORIGIN to ONE DESTINATION* _____

List below all State, County, and/or City roads used from above **ORIGIN** to **DESTINATION**.

| COUNTY | ROUTE # | ROAD NAME | BEGMILEPOINT* | DIRECTION | ENDMILEPOINT* | LENGTH |
|---|---|---|---|---|---|---|
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*MILEPOINT information available at Highway District Office or from the Division of Planning at 502-564-7183.
**Form available electronically from the Division of Planning, Roadway Systems Team at 502-564-7183 or on the Internet at **http://transportation.ky.gov/planning/maps/coalhaul/coalhaul.asp**.

KENTUCKY TRANSPORTATION CABINET

TC 71-25E
Rev. 01/2009

**Division of Maintenance**

# GUARDRAIL & END-TREATMENT INSTALLATION & REPAIR REPORT

Purpose: This report will be completed on all installations and repairs of guardrail and / or end-treatments.

COUNTY FOREMAN'S REPORT

Location _____ County _____ Route _____ M.P. _____ Right of Left

Date of Occurrence _____ Date Discovered _____

Vehicle Owner / Address _____ Driver / Address _____

Type of Damage _____

Installation Type Prior To Incident _____

Temporary Action _____

Date of Temporary Action _____ Authorized By _____

Date Notified Dist. Office _____ Person Notified _____

DISTRICT OFFICE REPORT A.D.T. _____

Inspected By _____ Name _____ Title Date _____

Other's Present _____

Installation Type Prior To Incident _____

Repair Instructions:

Assigned to Foreman _____ Crew _____

Use Standard Drawing No. _____ Date _____

Bill of Materials and Source:

Remarks:

Stakeout Required? YES ☐ NO ☐ Staked By _____ Date _____

Approved By (name) _____ Date _____

Work Reported Complete By (name) _____ Date _____

Final Inspection By (name) _____ Date _____

# Seeding and Fertilization Program Chart

**(Recommended Seeding Rates)**

NOTE: Rates may vary from District to District or as needs dictate.

| Complete Seeding (Disking, fertilizing & mulch) | | |
|---|---|---|
| | | |
| Mixture: | Ky 31 Fescue | 100 - 250 lbs/acre |
| | Perennial Ryegrass | 10 - 15 lbs/acre |
| Alone: | Ky 31 Fescue | 200-250 lbs/acre |
| Fertilizer: | 19-19-19 | 350 - 550 lbs/acre |
| Straw: | | 2 tons/acre |
| Hydromulch: | | 500 - 1000 lbs/acre |

| No-Till Seeder | | |
|---|---|---|
| Mixture: | Ky 31 Fescue | 50 -75 lbs/acre |
| | Perennial Ryegrass | 10 - 15 lbs/acre |
| Alone: | Ky 31 Fescue | 75 - 100 lbs/acre |
| Fertilizer: | 19-19-19 | 300 lbs/acre |

| Over Seeding (Hydroseeder) | | |
|---|---|---|
| Mixture: | Ky 31 Fescue | 75-100 |
| | Perennial Ryegrass | 10 -15 lbs/acre |
| Alone: | Ky 31 Fescue | 100 - 150 lbs/acre |
| Fertilizer: | 19-19-19 | 275 - 450 lbs/acre |

| Over Seeding (By hand or tractor) | | |
|---|---|---|
| Mixture: | Ky 31 Fescue | 75 -100 lbs/acre |
| | Perennial Ryegrass | 10 - 15 lbs/acre |
| Alone: | Ky 31 Fescue | 100 - 150 lbs/acre |
| Fertilizer: | 19-19-19 | 450 lbs/acre |

| Seeding Under Guardrail | | |
|---|---|---|
| Alone: | Hard Fescue | 100-150 lbs/acre |
| Fertilizer: | 19-19-19 | 300 lbs/acre |

| Fall Fertilizer Topdressing | | |
|---|---|---|
| Fertilizer: | 46-0-0 | 150 lbs/acre |
| (Mulch for protection. Do not apply when temperatures exceed 80 degrees) | | |
| | | |
| Fertilizer: | 19-19-19 | 300 lbs/acre |

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Page 1 of 2

**KENTUCKY TRANSPORTATION CABINET**
**DEPARTMENT OF HIGHWAYS**
Division of Maintenance

# FIRE WATCH LOG

**DATE:** _____

**DISTRICT:** _____

**DEBRIS SITE:** _____

| Time | Conditions Present | Print Name | Signature | Comments |
|---|---|---|---|---|
| 12:00 AM | ☐ Safe ☐ Abnormal | | | |
| 1:00 AM | ☐ Safe ☐ Abnormal | | | |
| 2:00 AM | ☐ Safe ☐ Abnormal | | | |
| 3:00 AM | ☐ Safe ☐ Abnormal | | | |
| 4:00 AM | ☐ Safe ☐ Abnormal | | | |
| 5:00 AM | ☐ Safe ☐ Abnormal | | | |
| 6:00 AM | ☐ Safe ☐ Abnormal | | | |
| 7:00 AM | ☐ Safe ☐ Abnormal | | | |
| 8:00 AM | ☐ Safe ☐ Abnormal | | | |
| 9:00 AM | ☐ Safe ☐ Abnormal | | | |
| 10:00 AM | ☐ Safe ☐ Abnormal | | | |
| 11:00 AM | ☐ Safe ☐ Abnormal | | | |

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04/2010
Page 2 of 2

**KENTUCKY TRANSPORTATION CABINET**
**DEPARTMENT OF HIGHWAYS**
Division of Maintenance

## FIRE WATCH LOG

| | | | |
|---|---|---|---|
| 12:00 PM | ☐ Safe ☐ Abnormal | | |
| 1:00 PM | ☐ Safe ☐ Abnormal | | |
| 2:00 PM | ☐ Safe ☐ Abnormal | | |
| 3:00 PM | ☐ Safe ☐ Abnormal | | |
| 4:00 PM | ☐ Safe ☐ Abnormal | | |
| 5:00 PM | ☐ Safe ☐ Abnormal | | |
| 6:00 PM | ☐ Safe ☐ Abnormal | | |
| 7:00 PM | ☐ Safe ☐ Abnormal | | |
| 8:00 PM | ☐ Safe ☐ Abnormal | | |
| 9:00 PM | ☐ Safe ☐ Abnormal | | |
| 10:00 PM | ☐ Safe ☐ Abnormal | | |
| 11:00 PM | ☐ Safe ☐ Abnormal | | |

**Approved by:** _____

**Date:** _____

## Kentucky Snow and Ice Treatment Recommendations
## Light Snow Storm

| Road Temperature Range | Initial Operation | | | | Subsequent operations | | | Comments |
|---|---|---|---|---|---|---|---|---|
| | Road Surface at Time of Initial Operation | Maintenance Action | Product Rate | | Maintenance Action | Product Rate | | |
| | | | Brine Gallons /lane mile | Salt Pounds /lane mile | | Brine Gallons /lane mile | Salt Pounds /lane mile | |
| Above 32° F, steady or rising | Dry, wet, slush or light snow cover | None, see comments | | | None, see comments | | | 1. Monitor road temps closely for drops toward 32°F and below.<br>2. Treat icy patches with salt, if needed, at 150 lbs/lane mile; plow if needed. |
| Above 32°F, 32°F or below is imminent ALSO 20 to 32°F remaining in range | Dry | Apply brine or prewetted salt | 45 | 125-200 | Plow as needed, reapply salt when needed | | 125-200 | 1. Applications will need to be more frequent at lower temps and higher snowfall rates<br>2. Do not apply salt brine when the pavement temp drops below 20°F.<br>3. Do not direct apply salt brine onto heavy snow accumulation or packed snow.<br>4. Once road temps fall to 25°F, prewet salt with CaCl. |
| | Wet, slush or light snow cover | Apply salt | | 125-200 | | | 125-200 | |
| 15 to 20°F remaining in range | Dry, wet, slush or light snow cover | Apply prewetted salt | | 200 | Plow as needed, Reapply pre-wetted salt when needed | | 200 | |
| Below 15°F, steady or falling | Dry or light snow cover | Plow as needed | | | Plow as needed | | | 1. It is not recommended that salt be applied in this temperature range. If an application is warranted, the salt must be prewetted with CaCl.<br>2. Abrasives can be applied to enhance traction. |

NOTES: **Salt Applications** (1) Time initial and subsequent salt applications to prevent deteriorating conditions or development of packed and bonded snow. (2) Apply salt ahead of traffic rush hour periods occurring during storm. **Plowing** - If needed, plow before salt applications so that excess snow, slush or ice is removed and pavement is wet, slushy or lightly snow covered when treated.

## Kentucky Snow and Ice Treatment Recommendations
## Light Snow Storm With Periods of Moderate to Heavy Snow

| Road Temperature Range | Initial Operation | | | | Subsequent operations | | | Comments |
|---|---|---|---|---|---|---|---|---|
| | Road Surface at Time of Initial Operation | Maintenance Action | Product Rate | | Maintenance Action | Product rate | | |
| | | | | | | Light Snow | Heavy Snow | |
| | | | Brine Gallons /lane mile | Salt Pounds /lane mile | | Salt Pounds /lane mile | Salt Pounds /lane mile | |
| Above 32° F, steady or rising | Dry, wet, slush or light snow cover | None, see comments | | | None, see comments | | | 1. Monitor road temps closely for drops toward 32°F and below.<br>2. Treat icy patches with salt, if needed, at 150 lbs/lane mile; plow if needed. |
| Above 32°F, 32°F or below is imminent ALSO 25 to 32°F remaining in range | Dry | Apply brine or prewetted salt | 45 | 125-200 | Plow as needed, reapply salt when needed | 200 | 250 | 1. Applications will need to be more frequent at lower temps and higher snowfall rates<br>2. Do not apply salt brine when the pavement temp drops below 20°F.<br>3. After heavy snow periods and during light snowfall, reduce salt rates to 200 lb/lane mile continue to plow and apply salt as needed.<br>4. Once road temps fall to 25°F, prewet salt with CaCl. |
| | Wet, slush or light snow cover | Apply salt | | 125-200 | | | | |
| 15 to 25°F remaining in range | Dry, wet, slush or light snow cover | Apply prewetted salt | | 250 | Plow as needed, Reapply pre-wetted salt when needed | 250 | 300 | 1. Reduce salt rate to 250 lb/lane mile after heavier snow periods and during light snowfall. Continue to plow and apply salt as needed. |
| Below 15°F, steady or falling | Dry or light snow cover | Plow as needed | | | Plow as needed | | | 1. It is not recommended that salt be applied in this temperature range. If an application is warranted, the salt must be prewetted with CaCl.<br>2. Abrasives can be applied to enhance traction. |

NOTES: **Salt Applications** (1) Time initial and subsequent salt applications to prevent deteriorating conditions or development of packed and bonded snow. (2) Anticipate increases in snowfall intensity. Apply higher salt rates prior to or at the beginning of heavier snow periods to prevent development of packed and bonded snow. (3) Apply salt ahead of traffic rush hour periods occurring during storm. **Plowing** - If needed, plow before salt applications so that excess snow, slush or ice is removed and pavement is wet, slushy or lightly snow covered when treated.

## Kentucky Snow and Ice Treatment Recommendations

## Moderate to Heavy Snow Storm

| Road Temperature Range | Initial Operation | | | | Subsequent operations | | | Comments |
|---|---|---|---|---|---|---|---|---|
| | Road Surface at Time of Initial Operation | Maintenance Action | Product Rate: Brine Gallons /lane mile | Product Rate: Salt Pounds /lane mile | Maintenance Action | Product Rate: Brine Gallons /lane mile | Product Rate: Salt Pounds /lane mile | |
| Above 32° F, steady or rising | Dry, wet, slush or light snow cover | None, see comments | | | None, see comments | | | 1. Monitor road temps closely for drops toward 32°F and below.<br>2. Treat icy patches with salt, if needed, at 150 lbs/lane mile; plow if needed. |
| Above 32°F, 32°F or below is imminent ALSO 30 to 32°F remaining in range | Dry | Apply brine or prewetted salt | 45 | 125-200 | Plow as needed, reapply salt when needed | | 125-200 | 1. If the desired plowing/treatment frequency cannot be maintained, the salt rate can be increased to 250 lb/lane mile for longer turnaround times on routes.<br>2. Do not direct apply salt brine onto heavy snow accumulation or packed snow.<br>3. Once road temps fall to 25°F, prewet salt with CaCl. |
| | Wet, slush or light snow cover | Apply salt | | 125-200 | | | | |
| 25 to 30°F remaining in range | Dry | Apply brine or prewetted salt | 45 | 180-250 | Plow as needed, Reapply pre-wetted salt when needed | | 250 | If the desired plowing/treatment frequency cannot be maintained, the salt rate can be increased to 400 lb/lane mile for longer turnaround times on routes. |
| | Wet, slush or light snow cover | Apply salt | | 180-250 | | | | |
| 15 to 25°F remaining in range | Dry, wet, slush or light snow cover | Apply salt | | 250 | Plow as needed, Reapply pre-wetted salt when needed | | 300 | If the desired plowing/treatment frequency cannot be maintained, the salt rate can be increased to 500 lb/lane mile for longer turnaround times on routes. |
| Below 15°F, steady or falling | Dry or light snow cover | Plow as needed | | | Plow as needed | | | 1. It is not recommended that salt be applied in this temperature range. If an application is warranted, the salt must be prewetted with CaCl.<br>2. Abrasives can be applied to enhance traction. |

NOTES: **Salt Applications** (1) Time initial and subsequent salt applications to prevent deteriorating conditions or development of packed and bonded snow. Timing and frequency of subsequent applications will be determined primarily by plowing requirements.
(2) Apply higher salt rates prior to or at the beginning of heavier snow periods
**Plowing -** Plow before salt applications so that excess snow, slush or ice is removed and pavement is wet, slushy or lightly snow covered when treated.

## Kentucky Snow and Ice Treatment Recommendations
## Freezing Rain Storm

| Road Temperature Range | Initial Operation | | Subsequent operations | | Comments |
|---|---|---|---|---|---|
| | Maintenance Action | Salt Application Rate (lb/lane mile) | Maintenance Action | Salt Application Rate (lb/lane mile) | |
| Above 32° F, steady or rising | None, see comments | | None, see comments | | 1. Monitor pavement temperature closely for drops toward 32°F and below. 2. Treat icy patches if needed with prewetted salt at 150 lbs/lane mile. |
| Above 32°F, 32°F or below is imminent | Apply prewetted salt* | 180-200 | Reapply prewetted salt as needed | 180-200 | Monitor pavement temperature and precipitation closely. |
| 20 to 32°F remaining in range | Apply prewetted salt* | 200-250 | Reapply prewetted salt as needed | 200-250 | 1. Monitor pavement temperature and precipitation closely 2. Increase application rate to higher rate if pavement temp drops or intensity of freezing rain increases. 3. Decrease application rate to lower rate if pavement temp rises or intensity of freezing rain decreases. |
| 15 to 20°F remaining in range | Apply prewetted salt* | 250-400 | Reapply prewetted salt as needed | 250-400 | 1. Monitor precipitation closely. 2. Increase application rate toward higher rate if intensity of freezing rain increases. 3. Decrease application rate toward lower rate if intensity of freezing rain decreases. |
| Below 15°F, steady or falling | Apply abrasives | | | Apply abrasives as needed | It is recommended that salt NOT be applied in this temperature range. However, if an application is warranted, the salt must be prewetted with CaCl. |

NOTES: Salt Applications: (1) Time initial and subsequent salt applications to prevent glaze ice conditions.
(2) Apply salt ahead of traffic rush hour periods occurring during storm.
* Once road temps drop to 25°F or below, prewet salt with CaCl.