



## Highway Maintenance Manual

Bureau of Highway Maintenance

### Chapter 06 Winter Maintenance

Dec 2024

### Section 10 Storm Management Responsibilities

### Subject 10 Winter Surveillance

## 1.0 Winter Surveillance

Winter Surveillance activity shall be charged to activity code 072 (Non-Storm Related Winter Activities) and includes the time spent in checking for adverse winter roadway conditions. To charge to 072, the winter maintenance vehicle should be equipped and prepared to plow or apply chemicals. While conducting winter surveillance the amount of plowing and applying chemicals should only be done to a limited extent. If plowing and applying chemicals are performed for an extended time period, then the time should be charged to activity code 071 (Plow and Apply Chemicals).

On some occasions a winter storm was forecasted, and crews went out, but the storm never materialized and therefore no plowing or applying chemicals were required. In these instances, the costs should also be charged to 072. If chemicals are applied ahead of a storm that never materialized, then the costs shall be charged to 073 (Apply Liquid Anti-Icing Chemicals).

If the conditions in the previous two paragraphs do not apply, then activity code 033 (Surveillance) shall be used.

### **Example scenarios:**

**Scenario 1:** The patrol superintendent directs the operators to go out and check out their sections before they go home, charge to 072. While driving the route the operator pushes back a couple of drifts, drops a little salt, and wings back a small drift. This work is still just surveillance, the time and materials should not be reported on the storm report.

**Scenario 2:** Should the operator find that a significant section of the route has drifted in, the operator would switch modes from surveillance to plowing and applying salt. The time should now be charged to Plow and Apply Chemicals, 071, and the incident should be reported on the storm report. Under this scenario, the operator needs to make several passes to clear up the entire roadway.

**Scenario 3:** Under scenario 2, if the operator is simply able to drop the wing at the normal plowing speed and push the drifts back, this activity should then be charged to Charge to 072, and the time and materials should not be reported on the storm report. Provided the following applies: With one pass, and not having to turn around, the drifts are removed from the roadway and the operator can continue surveillance of the section. The drift cleanup only takes a few minutes and doesn't disrupt the surveillance activity in any significant way.

**Scenario 4:** The operator completes surveillance of the section and reports back that there are several areas that action should be taken. The operator is now going to respond to those incidents and charge to Plow and Apply Chemicals-071 and the incident should be reported on the storm report.

In general, if responding to something particular like cleanup after a storm, a slippery spot, drifting, an icy area, a call from the sheriff about a slippery spot, then this is considered responding to an incident and therefore should be charged to Plow and Apply Chemicals-071 and reported on the storm report.

If asked to check a section and a little plowing and salting is completed, taking more time to record those activities than conducting the activities, 072 should be charged. The time and materials should not be reported on the storm report.