



Highway Maintenance Manual
Chapter 02 Administration
Section 01 Introduction
Subject 01 Manual Definition

Bureau of Highway Maintenance
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1.0 Purpose

The Maintenance Manual provides information essential for the efficient and accurate administration of the highway maintenance program. The policy statements, technical information, administrative direction and operational information the Maintenance Manual offers aids in clarifying duties and responsibilities and gives authority for the existence and completion of the various maintenance activities. It is recognized these policy statements, technical information, administrative direction and operation information may not always be financially feasible. Unless otherwise specified, the data contained herein are goals and not absolute requirements.

Adherence to the policies and guidelines presented herein ensures program responsibilities of the Department of Transportation are met. The use of standardized procedures promotes statewide conformity and this in turn allows for the efficient and effective maintenance of Wisconsin's state highways.

2.0 Scope

The Maintenance Manual is a comprehensive resource for the budgeting and allocation of maintenance funds. In this capacity, the Maintenance Manual provides:

1. the necessary official documents for maintenance managers to accurately and uniformly perform their assigned jobs.
2. usable outlines of highway maintenance procedures. In this way, the Maintenance Manual should be of value to all persons engaged or interested in maintaining state highways as constructed.
3. a receptacle for the most current policies, guidelines, directives and definitions issued to maintain state highways in Wisconsin.
4. a training guide for the development of personnel.
5. sound engineering practices, for promoting sensitivity to the environment and promulgating a concern for highway safety.

The Maintenance Manual cannot offer a complete technical and administrative discussion of every type of highway maintenance activity. Only activities with a high frequency of occurrence are discussed, and all information offered is meant to promote understanding as well as provide guidance.

3.0 Use

This manual has been prepared as a guide for all personnel involved in the maintenance of state highways. The information herein applies to all types of maintenance, namely: routine, corrective or emergency, and preventative.

This manual is not designed as a book to be read. Rather, this manual is an assemblage of reference documents. Each document is designed to cover one specific subject. The proper use of this manual begins by using the index to pick a specific subject for reading or study.

Manual documents provide generally accepted policy and guidelines. Exceptions were expected when the document was written. When research, problem analysis or product evaluation reveals a better alternative, then an exception should be requested or documented in writing.

Updates should be issued periodically so the manual remains current and useful. Suggestions for additions, changes, modifications and deletions are welcome, as are references to existing errors, discrepancies and contradictions.

4.0 Initial Issuance

The initial issuance of the Maintenance Manual and/or each new document represents the preferred approach at that point in time.

Official written documents do not prevent maintenance managers from being creative or limiting them from exercising their professional engineering judgment. Written policy and guidelines promote statewide conformity and in turn provide uniform maintenance of Wisconsin's state highways.