

**Right of Way Fences**

Fencing is provided to discourage encroachment onto highway rights of way. Fencing on a controlled access highway is usually owned and maintained by the state while fencing on non-controlled access highways is normally owned and maintained by the abutting property owner. Questions regarding maintenance responsibilities of a given section of fence should be resolved by the Area Superintendent.

**Road Approaches- General**

No road approaches are allowed without WSDOT authorization. A road approach for private access requires a permit, available at region and area offices, which stipulate the conditions under which it is granted. Such conditions often include allowed width, turn radii, paving and culvert requirements, and specific location to ensure adequate sight distance. The permit holder is normally responsible for maintenance of the approach between the edge of pavement and the property line. If permit violations are identified, the Area Superintendent should be notified. There is a fee charged by WSDOT for new road approach permits. This is to cover the administrative cost of investigating, writing and reviewing the permit. The charge is \$50.00 for an individual single family approach and an additional \$50.00 for each added user of the same approach.

**Typical Maintenance Responsibilities in Cities**

Maintenance on streets may become complicated, depending on the type of installation. In accordance with RCW 47.24 and WAC 468-18-050, cities with a population greater than 22,500 have different requirements for some types of maintenance than do cities with a population less than 22,500. In general, the city or town is responsible for any portion of the facility beyond the curbs. If no curb is installed, the city or town's responsibility begins at the shoulder edge.

The following guidelines are designed to clearly identify typical maintenance responsibilities, as determined by statute, agreement, or policy, on city streets that are certified as part of a non-controlled access state highway route. They are general in nature and do not preclude WSDOT and individual cities from entering into agreements to address particular circumstances.

**Table 1**  
**City/State Maintenance Responsibilities for City Streets as**  
**Part of the State Highway System**

Maintenance Item	Population of Cities	
	Over 22,500	Under 22,500
Roadway Surface	State	State
Roadway Shoulders	State	State
Stability of cut and fill slopes	City	State
Sidewalks	City	City
Curbs	State	State
Parallel Roadside Ditches	City	City
Roadside Approach Culverts	City	City
Cross Culvert	City (3)	City (3)
Snow Plowing	See Note (4)	See Note (4)
Sanding and De-icing	City	City
Snow Removal	City	City
Sand Removal	City	City
Channelization	City(1)	City
Crosswalks	City (1)	State
Striping	City (1)	State
Directional Signs/Route Markers	State	State
Parking Signs	City	City
Regulatory Signs	City	State
Stop Signs- (Intersecting Streets)	City	State (7)
Signals	City	State
Guardrail, Concrete Barrier, Impact attenuators, etc.	State/City (2)	State/City (2)
Illumination	City (6)	City (6)
Street Cleaning	City	City
Street Sweeping	City	City
Vegetation	City	City

Maintenance Item	Population of Cities	
	Over 22,500	Under 22,500
Noxious Weeds	City (5)	City (5)
R/W Encroachments	City	City
R/W Cleanup	City	City
Utility Franchises	City	City
Underground Facilities	City	City

### NOTES

1. As a part of state reconstruction/resurfacing projects the state will replace in kind at no cost to the local agency only pavement markings that are damaged or removed as a result of the reconstruction or resurfacing project. This does not apply to durable markings that have exceeded their useful life. Installation of higher quality pavement markings will be at the expense of the city. Early communication and plan reviews between WSDOT and the city is essential to enable local agencies to avoid installation of pavement markings, especially the more durable markings prior to construction.
2. Traffic barriers installed on state highways in areas without curbs shall be maintained by WSDOT. Traffic barriers installed beyond the curb shall be maintained by the cities. Curb in the context of RCW 47.24.020(2) refers to a standard curb and gutter and not to be extruded curb such as those placed on fill sections for erosion control. Guardrail, concrete barriers, impact attenuators and similar devices are all considered to be traffic barriers.
3. Within all cities, regardless of population, the state shall solely maintain the structural integrity of box culverts, multiplates and individual culverts greater than 60 inches in width that are within rights of way and are not part of an enclosed drainage system. These are the size appropriate to identify natural stream flows. Those structures that are less than 60 inches in width will be maintained by the cities. Cities shall maintain all other parallel roadside ditches and road approach culverts. Grass-lined swales constructed by the state solely for state highway runoff will be maintained by WSDOT.
4. RCW 47.24.020(6) provides that the cities have responsibility for snow and ice removal within their jurisdiction and that the state shall, when necessary, plow the snow on the roadway. The meaning of "when necessary" is that the state will plow snow, with city concurrence, on the traveled lane of the state highway on the way through the cities not having adequate snow plowing equipment.
5. RCW 47.24.020(2) states that the city or town shall exercise full responsibility for and control over any such street beyond the curbs and if no curb is installed, beyond that portion of the highway used for highway purposes and, thus, are responsible for noxious weed control.
6. The state has responsibility for maintenance of illumination systems within fully access controlled areas. In addition, the state may, with city concurrence, maintain and operate luminaires at locations where the electrical service powers electrical equipment under both state and city responsibility.
7. WSDOT, with city concurrence, may install stop signs and posts to the city's standards or may contract with the city to have them perform these installations.

**Table 2  
City/State Maintenance Responsibilities For Bridges That Convey Non-Limited Access  
State Highways That Are Also City Streets  
(Unless Otherwise Covered Under A Separate Agreement)**

Maintenance Item	Population Cities	
	Over 22,500	Under 22,500
Structural Related Bridge Maintenance	State	State
Bridge Condition Inspections	State	State
L/C Overlays on Structures	State	State
Bridge Deck Membranes	State	State
Structural Asphalt Overlay on Bridge	State	State
Non-Structural Asphalt Overlay on Bridge	State	State
Approach Slab	State	State
Bridge Deck Joints	State	State
Bridge Railings	State	State
Graffiti	City	City
Deck Sweeping	City	City
Bridge Drains/Drainage	City	State
Striping	City	State
Illumination	City (2)	City (2)
Snow Plowing	See Note (1)	See Note (1)
Snow Removal	City	City

**NOTES**

1. RCW 47.24.020(6) provides that the cities have responsibility for snow and ice removal within their jurisdiction and that the state shall, when necessary, plow the snow on the roadway. The meaning of “when necessary” is that the state will plow snow, with city concurrence, on the traveled lane of the state highway on the way through the cities not having adequate snow plowing equipment.
2. The state has responsibility for maintenance of illumination systems within fully access controlled areas. In addition, the state may, with city concurrence, maintain and operate luminaires at locations where the electrical service powers electrical equipment under both state and city responsibility.

**Table 3**  
**State Owned Bridges That Convey City or County Traffic Over a Limited or Non-Limited**  
**Access Highway Corridor**  
**(Unless Otherwise Covered Under A Separate Agreement)**

<b>Maintenance Item</b>	<b>City/State</b>	<b>City/State</b>
Structural Related Bridge Maintenance	State	State
Bridge Condition Inspections	State	State
L/C Overlays on Structures	State	State
Bridge Deck Membranes	State	State
Structural Asphalt Overlay on Bridge	State	State
Non-Structural Asphalt Overlay on Bridge	City(1)	County (1)
Approach Slab	City (2)	County (2)
Bridge Deck Joints	See Note (3)	See Note (3)
Bridge Railing	State	State
Graffiti	City	County
Deck Sweeping	City	County
Bridge Drains/Drainage	City	County
Striping	City	County
Illumination	City	County
Snow Plowing	City	County
Snow Removal	City	County

**NOTES**

1. Cities/counties should obtain the states concurrence prior to performing non-structural asphalt deck overlays on state owned structures.
2. Approach slab maintenance is the primary responsibility of the city/county. In the case where the state performs a structural overlay on the bridge deck, the state may extend the overlay onto the approach slab to provide for a smooth transition on or off the bridge.
3. Joints located on the bridge deck are the responsibility of the state. Back of pavement seat joint repairs are the responsibility of the city/county unless they affect the structural integrity of the bridge.

**The State has full maintenance responsibility for bridges conveying a State Route or Interstate traffic in a limited access corridor (unless otherwise covered under a separate agreement).**

## **Maintenance Yards**

All maintenance yards are to be kept in a neat, clean, and orderly condition. All buildings are to be kept in good repair, inside and out, and are to be repainted when necessary.

Truck sheds are to be kept clean of debris and free from fire hazards. Gasoline and other highly flammable materials should not be stored in buildings where trucks or equipment are stored. Oily rags should be kept in metal containers.

Materials and supplies are to be stored in an orderly manner and an inventory is to be kept of all materials and supplies on hand. All buildings and yards are to be kept locked when not occupied by responsible personnel.

Hazardous wastes i.e. (solvent contaminated rags, methyl methacrylate wastes, and paint residues) are to be placed in proper containers, labeled with a yellow hazardous waste label and disposed of properly within (90) days.

## **Stockpile Sites**

Stockpile sites are to be cleared of all vegetation, trees, brush, rocks, or other debris, and a uniform ground surface is prepared prior to depositing stockpile material. The site chosen should attempt to minimize visual impact, especially in urban areas. Stockpiles are to be constructed in a neat and regular shape, occupying as small an area as practical, and accessible for loading material onto trucks without obstructing the highway. Stockpiles are built up in layers. Plank runways are required for operating trucks on stockpiles where there is danger of tracking dirt or other foreign matter onto the material.

Signs that identify the material as state property should be placed at each stockpile.

Sites where materials are stockpiled year-round or for a considerable period of time should be fenced with signs placed along the fence line identifying the site as state property and the gates kept locked.

Stockpiles should periodically be inspected for vegetation growth, which should be removed.

Maintenance personnel should inspect stockpiles regularly and be on the alert against any removal of materials by unauthorized persons. The inspection should also note potential storm water impacts off-site and corrections should be made as appropriate.

Material used by state forces is to be promptly charged out and reported to the area office. Excessive amounts of materials should not be allowed to accumulate in stockpile sites. If use of stockpiled materials is not anticipated, the area office should be notified so the material can be declared surplus.

## Materials from State Quarries or Pits

Materials produced or manufactured in state-owned or leased pits or quarries may not be sold, or otherwise disposed of, to private individuals or concerns.

Counties and cities or other governmental agencies may participate by having their requirements included in the state's crushing contract, with proper financial arrangements. It is the state's policy to assist other governmental agencies in need of small quantities of crushed rock by selling them material from existing stockpiles at current inventory prices if the material can be spared.

When quarry or pit sites are obtained from the Department of Natural Resources, the material is to be used for state highway construction or maintenance, or by other approved public agencies. Notify the area office when material from such pits and quarries is used.

Ecology storm water permits are required at pits and quarries where aggregate is being mined or crushing operations are taking place. Contact the regional Environmental Office for information.

## Procurement of Materials

Materials necessary for highway maintenance are generally available from the inventory of materials in stores. Stores should be checked well in advance of need, if possible, to help ensure that materials will be available when required. Materials not available must be purchased by personnel in the area or region office. This purchasing process can take weeks or even months for certain materials. Therefore, it is imperative to plan ahead whenever possible.

## Material Specifications-General

It is WSDOT policy that all materials used by state forces to repair or reconstruct highway facilities and buildings conform within reason to the specifications adopted for like material in new construction.

Specifications are necessary to ensure that the department receives the quality of material required for the intended use, and to permit vendors to quote prices on an equal basis. It is difficult to dispute the quality of any material received if the original order did not explicitly define what was expected. It is imperative that maintenance personnel recognize the importance of specifications. There is a reason for a particular design, mix, formula, type, or dimension being specified. Good workmanship will not counteract the effects of the use of inferior material, material intended for another purpose, or material that would be adequate only under different conditions.

## **Disposal of Surplus Items**

### ***Equipment***

If a crew determines that a piece of equipment is no longer needed or is no longer functional they should advise the superintendent or supervisor, providing information on needed repairs, problems, and future needs. This should be done to facilitate the decision on whether to transfer the equipment or dispose of it. A crew is charged for equipment even if it is not being used; therefore, it is important to be sure the equipment is necessary and operable.

### ***Inventoried Items***

If it is determined to scrap an article that is carried on an inventory, the region office should be provided with a description of the article, its inventory number, and a statement of its condition. Generally, requests for replacements, with any necessary justification, should accompany the recommendation for disposal.

### ***Non-Inventoried Items***

Non-inventoried items with potential trade-in or resale value may be declared surplus and turned in to the area office. Disposal of all items will be in accordance with the Disposal Manual, M 72-91.

## **Instructions for Radio Operation**

### **General Technique**

A standard radio operating procedure has been adopted by WSDOT to promote efficient use of radio facilities. All personnel have been assigned identifying numbers that are used when calling or referring to these units. The first digit identifies the district in which the unit is located, the second digit identifies the division, and the third and fourth digits identify the person. The name of the location of the base station in lieu of the base station number is preferred.

When the channel is clear, a calling operator may initiate a call by stating which number the operator is calling and identifying who is calling. Example: 1755 wishes to contact 175, 1755 would transmit - "175 from 1755." 1755 then waits for a reply. Don't repeat a call more than twice if you are not answered. If you are not acknowledged after two calls, sign off by transmitting your call number and wait at least two minutes before repeating a call. A called person should acknowledge a call by answering his own number. As in earlier stated example, 175 would acknowledge by transmitting simply - "175." If you are unsure of your call number or of the number of the person that you are calling, it is acceptable to use names.

### **Helpful Reminders**

1. Emergency or urgent calls take priority over routine traffic. Therefore, all messages should be broken occasionally to permit another station to interrupt if there is an emergency.
2. At all times keep messages as brief, professional, and simple as possible.
3. Speak into the microphone in a normal tone of voice. Speak as clearly as possible. This is especially important when relaying technical information that the receiver may be unfamiliar with.

4. When receiving numbers in a transmission, the unit receiving should confirm the numbers with the transmitting unit.
5. Before beginning a transmission, listen for radio transmissions already in progress to avoid interrupting any other traffic.
6. Before beginning a transmission, hold the “talk switch” down for a short period (approximately a second).
7. You cannot receive radio traffic while the “talk switch” is down. Be sure to release it after completing your traffic and waiting for the reply.

For more complete instructions, refer to the WSDOT/ Highway Division Standard Operating Procedure Manual, M 58-01 Revised 1984.

Reference: Directive D 58-03.

## Work Scheduling and Reporting

The previous sections of this manual were directed at specific maintenance activities. This section briefly covers the need to budget, plan, and report those activities. Since procedures change and various district policies vary, details for these processes are not included. The basic principles, however, will remain the same.

## Budget

A new budgetary biennium begins on July 1 of every odd-numbered year. At this time the department begins to spend an appropriation of money that has been established by the legislature. A portion of these funds goes to Maintenance and Operations. In exchange for the biennial appropriation, the department commits to providing a certain, statewide level of service (LOS) for each of the forty activities identified in the Maintenance Accountability Process (MAP). Each region receives its share of these funds. The Regional Maintenance Engineer is responsible for seeing that each Area and Section office receives the appropriate share of the Region’s allocation in order to meet the LOS commitments made to the legislature. Specific planning is necessary to determine anticipated work activities and their fund requirements. The key word in this budget plan is “anticipated.” It is expected that actual work will not exactly match “anticipated” work. However, most work is expected and the budget plan is the basis for changes in the number of employees, equipment, and materials to accomplish the work.

By state law, units within the department may not overrun their budgets. Supervisors should be notified if budget problems begin to arise.

## Scheduling

Throughout the biennium, supervisory personnel must have one eye on the work to be done and one eye on the budget. To ensure that the most important jobs are accomplished within the budget limits, the biennial budget plan must be refined into a work plan for each month’s activities. This enables coordination of materials and equipment availability with the work having the greatest priority for that month. Consistent with that monthly plan, Supervisors prepare a daily plan of specific work assignments for the upcoming week. This daily plan will not only recognize the priority items addressed in the monthly plan, but will also be adapted to fit current weather conditions, unexpected events, employee absences, equipment

## **Miscellaneous**

breakdowns, etc. This is the backbone of good management and alerts all employees of the following day's activity so they can make proper preparation and wear proper clothing.

## **Reporting**

The requirement to report what was accomplished in a day, by whom, and with what equipment and materials is often viewed in the field as relatively unimportant. But even though this reporting may seem excessive, it is the basis for budgeting and planning. Without accurate data on what work is actually done, it is impossible to properly prepare the next budget. And if the budget is unrealistic, planning will suffer and employees, equipment, or materials may be sent to the wrong location. Supervisory personnel should always encourage accurate reporting.

## **Environmental Sensitivity**

Maintenance is WSDOT's most visible activity with respect to environmental consequences. Painting, sanding, anti-icing, herbicide application, mowing and brush control, landscaping, and maintaining drainage are activities that can raise environmental objections. All material handling can have environmental safety implications for our employees and the general public. Environmental, health and safety issues are being addressed through an education and training program provided by Headquarters.