

M.D. of Opportunity No. 17
TRANSPORTATION POLICY

TITLE: ROAD INSPECTION AND MAINTENANCE POLICY

EFFECTIVE DATE: DECEMBER 14, 2011

POLICY NUMBER: T.30

Purpose of Policy:

To ensure that roadways under the direction, management and control of the MD are reasonably maintained in such a manner as to prevent or reduce accident and injury, minimize economic loss to the community, and extend the life of transportation infrastructure, subject always to approved budget allocations, available equipment and staffing resources.

A. Inspections

1. The Transportation Services Department ("Transportation Services") of the M.D. of Opportunity No. 17 (the "MD") will conduct a road inspection upon receipt of a complaint respecting the condition of a road, traffic control device or other thing on or adjacent to the road at a particular location (a "Road Condition Issue") within ____ (hours) or ____ (days) of receiving the complaint.
2. Transportation Services may conduct a road inspection at a particular location where, in the normal course of MD operations, Transportation Services determines that a Road Condition Issue may exist. Transportation Services staff is expected to watch for, and report to the Road Foreman, Area Operations Manager or Manager of Transportation Services, any Road Condition Issues observed during the normal course of their duties.
3. In addition to the foregoing, regular inspections will be conducted in accordance with the following schedule:
 - a. Bridges (including major culverts of 4 ft diameter or greater) will be inspected at least once every year;
 - b. Forestry and local roads will be inspected in conjunction with the routine grader maintenance operations; and
 - c. Traffic control devices will be inspected at least once every year.

4. Notwithstanding Sections 1, 2 and 3 Transportation Services may, as resources permit, conduct additional road inspections at any time to determine whether any other Road Condition Issues exist on MD roads.

B. Inspection Priority

5. Road inspections will be conducted in an order determined by Transportation Services, with consideration given to the following factors (in no particular order):
 - (1) Where a complaint has been received with respect to a Road Condition Issue:
 - (a) whether the subject of the complaint constitutes an emergency or poses a substantial risk of injury to users of the road; and
 - (b) whether the subject of the complaint has been reported to the MD by more than one individual;
 - (2) The traffic volumes at the site of the Road Condition Issue;
 - (3) Any hazards at the site of the Road Condition Issue, such as steep grades, limited sightlines, sharp corners, or a knowledge of a history of accidents at the site.

C. Inspection Reports

6. Upon completion of a road inspection, a Road Inspection Report shall be completed by the representative of Transportation Services who conducted the inspection.
7. A Road Inspection Report should indicate the following:
 - a. the date and time of the inspection;
 - b. the name of the inspector;
 - c. a location/description of the portion of the road that was inspected;
 - d. a summary of observations regarding the condition of the road; and
 - e. whether, in the opinion of the inspector, any road maintenance is required as a result of the inspection.

D. Maintenance

8. Road maintenance shall be carried out in accordance with approved budgetary allocations and on a priority basis.
9. Where a Road Inspection Report concludes that road maintenance is required, the MD may perform any road maintenance deemed necessary by Transportation Services.
10. Where a Road Inspection Report concludes that road maintenance is required, but Transportation Services determines that such Road Maintenance is not feasible due to resource constraints, or is otherwise not recommended at this time due to the insignificant nature of the Road Condition Issue, limited traffic volumes at the location of the Road Condition Issue, or for any other reason, Transportation Services may decide not to perform road maintenance at the site.
11. Notwithstanding the absence of a road inspection or Road Inspection Report, Transportation Services may conduct routine road maintenance, as resources permit, and in accordance with the factors listed in Section 16 of this policy.
12. Asphalt surfaced roads will be patched and crack-sealed annually on an “as required” basis, and in accordance with MD’s annual road construction program and long range plans.
13. Gravel roads will be graded and repaired on an “as required” basis, and in accordance with the MD’s annual gravelling program and Policy T.5.
14. Winter grading operations will be conducted in accordance with Policy T.4.
15. Traffic Control Devices will be installed in accordance with generally accepted engineering standards. The “Uniform Traffic Control Devices for Canada” manual shall be used as a guide.

E. Maintenance Priority

16. Road Maintenance will be conducted on a priority basis, in an order determined by Transportation Services, with consideration given to the following factors (in no particular order):
 - (1) Where a complaint has been received with respect to a Road Condition Issue, and:
 - (a) whether the subject of the complaint constitutes an emergency or poses a substantial risk of injury to users of the road;

- (b) whether the subject of the complaint has been reported to the County by more than one individual;
- (2) The traffic volumes at the site of the Road Condition Issue;
- (3) Road classification;
- (4) Any hazards at the site of the Road Condition Issue, such as steep grades, limited sightlines, sharp corners, or a knowledge of a history of accidents at the site;
- (5) The cost of conducting such road maintenance;
- (6) The amount of time since maintenance was last performed at a particular location;
- (7) The amount of time necessary to conduct such road maintenance;
- (8) Whether specialized equipment is necessary to conduct such road maintenance.
- (9) Whether the time of year and weather make such road maintenance practical.

F. Maintenance Reports

- 17. Upon completion of road maintenance, a Road Maintenance Report shall be completed by a representative of Transportation Services.
- 18. The Road Maintenance Report should indicate the following:
 - a. the date(s) the maintenance was conducted;
 - b. the name of the representative who conducted the maintenance;
 - c. a location/description of the portion of the road that was maintained;
 - d. a summary of the nature of maintenance undertaken.

G. Records

19. Where Transportation Services receives a complaint with respect to a Road Condition Issue, a written copy of the complaint shall be kept on file along with Road Inspection Reports and Road Maintenance Reports, in accordance with the MD's records retention policy.
20. An inventory of roads, bridges, culverts and traffic control devices shall be maintained by the Manager of Transportation Services and updated annually.

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