



Highway Maintenance Manual

Bureau of Highway Maintenance

Chapter 06 Winter Maintenance

Aug 2024

Section 01 Winter Maintenance Introduction

Subject 10 Supervision

1.0 General

The supervision of winter maintenance is a cooperative effort involving department and the service providers. Following lines of authority is an important procedure to ensure the winter maintenance program is run smoothly and efficiently.

2.0 Department

The department promotes the effective administration of the winter maintenance program through general guidance and direction of winter maintenance activities. The maintenance staff along with the identification of required activities and establishment of priorities are the foundational requirements for successful winter maintenance. All actions should be conducted in consideration of winter maintenance goals and the use of this manual. The department monitors winter operations for the following: (1) uniformity of service; (2) consistent utilization of the HMM guidelines; and (3) appropriate use of salt and other de-icing agents.

3.0 Service Providers

The process of administering the winter maintenance program requires service providers to provide adequate supervision of personnel, equipment, and resources. More specifically, service providers must ensure that personnel are adequately trained to perform their assigned duties assigned and operate the necessary pieces of equipment. Service providers working with the department should determine equipment and staffing requirements, accounting for all known and anticipated needs. Service providers are responsible for (1) personnel call-outs; (2) removing operators from the road during extreme conditions, for rest breaks, and number of service hours; and (3) determining shift splitting.