



## Highway Maintenance Manual

### Chapter 02 Administration

#### Section 01 Introduction

#### Subject 05 Manual Format

Bureau of Highway Maintenance

January 2014

### 1.0 Purpose

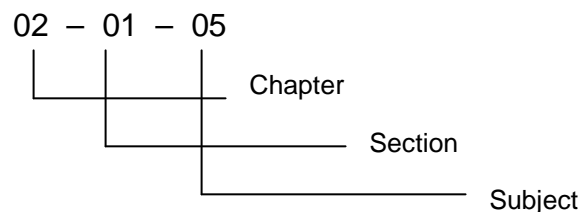
The Maintenance Manual employs a four-level identifying system.

Example: 02-01-05

02-01-05: The chapter number. Chapters that cover similar material are grouped together by initial number and thereafter by similar digit groupings. For example, all chapters on general winter maintenance are numbered 06-01-XX, while all chapters on road classifications are numbered 06-05-XX, all chapters on storm management responsibilities are numbered 06-10-XX and so on.

1.0, 2.0, 3.0...: Each numbered item represents a major division within each particular chapter.

1.1, 1.2, 1.3...: Each numbered item represents a division of information within each section.



The identification system is meant to be organizationally flexible. Current material is logically divided and easily found, and because not every number is currently used, future chapters can be easily incorporated into the manual's system.

A **POLICY** is a settled course of action, which has been adopted and recommended be followed. The mandatory term "shall" is applied sparingly and is typically confined to instances where discretion is limited and a formal exception process is applied. Mandatory language limits the application of professional judgment. Instead, directory or advisory language is preferred.

A **GUIDELINE** is a statement giving general direction regarding preferred practices about how and when duties "should" be carried out.

A **DEFINITION** is an informational reference written to explain or otherwise clarify an issue.