Bureau of Operations
Maintenance Policy Manual

Illinois Department of Transportation
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CHAPTER 1
PURPOSE AND SCOPE

1-100  PURPOSE

The purpose of the Maintenance Policy Manual is as follows:

1. To provide written references that will enable Illinois Department of Transportation (IDOT) personnel to more uniformly maintain the State Highway System.
2. To serve as a tool in orientation and training of new employees.
3. To provide a format for recording, review and revision of policies when necessary.

1-200  CONTENT

This manual contains:

1. Guidelines for completing work activities assigned to the Central and district Bureaus of Operations (Bureau of Maintenance in District 1).
2. References to policies and procedures governing functions of bureaus, offices or agencies which have a bearing on highway maintenance operations activities.
3. Work rules for negotiated and prevailing rate personnel.

1-300  GUIDANCE AND INTERPRETATION

This manual provides guidance for completing work activities. Interpretations of the contents may be requested from the Central Bureau of Operations.

1-300.1 Authorization for Variations from Established Policies and Procedures

The Districts may allow variations in policy developed by the Maintenance Policy Committee. However, if the policy has been written in cooperation with another agency, a variation can be allowed only after the Central Bureau of Operations has received concurrence from the other agency.
1-400       **REVISION OF THE MANUAL**

The entire manual shall be reviewed by the Maintenance Policy Committee as necessary. Appropriate revisions shall be made as required.

1-400.1       **Reason for Revision**

Policies will be revised when necessary. Also, revisions to policy may result from changes recommended by individuals within or outside IDOT.

1-400.2       **Procedure for Revision**

The manual shall be reviewed periodically by the Maintenance Policy Committee. This function should be carried out in accordance with the following procedures:

1. A file of appropriate correspondence pertaining to policies and procedures shall be maintained by the Central Bureau of Operations.

2. Recommended revisions received from individuals or agencies shall be evaluated.

3. Mandated policy changes from higher authority shall be incorporated.

4. Draft changes and additions shall be made by the Central Bureau for revision by the Maintenance Policy Committee.

5. Draft revisions shall be approved by the Maintenance Policy Committee, the District Engineers, and the Engineer of Operations.

6. The Districts shall have the opportunity to comment on draft policy before the policy is adopted.

7. Changes, additions and deletions shall be issued by the Central Bureau; the format to be loose-leaf pages for convenient insertion in the manual.

1-400.3       **Effective Date**

Unless otherwise stated in the policy, all revisions are effective on the date of issue.
CHAPTER 2
ROADWAY SURFACES

2-100  PAVEMENT PATCHING

Pavements requiring extensive full-depth patching shall be repaired by contract. In emergency situations, pavement repairs may be completed by maintenance forces or by Day Labor. Procedures are included for selection of the appropriate type of patch and patching procedures for the various pavement types used on Illinois highways. Both temporary and permanent patching procedures are addressed. The guidelines are in agreement with current highway standards, the Standard Specifications For Road and Bridge Construction and guidelines governing pavement patching.

2-100.1 Patch Type Selection Procedures

2-100.1.1 Full Depth Patches

Decision trees for patch selection are included as Figures 2-100.1, 2-100.2 and 2-100.3. The descriptions of pavement distress, referenced in the decision trees, are included at the end of the policy. In emergency situations, the decision trees for patch selection should be used. Full depth Class A patches shall be used on continuously reinforced concrete (CRC) pavements. Full depth Class B patches shall be used on jointed portland cement concrete (JPCC) pavement. Full depth Class C or D patches may be used when the review team data indicate the pavement is not sound. Performance of interstate pavements is evaluated periodically by a district review team. Under normal circumstances, current Interstate pavement evaluation data shall be reviewed prior to selecting the type of patch to be placed. Interstate pavement shall be patched in-kind when the review team data show the pavement is structurally sound.

The base under bituminous concrete surfaced Interstate pavement shall be replaced in-kind when the review data show the base is sound. Full depth Class C and D patches may be used when the review team has determined the base under the bituminous concrete surfaced pavement is not sound.

2-100.1.2 Partial-Depth Patches

Partial-depth repair is an alternative to full-depth repair in areas where the deterioration is located primarily in the upper third of a pavement and any existing load transfer devices are still functional, e.g., the average joint and/or crack faulting is less than 10 mm (1/2 inch).
Deteriorated pavement should be removed using equipment such as, but not necessarily limited to, jack hammers, wheel saws or milling machines. Patch size is variable and may include an entire lane. Replacement material shall consist of Class I bituminous concrete or portland cement concrete. The type of material used is dependent upon product availability, ambient air temperature and pavement type. In-kind replacement material is preferred when practical.

2-100.1.3 Temporary/Emergency Pavement Patching

A temporary/emergency patch should be placed when a district is not equipped to place the type of patch required by the guidelines or when the situation is of a serious or urgent nature and demands immediate action. Cold mix may be used during the winter or during the early spring freeze-thaw breakup when hot bituminous concrete or portland cement concrete patching materials are not available. When possible, a temporary/emergency full-depth patch shall be marked with a "T" and dated. Patch performance should be evaluated periodically. The patch should be replaced when poor performance indicates repair is needed. Appropriate replacement shall be made when the pavement is rehabilitated.

2-100.2 Patching Techniques

Specifications governing the placement of Class A, B, C and D patches are included in the Standard Specifications for Road and Bridge Construction, Sections 400, 1000 and 1100. Minimum dimensions for Class A, B, C and D patches are shown Highway Design Standards 442001, 442101 and 442201.

The selection of patch repair boundaries can play a critical role in the patch performance. Generally the deterioration near joints and some cracks is greater at the bottom of the pavement slab than at the top. To be most effective, it is important to locate and remove as much weak concrete as possible and to repair deterioration of the underlying base.

Traffic control shall be in accordance with the applicable sections of the Work Site Protection Manual, Manual of Uniform Traffic Control Devices, or appropriate traffic control standards. It is the intention of the department that all state highways be kept open to traffic at all times during patching operations.
Figure 2-100.1 Patch selection procedures for continuously reinforced concrete pavement.
Figure 2-100.2 Patch selection procedures for jointed portland cement concrete pavement (JPCCP).
Figure 2-100.3  Patch selection procedures for bituminous concrete surfaced pavements (BCSP).
CRCP
D-CRACKING

Description:

D-cracking is a series of closely spaced hairline cracks that appear adjacent to the normal tight cracking pattern in CRC pavement. The surface cracks often appear in a dark stained area and may contain a white residue which leaches from the cracks.

Severity Levels: L = Low  M = Medium  H = High

L - The characteristic crack pattern is evident along with staining and leaching. A fan shape spreading of the cracks is also evident. No spalling is present.

M - The characteristic crack pattern is very evident and patterns at individual transverse cracks are beginning to join together. Minor spalling is evident and the pavement produces a hollow sound when thumped with a solid object.

H - A high level of spalling is evident with maintenance patching required. There is considerable loose material along the shoulder. Crack pattern formed between several adjacent transverse cracks.

Medium Severity D-Cracking
CRCP
TRANSVERSE CRACKING

Description:

Transverse cracking of continuously reinforced slabs is a normal occurrence and is not in itself considered to be a distress. If the steel ruptures or shears, load transfer across the slab is lost and the crack becomes a potential location for major distress.

Severity Levels:  L = Low   M = Medium   H = High

L - Tight (hairline) cracks with no faulting, steel rupture, or spalling.

M - A crack with no steel rupture, faulting less than or equal to 6 mm (1/4 inch) and/or low severity spalling.

H - Faulting greater than 6 mm (1/4 inch), or steel rupture, or medium to high severity spalling.

Low Severity Transverse Cracking
**JPCC**
**D-CRACKING**

Description:

D-cracking is a series of closely spaced hairline cracks that appear on the PCC pavement slab surface adjacent to transverse and longitudinal joints in jointed pavements. The surface cracks often appear in a dark strained area and may contain a white residue which leaches from the cracks.

Severity Levels:  
L = Low  M = Medium  H = High

**L** - The characteristic crack pattern is evident along with staining and leaching. A fan shape spreading of the cracks is also evident. No spalling is present.

**M** - The characteristic crack pattern is very evident and patterns at individual transverse cracks are beginning to join together. Minor spalling is evident and the pavement produces a hollow sound when thumped with a solid object.

**H** - A high level of spalling is evident with maintenance patching required. There is considerable loose material along the shoulder. Crack pattern formed between several adjacent transverse cracks.

![High Severity D-Cracking](image-url)
JPCC
TRANSVERSE CRACKING

Description:

Transverse cracks extend across the pavement perpendicular to the centerline.

Severity Levels:  L = Low   M = Medium   H = High

L - Hairline (tight) cracks with no spalling or faulting, a well sealed crack with no visible faulting or spalling.

M - Working cracks with low to medium severity spalling and/or faulting less than 12 mm (1/2 inch). Temporary patching may be present.

H - A crack open greater than 25 mm (1 inch). A crack with high severity spalling. A crack faulted 12 mm (1/2 inch) or more.

High Severity Transverse Cracks
Description:

Transverse cracks extend across the pavement perpendicular to the centerline.

Reflected patch-joint cracks form along the edges of patches located in the underlying portland cement concrete pavements. In overlaid jointed concrete pavements these cracks appear as two parallel full lane width cracks often less than ten feet apart. For overlaid continuously reinforced concrete pavements and flexible pavements, the underlying patches may be of any size and shape.

Reflection cracking of transverse joints occurs only in bituminous concrete surfaces over jointed portland cement concrete pavement. The distress occurs over the transverse joints in the underlying slab. This distress does not include reflection cracking away from a joint or from any other type of base material (i.e., cement, lime, bituminous, or pozzolanic stabilized). A knowledge of the slab dimensions beneath the bituminous overlay will help identify these cracks.

Severity Levels:  L = Low   M = Medium   H = High

- **L** - Cracks are tight, meaning the width is less than or equal to 6 mm (1/4 inch) with minor or no spalling present.

- **M** - Crack width is between 6 and 12 mm (1/4 and 1/2 inch). Cracks may be moderately spalled. Low severity random parallel cracking may exist near the crack or at the intersection of cracks.

- **H** - One or more of the following conditions exist: (1) crack width is greater than 12 mm (1/2 inch), (2) crack is severely spalled, (3) medium or severe random parallel cracking exists near the crack or at the intersection of cracks, (4) major sealing or other major maintenance activity has been performed.
High Severity Reflected Patch Joint Cracking

High Severity Reflected Crack
SPALLING - ALL PAVEMENTS

Description:

Spalling of cracks and joints is the cracking, breaking, chipping or fraying of the slab edges within 0.6 m (2 feet) of the crack or joint. A spall usually does not extend vertically through the whole slab thickness, but extends to the intersection of the crack or joint at an angle.

Severity Levels:  L = Low   M = Medium   H = High

L - The spall does not extend more than 75 mm (3 inches) on either side of the crack or joint. No temporary patching has been placed to repair the spall.

M - The spall extends more than 75 mm (3 inches) on either side of the joint or crack. Some pieces may be loose and/or missing, but the spalled area does not present a tire damage or safety hazard. Temporary patching may have been placed because of spalling.

H - The joint or crack is severely spalled to the extent that a tire damage or safety hazard exists.

High Severity Spalling
Faulting is the difference in elevation across a joint or crack.
2-200 CRACK AND JOINT SEALING

This work consists of routing, cleaning and sealing cracks and joints in bituminous pavement and portland cement concrete pavement. All work shall be done in accordance with Sections 451 and 452 of the Standard Specifications for Road and Bridge Construction. The sealant material used shall meet the requirements of Article 1050.02 of the Standard Specifications for Road and Bridge Construction and any supplemental specifications or special provisions. Ideally, the sealing operations should be completed when the cracks and joints are open approximately one half of their maximum opening.

2-200.1 Bituminous Pavement

The procedures are recommended for reflected cracks and joints on new surfaces after the first winter, if possible, and on all other bituminous pavement less than five years old. For other bituminous pavements, the procedure should be used unless there is extensive cracking. A pavement with extensive cracking should not be crack sealed. Other preventive maintenance alternatives, such as asphalt emulsions or an overlay, should be considered.

2-200.2 Portland Cement Concrete Pavement

The procedures are recommended for all joints and random cracks; except for Continuously Reinforced Portland Cement Concrete where random transverse cracks and construction joints should not be sealed. The procedure should be used for all bituminous shoulders four years or less in age. Depending upon the condition of the shoulder, other maintenance procedures should be considered for shoulders older than four years of age.
2-300 MAINTENANCE OPERATIONS ON HIGHWAYS POSTED WITH MINIMUM SPEED

Due to the increasing volume of traffic, the following regulations shall be observed while driving or working on highways posted with minimum speed:

1. No state owned vehicle shall be operated on the roadway of any highway posted for a minimum speed at a speed slower than the posted minimum speed except under the following conditions:
   a. While plowing snow (40 kph maximum) (25 mph).
   b. When spreading chemicals or abrasives.
   c. When making repairs to the roadway surface.

2. When possible, all vehicles and equipment traveling at a speed less than the posted minimum shall be operated on the shoulders of the highway, except to cross the roadway or to cross a bridge which is narrower than the combined width of roadway plus shoulder.

3. Trucks used in trash and debris pickup operations, tractor-mowers going to and from work sites, and all other equipment not actually working on the traffic lanes shall operate and travel off the pavement, whenever practical.

4. Safety Code requirements and the applicable standards in the "Work Site Protection Manual for Daylight Maintenance Operations" shall be considered the minimum requirements. Additional protection shall be provided where traffic volume and behavior indicated the need.

5. Slow moving vehicles crossing the roadway or occupying any lane of the roadway on bridges shall do so only with extreme caution and, if conditions warrant, under the protection of a flagman.

6. The warning lights shall be used on all vehicles so equipped when traveling the roadway or shoulders at less than the posted minimum speeds. The warning lights shall also be used on trucks when carrying a snowplow or other overwidth attachment regardless of travel speed.

7. Vehicles and equipment which cannot attain posted minimum speed should be loaded and hauled between job sites whenever practical to minimize exposure time on roadway or shoulders of high speed highways.
CHAPTER 3
SHOULders, Side Roads, entRances and turnouts

3-100 PLACEMENT OF NEWSPAPER BOXES

Newspaper boxes may be placed along state highways in accordance with the following guidelines:

1. The placement of newspaper boxes shall be allowed only at mailbox turnouts.

2. Whenever possible, the newspaper box should be attached to the same post as the mailbox. The front of the newspaper box should be below and to the rear of the mailbox door.

3. When installed on a separate post, the newspaper box may be placed at the same level as the mailbox, preferably on the opposite side of the flag and to the rear of the door of the mailbox.

4. The name of the newspaper is allowed on the newspaper box.
3-200 CONSTRUCTION AND MAINTENANCE OF MAILBOX TURNOUTS

The Illinois Highway Code requires Illinois Department of Transportation to construct and maintain all weather surfaces at mailboxes. Construction and maintenance of these turnouts shall be completed as follows:

3-200.1 Location

Mailbox turnouts should be placed on the right hand side of the road in the direction of travel of the mail carrier. The preferred location is adjacent to the entrance driveway so the driveway can be used as part of the turnout.

Where there are a number of mailboxes located on a short stretch of road it is highly desirable that all mailboxes be concentrated in a location which is convenient for the patrons and the mail carrier.

Representatives of the department, postal patron, and postal service should discuss and reach an agreement concerning the location of a mailbox turnout.

3-200.2 Construction


Mailbox turnouts should be wide enough to allow the rural carrier to stop the servicing vehicle completely off the pavement. A minimum eight-foot shoulder width is recommended. In new installations, this may require embankment and shoulder widening along with a pipe culvert or culvert extension to maintain drainage.

Turnouts shall have an all weather surface.

The mailbox and supporting structure must be erected by, and is the property of the mail route patron.

3-200.3 Maintenance

Turnouts shall be maintained by the Department to provide an all weather surface.

Snow shall be removed from mailbox turnouts by the Department following the priority order established in the Snow Manual (e.g., next to last on the priority list, all other pavement shall be cleared first).

The elevation of the turnout surface shall not be raised above the level of the pavement where no gutter or curb is in place.
Maintenance of the mailbox and the supporting structure is the responsibility of the postal patron. The Department shall replace mailboxes damaged or knocked down during maintenance operations. Boxes and posts shall be replaced in-kind if they are available in local hardware stores or lumber yards and cost less than $100. Special boxes and installations, e.g., concrete cows, milk cans or other elaborate or special designs shall be replaced with a commercially available box and pole costing less than $100.
3-300 CONSTRUCTION AND MAINTENANCE OF PRIVATE AND COMMERCIAL DRIVEWAYS

Private and commercial entrances along state highways shall be constructed and maintained in accordance with the following provisions:

1. A permit is required for the construction of a new access driveway or the revision of any existing driveway within the right of way along a state highway when work is to be performed by any person or agency other than the district. This permit is generally issued by the appropriate district office. In some cases, where the curbing along a state highway is maintained by a municipality, permits for driveway work may be issued by the municipality with the state's concurrence.

2. Driveways installed under a permit must be constructed at the expense of the property owner. Where a commercial driveway requires additions to the highway facility, the additions must also be constructed at the owner's expense. These driveways must conform to the "Policy on Permits for Access Driveways to State Highways" adopted May 1, 1990 and any subsequent revisions.

3. Any work on the right of way should be investigated for proper authorization unless there is personal knowledge that an appropriate permit has been issued. If the property owner or the supervisor of the work cannot produce a valid permit for the work, (s)he should be informed of this requirement and the Maintenance Field Engineer or District Operations Engineer (Maintenance Engineer in District 1) should be notified as quickly as possible.

4. The maintenance of a private or commercial driveway is the responsibility of the property owner having access to the state highway. This includes all driveways whether constructed by the state during original construction or by the property owner under permit.

5. The maintenance performed by the district in fulfilling its responsibility for maintaining roadway shoulders or mailbox turnouts does not relieve the property owner of this responsibility. At entrances, the district should, however, provide a maintenance effort consistent with that provided to the shoulders either side of the entrance. The portion of the entrance immediately adjacent to the pavement may require additional attention to minimize drop-offs that could be dangerous to the highway user.

6. Culverts properly installed under a permit become public property in accordance with 605 ILCS 5/9-105 of the Illinois Compiled Statutes and shall be maintained by the district.

7. Snow deposited in the driveways by the district shall be removed by the district. Snow removal from driveways shall have the lowest priority and should be completed last.
3-400  MEDIAN CROSSES ON FULLY ACCESS CONTROLLED HIGHWAYS

Median crossovers on fully access controlled highways are provided for emergency and/or maintenance purposes. Procedures for the design, location, and use of temporary and permanent median crossovers on the Interstate System and other freeways constructed to interstate standards are described herein.

The locations for construction of new median crossovers shall be indicated on the construction plans prepared for the improvement of interstate highways or other fully access controlled freeways. Each district operations organization shall determine where each crossing will be needed within the provisions listed below. The State Police District having jurisdiction in the area involved shall also be contacted and their needs considered within these provisions. Crossovers designed and located in conformance with the provisions of this policy will not need specific approval from the Federal Highway Administration.

If there is a special need for a permanent median crossover at a location that does not meet all provisions of this policy, a request for the special need should be sent to the Central Bureau of Operations for review and approval.

With prior FHWA approval, temporary median crossovers may be provided to improve snow and ice control operations. Requests for FHWA review and approval shall be sent to the Central Bureau of Operations. The request shall include a brief discussion of how the temporary crossover would improve winter operations. The temporary median crossover shall be closed to traffic after the snow season each year.

On fully access controlled, divided highways in urban areas, normally there is no need for median crossovers due to the close spacing of interchanges. Many of these highways have continuous barriers in the median area. In these metropolitan areas, the policy is not to construct crossovers. If any district has a special need for an exception to this policy, a request giving location details and the reason for the exception shall be sent to the Central Bureau of Operations for review and approval.
Permanent crossovers should be limited to those locations needed for authorized vehicles and the State Police. In establishing the locations of permanent median crossovers, the following provisions shall apply:

1. Crossovers should not be located within 1500 feet of the extreme ends of ramp terminals. There should be no more than one crossover between interchanges less than three miles apart.

2. Crossovers should not be located within 750 feet of overhead bridge structures or within 750 feet of the ends of mainline bridges.

3. There must be adequate stopping sight distance on each side of the proposed crossover. Anything less than 750 feet is considered inadequate.

4. Crossovers should be located as far apart as feasible. Normally the spacing for crossovers between interchanges shall be at least three miles. In those circumstances where compliance with the combined provisions of this policy would require a spacing of over four miles between two crossovers, the minimum allowable spacing may be reduced to 2-1/2 miles.

5. The median must be of sufficient width to allow vehicles to clear both lanes of pavement when making a crossing.

6. Crossovers should not be located along superelevated curves where the superelevation exceeds 4%. The grade differential between the pavement and crossover surface should be no more than 8%.

7. The width of a crossover should be sufficient to provide for a safe turning movement. The crossover should be paved with a high type bituminous surface of sufficient thickness to carry the vehicles expected to utilize it.

8. The crossover surface should be sloped so water will drain away from the pavement and shoulder.

9. The side slopes for crossovers shall be 10:1 or flatter. Existing crossovers with median grates that are 6:1 or flatter and which otherwise conform to the provisions of this policy will be acceptable.

10. Two U-turn Prohibition signs (R3-4) supplemented with an EXCEPT AUTHORIZED VEHICLES plate are to be erected back-to-back on a single break-away post in the center of the median on one side of each crossover. The signs shall be perpendicular to the centerline of the roadway.
11. In order to provide advance notice of crossovers, delineation should be installed on the left side of each approach pavement as follows:

   a. At approximately eight hundred feet in advance of the crossing, place a delineator with three amber reflector units.

   b. At a point near the intersection of the edge of the shoulder and the near edge of the crossover place a delineator with two amber reflector units.

12. Crossovers not in compliance with this policy and other areas where vehicle usage has created an illegal crossover shall be closed by use of steel delineators or wood posts of no greater than 16 square inch cross section. Posts larger than 16 square inches cross section may be used provided they are notched down to 16 square inches. The notch shall be made no higher than 4 inches above the adjacent ground surface. Horizontal members shall not be attached to the posts. A uniform closure method shall be used for a route within a district.
3-500 CONSTRUCTION/RECONSTRUCTION AND MAINTENANCE OF SIDE ROAD AND STREET INTERSECTIONS WITH STATE HIGHWAYS

The maintenance of existing side road and street intersections, the construction of additional intersections and construction/reconstruction of higher types of surfaces on existing intersecting roads and streets shall be performed in accordance with the following guidelines.

3-500.1 Construction/Reconstruction

3-500.1.1 Local Highway Authority

When a local highway authority improves its streets or roads at an intersection with a state highway, the improvement shall be made to the edge of the state highway pavement. However, the improvement may terminate at the end of the existing state side road approach if the side road approach is of a higher type than the local improvement. Drainage facilities on state right of way within the improvement shall be replaced or extended, if needed, by the local highway authority unless there is an agreement with the state defining the different responsibilities.

Parking lanes shall be the responsibility of the local highway authority.

All improvements by the local highway authorities within the limits of the state right of way shall be in accordance with Department Policies.

3-500.1.2 The Department

When the department initiates an improvement to a state highway, the street and side road approaches shall be improved by the Department in accordance with current policies for that particular type of improvement.

Drainage facilities on the state right of way within the improvement shall be replaced or extended, if needed, by the Department unless there is an agreement with the local authority defining different responsibilities.

3-500.2 Maintenance

Maintenance of street and side road approaches within the limits of the state right of way shall be the responsibility of the local highway authority, except as provided herein.

When a Department upgrades a street or side road approach to a higher type than the adjoining local approach, the department shall maintain the upgraded portion of the approach. When a local highway authority upgrades its street or side road approach too equal or a higher type than the state approach, the local highway authority shall be responsible for maintenance of the approach.

Local highway authorities shall be responsible for snow and ice removal on the street or side road approach to the edge of the intersecting state highway pavement, in accordance with local policy, regardless of differing type approaches.
Local highway authorities shall be responsible for maintenance of parking lanes adjacent to through lanes on the state right of way.

Drainage facilities at intersecting street or side roads within the state right of way, shall be the joint responsibility of the district and local highway authority unless there is an agreement defining different responsibilities.

3-500.3 Other Obligations

Policies concerning traffic control devices such as signs, signals and pavement markings are contained in the Bureau of Operations, "Traffic Policies and Procedures Manual."
4-100 ADJUSTMENT OF CULVERT FLOW LINES

Adjustments of culvert flow lines may be made by the department in connection with drainage improvements proposed by organized drainage districts or landowners. Such culvert adjustments shall have prior approval of the Bureau of Design and Environment to ensure compliance with Section 404 of Public Law 92-500. Written agreements between the department and requesting group shall be executed before work begins. The agreements shall assure a correct and satisfactory elevation of the adjusted flow line and that the proposed drainage improvement will be carried out as intended. The department's share of the cost of these improvements shall be clearly defined in the agreements.
4-200  

**BRIDGE ACCIDENT REPORTS**

All accidents involving damage to any bridge or appurtenance, which may require repairs to the bridge or appurtenance, shall be reported to a field engineer, field technician or the Bridge Maintenance Engineer who shall immediately notify the District Operations Engineer (Maintenance Engineer in District 1) and the District Communications Center. (The District Communications Center will notify the Central Communications Center in Springfield in accordance with current operating procedures.) The District Operations Engineer (Maintenance Engineer in District 1) or designee shall notify the District Claims Coordinator and others as necessary.

Because of possible difficulties in establishing liability and in settling claims related to bridge damage the following shall apply:

1. When repairs may be required, the District Bridge Maintenance Engineer or designee shall investigate the accident and prepare a report documenting the accident information, bridge location, structural condition, etc. A sample report is included in Figure 4-1-A. The districts may modify the sample report or submit a report of their own design, as necessary.

2. A copy of the report shall be submitted to the District Operations Engineer (Maintenance Engineer in District 1), the District Claims Coordinator and the Central Bureau of Bridges and Structures.

3. All questions concerning damages shall be referred to the district’s authorized spokesperson(s). Department of Transportation personnel authorized to discuss damages with insurance adjusters, representatives of the barge owners, marine surveyors, etc., shall be: the District Engineer, District Operations Engineer (Maintenance Engineer in District 1), Bridge Maintenance Engineer, Claims Coordinator and authorized engineers of the Central Bureaus of Operations and Bridges and Structures.

4. The District Operations Engineer (Maintenance Engineer in District 1) or designee shall be present whenever visual inspections of damages to a bridge are made by non-department persons for any type of claims investigation.

5. When a moveable bridge is damaged, the Bridge Tender is authorized to notify the Coast Guard and river traffic if the bridge is out of service (unable to operate) or when the bridge will be returned to service. When authorized by the district spokesperson, the Bridge Tender or Bridge Mechanic may give an opinion or description of the accident or show the Bridge Tender’s logs to non-department persons.

6. Claims negotiations shall be conducted by District Bureau of Administrative Services in accordance with Departmental Order 4-1.
During the damage inspection, if there is any doubt concerning the structural capability of the bridge, the Central Bureau of Bridges and Structures should be contacted immediately for instructions and recommendations. If conditions warrant, an immediate inspection should be made by personnel of the Central Bureau of Bridges and Structures.

Action must be taken to protect the traveling public and the structure. Any of the following actions may be necessary, depending upon the extent of damage: 1) impose no restrictions on bridge traffic; 2) impose one-way traffic restriction or two-way reduced lanes; 3) restrict to automobiles only, no heavy loads; 4) close the bridge to all traffic; 5) impose a specific load or size for commercial vehicles limit.

Upon completion of the inspection by personnel from the Central Bureaus, recommendations will be made as to the permanent repairs required. Appropriate repair plans shall be prepared. The District Engineer or designee shall make the determination of who should complete the repairs (Day Labor, district personnel, or by contractor). If immediate work is required, it will be necessary for the District Engineer or designee to prepare the required emergency affidavit.
STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION
BUREAU OF OPERATIONS

BRIDGE ACCIDENT REPORT

1. District ________________________________ Date____________________
   Route ____________________________ Inspection by ___________________
   Structure Number ____________________ Title __________________________
   County _____________________________ Inspection AM
   Date ____________  ________PM

2. Location: __________________________________________________________

3. Type of bridge: ________________________________________________________ AM

4. Date and time of accident ____________________________________________ PM

5. Accident reported on ___________ PM by ☐ RADIO ☐ PHONE ☐ OTHER

6. Inspection by Central Bureau requested:       Y      N

7. Have State Police investigated: Y N Local Police Dept.: _________ Y N

   Report will be available: Y N Report Number__________________

8. Description of accident, points of impact, damage to bridge, direction of travel. If no police report, get all available information on driver/drivers, owners, license numbers, witnesses, road condition, name of vessel or barge number, owner of vessel or barge, address of owner, description of damage to vessel or barge. Attach sketch and other information if necessary.

9. Estimated cost to repair: _______________________

10. Photographs taken:       Y      N


   ☐ Bridge Closed ☐ No Action Taken ☐ Flagmen Required Number____

Figure 4-1-A
**4-300  PAVEMENT UNDERDRAINS**

This policy provides maintenance guidelines for cleaning existing pavement underdrains from the outlet to the edge of pavement. Conditions that may block underdrains include (1) rodent debris inside outlet pipes, (2) vegetation, debris and silt at outlets, (3) silt in road ditches, and (4) physical damage to the underdrains.

Underdrains shall be maintained as follows:

1. Remove the rodent screens and flush the outlet pipes up to the pavement edge.
2. Place rodent pesticide, similar to that used by homeowners, inside the outlet pipes to eliminate the rodents remaining in the system after flushing.
3. Install rodent screens conforming to Highway Standard 601101.
5. Maintain roadside ditches so water will not fill the outlet pipes.
6. Clean outlets following shoulder repairs or other related construction work and as needed following the scheduled maintenance inspections.
7. Inspect the outlets once every three years or more often if necessary.
8. Repair inoperative sections of the longitudinal underdrain.
Chapter 5

ROADSIDES AND REST AREAS

5-100  FENCES

Fences constructed by the department shall be maintained as necessary to preserve an acceptable appearance and to ensure that the fence is fulfilling its intended purpose.

Property owners have full responsibility to restrain their livestock and shall be responsible for all expenses associated with the construction and maintenance of livestock fence. When the fence and gate function both as access control for state right of way and to restrain livestock, the department shall provide sufficient maintenance to prevent unauthorized access by vehicles, livestock, or pedestrians.

When access control is violated by vehicles, pedestrians or livestock it may be necessary to erect a fence on the right of way, even if there is a fence on the adjacent private property.
GUARDRAIL MAINTENANCE

The following general policies are established concerning the maintenance of guardrail by the Illinois Department of Transportation in order to devote limited resources in the most efficient manner:

1. When the department is informed of, or discovers by its own forces, the existence of damaged guardrail, the following policies shall be followed by the Illinois Department of Transportation with respect to the repair and maintenance of guardrail subject to the availability of materials, equipment, and personnel:

   a. Priority for the repair of damaged guardrail which meets normal location warrants shall be based on the severity of damage and type or kind of structure or location it shields. Permanent repairs should be performed as soon as feasible as a high priority repair at those critical locations and/or locations which may present a significant danger to motorists.

   b. Temporary warning measures should be taken for damage at critical locations and/or at locations which present a significant danger to motorists. These locations can generally be described, but not limited to, guardrail damage in one of the following categories:

      (1) Guardrail damage consisting of any opening or exposed end.
      (2) Guardrail elements including both posts and panels which are laying in a down position.
      (3) Any damage which could cause a spearing effect.
      (4) Terminal end sections which have damaged posts or panel elements.

   c. Other routine maintenance and less critical repairs than those described above should be scheduled for maintenance as soon as practical.

2. Damaged guardrail upgrades versus in-kind replacements:

   a. All free end and fixed guardrail terminals which have been damaged shall be upgraded to current design standards.

   b. Damaged guardrail between terminals shall be repaired as follows:

      (1) When 50% or more of a length of guardrail is damaged, the entire length of rail shall be repaired or replaced to bring that location to current standards.
      (2) Repairs for less extensive damage may be in-kind.
3. Existing guardrail installations may be removed when one of the following conditions is met:

   a. When such installations do not meet normal warrants as set forth in the Design Manual.

   b. When the shielded location or structure can be removed, relocated, or made breakaway at a reasonable cost.
5-300 DISPOSAL OF EXCESS SOIL FROM MAINTENANCE OPERATIONS

Excess soil from maintenance grading and drainage projects should be used on state right of way. If it is not economical to use the soil on another state project, it may be offered to the adjacent property owner. If the adjacent property owner does not want the excess soil, it may be offered to nearby property owners or to other governmental agencies. Preference should be given to the disposal area which is closest to the work site.

State trucks may be used to haul the soil to locations designated by the property owner or government agency, if the location is convenient for dumping. However, state equipment shall not be used to level soil dumped on private property, except as part of a cooperative agreement where the work performed is beneficial to state drainage or erosion control. State trucks should not attempt to enter locations where the trucks or private property could be damaged.

Unless otherwise directed, the person in charge of the project shall determine the locations for dumping the excess soil.
5-400 MOWING

It is the department's policy to provide wildlife habitat and to preserve and encourage native vegetation. The objective of this policy is to ensure a consistent and uniform appearance in the mowing along Illinois state highways. This is to be accomplished with minimal increase in the area mowed in any district in any season. The department will benefit by the redirection of resources toward more responsible roadway maintenance activities.

5-400.1 Mowing Maps

Each district shall prepare maps describing mowing details for all Interstate and other fully access-controlled highways. These maps shall be working documents posted in the team section headquarters and updated with approved revisions.

At a minimum, the mowing maps shall show planned exceptions from normal mowing limits; designated urban areas; changes in median or interchange mowing; and special considerations, such as wildflower and prairie plant areas, wooded areas and seedling areas. Areas where mowing lines have been established shall be noted on the maps. When completed and approved by the District Operations Engineer (Maintenance Engineer in District 1), the mowing maps shall be forwarded to the Central Bureau of Operations for concurrence to ensure consistency between Districts. Revisions must be approved by the District Operations Engineer (Maintenance Engineer in District 1) before any changes are implemented. Revised maps shall be forwarded to the Central Bureau of Operations.

To the extent feasible, dates and patterns of mowing shall be coordinated between team sections and districts.

5-400.2 Marking of Mowing Limits and Special Areas

Mowing lines delineating selective mowing areas, special planted areas or protected areas for wildlife or plants, and other areas as necessary to properly guide mower operators shall be marked with selective mowing stakes (Article 250.05 of the Standard Specifications for Road and Bridge Construction) and with Wetland, Prairie, Wildflower, or Seedlings signs appropriate to the site.

5-400.3 Normal Mowing Limits

Mowing limits that are more restrictive than those outlined in this policy may be adopted to preserve wildflowers or for any other purpose, upon the approval of the District Operations Engineer (Maintenance Engineer in District 1) and the concurrence of the Central Bureau of Operations.

Unless otherwise specified, mowing shall be limited to the following areas:
5-400.3.1 Rural Interstate and Other Fully Access-Controlled Highways

Mow approximately 15 feet or to the ditch line whichever is less, beyond the delineators or shoulder break along each side of the roadways, medians and interchange ramps.

In accordance with Federal Vegetation Control Guidelines dated 1990 and Departmental safety policies, slopes steeper than 2.5:1 shall not be mowed.

2.5:1 slopes are the maximum that is to be mowed. The slope steepness should be measured with a slope meter to ensure slope mowing will occur in conformance with all Department safety policies. All mowing tractors shall be equipped with slope meters.

Areas 10 feet or less in width between the edge of the mowed swath and the fence should be mowed.

All medians of a standard cross section less than 100 feet in width should be mowed.

Medians with independently aligned roadways, those containing wooded or prairie areas, and those in excess of 100 feet in width should be mowed to 15 feet from the roadway or to the ditch line whichever is less. Median areas with selective mowing stakes should be mowed as indicated by the stakes.

Infields of interchanges shall not be mowed beyond established selective mowing limits.

When the private property adjacent to the fence along a ramp is mowed frequently, then the right of way along that ramp may be mowed to the fence line.

5-400.3.2 Urban Areas of Interstate and Other Fully Access-Controlled Highways

Urban areas of Interstate and freeways are defined, for this policy, as either of the following when approved by the District Operations Engineer (Maintenance Engineer in District 1):

1. roadway within the corporate limits of a municipality, e.g., Interstate 74 through Peoria or

2. roadway with continuous residential or commercial development.

All urban sections shall be designated on the mowing maps.

5-400.3.2.1 Urban Area Exceptions

Mow all urban areas in accordance with the rural Interstate guidelines except:

1. Mow to the limits of marked mowing patterns;

2. In areas where private property is frequently mowed to the right of way line, the adjacent right of way may be mowed to the line as long as the slope is 2.5:1 or flatter; and
3. Routine mowing of infields of interchanges should be minimized. Those areas to be mowed should be marked for selective mowing patterns. Infields containing prairie may be mowed out each third year.

5-400.3.3 **Primary Routes**

On the first mowing of the season, mow approximately 15 feet or to the ditch line, whichever is less, except in urban areas as defined in 5-400.3.2 above. On all mowing after the first mowing of each season, and all mowing in urban areas, mow to the right of way line where the total right of way width is less than 80 feet in width. Mow to the ditch line if the right of way is greater than 80 feet wide.

On all mowing cycles mow to the right of way line adjacent to cemeteries, residences, parks, fairgrounds, commercial establishments, continuously developed commercial areas and adjacent to intersecting roads or railroad crossings to provide adequate sight distance.

5-400.3.3.1 **Primary Routes Exceptions**

Mow primary routes according to the guidelines for primary routes except as follows:

1. Do not mow marked areas.
2. Do not mow on slopes steeper than 2.5:1.
3. Do not mow native grasses or wildflowers whether marked or unmarked.
4. Do not mow wooded areas of established trees.
5. In urban areas, mow the same area on all cycles.

5-400.4 **Normal Mowing Cycles and Sequence**

There should be three mowing cycles. In urban areas, additional cycles may be added at the discretion of the District Operations Engineer (Maintenance Engineer in District 1).

The mowing cycles should be as follows:

Cycle 1 should begin when weather permits and should be completed by July 1 on the Primary System. As weather and ground conditions permit, every effort should be made to complete Cycle 1 on the Interstate System by June 1.

Cycle 2 should begin when growth warrants, as determined by the District Operations Engineer (Maintenance Engineer in District 1).

Cycle 3 may begin after the completion of Cycle 2 or may be deleted at the discretion of the District Operations Engineer (Maintenance Engineer in District 1).
On Interstate and fully access-controlled highways, all areas shall be mowed to normal policy limits on each cycle.

As a part of each cycle, plants growing in cracks located in paved shoulders, medians, and traffic islands, and those growing adjacent to guardrail, signs and other traffic control devices, should be mowed or sprayed as necessary to keep growth at less than three inches in height.

5-400.5 Mowing Beyond Normal Policy Limits

Mowing beyond normal policy limits shall not be done without approval of the District Operations Engineer (Maintenance Engineer in District 1) and the concurrence of the Engineer of Operations. The following restrictions are typical but not all inclusive of those to be followed:

1. Mowing beyond normal policy limits shall not be done on a routine annual basis.

2. In no case, shall any additional mowing beyond normal policy limits be done between April 1 and September 15, except as outlined in item #7 of this section.

3. To control undesirable woody growth, mowing may be done only in designated areas. Woody growth control should be done within the clear zone once every three years as necessary.

4. In no case shall mowing be done within wooded areas of established trees that lie outside of the clear zone unless directed in writing by the District Landscape Architect.

5. Areas planted in prairie grasses and wildflowers may be mowed or burned, normally every three years or as required, to control thatch or woody growth.

6. At the direction of the District Operations Engineer (Maintenance Engineer in District 1), mowing or burning to control weeds is permissible more frequently during the establishment of wildflowers or native prairie grasses. All burning must be done in accordance with policy 5-1700.

7. Mowing may be done to control vegetation that impedes the free drainage of roadside ditches. Ditches should only be mowed when dry. Ditches should be mowed at least once every three years. Disturbed ditches shall be revegetated as soon as possible.

8. Herbicides or biological controls are the preferred alternative to mowing for the control of noxious or other problem weeds and the control of woody growth in the clear zone. Mowing of noxious and other problem weeds will cause seeds to be spread to uninfested areas; mowing of woody growth without follow up chemical treatment will generate the growth of multiple sprouts on each stump.

9. In no case are mowers to be used to side trim trees or shrubs.
10. Mowing for sign visibility shall be done only where grass and weeds obscure the message of the sign.

11. Mowing for sign visibility or weed control beyond the clear zone shall be done with smooth approach transitions so as not to produce a ragged look. This type of mowing, if done, should be considered a part of normal policy mowing and should be done with each cycle.
5-400.6  **Mower Adjustments**

Mowers should be adjusted to mow vegetation no shorter than six inches in height.

Equipment utilized for mowing should be of a size appropriate to the swath being mowed. Mowers should not encroach on the traveled way or be operated with one section raised.
5-500 CHEMICAL VEGETATION CONTROL

The department is committed to control selected weeds and to keep targeted areas free of undesirable growth in the most efficient and cost effective manner consistent with employee and environmental safety and with regulations controlling the use of pesticides in the state.

5.500.1 Definitions

Noxious weeds are those weeds listed in the Illinois Department of Agriculture regulations and include Canada Thistle, Musk Thistle, Marijuana, Johnsongrass, Sorghum Alum, Common Ragweed, Giant Ragweed and Perennial Sowthistle.

Exotic Weeds include those species named by law or by agreement with the Illinois Department of Natural Resources along with Purple Loosestrife and Teasel.

Licensed Pesticide Applicator and Operator With Right of Way Endorsement refers to the licensing programs supervised by the Illinois Department of Agriculture, Bureau of Environmental Programs.

MSDS is the Material Safety Data Sheet for each pesticide. This Notice provides instructions, in everyday language, on how to safely use the material. It is a one page summary of information workers can use for proper use in training or in preparation for field operations.

Label refers to the complete legal product label information.

HAZMIN refers to the department’s Hazardous Materials Information Network.

Selective Control is the control of one or more related target species in a given area.

Non Selective Control is the control of all species in a given area.

Growth Suppression is the control of the rate of growth of target species.

5-500.2 Targets for Chemical Vegetation Control

Chemical vegetation control measures shall be directed toward specific targets, planned in advance of the operations, rather than a broad, general application. Acceptable targets may include noxious weeds, exotic weeds, cut stump, cut brush, guardrails, surfaced medians, shoulders, fences, and storage yards.

Application of pesticides to the chosen target species or area may be accomplished by permit, by contract or by state forces. Permit operations include all applications made by a private party, including utilities, for private or commercial purposes on the right of way. Contract operations include all applications made on the right of way as a portion of a contractual agreement with the department. Operations by state forces include all applications made on the right of way by department employees.
5-500.3 Regulation of Application

Application of pesticide shall be made in strict conformance with all procedures, rates of application, cautions, safety equipment and guidelines listed on the product label and MSDS of the pesticide being used. Application shall only be made by an Illinois licensed Right of Way Pesticide Operator or Pesticide Applicator in full conformance with Illinois Regulations, including supervision. A copy of the applicable MSDS for each pesticide being used must be in the possession of the person making the application at all times. MSDS may be obtained from the HAZMIN listing in the MMI system, the supplier or the manufacturer of the pesticide.

Pesticide shall only be applied to the target species or area specified by the contract or work plan. No pesticide application shall be made in residential areas, near gardens and food crops, in areas containing ornamental plantings seedlings, wildflowers, endangered species, over streams or other bodies of water or in designated wetlands, unless specifically so directed in writing by the District Landscape Architect.

When a property owner or tenant request that no pesticide be applied to state right of way adjacent to their property, the area shall be marked and avoided.

Non selective herbicides shall not be applied to vegetated slopes unless specifically authorized in writing by the District Landscape Architect.

5-500.4 Control of Materials

Each district shall establish a controlled, secure storage for pesticides. Written inventory shall be maintained and records shall be kept indicating the quantity of material issued, location of application, intended target and to whom the material was issued. Only materials authorized in the HAZMIN listing may be issued for use.

All pesticides must be applied on the right of way to the target for which they were issued. All surplus pesticide issued shall be returned to the secure storage, recorded and reentered in the inventory. Work accomplishments entered in the MMI system must document placement of all pesticides expended in any operation.

Purchase of any pesticide not authorized in the HAZMIN listing is not permitted.
5-600 MANAGEMENT OF TREES AND WOODY PLANTS BY STATE FORCES

The department is committed to properly plant, manage and protect trees and other woody plants located on state property. The following provides direction regarding the management of trees and woody plants by state forces.

5-600.1 Definitions

5-600.1.1 Tree

A "tree" is any woody plant having a trunk diameter of six inches or more at a point two feet above the ground line. Saplings, specimen trees and trees planted by the department, or by permit, can have a trunk diameter of less than six inches.

5-600.1.2 Undesirable Woody Plants

Undesirable woody plants are those of any species growing in places where they interfere with the functional design of the highway facility, e.g., plants growing within the clear zone, in ditches, under bridges, along shoulders or obstructing vision and otherwise interfering with highway safety. Plants of certain species, e.g., multiflora rose, buckthorn and autumn olive, may also be considered undesirable if they were not intentionally planted or preserved by the department.

5-600.1.3 Clear Zones

The clear zone shall be defined in accordance with the following publications:

a. AASHTO Roadside Design Guide.
b. IDOT DM 96-29.
c. IDOT Interstate and 3R Primary Policies.

5-600.1.4 Specimen Plants

Specimen Plants are those designated by the District Tree Evaluation Team, those listed in the Illinois Department of Natural Resources’ publication titled, Illinois Big Tree Champions and any woody plant considered by the Illinois Endangered Species Protection Board to be endangered. The district Tree Evaluation Team was established under the provisions of Department Policy BDE-14, and has the responsibility to examine and resolve tree removal issues, and determine a course of action.

5-600.2 Trimming or Pruning Woody Plants

Trimming or pruning woody plants may be done to improve sight distance, increase overhead or side clearance along the roadway, remove damaged or unsafe limbs or to improve plant habitat and enhance plant growth. All such work shall be performed in accordance with the Pruning Standards of the National Arborists Association.
May 1, 1999

Care shall be taken to avoid actions resulting in the removal of woody plants except those designated by the District Landscape Architect to be undesirable, diseased or dangerous.

Trees located outside the clear zones, or where a commitment has been made to preserve particular trees, shall be protected.

5-600.3 Removal of Woody Plants

Woody plants determined to be undesirable, diseased, dangerous or within the clear zone may be removed as necessary within the scope of normal woody plant management activities.

The District Tree Evaluation Team shall be consulted prior to removing woody plants which do not fall into the above categories or when there is the potential for controversy. Removal of woody plants in connection with policy 5-700, shall also be reviewed by the Tree Evaluation Team if the above conditions apply.

When removing a woody plant, the plant should be cut flush with the ground level at a minimum. Whenever possible, the stump should be removed to a point at least six inches below ground level to prevent damage to mowers or other equipment. Stumps not removed below ground line should be treated with an appropriate herbicide by a licensed pesticide applicator or operator to prevent regrowth. Logs resulting from removal operations shall be disposed of in accordance with the Firewood Disposal Policy number 5-800. All other cut material should be ground into chips or hauled to an approved landscape waste composting facility. Burning such material is not permitted except for certain diseased wood which may be burned upon specific direction of the district Landscape Architect. Chips must be hauled away and stockpiled for future reuse, unless otherwise approved by the District Landscape Architect.

Any depression resulting from woody plant or stump removal shall be filled to grade with dirt and seeded.

5-600.4 Tree Planting and Replacement

It is the intent of the department to replace, wherever feasible, trees removed in the course of highway maintenance projects, and as the result of other removals under the provisions of this policy. This is in compliance with Public Act 86-779 and House Resolution 1548.

Ratios for replacement of woody plants shall be a minimum of 1:1 for balled and burlapped plants or container grown plants or 3:1 for seedling plants. If specimen plants are removed, higher ratios of replacement may be necessary as determined by the Tree Evaluation Team.
The District Landscape Architect will maintain a preferred plant list for the district, and should determine appropriate species and planting locations that do not conflict with highway operations, other plantings or utilities. Location Standards for Trees and Other Plantings on the Right of Way (BDE Manual) shall be used as guidelines for appropriate planting locations. Suitable locations should be sought as close as practical to the removal site, but outside the clear zone. Consideration should be given to the prevention of conflicts with adjacent land uses as the plants mature. Plantings may be done by state forces or by contract.

Seedlings should be planted outside the clear zone and where they do not interfere with highway operations.

Seedlings and other areas planted as mass plantings should be marked with mowing stakes and the appropriate seedling or other identification signs to prevent accidental mowing or spraying.
5-700  MANAGEMENT OF TREES AND PLANTS BY OTHERS

The department is required to direct the activities of outside parties who wish to manage, remove or plant trees or other plants on state property under the control of the department.

5-700.1   General

Upon written request, and subject to departmental policies and the provisions below, the department may approve and issue a permit using Form 1045 or a letter of authority allowing activities relating to management, removal or planting trees and other plants, including wildflowers and grasses, on state property under control of the department.

5-700.2   Definitions

For the purposes of this policy, the definitions in policy 5-600 apply.

5-700.3   Removal or Pruning Trees and Woody Plants

In locations on state property where the requester desires to remove or prune trees or woody plants, only the following situations shall be considered:

1. Sight distance is inadequate for safety purposes.
2. View of registered or permitted advertising signs is blocked.
3. Security of persons or property is adversely affected.
4. Utility installation or maintenance operations are obstructed.
5. Clearing is needed for landscape purposes.

All requests for permission for removal or pruning are to be reviewed by the District Landscape Architect and, if applicable, the Tree Evaluation Team as outlined in policy 5-600 and BDE-14.

For the purpose of evaluation of a permit request, obstructions to view of a registered or permitted sign or similar object, shall be considered to be those where the message on the sign is not readable to a driver moving in the nearest active lane of the highway.

No special consideration shall be given to new development placed along existing landscaped highways.

It is illegal to cut, trim, kill or remove any type of roadside vegetation on department right of way without written permission from the appropriate district office.

Permitted removals shall require the plant to be removed six inches below ground level unless specifically exempted. Exempted removals shall be cut flush to the ground and treated with herbicide to prevent regrowth after removal.

The permit shall contain specific details regarding work to be allowed, plants to be saved and the extent of work.
The removal and disposal of all cut vegetation shall be done in conformance with state law regarding the disposal of landscape waste. All materials resulting from the pruning or removal operation, including chips and logs, shall be removed from the right of way unless other action is specifically directed by the permit.

Any depressions resulting from the work activities shall be filled with dirt to the original grade and seeded. All pruning of woody plant material shall be performed in accordance with the Pruning Standards of the National Arborist Association.

Replacement of woody plants shall be required. Replacement shall be at a minimum ratio of 1:1 for balled and burlapped plants, 3:1 for seedling plants, or as directed by the District Landscape Architect. If specimen plants, as defined in policy 5-600, are removed, the permit shall require additional replacements as compensation.

5-700.4 Planting and Replacement of Plants

Requests for permits for new plantings and or replacement plantings shall be in conformance with the Guidelines for Planting Permits by Others on State Highway Right of Way (Appendix 5-1). All applications for permits shall be reviewed and approved by the District Landscape Architect for appropriate species of plants and for planting locations that do not conflict with highway operations, utilities, other plantings or the clear zone. Guidance for selection of appropriate plant species can be obtained from the District Landscape Architect or the District Plant List. Permits shall require planting plans to be submitted for approval, and strictly followed when approved. All plantings proposed shall conform with the Location Standards for Trees and Other Plantings on the Right of Way (BDE Manual). Planting permits must require the permittee to accept all liability arising from his/her operations, obtain necessary utility clearances (e.g. JULIE, etc.), restore any damage done during installation, perform any needed maintenance on the plantings and remove them when no longer viable or as required for highway operations.

If appropriate, the permittee may be directed to mark plantings with mowing stakes and to install identification signs furnished by the department.

Where removal of existing trees are a part of the permit, replacement plantings may be required to be installed prior to commencing with those removals.
ADDENDUM TO MANAGEMENT OF TREES AND PLANTS BY OTHERS

5-700.5 Vegetation and Landscape Control Plan for Outdoor Advertising

The purpose of this addendum is to implement uniform standards for allowing vegetation control and right of way maintenance by the owner of an Outdoor Advertising sign. Upon written request, and subject to departmental policies and provisions, the Department shall approve and issue a permit for vegetation and landscape control for activities relating to the management, removal and/or planting of trees and other plants, including wildflowers and grasses on State property under the control of the Department of Transportation (IDOT). It is illegal to cut, trim, kill or remove any type of roadside vegetation on State of Illinois right-of-way without written permission from the appropriate Regional District Office.

A vegetation control permit shall be required to cut or trim any vegetation or mow in front of any lawfully permitted sign. A separate permit shall be required for each sign structure. Vegetation permits will be issued only for lawfully permitted signs that have been constructed for a period of at least two (2) years as of the date of application for the vegetation control permit. Lawfully permitted signs are those signs classified as legal conforming (green tags) or legal non-conforming (red or blue tags).

The cost of any vegetation control measures allowed by an approved permit will be paid for by the owners of the sign or the owner of the real property on which the sign is located.

A) Application

The vegetation control permit application shall be on a form prescribed by the Department. The sign owner shall apply to the Regional District Office in which the sign is permitted. The sign owner shall submit with his application photos of the site showing the sign, existing conditions and a written plan of action. If deemed necessary by the Regional District Office, the District Landscape Architect or other District representative shall conduct a field review of the area.

B) Scope

Vegetation control permits will only allow the cutting or trimming of vegetation necessary to clear a sign’s visibility zone. In order to evaluate a permit request, obstructions to view a lawfully permitted sign shall be considered to be those where the message of the sign is not readable within a specified visibility zone, to a driver moving in the nearest active lane of the highway.

The visibility zone shall be considered to be an area on the State’s right of way two hundred fifty feet (250’) in front of a single sided sign and two hundred fifty (250’) each in front of each side of a double sided lawful sign erected along interstate or primary highways. This distance is measured from the edge of the sign face closest to the pavement in a direction parallel to the pavement. On a case by case basis, the visibility zone may be increased an additional 250 feet. This additional distance will be measured diagonally from the edge of right of way to edge of pavement and the visibility zone will be the triangular section it creates. (See Illustration next page)
C) Duration

All vegetation control permits shall be valid for 180 days (6 months) from the date the permit is issued.

D) Processing

The Regional District IDOT office agrees to process a completed vegetation control application within forty-five (45) days of receiving such application.

Removal or Pruning of Trees and Woody Plants

The following requirements shall apply to trimming, mowing and cutting of vegetation on right of way.

A) All vegetation control removal operations shall be performed by a Contractor that is insured and bonded for a minimum amount of $300,000.00.

B) All vegetation trimmed or cut will be removed from the right of way each day. The removal and disposal of all cut vegetation, including chips and logs, shall be done in conformance with State law regarding the disposal of landscape waste. Stumps are to be cut to ground level and the stumps shall be treated with an approved basal/stump treatment to discourage regrowth. No burning is allowed on the State right of way.

C) The applicant shall carry liability insurance with a minimum limit of one (1) million dollars per occurrence. The permittee, his successors or assigns, agrees to hold harmless the State of Illinois and its duly appointed agents and employees against any action for personal injury or property damage caused by the Applicant, their contractor or assigns within the exercise of this permit.
D) All work is to be performed in a professional manner to avoid damage to the State’s right of way. The Applicant will be responsible for repairing any turf damage to its previous or better condition. All disturbed areas shall be graded, seeded, and mulched per Section 250 of the Standard Specifications for Road and Bridge Construction. Any damage to the State or third-party property shall be the responsibility of the permittee.

E) In District 1, the contractor shall be a Certified Arborist in accordance with the Illinois Arborist’s Association. However, in all other districts, it is suggested and desirable, but not a requirement, that the contractor be a Certified Arborist.

F) Trimming of trees:

1. Trimming is permitted any time of year but should only be done when doing so would not be detrimental to the trees health. (As specified by the permit)

2. A tree may not have more than one-third (1/3) of its canopy removed in a single pruning operation. For pruning operations, the “National Arborist Association Standards” shall be used as a guideline to insure trees are being pruned properly and all pruning must be done in accordance with “National Arborist Association Standards.” If pruning, cuts should be made so that the tree may close the resulting wound as easily as possible. Generally, remove parts of a twig or branch at their origin. Remove tips of branches back to a good bud or to the next larger branch. The final pruning cut should be made along the natural branch collar and not flush with the trunk. Any additional pruning of this magnitude cannot be repeated for two (2) full years (24 months) on hardwood species.

3. In situations where pruning is to be done on a stand of trees and it is not practical to distinguish individual trees from the stand, the stand of trees should be judged by the canopy height of the stand. Proper tree pruning practices are to be observed in reducing the height of the stand of trees, just as it would be for an individual tree. Brush over six feet (6’) that is approved for removal should be cut first and the stump(s) treated with herbicides.

G) All areas cleared of vegetation will be remediated by the Applicant via one (1) of the following means and shall require the issuance of a permit:

1. Seeding of area in accordance with Section 250 of the Standard Specifications for Road and Bridge Construction.
2. Planting of prairie grass.
3. Planting of wildflowers (First Lady’s 2006 Wildflower Program).
4. Tree removal – removed trees shall be replaced at a 2:1 (inches) ratio.

H) Areas to be mowed under a vegetation control permit shall be mowed a minimum of two (2) times during the permit and should follow the guidelines of Section 5-400 of the Bureau of Operations Maintenance Policy Manual.

I) Historically significant, culturally sensitive and scenic significant trees shall not be modified, pruned or removed.
District 1
201 West Center Court
Schaumburg, IL 60196
(847) 705-4000

District 2
819 Depot Ave.
Dixon, IL
(815) 284-2271

District 3
700 East Norris Dr.
Ottawa, IL 61350
(815) 434-6131

District 4
401 Main
Peoria, IL 61602
(309) 671-3333

District 5
13473 IL Hwy 133
P.O. Box 610
Paris, IL 61944
(217) 465-4181

District 6
126 East Ash
Springfield, IL 62704
(217) 782-7301

District 7
400 West Wabash
Effingham, IL 62401
(217) 342-3951

District 8
1102 Eastport Plaza
Collinsville, IL 62234
(618) 346-3100

District 9
State Trans. Building
P.O. Box 100
Carbondale, IL 62903
(618) 549-2171
Vegetation Control Permit

District Serial No. __________________________

Whereas, I (We) ______________________________ , ______________________________ hereinafter termed the Applicant,

(Name of Applicant)     (Mailing Address)

___________________________________________    _____________________
(City)           (State)
request permission and authority to do certain work herein described on the right-of-way of the State Highway
known as _______________________________ Route__________________, Section __________________________ ,
from Station ____________________________________ to Station _________________________________________ ,
_________________________ County. Operations Team Sector:           Certified Arborist Required?  □ Yes  □ No

The work is described in detail below and/or on the attached sketch or plans:

Location:
Description of Work:

General Provisions:

This permit covers the operations and presence of specified equipment, material or facility on the right-of-way that may be
related to the authorized work. A copy of this permit must be present when crews or equipment occupy highway right-of-
way. Failure to comply may result in the cessation of all vegetation control operations.

The District Office, Attn:             at            , shall be contacted to coordinate the starting work date and date of completion.

It is understood that the work authorized by this permit shall be completed within ___________ after the date this permit is
approved, otherwise this permit becomes null and void.

This permit is subject to the conditions and restrictions printed on the following page(s).

This permit is hereby accepted and its provisions agreed to this _____________ day of ________________ , __________
Witness _____________________________________ Signed _________________________________________
Applicant

__________________________________________________ ______________________________________________________
Mailing Address                      Mailing Address
__________________________________________________ ______________________________________________________
City    State     City     State

SIGN AND RETURN TO:  District Operations Engineer

Approved this ____________  day of  ________________ , _________

Department of Transportation

BY: _____________________________________
District Operations Engineer

OPER2716 (04/16/08)
April 16, 2008

DISTRICT VEGETATION CONTROL PERMIT
APPLICABLE TO PERMIT NO.

VEGETATION REMOVAL:

Approved horticulture practices, in accordance with the IDOT Operations Policy 5-600.3, shall be followed in the trimming of all vegetation. Unless otherwise stated, all vegetation to be totally removed shall be cut to ground level, and the stumps treated with an approved basal herbicide. All cut material shall be promptly removed from the roadside and properly disposed of at the end of each day.

It is illegal for any person to cut, trim, kill, or remove any type of highway vegetation without permission from the appropriate highway district office.

For registered nonconforming signs, the sign owner agrees that the permitted removal of vegetation will not increase the appraised value of the sign.

TRAFFIC PROTECTION:

The grantee of a permit for work on the highway right-of-way is responsible for providing and installing warning signs, protective devices and flagmen when necessary meeting the department’s requirements for protection of the traveling public and the workers who are performing work on the right-of-way. This is a very important responsibility and the grantee is subject to the same traffic protection requirements as a contractor or state forces working on the right-of-way. The department’s minimum requirements for traffic protection are contained in Chapter 6 of the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways.

The parking of vehicles on the highway shoulder or roadside is prohibited on access-controlled highways.

ADDITIONAL REQUIREMENTS:

This permit is subject to the conditions and restrictions established in accordance with the Illinois Highway Code and Part 530 of Title 92 of the Illinois Administrative Code including but not limited to the following:

1. The Applicant represents all parties in interest and shall furnish material, do all work, pay all costs and shall in a reasonable length of time restore the damaged portion of the highway right-of-way to a condition acceptable to the Department.

2. The proposed work shall be located and constructed to the satisfaction of the Deputy Director of Highways, Regional Engineer, or his/her duly assigned representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the Deputy Director of Highways, Regional Engineer or his/her duly assigned representative.

3. The Applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. All signs, barricades, flaggers, and so forth required for traffic control shall be furnished by the Applicant.

4. If the Applicant and the District Office can not agree either on whether the permit should be issued or on what conditions would be appropriate, the Applicant may, within 30 days of the issuance of written notice of the District’s positions, appeal the District’s determination to the Bureau Chief of the Department’s Central Bureau of Operations.

5. The permittee agrees to fully comply with the following legal obligations in advance of entering and while upon any State right-of-way:
   a. Only a permit issued by the Department under this Part will satisfy the “written consent” requirement of Section 9-113 of the Illinois Highway Code (the Code).
   b. A permit from the Department grants a license only to undertake certain activities in accordance with this Part on a State right-of-way and does not create a property right or grant authority to the permittee to impinge on the rights of others who may have an interest in the right-of-way. Such others may include an owner of an underlying fee simple interest if the right-of-way is owned as an easement or dedication of right-of-way, and owner of an easement, or another permittee.
   c. In no case shall the permit give or be construed to give an entity any easement, leasehold, or other property interest of any kind in, upon, under, above, or along the State highway right-of-way.
5-800    FIREWOOD DISPOSAL

Firewood resulting from tree removal or trimming operations should be disposed of as follows:

1. The adjacent landowner should be contacted and given first chance to have the firewood. If the adjacent landowner agrees to accept the wood, it should be cut to a size convenient for loading, and if necessary, loaded on state vehicles, hauled to and dumped at a location specified by the landowner.

2. If the adjacent landowner does not want the wood and in locations where removal operations by the public will not create a traffic hazard, the logs should be left on the right of way for anyone to pick up. The logs should be cut into 1.25 meters to 1.85 meters (4 ft to 6 ft) lengths which can be handled and loaded by the public. Logs should not be cut into popular firewood lengths.

3. When removal by the public would create a safety hazard, such as in areas with high traffic volume, where there is poor sight distance, or where shoulder parking is limited, the logs should be removed for proper disposal.

4. Branches, twigs, brush and tree trunks which are not convenient firewood may be ground into chips or taken to an approved disposal facility. DO NOT BURN branches, twigs, brush and tree trunks on the right of way.

5. If the wood is not picked up by the public within two weeks, it should be removed for proper disposal. In no case should state equipment or personnel be used to haul firewood for the convenience of the public, except as noted for adjacent landowners.
5-900 ADOPT-A-HIGHWAY

It is the policy of the department to issue permits allowing the “adoption” of segments of the non-interstate system under the jurisdiction of the department by volunteers for the purpose of conducting litter control activities a minimum of four times per year for a period of two years. The segments to be adopted by the volunteers shall be designated and approved by the district, and shall normally be two miles in length. Special event one time pickups of litter by various groups shall still be permitted as outlined in Policy 5-1000.

5-900.1 General Requirements

The Adopt-A-Highway program is not intended for use on Interstate highways or fully accessed controlled freeways.

Each district shall determine the segments of non-interstate highway eligible for adoption. Unsafe locations should be excluded; such as where insufficient right of way exists for volunteers to be safely off of the roadway during pickup operations.

An Adopt-A-Highway coordinator shall be appointed by each district. The coordinator shall be responsible for the implementation, coordination and record keeping aspects of the program in the district. The coordinator shall conduct sufficient oversight of the program to assure that minimal pickup frequencies are maintained, safety requirements are met, follow up removal of litter is completed and proper reporting and records are maintained as required.

5-900.2 Highways Within A Municipality

This program does not supersede or replace existing municipal or county Adopt-A-Highway programs. Municipalities may continue their program or start a new program on state highways within their boundaries. If a municipality discontinues an existing program, volunteers holding a municipal adoption should be given preference for that section under the state program. To continue the adoption, the existing volunteers must complete the required forms for the department program.

Requests for adoptions within municipal limits should be coordinated with the municipality regardless of the existence of a maintenance agreement or municipal adoption program. If the municipality does not want an adopted section within its limits or wants to assume the program responsibility, the volunteers requesting the permit should be so informed.

Pickup and disposal of trash from any Adopt-A-Highway program will be the responsibility of the agency issuing the permit.
5-900.3 **Program Guidelines**

The following guidelines were established to provide for uniform participation in the Adopt-A-Highway program:

5-900.3.1 **Districts**

1. Interstate highways and fully access controlled freeways shall not be included in this program.

2. Adoption permits shall be issued for a two year period with the right to renew the permit for additional two year periods based on acceptable performance. The districts have final determination if the volunteers are eligible and reserves the right to deny any request for a permit. Requests should be issued on a first come first served basis. A sample permit request is included at the end of this policy.

3. The districts have the right to terminate a permit with a 30-day written notice anytime the adopting volunteers do not meet the terms and conditions of the permit or for operational reasons, e.g. relocation or jurisdictional transfer.

4. Adoption permits should include approximately two center line miles of highway, but the length may vary. Adoption permits should not be issued for lengths less than one mile or for more than four miles.

5. The district coordinator shall designate sections of highway available for adoption. Areas may be declared ineligible for adoption by the district for safety or other reasons.

6. Adopt-A-Highway signs with permittee name shall be furnished, erected and maintained by the district. No logos or slogans will be allowed on the signs. Signs shall be removed when a permit is terminated or is not renewed.

7. The district shall provide each volunteer group with copies of the rules to be followed while conducting the project. (See attached.)

5-900.3.2 **Volunteers**

1. The permittee will assign a group coordinator and an alternate to work with the district coordinator.

2. The permittee coordinator(s) will meet with district personnel to discuss safety guidelines. Prior to working each pickup, every volunteer must view the safety video and be provided safety instructions by the permittee coordinator.

3. Adopt-A-Highway permits will be for litter pickup only. Any planting, mowing, or other work will require a separate permit.
4. Pickup operations shall be conducted a minimum of four times each year preferably in April, June, August and October. More pickups will be allowed with the permission of the district coordinator.

5. Liability insurance is not required. However, the volunteer group must accept responsibility for the actions of the volunteers and hold harmless the state of Illinois, the Illinois Department of Transportation, and its employees.

6. To terminate the permit, the volunteer group must inform the department of their intentions in writing.

5-900.3.3 **Adopt-A-Highway Signs**

Any individual or group of volunteers meeting permit requirements may adopt a section of highway and be identified on the Adopt-A-Highway signs. The districts shall not refuse any group or individual on the basis of race, sexual orientation, political affiliation or religion. When in doubt as to acceptability, contact the Office of Public Affairs, or the Central Bureau of Operations.

5-900.3.3.1 **Content of Sign Names**

The names on Adopt-A-Highway signs shall not include advertising, logos or slogans. The following are some typical examples of unacceptable and acceptable.

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pana McDonald’s Fast Service</td>
<td>Pana McDonald’s</td>
</tr>
<tr>
<td>Sam’s Used Cars 2 Miles Ahead</td>
<td>Employees of Sam’s Used Cars</td>
</tr>
<tr>
<td>Republicans for Silverstone</td>
<td>Hillsdale Republican Club</td>
</tr>
<tr>
<td>Join the Owls Lodge 132</td>
<td>Owls Lodge 132</td>
</tr>
<tr>
<td>Mary Smith 1-900-672-5739</td>
<td>Mary and Fred Smith</td>
</tr>
</tbody>
</table>
5-900.3.3.2 Legend and Length of Name

Sign names are to be restricted to two lines of copy. The standard legend shall contain three inch D lettering. Where it is necessary to accommodate longer names, three inch C lettering may be used. Smaller letter sizes or special colors and legend styles shall not be used.

Two lines are provided on the permit form indicating the name to be used on the sign. This is to be filled out by the permittee before submittal to the department. The instructions indicate a maximum of 15 letters and spaces per line. Normally, 13 letters and spaces per line will accommodate three inch D legend without reduction of letter spacing. The permittee may have to abbreviate or shorten their name to fit.

The district may make further modifications in the name where necessary, although these should be discussed with the permittee.

5-900.4 District Responsibilities

At a minimum the district shall:

1. Identify potential road sections for adoption.
2. Send brochures, permit request forms and rules upon request.
3. Review permit requests for complete information, reassess adoptability of the requested location, assign permit number and secure necessary signatures. If the application is denied notify the applicant and give reasons for the denial.
4. Issue the approved permit along with instructions on where and how to obtain vests and litter bags.
5. Conduct safety meetings with each group coordinator. Joint meetings may be held with coordinators of several groups. A copy of the safety video shall be given to each group coordinator. The group coordinators should be reminded that all workers should view the safety video before each pickup.
6. Contact the local State Police to make them aware of the program.
7. Notify the district traffic operations engineer of any new or terminated permittee name for fabrication or revisions of signs. Examples of the standard Adopt-A-Highway signs are included at the end of this policy.
8. Erect signs on both ends of the adopted section.
9. Coordinate pickup dates with team sections for mowing and spraying so there is no conflict.
May 1, 1999

10. Provide the volunteers with litter bags and safety vests. Vests are purchased by the Central Bureau of Operations for distribution to the districts upon request. Litter bags are to be purchased by the districts.

11. Verify that the pickup took place, collect and dispose of filled litter bags left at signs or at designated drop-off points. The Notification of Planned Work Report should be posted periodically in each team section headquarters, and subheadquarters where necessary, to show when and where to collect the litter picked up by the volunteers.

12. Annually affirm that each permittee has conducted the required number of pickups. All permits and other information regarding litter pickup and disposal shall be entered by the districts into the MMI System according to the Adopt-A-Highway module provisions. The information will be used to track permit numbers, volunteers' names, adopted locations and associated costs. Adopt-A-Highway program performance and costs reports may be provided for management use.

5-900.5 **Volunteers' Responsibilities**

The responsibilities for participation in Adopt-A-Highway pickups are included in the set of rules attached to this policy.
RULES FOR ADOPT-A-HIGHWAY VOLUNTEERS

1. Volunteers are to adhere to safety precautions as demonstrated in the safety video. Only volunteers who have seen the video should be involved in the litter pickup. No more than 10 volunteers can pickup at one time. No volunteers shall be under age 11, with one adult supervisor for every eight workers under age 18. Pets will not be allowed on the right of way during pickup operations.

2. Inappropriate behavior during the pickup may be cause for termination of the permit.

3. Volunteers must stay off the pavement surface and shoulders except to cross to the other side of the road. Work must be organized to minimize pavement crossings. Work must be done during daylight hours.

4. Parking areas must be approved by district personnel. Usually, volunteers will be allowed to park their vehicles off the pavement on the right hand shoulder. No parking is allowed along curves, on bridge decks, near or under overpasses or in median areas. Car pooling is highly recommended.

5. On limited access highways, access must be from the nearest intersection. Volunteers are not to use crossovers marked with "No U Turn" signs.

6. Supplies must be picked up by the volunteers from the location designated by the district coordinator during normal working hours (usually 8:00 AM - 4:30 PM) Monday through Friday.

7. Warning signs must be uncovered by the volunteers when working and returned to the upright position by volunteers when work is completed. Volunteers are not to alter the signs. No additional signs or placards may be placed or carried along the highway.

8. For the protection of all workers, appropriate clothing and footwear must be worn. Loose fitting clothes that cover the arms and legs are recommended. Gloves and hard soled shoes or work boots are required. Clothes that are revealing, such as swimsuits, tank tops or spandex are very distracting to motorist and shall be prohibited. Safety vests must be worn when working.

9. An adequate supply of drinking water and a first aid kit must be provided by the volunteers during the pickup operation.

10. Possession or consumption of alcoholic beverages or controlled substances while working is prohibited.

11. Large or “gross” objects shall be marked with material provided by the district for pickup by Operations field personnel or shall be reported to the district coordinator.

12. Filled bags shall be left at or near the Adopt-A-Highway signs or at prearranged pickup points.

13. Aluminum cans or other discarded materials may be kept by the volunteers. Valuables such as briefcases, suitcases, and wallets must be turned over to the district coordinator.

14. Planned pickup dates shall be scheduled with the district coordinator a minimum of ten days in advance of the event. No pickup dates may be set for officially designated holiday weekends.
May 1, 1999

5-1000 LITTER REMOVAL CAMPAIGNS ON STATE HIGHWAYS

Annually, the department is requested to approve litter removal projects proposed by various organizations. In most instances, the department is also asked to participate in these campaigns by providing signs, trucks and drivers. These efforts tend to focus public attention on litter as a serious environmental problem. Therefore, the department has responded favorably and participated in most litter removal projects on state right of way.

The following guidelines were established to provide for uniform participation by the districts in all future litter removal campaigns sponsored by organized civic groups and national organizations.

5-1000.1 Eligibility

Requests for approval of anti-litter projects may be submitted to the respective district office by any organized civic group, not for profit organization, national society or association. Requests shall be reviewed by the district. Approval may be granted subject to compliance with the terms of this policy.

5-1000.2 Timing

Initial requests for proposed projects may be approved at any time. Requests should be submitted 14 days prior to the project date.

5-1000.3 Approval

Requests should be submitted in writing. Approval of acceptable projects shall be granted by letter which shall include a copy of the regulations set forth in this policy.

5-1000.4 District Participation

Participation should be limited to a truck, driver and necessary signing materials. Litter should be disposed of by the district.

5-1000.5 Safety

The minimum age for participation in litter pickup along state right of way should be eleven years old. Adult supervision shall be provided by the project sponsors.

A minimum of one adult supervisor shall be required for each eight persons between the ages of eleven and eighteen.

All participants shall be required to wear standard safety vests which shall be provided by the district. Litter pick up shall be conducted on one side of the right of way at a time; not both sides at once.

The person or persons who obtain permission to conduct the litter project shall notify the State Police of the approved time, date and project location.
District approval letters shall stress the importance of safety and shall contain a "hold harmless" clause to relieve the department and all of its employees of responsibility of personal injury to participants.

5-1000.6  **Location**

Proposed litter pickup projects may be allowed where traffic volumes will not constitute a safety hazard to persons involved in the pickup operations or the traveling public.

The district may reject requests for pickup projects proposed for high traffic volume routes. Should it be necessary to reject a route selection, an alternate route should be proposed.

From the standpoint of public relations, it is desirable to allow the person or organization proposing a litter pickup project to select the highway route or location, provided all safety requirements can be met.
5-1100 COURTESY REST STOPS AND WINDSHIELD WASHING PROJECTS SPONSORED BY NONPROFIT ORGANIZATIONS

It is the policy of the department to allow nonprofit organizations to provide Courtesy Rest Stops on state right of way on nationally recognized holidays and to allow Windshield Washing Projects during Motorcycle Awareness Month.

The following guidelines provide for the establishment of Courtesy Rest Stops, and Windshield Washing Projects and to control of associated activities of volunteers while participating in these events.

5-1100.1 Courtesy Rest Stops

A Courtesy Rest Stop, hereinafter referred to as a Coffee Break, is defined as the establishment of a temporary facility within a rest area, sponsored by a local nonprofit organization, to encourage safety on nationally recognized holidays by promoting a refreshment break for motorists.

The nationally recognized holidays are: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and Christmas. The district may authorize the extension of a Coffee Break to include the recognized holiday travel time period.

A local nonprofit organization is defined as an organization whose function and purposes are normally recognized as nonprofit and is located within a 30 mile radius of or within the same county as the location of the rest area to be used for the Coffee Break.

The Coffee Break must be conducted for the express purpose of improving the safety of highway travel and not as a fund raising venture or as an advertisement for another activity of the organization.

The refreshments offered shall be limited to coffee, tea and non-carbonated beverages, except in rest areas without vending machines, in which case other refreshments may be offered with the approval of the district.

The refreshments must be offered free of charge. However, state law 605 ILCS 5/9-113.1 allows the solicitation of free-will donations or contributions by the local nonprofit organization which established the coffee break. Donation receptacles should be discreetly displayed.

The distribution of literature is permitted when approved by the district.

Written requests to sponsor a Coffee Break should be accepted by the district office a maximum of six months and a minimum of one month in advance of the date of the proposed Coffee Break. If more than one application is received for a particular holiday period, the district shall do one of the following:

1. Assign each organization different days within the holiday time period.
2. At pairs of rest areas, assign one rest area to each organization (e.g. one organization works the eastbound rest area and a different organization the westbound).

3. Select an organization through a random drawing (e.g., pull a name out of a hat).

Each organization shall be limited to one Coffee Break per location per calendar year, unless no other organization has applied for a particular holiday period at that location.

At a minimum, the sponsoring organization shall pickup all debris and other litter resulting from the Coffee Break activities at noon and at the end of each day. Failure to properly clean the area during the day, at the conclusion of each day’s activities and at the end of the assigned holiday period will be cause to disapprove future requests.

Coffee Break activity shall be operated completely within the rest area (e.g., in the lobby or adjacent to the building) as directed by the district. Refreshment dispensing vehicles and other displays may be allowed with prior approval of the district.

Signs displaying the name or logo of the organization shall be prepared by and shall be the responsibility of the sponsoring organization and shall be subject to approval by the district. Lettering shall not be more than eight inches in height. Approved signs shall be displayed within the rest area in and around the Coffee Break activity. No commercial advertising of any kind shall be allowed.

The district shall provide COURTESY REST AREA - FREE COFFEE directional signs and temporary sign supports to be located within the rest area. Additional signs may be erected when authorized by the district. Below the existing REST AREA NEXT RIGHT sign, a separated sign panel FREE COFFEE shall be temporarily installed by district personnel. The FREE COFFEE sign shall be mounted in a manner that will not in any way affect the breakaway characteristics of the sign to which it is attached (MUTCD SECTION 2F-35).

The district shall furnish litter receptacles.

Janitorial service contractors and vending machine operators shall be advised of the date(s) and time(s) of this activity.
May 1, 1999

SAMPLE PERMIT
State of Illinois

Department of Transportation
District ___
Address
Address

Permit for conducting a Courtesy Rest Stop at __________________________
Rest Area located on Route _____________ in ________________ County
Organization or Club name ______________________________________
Contact Person ______________________________________
Telephone Number ______________________________________
Mailing address ______________________________________
____________________________________
Date(s) and Time(s) ______________________________________

By exercising this permit the organization or club agrees to and does hereby voluntarily
and knowingly release and forever discharge the State of Illinois, its departments and
agencies, from any claim, demand, right or cause of action or suits at law or in equity for
any and all damages, injuries and losses to the organization or club, its officers,
employees, agents, invitees guests and property, both known and unknown and
foreseen and unforeseen, and all consequences thereof incurred by or suffered by or
resulting to organization or club, its officers, employees, agents, invitees, guests and
property from or in any way arising out of or connected with, directly or indirectly, the
performance of this Agreement by the organization or club and by the department and
their respective officers, employees and agents.

By exercising this permit, the organization or club agrees to assume all responsibility
and to indemnify and save harmless the State of Illinois, its departments and agencies
and its officers and employees from and against any and all liabilities, judgments, claims,
demands, loss, damages, destruction, injury or death which occurs or results from the
performance of this permit by the organization or club and by the department, and their
respective officers, employees and agents.

The organization or club officers, members or agents are not employees or agents of the
State of Illinois for purposes of this permit. The State of Illinois shall in no manner be
obligated or liable under any Worker's Compensation laws as a result of any activities
undertaken pursuant to this permit.
Rules and Regulations for Courtesy Rest Stops (Coffee Breaks)

1. The Courtesy Rest Stop (Coffee Break) must be conducted for the express purpose of improving the safety of highway travel and not as a fund raising venture or as an advertisement for another activity of the organization.

2. The organization or club must pick up all debris and other litter resulting from the Coffee Break activities.

3. The refreshments must be offered free of charge. Freewill donations or contributions may be accepted.

4. Sign advertising the Coffee Break must be placed a minimum of ten feet from the edge of shoulder on a state highway, or will be provided by the state for programs at Interstate rest areas.
5-1100.2  Windshield Washing Projects

The department, through the Division of Highways, Division of Traffic Safety and interested volunteer groups can enter into agreements to conduct Windshield Washing Projects in rest areas to promote the Governor's Motorcycle Safety Initiative during Motorcycle Awareness Month. The following guidelines shall apply when preparing an agreement to provide for the operation of windshield washing project.

5-1100.2.1 Division of Highways (districts)

The Division of Highways (districts) shall:

1. furnish litter receptacles,

2. provide a temporary storage location within the rest area building or satellite building for hoses, soap, pails, etc.,

3. assign personnel to provide the Division of Traffic Safety's site coordinator access to storage or notify the rest area maintenance contractor to do so,

4. notify janitorial service contractors and vending machine operators of the date(s) and time(s) of this activity.

5-1100.2.2 Division of Traffic Safety

The Division of Traffic Safety shall:

1. furnish all equipment (e.g., hoses, buckets, towels, etc.) and supplies to be utilized in the Windshield Washing Projects,

2. coordinate a statewide news release,

3. appoint site coordinators for each rest area,

4. provide each volunteer with the rules to be followed while conducting the project (see example accompanying this policy).

5-1100.2.3 Volunteers

The volunteer group shall:

1. Provide volunteers to wash windshields,

2. Operate the Windshield Washing Project completely within the Interstate rest area,

3. Provide only windshield washing services,
4. Prepare and be responsible for the signs displaying the name or logo of the organization. Lettering shall be 8 inches or less in height. Signs shall be subject to approval by the district. Approved signs may be displayed in and around the windshield washing activity. No commercial advertising of any kind shall be allowed.

The location of each event and sponsoring organization's signs shall be subject to approval by the district. Approval for each event shall be in writing. The permit letter (see example accompanying the policy) shall include a statement excluding IDOT from all liabilities which may result from Coffee Break or windshield washing activities.

No solicitation or acceptance of contributions will be permitted.

The State Police, County Sheriff and local police shall be advised by the district of any approved Coffee Break or Windshield Washing Projects. This notification should be given a minimum of one week prior to the scheduled event.
RULES FOR VOLUNTEERS
PARTICIPATING IN
WINDSHIELD WASHING PROJECTS

Site coordinators shall monitor the actions of volunteers participating in the windshield
washing project. Each volunteer will comply with the following rules:

1. No signs shall be posted, other than those posted by IDOT.

2. Alcoholic beverages or non prescription drugs are not allowed in the rest area nor
are to be consumed while participating in the Windshield Washing Projects.
Volunteers shall use only coffee, tea, soft drinks or water for personal consumption.

3. No solicitation of any type will be allowed.

4. No materials shall be distributed other than those provided by IDOT.

5. No vehicle services will be sanctioned other than windshield washing.

6. Every volunteer shall present a neat appearance.

7. A vehicle shall not be approached until the operator has exited the vehicle.

8. Permission shall be asked before washing windshields.

9. Be courteous at all times.

10. No climbing or standing on vehicles.

11. Be careful when leaning over vehicles. Belt buckles, zippers and buttons will scratch
paint.

12. Only those supplies provided by the Division of Traffic Safety shall be used.

13. Litter shall be removed at the end of the day by the volunteers.
5-1200  **P.O.W. - M.I.A. Flags in Interstate Rest Areas**

P.O.W. - M.I.A. flags shall be flown in each Interstate Rest Areas on the following dates:

1. April 9  --  P.O.W. - M.I.A. Day
2. Last Monday in May  --  Memorial Day
3. June 14  --  Flag Day
4. Month of November

Each district shall be responsible for the purchase of replacement or additional flags.
May 1, 1999

5-1300   SMOKING IN REST AREAS

The department is committed to eliminating unhealthy conditions which may exist within rest areas. This commitment includes minimizing the harmful effects tobacco smoke in confined locations.

The following guidelines describe where smoking is prohibited and acceptable nonsmoking warning signs for use in rest areas:

1. Smoking is prohibited in rest area buildings, but is allowed outside buildings. Appropriate cigar/cigarette urns (ash trays) should be placed outside each entrance door and at strategic locations outside each building.

2. Permanent “No Smoking in the Building Please” signs should be attached to each entrance and may be attached to each urn. "NO SMOKING PLEASE" signs may be placed at the discretion of the district. A no smoking symbol may also be used where appropriate. The signs and urns used at each rest area shall be compatible with the motif of the building and grounds. The district shall be responsible for providing and placing cigar/cigarette urns and signs.
5-1400  ADVERTISEMENTS IN REST AREAS

The Illinois Department of Transportation (IDOT) permits the Illinois Department of Commerce and Community Affairs (IDCCA) to use floor space, including counters, shelving, and storage, to accommodate Tourist Information Centers within designated rest area buildings. IDCCA is responsible for posting, displaying and disseminating tourism materials within the areas approved by IDOT.

Advertisements for commercial goods or services shall not be posted, except for the appropriate signs indicating the rest area is equipped with vending machines.

The location and placement of all other noncommercial goods and services information shall be made with prior approval of the district. Each district shall be responsible for the placement, disposition and removal of all materials except those handled by IDCCA. Placement of notices, posters, signs and directions shall be confined to approved areas. Material should be posted a minimum of two weeks and a maximum of 90 days.

Taping material (hand made or professionally printed) to any walls shall not be allowed.

Permanent or semi-permanent markers or signs in buildings or on the grounds may be permitted for noncommercial subjects that are in the interest of the traveling public. Such requests must be approved by letter of permit from the district with concurrence of the Central Bureau of Operations.
5-1500  **VENDING MACHINES IN REST AREAS**

The Secretary of Transportation on August 5, 1988 issued rules governing vending machines placed in rest areas constructed or located on non-toll fully access controlled state highways as follows:

The Illinois Department of Transportation (IDOT) shall allow for the installation of vending facilities through contracts between the Illinois Department of Human Services (IDHS) and IDOT. All such contracts shall be in writing and shall ensure retention by IDOT of full responsibility for and control over all activities within the rest area.

5-1500.1  **CONTRACT**

At a minimum, the contract with IDORS shall provide:

1. IDORS shall assign licensed blind vendors to operate vending machines in all rest areas constructed or located on non-toll fully access controlled state highways.

2. If, after notification to all licensed blind vendors of the availability of a particular site, none is interested in operating that site, IDORS may contract for the operation of that site by a private contractor. Any income, after deduction for cost of items, labor and a negotiated percentage of profit, shall accrue to IDORS for the exclusive benefit of the vending facilities for the blind program or other programs of rehabilitation and training for the blind administered by IDORS.

3. IDORS shall, every three (3) years, notify licensed blind vendors of the availability of such contractually operated sites and make them available to interested blind vendors.

4. IDORS shall submit an annual report for each rest area to IDOT detailing gross vending sales, profits, number of persons involved in all aspects of servicing and operating the approved vending machines.

5. To the extent that federal funds are involved, all written contracts between IDORS and any Vendor or Private Contractor shall include nondiscrimination provisions.

6. IDOT shall not require the vending machine operators to perform any services other than those related to servicing and operating the approved vending machines.

7. IDOT shall determine the location, type and appearance of vending machine facilities to be located in rest areas. The contract with IDORS shall provide:

   a. IDORS shall locate and install vending equipment and appurtenances only in vending machine facilities. Vending machines shall be secured such that they cannot be overturned.
b. IDORS shall provide money changers which are in good working order at each vending facility for use by rest area patrons.

8. IDOT shall provide for the installation and maintenance of water lines and electrical connections to the vending facilities.

9. Vending items to be dispensed shall be limited to hot and cold nonalcoholic beverages, candy, gum, snacks, sandwiches, soups, and sundry items. Sundry items include non-food items that can be dispensed by machines such as fingernail clippers, pencils, and tissues. No petroleum products or vehicle replacement parts shall be dispensed by any means at rest areas. All beverages shall be dispensed in cans except for hot coffee, tea, hot chocolate, soups, milk and fruit juices. No glass containers shall be dispensed.

10. Delivery trucks shall not use median crossovers.

11. IDOT shall provide advance highway signage, to be located on existing rest area informational signs, in conformance with IDOT’s Manual on Uniform Traffic Control Devices. IDOT shall provide signs at facilities identifying the Illinois Department of Rehabilitation Services as the agency providing vending machines.

12. All Vendors or Private Contractors selected by IDORS for the operation of vending facilities at rest areas shall conform with the requirements specified in this section, and IDORS will include with its agreement with the Vendor or Private Contractors the following:

   a. The Vendor or Private Contractor shall pay for all metered utilities used for vending facilities located at rest areas.

   b. The Vendor or Private Contractor shall be responsible for the operation, maintenance, security of vending machines and removal of all packaging materials, cartons, boxes and wrappers in which the supplies are delivered. This shall include cleaning all vending machines daily, or as needed.

   c. The Vendor or Private Contractor shall service vending facilities to ensure, except for conditions resulting from acts of God such as tornadoes, flooding, earthquakes, etc., that those services are available to rest area patrons 24 hours per day, every day of the year.

   d. The Vendor or Private Contractor shall comply with all laws and regulations regarding licensing from public health departments and other agencies responsible for the regulation of the vending business.
e. The Vendor or Private Contractor shall provide an effective method for the return of lost money to patrons through one of the following procedures:

   (1) Refunds made directly to the customer by the Vendor or Private Contractor or an employee of the Vendor or Private Contractor.

   (2) Refunds made through the use of refund request cards which can be mailed by the customer to an address specified by IDORS. The cards will identify the vending machine that did not operate properly, the date, time, and type of problem. IDORS will determine whether the refund request is valid and will handle the refund.

f. The Vendor or Private Contractor shall provide IDOT with the name and 24 hour telephone number of the person who should be contacted for response when problems with the vending operations arise during time periods when no Vendor or Private Contractor personnel are present at a rest area.

g. The Vendor or Private Contractor shall assume all responsibility for liability resulting from the operation and maintenance of vending machines.

h. The Vendor or Private Contractor shall provide that personnel assigned to service vending machines wear work uniforms which have been approved by both IDOT and IDORS.

i. While performing official work activities at the rest area, the Vendor or Private Contractor may be authorized by the District Engineer or designee to use specified median crossovers. The sample form letter attached to this chapter should be used when authorizing temporary use of median crossovers.

j. Whenever complaints having to do with the quality of service or goods, the activities of Vendor or Private Contractor employees, or return of lost money, are made to IDOT or IDORS from vending customers at a vending site and the complaints exceed one per day, the Vendor or Private Contractor shall make improvements in vending operations to reduce complaints to below the occurrence of one per day.
FORM LETTER AUTHORIZING TEMPORARY USE OF MEDIAN CROSSOVERS ON FULLY ACCESS-CONTROLLED HIGHWAYS

Date: __________
Name: _________________________
Address: __________________________________________________________

This authorizes you to use the Interstate _____ median crossovers located at mile markers _____ and _____ while performing your official work activities at the ______________________ Rest Area.

The vehicles authorized to use the crossovers are listed below: Amber revolving or flashing lights shall be displayed on the tops of these vehicles. Please insure that your personnel exercise extreme caution when entering and exiting the crossovers.

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We have notified the affected State Police District of this authorization; however, to avoid misunderstandings, copies of this authorization must be carried in the above listed vehicles and displayed upon request.

The user agrees to assume all risk of loss and to indemnify and hold IDOT, its officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorney's and witnesses' fees, and expense incident thereto for injuries to persons (including death) and for loss of, damage to, or destruction to property (including IDOT property) because of user's negligent or intentional acts or omissions or by the negligent or intentional acts or omissions of the user.

This authorization is valid indefinitely. Please contact _________________ at _________________, if you have any questions.

cc: _____________, Illinois State Police
    _____________, County Sheriff
    Central Bureau of Operations
5-1500.2 VENDING MACHINE FACILITIES

IDOT shall, in cooperation with IDORS, provide for the design, construction and maintenance of vending machine facilities with full consideration and accommodation for the handicapped in accordance with the Americans with Disabilities Act (ADA).

IDOT shall, in cooperation with IDORS, provide for Vending Machine Facilities at Interstate Rest Areas in accordance with the following requirements:

1. Vending Machine Facilities shall be installed within rest area building lobbies which are more than 700 square feet in floor size.

2. When rest area building lobbies are 700 square feet or less in floor size:
   a. Vending Machine Facilities shall be installed within lobby additions provided by IDOT when building renovations are being constructed or,
   b. Vending Machine Facilities shall be installed within lobby additions provided for that purpose which are funded by IDORS in cooperation with IDOT.

The rules, manuals, codes or acts cited herein are as follows:

- Illinois Highway Code, 605ILCS5/9-113.1
- Rehabilitation Act, 29 U.S.C. 794
- Manual on Uniform Traffic Control Devices
- Vending Stand Program for the Blind, Department of Rehabilitation Services rules, 89 Ill. Adm. Code 650
- 71 Ill. Adm. Code 400
5-1600 NEWSPAPER VENDING IN REST AREAS

The department grants the nonexclusive right to locate, operate and maintain newspaper vending machines ("newsracks") for the purpose of selling newspapers at Interstate highway rest areas open for public use in Illinois. Interested parties must enter into a distribution agreement with this Department and the Illinois Department of Rehabilitation Services prior to placing newsracks in any highway rest area. A sample copy of the Rest Area Distribution Agreement accompanies this section. The prospective vendor shall submit a completed agreement to the district who will in turn send the agreement to the Central Bureau of Operations for approval by the department. Fully executed (signed) copies of the agreement shall be returned to the district for distribution. One copy of the agreement will be kept on file by the Central Bureau of Operations.
REST AREA DISTRIBUTION AGREEMENT

This AGREEMENT is entered into as of __________, 19__ between
_____________________________________________________________, (hereinafter called the “Vendor”) and the Illinois Department of Transportation (IDOT) and the Illinois Department of Rehabilitation Services (DORS).

RECITALS

WHEREAS, The Vendor desires to distribute newspapers to the traveling public at Interstate highway rest areas, subject to reasonable time, place and manner restrictions; and

WHEREAS, IDOT and DORS hereby impose such restrictions and grant concessions to locate newspaper vending machines at certain Interstate highway rest areas within the State of Illinois;

NOW THEREFORE, in consideration of the mutual covenants and obligations contained herein, the parties agree as follows:

I.    GRANT OF DISTRIBUTION RIGHTS

1.1. Grant of Rights. Subject to the terms and conditions contained herein, IDOT and DORS grant to the Vendor the nonexclusive right to locate, operate and maintain newspaper vending machines (“newsracks”) for the purpose of selling_______________ newspapers as determined and modified from time to time by the Vendor. If future conditions require a change in design of newsracks, the Vendor, IDOT and other concerned entities will confer and agree to adapt to a changed design.

1.2. Newsracks. The newsracks covered by this Agreement will be of the standard ______________ design used to distribute_______________ newspapers at Interstate highway rest areas open for public use within Illinois.

II. LOCATION AND OPERATION OF NEWSRACKS

2.1. Rest Areas. The Vendor shall determine the rest areas within the State in which it wishes to locate its newsracks and will notify IDOT at the appropriate District Office according to the attached map in writing of its determination 10 days prior to the placement of newsracks. The Vendor may, from time to time, remove newsracks or locate newsracks in different rest areas, provided that notice is given to IDOT within 10 days of the change.

2.2. Location Within Rest Area. Newsracks shall be located such that they provide convenient newspaper access to travelers and do not interfere physically with access to other rest area facilities or vending machines. Subject to the foregoing, newsracks will be located, attached and secured within each rest area in such places and by such methods as are approved by the District Engineer or designee.
2.3. **Removal of Newsracks by IDOT.** Prior to removal or relocation of any newsrack for any reason other than a clear and present danger to any person, IDOT shall give the Vendor ten (10) days prior written notice setting forth a detailed explanation of the reason for the proposed removal or relocation and an explanation of the Vendor’s right to an opportunity to present additional information to the IDOT decision maker.

2.4. **Operation of Newsracks.** The newsracks shall be supplied, attached, secured, maintained, repaired, operated and cleaned by the Vendor or designee. The Vendor will place a decal on each newsrack identifying the person and place to call in the locale in the event of any operating difficulties or omissions in required maintenance. All unsold newspapers and other debris will be removed by the Vendor and will not be deposited in IDOT waste containers.

2.5. **Supply of Newspapers.** The Vendor will restock the newsracks with current newspapers on a regular basis. Racks may be removed or caused to be removed by IDOT if the Vendor fails to restock with current papers for more than a one week period.

2.6. **Delivery Vehicles.** The Vendor will instruct its drivers not to use any highway median crossover.

### III. TERM AND TERMINATION

3.1. **Term.** This Agreement shall become effective upon execution by both parties and shall extend for a period of one year, unless sooner terminated as provided herein. Thereafter, this Agreement will renew automatically for additional one year terms unless the Vendor or IDOT gives thirty (30) days prior written notice of its intent not to renew this Agreement.

3.2. **Termination for Default.** If the Vendor materially defaults in the performance of this Agreement, IDOT may give written notice to the Vendor specifying in detail the nature and extent the default. The Vendor shall have thirty (30) days thereafter to cure such default or to notify IDOT that it will not cure the default and whether it will seek judicial review of IDOT’s determination of default or enforcement of this agreement. If the Vendor chooses not to cure the default and chooses not to litigate, it shall notify IDOT in writing within thirty (30) days and IDOT may then declare this Agreement is terminated and the Vendor will cause its newsracks to be removed, subject to Section 3.4. below. If such default is not cured within such thirty (30) day period, IDOT may, by written notice declare this Agreement in default.

3.3. **Survival of Obligations.** The Vendor’s obligation to pay all amounts due to DORS under this Agreement shall survive expiration or termination of this Agreement for any reason.
3.4 Removal of Newsracks Following Termination. For a reasonable time following expiration or termination of this Agreement for any reason, the Vendor shall have the right to remove its newsracks from rest areas covered by this Agreement.

IV. ADMINISTRATION FEE

In consideration of IDOT’s and DOR’s administration and processing of this Agreement, the Vendor will pay to DORS, within thirty (30) days of the end of each calendar quarter during this Agreement, a fee of $0.05 for each ________________ newspaper sold in a highway rest area in Illinois during the previous quarter. DORS shall have the right upon reasonable notice to inspect the financial records of the Vendor pertaining to sales of__________________ at highway rest areas in Illinois.

V. GENERAL PROVISIONS

5.1. No Waiver. The Vendor, by its execution hereof, does not waive its right to challenge any enforcement or infringement of its rights.

5.2. Notices. Any notice to be given hereunder shall be in writing and shall be deemed given when delivered to a receipted courier for overnight or next business day delivery or sent by facsimile transmission or registered or certified mail, postage prepaid, to the party notified, addressed to such party at its address set forth below, or such other address as such party may have substituted by written notice to the other:

If to IDOT: Engineer of Operations
2300 South Dirksen Parkway, Room 009
Springfield IL   62764

If to DORS: Administrator
Vending Facility Program
622 East Washington St.
Springfield, IL   62794-9429

If To: ____________________________:
______________________________
______________________________

5.3. Force Majeure. Neither party shall be liable for any delay in the performance of its obligations under this Agreement when such delay is directly or indirectly caused by events beyond such party’s reasonable control.

5.4. Assignment. This Agreement may be assigned by the Vendor to and parent, affiliate or subsidiary corporation, company or division. Except as expressly permitted by the preceding sentence, this Agreement shall not be assigned by either party without the prior written consent of the others.
5.5. **No Prior Agreements.** This Agreement supersedes any previous agreements or negotiations between the parties hereto, either expressed or implied, and shall not be modified or amended except by a writing signed by all parties.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

Vendor __________________________

Name __________________________

Title __________________________

IDOT ______________________________

Secretary

DORS ______________________________

Director
5-1700  CONTROLLED BURNING OF NATIVE PLANTINGS

Controlled burning of grasses and other areas of native plants is recognized by the department as a tool for the management of these areas. It is defined as the controlled application of fire to existing natural fuels, under specified environmental conditions which allow the fire to be confined to a predetermined area, and at the same time produce an intensity of heat and a rate of spread required to attain planned resource management objectives. Controlled burning on the roadside requires specialized knowledge of fire behavior, prescribed burn factors, suppression techniques and the environmental effects of fire. As such, all department burn teams shall be directed by at least one person who has obtained a certificate of training presented by the National Wildfire Coordinating Group for course #S-190, Introduction to Fire Behavior, and course # S-130, Firefighter Training.

The most recent version of the Illinois Department of Natural Resources document, *Technical Guide to Prescribed Burning in Illinois*, is considered to be the primary technical reference for proper procedures in conducting a controlled burn.

5-1700.1.1  Controlled Burn Plan

A plan for each controlled burn shall be prepared by an employee who is certified as required in section 5-1700.1 of this policy, using the Controlled Burn Plan form (Figure 5-1700.1). Among other required information, the plan will contain the objective for the burn, all elements necessary to achieve a safe burn, and a description of probable affects to any State or Federal endangered of threatened species by the proposed burn. This plan will be included with the district’s submission of a request for a burn permit to the Illinois Environmental Protection Agency. Upon receipt of the permit, and prior to the date of the burn, the responsible certified employee will notify applicable local authorities, including the State Police and the local fire department responsible for the area of the proposed burn.

5-1700.1.2  Timing of Burns

In general, all controlled burns will be executed within the following time constraints: Districts One and Two, October 5 – April 30; Districts Three through Seven, October 15 – April 15; Districts Eight and Nine October 20 – April 1. All burns depend upon weather and fuel conditions as determined by the Technical Guide and the certified employee directing the burn. Exceptions to the above dates may be made based upon local conditions. In the event of conditions, such as extreme drought, that may present the danger of wildfire, burning will be prohibited.
Preparation for the Burn

The day prior to the burn date complete part one of the Controlled Burn Checklist (Figure 5-1700.2). Part two is to be completed just before beginning the burn. All required actions must be taken, and equipment on site before beginning.

5-1700.1.3 Controlled Burn Report

Subsequent to the burn, the certified employee directing the burn will complete the Controlled Burn Report (Figure 5-1700.3) which will be filed at the district office.
Date _____________________

Illinois Department of Transportation
District ___

Controlled Burning Plan

Route ___________ County ___________ Team Section ___________

Location _____________________________________________________

Direction of Travel _________ Milepost _________ Anticipated Month of Burn _________

Purpose of the burn: ________________________________________________

Objective of the burn: ________________________________________________

Description of the burn area:

a. Number of acres to be burned: __________________________

b. Describe the fuels on the burn area: __________________________

Fuel load: ____________________ Tons/acre: ____________________

c. List the soil type or texture, topography and aspect:

Wildlife present, e.g. Species, Seasonal Activity, etc.:

Range of desired preignition weather factors:

a. Air temperature: ____________ Relative Humidity: ____________

b. Wind direction: ______________ Velocity: ______________

c. Days since measurable rain (if available): ____________ Fine fuel moisture (if available) ____________

d. Burning index (if available): ____________

e. Flame length: ____________

f. Rate of spread: ______________ ft./sec.

Pre-burn factors: (Use additional sheet if necessary)

a. Size of crew needed: _____________

b. Equipment needed: __________________

c. Method of line construction: __________________

d. Ignition Pattern-firing technique: __________________

e. Smoke sensitive areas: __________________

f. Special precautions: __________________

g. Permits needed-contacts to be made: __________________

h. Publicity: __________________

i. Emergency telephone numbers: __________________

j. Who will take that responsibility? (Name & Title): __________________

k. Pre-burn meeting required? _________ Date, time and location of meeting: ___

________________________________

Attach to this form the appropriate U.S.G.S. topo map or aerial photo delineating the area to be burned, not on the topo map, aerial photo or both, natural barrier, location of control lines, etc. Note also any endangered, threatened or rare native animal or plant or any other observations relevant to the natural community.

is plan prepared and submitted by: ______________________________ Title: ______________________________

is plan approved by: ______________________________ District Operations Engineer

Do not ignite the fire on the day of the burn if the weather conditions or other factors make the burn unsafe and difficult to contain.

Field Engineer
Traffic Control Supervisor
District Landscape Architect

Figure 5-1700.1
Controlled Burn Checklist

Part I (one day prior to the burn date)

Has the burn permit been obtained?
Have the Fire Department and State Police been notified?
Are appropriate traffic control plans developed, and necessary signs obtained?
Are sufficient trained fire crew personnel, and traffic control personnel arranged for the size of the burn? (Minimum fire crew size: four persons, at least one of whom has certification)
Is the necessary equipment arranged, including a sprayer or hydroseeder?
Does the long range forecast look favorable?

Part II Day of Burn

Are weather conditions favorable, including wind speed and direction?
Is the traffic control in place?
Are traffic control and burn crew personnel present?
Does everyone have proper personal safety equipment?*
Is equipment, including sprayer or hydroseeder present and functional?
Is all small equipment needed on site and functional?**
Are fire breaks in place, if required?
(after burn is completed) Is fire completely out before leaving site?

*Recommended personal safety equipment:
  Goggles
  Hard Hat
  Nomex Suit
  Leather Gloves
  Fire Resistant Boots
  Proper Respirator

** Recommended small equipment:
  Fire Rakes
  Flappers
  Drip Torch
  Shovels

3/31/99
Controlled Burn Policy

Figure 5-1700.2
Illinois Department of Transportation

Controlled Burning Report

Route _____________  County ___________________  Team Section _____________

Location ________________________________________________________________

Direction of Travel _______________  Milepost _______  Date of Burn ______________

1. Burn Factors:
   a. Time ignited: _____________  Time out & Mopped up: _______________
   b. Acres burned: ______________
   c. Percent of area burned: ________________
   d. Size of crew on the burn: ___________
   e. Description of the burn: ________ Cool, ________ Moderate, ________ Hot
   f. Average rate of spread during major part of the burn (estimate): ______feet/minute
   g. Flame length (estimate): _____________
   h. Was containment difficult? ______ Yes, ______ No

2. Weather Factors:
   a. Air temperature: _______  Relative Humidity: ________
   b. Wind direction: _______  Velocity: _______
   c. Days since last measurable rain (if available): _________
   d. Burning index (if available): _________________

3. Evaluation of the burn:
   a. The objective of the burn ______ was ______ was not ______ was partially met because
      __________________________________________
   b. Wildlife observations:
      __________________________________________
      __________________________________________
   c. Were there any changes in or deviations from the Prescribed Burning Plan: ______ No, ______ Yes, What changes were made: __________________________________________
   d. Should this burn area be evaluated again in the future? ______ Yes, ______ No. If Yes, when? ______

Use additional pages if necessary to complete this report. If quantitative sampling is needed as a follow-up to this report, forward the results as they are available.

Attach to this form the appropriate U.S.G.S. topo map or aerial photo delineating the area burned. Note on the topo map, aerial photo or both, such things as the fire mosaic outlined, wind direction, control lines, and any other useful information. Also note any observations relevant to the fire’s effect on the natural community as noted on the prescribed burning plan.

This report completed by: ______________________________  Title: _____________________________
Date: _______________________

cc: District Operations Engineer
    Field Engineer
    District Landscape Architect
    Traffic Control Supervisor

Figure 5-1700.3
5-1800 Roadside Seeding in Areas Disturbed By Construction

5-1800.1 Background

Since the early 1980’s, the Department’s decisions on type of cover and plant material for roadside areas have been largely influenced by consideration of the level of maintenance/management anticipated for the areas involved. This practice has helped the Department to achieve a better fit between available funding and manpower resources and the amount of roadside maintenance needed. Experience during this period has shown that where a low level of maintenance/management is desired, native Illinois grasses and other native selections often is the best choice for planting. Furthermore, the Federal Highway Administration has recently issued guidance that encourages the use of plants native to the project locale when possible. This memorandum clarifies requirements on developing plan specifications for roadside seeding/cover and is intended to maximize the benefits of using native plants.

5-1800.1.1 Applicability

The procedures in this memorandum are applicable to 3R, reconstruction, or new construction projects that will be let after January 1, 2000.

5-1800.1.2 Procedures

The procedures shall be followed in developing seeding/cover specifications for 3R, reconstruction, and new construction projects:

1. Project designers shall consult with the District Bureau of Operations to determine applicable mowing widths for all projects in accordance with current mowing policies of the Bureau of Operations.

2. In all areas which Operations’ policy stipulates must be mowed, the designer shall specify appropriate seeding selections from Classes 1 or 2, depending upon the site conditions and geographical location of the project. The designer should consult the District Landscape Architect on the selections within these classes for specific circumstances.

3. In those areas which Operations’ policy stipulates are not to be mowed regularly, the designer shall specify appropriate seeding selections from Class 3. As with specifications for mowed areas, the designer should consult with the District Landscape Architect on the selections within these classes for specific circumstances.

Class 4 seeding should not be used in ditch bottoms or drainage ways where it would impede the flow of water. In areas that are not to be mowed, plantings within ten feet of the shoulder break/face-of-curb should not exceed a height of three feet at maturity and should not interfere with sight distances.
4. For project goals or commitments involving wildflower planting, environmental mitigation, aesthetics, or habitat enhancement, the designer should consult with the District Landscape Architect on the use of Class 5 or Class 6 seeding.

5. On 3R or reconstruction projects, existing turf in unmowed areas and all damaged turf shall be overseeded or interseeded in accordance with the specifications using an appropriate class as determined by the District Landscape Architect to establish turf that will require little or no regular maintenance.

6. On new construction projects, turf should be established by conventional methods appropriate to the seeding class utilized.

7. Grasses and forbs other than those in seeding Classes 1 through 6 may be specified for use at the discretion of the District Landscape Architect. Any such plants must be appropriate to the location and intended management of the project, and generally, should be species native to the project locale.
GUIDELINES FOR PLANTING PERMITS BY OTHERS ON STATE HIGHWAY RIGHT OF WAY

I. PLANTING PERMIT APPLICATION

A. All applications for a planting permit shall be accompanied by a scaled drawing showing location, size and variety of plant to be planted which indicates the relative location of highway pavement right-of-way and property lines, driveways, sidewalks, etc.

B. Applications shall state the person or contractor performing the work and indicate the owner’s identity, address and telephone number.

C. The application will state that the owner will assume any and all maintenance for the proposed plantings.

D. Applications for permits are to be sent to the appropriate District Engineer.

E. Inquiries may be directed to the District Landscape Architect.

II. GENERAL REQUIREMENTS

In addition to providing for lasting aesthetic benefits, the purpose of these guidelines is to attempt to avoid undue future maintenance, hazards to the motoring public and situations which may create operational problems for the highway and its associated hardware (i.e., traffic signals, signs, lighting, etc.). Standard department permit requirements, including coordination with utility location services (i.e. JULIE), and bonding, where applicable, will apply to planting permits.

A. No planting shall be placed closer than four (4) feet from the edge of the shoulder, face of curbing or ditch line, whichever is farthest from the pavement.

B. No plants which are branched to the ground and exceed three (3) feet in height will be permitted closer than ten (10) feet from the edge of the shoulder or face of curbing whichever is farthest from the pavement.

C. Coniferous evergreens (i.e., pines, fir, spruce, etc.) will not be permitted closer than twenty (20) feet from the edge of the pavement. Mature size of these plants may require a greater offset if the tree is branched lower than 10 feet from the ground.

D. No dense, continuous hedge-like plantings will be permitted within forty (40) feet of the edge of the pavement on the north or west sides of the roadway in situations where they may cause snow to be drifted onto the pavement.
E. All plantings placed by permit are to be maintained by the person or agency requesting the permit. Removal and/or replacement shall be the responsibility of the person requesting the permit.

F. All plantings placed by permit are subject to removal without compensation should such removal be required for improvement or proper function of the highway or its appurtenances.

G. As a minimum requirement, no raised planters will be permitted closer than four (4) feet from the edge of the shoulder, ditch line, or face of curbing, whichever is furthest from the edge of the pavement. No planter shall be over 18 inches high. No concrete or masonry planters will be permitted within twenty (20) feet of the edge of the pavement.

H. All requirements set forth herein apply to reduced speed highways. In addition, all highways must maintain the required clear zone between all fixed objects and the edge of the pavement except in special situations.

III. OTHER PERMIT REQUIREMENTS

A. Any work which includes the planting, trimming, spraying, removal or in any way affects trees, shrubs, or any plant material located or to be located in the right-of-way must request and receive a permit from the department prior to the beginning of work.

B. Copies of all appropriate permits and related documents shall be kept on the project site and promptly made available to any department employee, inspector, local municipal official or police officer upon request.

C. Violation of or deviation from any element of permit shall be considered sufficient grounds for the suspension or revocation of the entire permit.

D. Any permit or authorization granted by the department may be withdrawn by the District Engineer (or his designated representative) at his discretion.

IV. CLEAN-UP AND RESTORATION AFTER PLANTING

A. All excess waste material shall be continuously and promptly removed.

B. All reasonable precautions must be taken to avoid damage to existing structures, plants and lawns.

C. All pavements, sodded and planted areas, structures and substructures which are disturbed during the execution of the work shall be restored or caused to be restored to their original condition or better.
D. Should any damage or unauthorized disturbance to any public property, (including pavements, sidewalks) or utility facility occur, the contractor shall immediately notify the owner of the property or facility. All repairs and/or replacements must be authorized by the department.

E. The contractor shall be responsible for the prevention of the dropping, tracking and/or accumulation of dirt, mud, or other loose material on sidewalks, driveways, alleys or streets.

V. MAINTENANCE AFTER PLANTING

Maintenance shall include all necessary procedures consistent with good horticultural practice necessary to ensure normal, vigorous and healthy growth of the plant material concerned.

VI. OTHER PERMITS AND JURISDICTION

All work done under permits issued by the department shall also conform to the applicable restrictions of any and all other governmental units as may have jurisdiction in the area of work in so far as those regulations may be more restrictive of said work.

The Illinois Department of Transportation shall not be liable or responsible for any claims or damages resulting directly or indirectly as a result of any project for which a permit may be issued.
Chapter 6

SNOW FENCE

6-100  MARKING SNOW FENCE

New lath snow fence shall be marked with white paint as shown in the drawings below. Any snow fence with nonconforming identification should be remarked. Plastic, polyethylene or other synthetic fence need not be marked.
6-200 SNOW AND ICE CONTROL MANUAL FOR DISTRICTS 2-9

6-200.1 INTRODUCTION

Illinois’ winter weather often has an adverse effect on highway travel. Winter storms frequently produce snow and ice which can impede routine travel and can create hazardous travel conditions.

It is the objective of the Illinois Department of Transportation to employ available resources to mitigate the impact winter weather conditions can have on those traveling on the state maintained highway system. The ability of the department to manage the impact of any storm is dependent on the severity and duration of the weather event. While the department establishes its resources based on historical norms, it cannot anticipate nor provide resources for every potential storm scenario.

It is the policy of the department to utilize proven snow and ice control techniques and technologies to combat the effects of winter weather on Illinois highways. Furthermore, the department is committed to improving service through continued controlled testing and development of new techniques and technologies. New techniques will be implemented and new technologies will be deployed based on their value to specific areas or regions of the state and the combined cost and benefit to the highway user. Cost and complexity of newly proven techniques may require several years to fully implement.

To meet our service obligation to Illinois highway users, the department employs a comprehensive snow and ice control readiness and response plan as described herein.

Winter storms produce a variety of conditions. Each storm requires an appropriate operational strategy. The guidelines presented in this manual apply to average or typical conditions and are meant to serve as a starting point in developing a plan for each particular storm. These guidelines are intended to produce a desired level of service for average or typical conditions. Extreme weather conditions may restrict operations and result in the temporary closure of some highways. Level of service is dependent on highway classification and traffic volume.

6-200.2 DUTIES AND RESPONSIBILITIES

Winter operations are accomplished in the nine (9) District organizations and ultimately by individual work units as follows:
6-200.2.1 Central Bureau of Operations

The primary function of the Central Bureau of Operations during winter operations is to provide central communications, to coordinate operations between districts and other states and to receive, compile, and disseminate road condition reports.

During extreme conditions the Central Bureau may make available to the districts specialized equipment (graders, snow blowers, tandem trucks) normally assigned to the Day Labor Section. The Central Bureau may also coordinate the transfer of snow removal equipment and personnel between districts to help with an extreme storm situation when the severe condition affects only certain parts of the state. Once extra equipment and personnel are dispatched, however, line authority for operations is with the district in which they are being used.

6-200.2.2 District Engineer

The district engineer through the following organizational structure is responsible for providing the appropriate level of service for the state highways in the district.

6-200.2.3 District Operations Engineer

The District Operations Engineer has responsibility for supervision of all maintenance and traffic employees and their work in the district. During winter the Operations Engineer coordinates activities of the Field Engineers, monitors the purchases of snow and ice control materials, maintains communications, advises the district engineer of road conditions, assures the availability of equipment, maintains maps of snow routes and provides copies to the Central Bureau of Operations on an annual basis.

6-200.2.4 Operations Field Engineer and Field Technician

Under the supervision of the District Operations Engineer, the Maintenance Field Engineer/Technician is responsible for directing the general conduct of the snow and ice control program in their assigned area and providing relevant training in snow and ice control procedures and safety to all the personnel assigned to Operations Facilities.

He/she has the responsibility to establish snow routes, to obtain snow and ice control material, to assign snow route personnel, to coordinate equipment usage and for reporting blocked roads or extraordinary conditions to the district office. He/she is responsible for ensuring the entry of all the appropriate MMI System data.

6-200.2.5 Lead Lead Workers or Lead Worker

The Lead Lead Worker or Lead Worker is responsible for the snow and ice control operations assigned to the operational facility.
He/she shall assist in assignment of personnel, in daily reporting and recording of material, equipment and labor used, in scheduling equipment repairs, and in reporting of any significant problems.

He/she may be required to operate various snow removal and related equipment.

He/she shall report general highway conditions, blocked roads, reopenings or extraordinary problems in a timely fashion.

6-200.3 LEVEL OF SERVICE

The following levels of service, or desired pavement conditions, are based upon the capabilities of the snow removal forces and the needs of the traveling public. The service efforts required to achieve the desired levels of service are based upon highway classification, manpower availability, and average daily traffic (ADT).

6-200.3.1 All highways with greater than 3,000 Average Daily Traffic (ADT)

<table>
<thead>
<tr>
<th>Highway Classification</th>
<th>Snow Route Center Line Mileage</th>
<th>Trucks Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-lane Interstate and Ramps</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td>6-lane Routes</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td>4-lane Interstate and Ramps</td>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>4-lane Routes</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>Other Multi-lane</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>2-lane over 3,000 ADT</td>
<td>20</td>
<td>1</td>
</tr>
</tbody>
</table>

Level of service:

Attain Code 3 pavement condition as soon as practical after a storm (pavement clear except for narrow strip along edges and center line). Achieve Code 1 pavement condition (all clear) as quickly as practical.

Service effort:

The service effort shall be continuous, day and night, as long as the snow and ice can be removed from the pavement surface. Plowing and chemical applications should be suspended any time visibility is so poor the snow plow drivers cannot operate safely. Night shift operations should be discontinued when temperatures drop so low the snow or ice cannot be removed by plowing or chemical applications. Shoulder plowing should be completed during daylight hours.
whenever possible. Do not apply snow and ice control chemicals to shoulders unless instructed to do so.

6-200.3.2 Highways with 1,000 to 3,000 ADT

A snow route is approximately 24 centerline miles long with 1 truck assigned.

Level of service:

Attain Code 6 pavement conditions (road is open but covered with ice or packed snow). Achieve Code 1 pavement condition (all clear) as quickly as practical following the storm.

Service effort:

The service effort shall be continuous on high priority or critical routes as long as the snow and ice can be removed from the pavement surface. On other routes, service effort should be concentrated just prior to peak traffic periods and during regular daylight hours to keep the pavement open to two-way traffic. Plowing and chemical application should be suspended any time visibility is so poor the snow plow drivers cannot operate safely. Night shift operations should be discontinued when temperatures drop so low the snow or ice cannot be removed by plowing or chemical application. Shoulder plowing should be completed during daylight hours whenever possible. Do not apply snow and ice control chemicals to shoulders unless instructed to do so.

6-200.3.3 Highways with less than 1,000 ADT

A snow route is approximately 28 centerline miles long with one truck assigned.

Level of service:

Try to attain Code 6 pavement conditions (road is open but covered with ice or packed snow). Occasionally, temporary blockage may occur and the level of service can be reduced to accomplish other required operational needs. Achieve Code 4 pavement condition (strip of ice or packed snow along the center line and pavement edges) as quickly as practical following the storm. Achieve Code 1 pavement condition (bare pavement) after all other pavement with higher ADT’s are reported Code 1.

Service effort:

Plow and apply snow and ice control chemicals as required to keep the roadway open to traffic. Operations can be limited to daylight hours.

NOTE:

All urban snow route lengths may be shortened up to 30% to allow for the unique operational characteristics of urban sections.
6-200.4 PRESEASON PLANNING

Preseason planning is essential to ensure that standards are met for snow removal and ice control. Planning should assure adequate coverage on roadways with sufficient frequency to manage operations for most storms. The following recommended practices provide for the development of comprehensive winter operations.

6-200.4.1 Plowing Priority for Reduced Service

Service efforts are based upon highway classifications and traffic volume. During emergency situations when adjustments in service level are needed, reductions should be based upon the priorities used to establish the service levels.

Snow plowing routes should be prioritized from highest priority to lowest priority as follows:

<table>
<thead>
<tr>
<th>Highest Priority</th>
<th>1. Critical Interstate Routes and Ramps</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Marked Hospital Routes</td>
</tr>
<tr>
<td></td>
<td>3. 6-Lane Routes</td>
</tr>
<tr>
<td></td>
<td>4. 4-Lane Routes</td>
</tr>
<tr>
<td></td>
<td>5. 2-Lane Routes over 3,000 ADT</td>
</tr>
<tr>
<td></td>
<td>6. 2-Lane Routes 1,000 to 3,000 ADT</td>
</tr>
<tr>
<td></td>
<td>7. 2-Lane Routes less than 1,000 ADT</td>
</tr>
<tr>
<td></td>
<td>8. Rest Areas</td>
</tr>
<tr>
<td></td>
<td>9. Truck Pull Offs</td>
</tr>
<tr>
<td></td>
<td>10. Frontage Roads</td>
</tr>
<tr>
<td></td>
<td>11. Weight Stations</td>
</tr>
<tr>
<td></td>
<td>12. Side roads and Side streets</td>
</tr>
<tr>
<td></td>
<td>13. Paved Shoulders</td>
</tr>
<tr>
<td></td>
<td>14. Mailbox Turnouts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lowest Priority</th>
<th>15. Driveway Entrance or Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16. Roadside Barriers and Bridge Parapet</td>
</tr>
</tbody>
</table>
Reductions should not be made equally on all routes. If service levels must be reduced, then reductions should be made on the lowest priority routes first. Low priority routes may be allowed to be blocked by snow in heavy storms when extra equipment is needed to keep high priority routes open.

6-200.4.2 Snow Routes and Maps

Snow route maps are prepared for each operational facility. The snow routes should define operating procedures, indicate the priorities, beginning location, routing directions, reloading points and all other necessary instructions required to obtain optimum performance.

The snow routes should be explained to personnel involved in snow removal operations. Each employee should understand their specific responsibility in the snow removal program.

6-200.4.3 Municipal Maintenance Agreements

Current municipal maintenance agreements that include the necessary snow and ice control work as part of the paid normal maintenance work should be reviewed to provide continuity in operations.

The appropriate procedures for storm work should be given for locations where the State maintains the through pavement and the municipalities maintain the parking lanes.

6-200.4.4 Chemical and Abrasive Storage

It is the goal of the Department to minimize and eventually eliminate the need for outdoor storage of snow and ice control chemicals such as rock salt, calcium chloride or mixtures of abrasives with rock salt or calcium chloride.

Dry calcium chloride should be stored inside a building.

Outdoor storage piles of rock salt or mixtures of rock salt/calcium chloride/abrasives shall be covered with a suitable waterproof cover to protect them from the weather. The piles should be formed in a conical shape or windrowed to facilitate covering. The edges of the covering should be weighted down, especially at the base, to keep wind from "peeling" the cover from the piles.

Drainage from stockpiles into water supplies, farm lands, or streams and wind dispersal of the product should be avoided.

All areas surrounding a storage facility, including the loading pad, should be routinely inspected and cleaned as necessary. Spilled rock salt or mixtures should be returned to storage.
Team sections involved in anti-icing and liquid chemical use should be equipped with appropriately sized high density polyethylene storage tanks for each chemical used.

Tank walls should be rated 12 pounds per square inch or greater because of the specific gravity of the liquid chemicals. The tank should be installed according to manufacturer’s recommendations. All fill and discharge openings in the storage tank should be three inches (3") in diameter and accept cam lock fittings. The tank should be vented. Three-inch (3") diameter or larger fill pipes are recommended. Storage should be labeled and secondary containment is recommended.

6-200.4.5 Snow Fence

Snow fence may serve to reduce drifting problems at those locations having a history of blowing, drifting snow. If possible, snow fence shall be placed where drifting poses a continuing nuisance and operational problem.

The following guidelines govern snow fence installation:

1. Good public relations with the property owner upon whose land snow fence is to be erected are essential. Obtain permission from the owner prior to erecting snow fence on private property.

2. Do not enter private property if the ground is subject to rutting. A mower tractor is sufficient for stretching.

3. The use of three-ton and tandem trucks off state right-of-way should be avoided. Tractors and crew-cab pickups minimize compaction when hauling fence and posts.

4. Install the snow fence before the ground freezes.

5. The proper placement of snow fence depends upon the type of snow fence, topography and wind currents. The commonly used wood-slat-and-wire (picket type) fencing should be erected with the bottom of the fence approximately 1/2 foot above the ground. In flat country, the proper distance is approximately 100 feet from the edge of shoulder (distance equals 20 times the height of the fence). In a cut section of 5 feet or more, the fence shall be erected approximately 100 feet from the top of the cut. Snow fence may not be needed in fields where stubble, grass, or thick weeds are 1 foot or more in height. Check manufacturer’s specifications when using fencing other than picket type.

6. Wood-slat-and-wire fencing must be erected as taut as possible with the pickets on the side of the post from which the wind comes (windward side). It is good practice to space posts at 10 foot intervals. The fence must be securely anchored at the end; double guyed end posts are recommended.
Cross guying the mid-section of each 100 foot length is also recommended. Attach the fence to the posts at the top, center, and bottom of the fence. Pass the wire around one or more wood slat, if possible, when fastening to the post. Other approved fencing shall be erected according to manufacturer’s specifications.

7. Inspect the snow fence after snow storms to insure it is still intact.

8. Remove snow fence installed on private property and on state property as required after the end of the snow season. When the fence is removed, the area shall be cleaned of broken wood slats and debris.

9. Repair the snow fence before it is stored.

10. Store snow fence in rolls on timbers or supports to keep the rolls off the ground at the maintenance storage facility.

6-200.4.6 Standing Crops as Snow Fence

Illinois Statutes provide for the use of standing row crops as snow breaks as follows:

“The Department may contract with persons growing row crops on land adjacent to State highways to buy standing strips of such crops to remain in place to act as snow breaks along such highways in those places where experience shows that drifting snow has been an obstruction to traffic. The contract price to be paid by the Department in any such case shall be the market price of such crop at the time of contacting or the September price of such crop on the Chicago Board of Trade, whichever is higher”.

When the decision is made to purchase standing row crops, 8 to 12 rows should be purchased. The first row on the windward side of the roadway should be 80 to 100 feet from the center line of the roadway.

6-200.4.7 Organizational Meetings

Employees of each operational facility and their Union agent should be included in a fall meeting(s) to discuss winter snow removal and ice control operations. Supervisors should use the fall meeting to review the following topics:

1. Strengths and weaknesses of previous winter’s operations along with corrections for the coming season.

2. Truck and snow equipment operations and maintenance.

3. Personnel assignments and snow routes.

5. On the job safety.

6. Effective radio communications.

7. Proper road condition reporting

The promotion of a free exchange of ideas, regarding snow and ice control operations, should be encouraged.

6-200.4.8 Training Temporary Employees

Temporary winter employees should be provided adequate training in snow removal and ice control procedures and safety of operations. As a MINIMUM, training should consist of at least four hours of instruction in the use of spreader controls, plow controls, equipment inspections, loading procedures, lighting, and a "dry run" on their assigned route. Safety in operations should be stressed.

6-200.5 COMMUNICATIONS

Communication is a key factor in winter operations. Information must flow between the Districts, Central Offices, Police Districts, motorists, road user agencies, news media, weather service and, at times, the Illinois Emergency Management Agency, other States, and the FHWA. The following procedures define guidelines for reporting pavement conditions, road closures and for assisting motorists in immediate danger.

6-200.5.1 Winter Road Condition Reporting

The Central Bureau will collect Interstate and selected freeway road conditions from all districts during the winter season and compile a statewide summary for distribution to IDOT Executives and to the motoring public via a "1-800-452-4368" public access telephone number, on weather information centers and posting on the internet. Information for the "1-800-452-4368" telephone number must be current, 24 hours per day. As such, it will be necessary for each district to provide timely and accurate road condition information to the Central Communications Center.

Pavement conditions can change dramatically during winter storms, especially in the beginning and ending of the storm. Therefore, each district shall report road conditions at least every two hours and hourly, if needed, between 6 a.m. and 6 p.m. on weekdays. On weekends and between 6 p.m. and 6 a.m. on weekdays, conditions should be reported at least every four hours.
When overnight pavement conditions are less than all clear but expected to remain stable during the nighttime hours, districts may choose to notify the Central Communications Center of the stable condition and their next anticipated reporting time. The Communications Center will issue road condition reports, using the last reported condition until provided with a change. Overnight changes in pavement conditions which affect early morning travel should be reported to the Central Communications Center no later than 6 a.m.

Road Condition Reports shall be compiled for only the Interstate system and selected freeways and should be submitted in a fashion similar to that shown as Figure 6-200.5.1. The "Method of Reporting Pavement Conditions" form (see Figure 6-200.5.2) defines codes to be used, 1 to 6.

6-200.5.2 Road Closures

In the interest of public safety it may become necessary to close a highway. The highway may be blocked by snow drifts, stalled vehicles, ice, or visibility may be extremely poor. If motorists are in danger of becoming stranded, action should be taken to barricade the highway and inform motorists of the closure. (See the IDOT/State Police Joint Operational Policy Statement of February 16, 1999.)

Instructions for closures of any roadway on the State Highway System are as follows:

6-200.5.2.1 District Responsibilities

(1) Notify the Duty Officer of the Central Bureau of Operations through the Central Communication Center when barricading a highway or stopping motorists from using a state route.

(2) Notify the State Police Districts in the affected area.

(3) Notify adjacent Highway Districts through which the route passes.

(4) Notify the local news media.

(5) Notify local truck stops, large trucking firms, and other large road user agencies in the area.


(7) When conditions change, fax a copy of the current road condition report directly to the appropriate State Police District(s) concurrent with the transmittal to the Central Communication Center.

(8) Update the local Road Condition Report or provide an Incident Report to the Central Communication Center.
6-200.5.2.2 Central Bureau of Operations Responsibilities

(1) Notify and discuss with the Department of Transportation of any adjacent state that will be directly affected.

(2) Notify any other State agencies and offices that would need the information.

(3) Coordinate with other affected Districts.

(4) Coordinate with the State Police and the Department’s Office of Public Affairs in informing motorists and the public. Incorporate the information in the Statewide Road Condition Report.

Proper closing and opening procedures are important. Employees should be trained and kept current on these procedures and the requisite equipment and traffic control devices. The road closure shall be in accordance with appropriate Department procedure. Where it is necessary to detour traffic, due consideration should be given to the load bearing capacity, height and width restrictions for all proposed alternate routes and bridges. The Central Communication Center should be contacted regarding questions of special permits or restrictions on these alternate routes. The Central Communication Center shall coordinate the identification of route capacities within the Central Bureau of Operations.
ROAD CONDITION REPORT

DISTRICT 2

STORM #:_____

DATE:  
TIME:  
REPORTED BY:___________________

<table>
<thead>
<tr>
<th>INTERSTATE 39:</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGLE/WINNEBAGO COUNTY</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>LEE COUNTY</td>
<td>1 2 3 4 5 6</td>
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</table>

<table>
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<tbody>
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<td>ROCK ISLAND COUNTY</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>HENRY COUNTY</td>
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</table>

<table>
<thead>
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<tr>
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<tr>
<td>HENRY COUNTY</td>
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</tr>
<tr>
<td>BUREAU COUNTY</td>
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<table>
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<tbody>
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<td>ROCK ISLAND COUNTY</td>
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<tr>
<td>WHITESIDE COUNTY</td>
<td>1 2 3 4 5 6</td>
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</table>

<table>
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<tr>
<td>BUREAU COUNTY</td>
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<table>
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<tr>
<th>INTERSTATE 280:</th>
<th>CODE</th>
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</thead>
<tbody>
<tr>
<td>ROCK ISLAND COUNTY</td>
<td>1 2 3 4 5 6</td>
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</table>

REMARKS:

Figure 6-200.5.1
<table>
<thead>
<tr>
<th>District Number</th>
<th>Snow &amp; Ice Control</th>
<th>Method of Reporting Pavement Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>REPORTING CODE 1: ALL CLEAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pavement is clear of ice and snow.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>REPORTING CODE 2: SCATTERED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scattered slick spots on pavements and bridge decks, or wet freezing pavements.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>REPORTING CODE 3: 75% BARE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pavement clear except for a narrow strip on the edge.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>REPORTING CODE 4: 50% BARE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When a strip of ice or packed snow, some 4’ wide, remains in the center of the pavement with a 2' to 3' strip along each edge.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>REPORTING CODE 5: 25% BARE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When there is a narrow strip of bare pavement from 6’ to 2’ in each lane where the tires travel.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>REPORTING CODE 6: SNOW COVERED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When the pavement on a route or portion of the District is covered with ice or packed snow.</td>
</tr>
</tbody>
</table>

Figure 6-200.5.2
6-200.5.3 Stalled Vehicles

When a stalled or disabled vehicle is encountered, State employees are governed by the following rules:

6-200.5.3.1 Vehicle Stalled on Pavement

(1) The employee may stop and assist in moving the stalled vehicle from the pavement to the shoulder. However, the employee must not attach tow chains or straps to the vehicle. The owner/operator must attach the chains or straps to the vehicle.

(2) The employee may offer the vehicle occupants a ride to the nearest public telephone along the employee's snow route or to notify a member of the owner's immediate family through the District Communications Center. When providing a ride, the employee shall notify the District Communication Center giving the departure time, destination and arrival time.

(3) The employee may relay a request for a specific wrecker service to the District Communications Center.

(4) The employee should report abandoned vehicles to the District Communication Center or his/her supervisor who in turn should inform the State Police.

(5) The employee should inform the District Communications Center if he/she does not stop to assist.

6-200.5.3.2 Vehicle on Shoulder or in Ditch

(1) The employee may stop and offer the vehicle occupants a ride to the nearest Public telephone along the employee's snow route.

(2) The employee may offer to notify a member of the owner's immediate family through the District Communications Center or to notify the State Police, through the District Communications Center, for further assistance.

(3) The employee shall not tow or push the stalled vehicle if it is located on the shoulder or in a ditch.

(4) The employee should inform the District Communications Center or their supervisor if they do not stop to assist.

People in immediate danger should be taken to the nearest safe place along the employee's snow route. Notify the District Communications Center as indicated previously.
6-200.6 EQUIPMENT INSPECTIONS AND OPERATING PROCEDURES

The following equipment inspections and operating procedures define guidelines for use in obtaining the specified levels of service. Attention should be given to achieving as much uniformity of roadway conditions as possible on similar routes or on continuous routes both within and between districts. There should be coordination between Organizational Team Sections and between adjoining districts such that service efforts will be similar on a route traversing more than one organizational team section or district.

6-200.6.1 Equipment Inspection

Proper equipment maintenance is essential to a successful winter maintenance program. Snow removal equipment should be thoroughly inspected before the winter season and at regular intervals throughout the winter season. Particular attention should be paid to the following components:

1. Spreader - Check the pumps, hoses, fittings, spinners and augers. Pre-wet and liquid application systems should also be inspected and adjusted to ensure proper operation and application rates.

2. Controls - Ensure that the equipment functions properly at various settings.

3. Plows - Check the condition of the blade, blade nuts and bolts, brackets, hoists and other critical parts of power units of all snow plows.

4. Electrical Equipment - Check the alternator or generator, the batteries and all vehicle lighting; including the wiring and sockets on the head lights, tail lights, stop lights, and turn signals.

5. Safety Equipment - Check that items such as flares, flags, and a first-aid kit are in the truck cab.

After each storm, if possible, all equipment should be cleaned, washed down and allowed to dry. When dry, components such as chains, sprockets, hinges, spinners and moving parts should be lubricated. Hydraulic and quick disconnects should be checked for leaks.
6-200.6.2  **Spreader Calibration**

Tailgate spreaders should be calibrated using acceptable calibration procedures. The initial calibration should be made prior to the winter season. The calibration should be rechecked after making major repairs to the spreader or spreader controls, or when the spread rate seems to be out of specifications. If the spreaders are to be used to spread abrasive/salt mixtures, the spreader should be calibrated with the mixture also.

Refer to the programming manual for proper calibration procedures for the computerized spreader controllers.

The following procedure can be used to calibrate tailgate and hopper spreaders without moving the truck. The calibration technique simply requires finding out how much salt is discharged by each turn of the spreader auger and how many times the auger turns each minute. With an easy-to-use formula, the application rate can be calculated for various truck speeds.

These items are needed to calibrate spreaders accurately:

- 60 lb. hand scale
- 3 ft. x 3 ft. piece of canvas
- Stop watch
- Shaft RPM counter (optional)
- Suitable marker

Note: Each spreader must be calibrated individually. Spreaders, even the same models, can vary widely at the same flow control valve settings.

Step 1. Clean the shaft end of the auger and mark it so that the number of auger revolutions per minute can be counted at each flow control valve setting. If the shaft end is not exposed, mark the auger flighting itself. The spinner may be disconnected, by-passed or removed.

Step 2. With the spreader system running but empty, idle the truck until the hydraulic oil reaches normal working temperature.

Step 3. Move the accelerator to fast idle.

Step 4. At each flow control valve setting, count the number of revolutions of the auger during a timed one minute period. Repeat three times at each flow valve control setting and calculate the average revolutions per minute (RPM). Record the average RPM.

Step 5. Load the truck bed with the appropriate amount of material.
Step 6. Fill the spreader auger or conveyor with salt by rotating it a few turns. When the auger is full, tie or place the canvas under the discharged opening. Note the opening on the hopper gate. The opening should be between 2 1/2" to 4".

Step 7. Rotate the auger one full turn at a low flow control valve setting and collect the salt discharged. Determine the weight of salt. Repeat this step three (3) times and calculate the average weight of salt discharged per one auger revolution (Lbs/REV).

With this information the amount of salt spread over a mile at a given truck speed can be calculated using the following formula:

\[
\text{Lbs/mile} = \frac{\text{REV/Minute} \times \text{Lbs/REV}}{\text{Minutes/Mile}}
\]

Where:
- \( \text{Lbs/mile} \) = Application rate
- \( \text{REV/Minute} \) = Auger shaft speed
- \( \text{Lbs/REV} \) = Auger discharge rate
- \( \text{Minutes/Mile} \) = Truck speed

A spreader calibration report is available automatically from the (4) ADHOC Reports Menu, (8) District wide Datatrieve Procedures, SALTCAL in the MMI System.

For example when calibrating spreader 344101 on truck T12345, the spreader discharge was found to be 4.5 Lbs./Rev. When the flow control valve was set at 5, the auger averaged 41.1 revolutions per minute. At 20 MPH (3 minutes/mile) the spread rate would be 555 pounds per mile traveled. (41.1 Rev./Min. x 4.5 Lbs./Rev. x 3 Min./Mile = 555 Lbs./Mile)

Truck speed is converted from miles per hour to minutes per mile in the following table:

<table>
<thead>
<tr>
<th>MPH</th>
<th>Min./Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>1.20</td>
</tr>
<tr>
<td>45</td>
<td>1.33</td>
</tr>
<tr>
<td>40</td>
<td>1.50</td>
</tr>
<tr>
<td>35</td>
<td>1.71</td>
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<tr>
<td>30</td>
<td>2.00</td>
</tr>
<tr>
<td>25</td>
<td>2.40</td>
</tr>
<tr>
<td>20</td>
<td>3.00</td>
</tr>
<tr>
<td>15</td>
<td>4.00</td>
</tr>
<tr>
<td>10</td>
<td>6.00</td>
</tr>
</tbody>
</table>
A spreader calibration chart should be developed for each spreader. For example, the MMI System calibration chart for spreader 344101 on T 12345 would be as follows:

**SALT CALIBRATION SHEET**

<table>
<thead>
<tr>
<th>Control SETTING</th>
<th>RPM’S (loaded)</th>
<th>REVOLUTION (POUNDS)</th>
<th>DISCHARGE RATE (LBS/MIN)</th>
<th>TRUCK SPEED (MPH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18</td>
<td>4.5</td>
<td>81</td>
<td>486 243 194 162</td>
</tr>
<tr>
<td>2</td>
<td>24</td>
<td>108</td>
<td>81</td>
<td>648 324 259 216</td>
</tr>
<tr>
<td>3</td>
<td>30</td>
<td>135</td>
<td>81</td>
<td>405 324 270</td>
</tr>
<tr>
<td>4</td>
<td>36</td>
<td>162</td>
<td>81</td>
<td>486 389 324</td>
</tr>
<tr>
<td>5</td>
<td>41</td>
<td>185</td>
<td>81</td>
<td>555 444 370</td>
</tr>
<tr>
<td>6</td>
<td>48</td>
<td>216</td>
<td>81</td>
<td>648 518 432</td>
</tr>
<tr>
<td>7</td>
<td>53</td>
<td>239</td>
<td>81</td>
<td>717 574 478</td>
</tr>
<tr>
<td>8</td>
<td>60</td>
<td>270</td>
<td>81</td>
<td>717 574 478</td>
</tr>
<tr>
<td>9</td>
<td>66</td>
<td>297</td>
<td>81</td>
<td>891 713 594</td>
</tr>
<tr>
<td>10</td>
<td>72</td>
<td>324</td>
<td>81</td>
<td>972 778 648</td>
</tr>
<tr>
<td>11</td>
<td>78</td>
<td>351</td>
<td>81</td>
<td>105 842 702</td>
</tr>
</tbody>
</table>

In the chart it can be seen that there are several combinations of truck speed and flow control valve settings that could be used to achieve a spreading rate of 250 pounds of material per lane mile of pavement (500 lbs. per 2-lane mile). For example, to spread 250 lbs/lm at 25 MPH the valve setting would be 2, at 30 MPH the valve setting would be 3 and so on.
STORM MANAGEMENT PRACTICES

Recognizing that each winter weather event or condition can require a unique response, the following text suggests successful practices that can be employed for various combinations of precipitation, pavement temperature, traffic volumes and levels of service. Development and implementation of a systematic program is recommended. Each response plan should include, as a minimum, four elements:

1. Initial Operations
2. Subsequent Operations
3. Special Considerations
4. Post Storm Assessment

Table 1 presents specific recommendations for the following six typical winter weather events:

1. Light Snow Storm
2. Light Snow Storm with Period(s) of Moderate or Heavy Snow
3. Moderate or Heavy Snow Storm
4. Frost or Icing
5. Freezing Rain Storm
6. Sleet Storm

The table provides guidance on appropriate actions for initial and subsequent operations based on several pavement temperature ranges. Solid, liquid and pre-wetted solid chemical application rates are suggested as appropriate. These rates are not to be considered as fixed values, but rather the middle of the range to be selected according to local conditions and experience. Special considerations associated with the suggested snow and ice control actions are listed in the comments and notes section of the table. Remember, no list of recommendations can completely cover the range of conditions across the state.

Therefore, each district is encouraged to use the guidance herein as a starting point for the development and implementation of a district specific program for snow and ice control and to modify recommendations when necessary in order to accommodate local experience, specific site concerns, and overall department objectives. Recording of conditions and the operations and techniques employed in response to each storm or event provides the best basis for fine-tuning the local program to match the specific needs of the area.

6-200.7.1 Plowing

Each operator should thoroughly inspect the snow plow and equipment such as, but not limited to, blades, hydraulic hoses, and spreaders, prior to leaving the team section to begin plowing.
When plowing with two or more trucks in series, the trucks should operate no less than 60 nor more than 1,000 feet apart.

Truck speed for plowing snow or spreading chemicals should be governed by the type of highway, traffic conditions, and pavement conditions. The following speeds are maximums that should be decreased to a safe operating speed when poor conditions are encountered:

- 20 MPH – Shoulders (earth, gravel, or narrow)
- 25 MPH – Two-lane pavements and shoulders (full width)
- 30 MPH – Four-lane (individual pavements)
- 45 MPH – Plows mounted but raised and not in use
  (Vehicles fitted with properly sized and calibrated liquid chemical applicators for pre-treatment of bridges/pavement may operate at speeds up to the posted limit.)

Plowing speed shall be reduced to prevent throwing snow over bridge parapets, signs and sidewalks. Plowing against traffic should be avoided. Do not leave a windrow or pile of plowed snow at ramp gores or on traffic noses of crossovers, islands or medians.

Personnel operating single axle trucks will operate their trucks with the bed at an elevation no greater than the point where the bottom of truck bed is even with the top of rear truck window.

Personnel operating tandem axle trucks will operate their units with the truck bed at an elevation no greater than the point where the bottom of truck bed is even with the bottom of rear window. The only exception is when the truck bed is raised to move materials toward the spreader. After that operation, the bed is to be lowered immediately to the described limits.

Truck beds on both single and tandem axle units are to be lowered to truck frames when operating on steep superelevated curves or when operating underneath overhead structures or other overhead objects the truck bed might strike.

**6-200.7.2 Available Chemicals**

The primary chemical used in department snow and ice control operations is sodium chloride, stored and applied to the pavement in the solid form of rock salt. Sodium chloride is also used in a pre-made solution with water, as is calcium chloride solution.

Other suitable chemicals in limited use include magnesium chloride, potassium acetate and calcium magnesium acetate (CMA). All are limited in use primarily because of limited availability and higher cost.
When placed in solutions with water the chemicals used in snow and ice control function as a freezing point depressant. They keep water in a liquid state at lower temperatures. The effectiveness of using chemicals depends on which chemical is used, the percentage of chemical in solution, the amount of water available to dissolve solid chemicals, and the temperatures of both the air and pavement which affect the temperature and effectiveness of the chemical solution.

It is the objective of the department to use appropriate chemicals in appropriate amounts to control snow and ice accumulation on department maintained highways. The variables previously described along with the severity of winter storm conditions will limit when and to what extent chemicals applied to the pavement will have a positive effect.

6-200.7.3 Liquid Chemical Use:

Liquid chemicals, most notably sodium chloride solution (salt brine) and calcium chloride solution, have an important role in developing a snow and ice control program. It is the objective of the department to use liquid chemicals to augment traditional rock salt applications. Use of liquid chemicals should be considered, subject to chemical and application equipment availability, for the following:

1. Frost Prevention on Bridges
2. Pre-treating dry salt prior to application

Table 1 provides recommendations for use.

6.200.7.4 Anti-Icing Techniques:

Research and testing suggests that for certain storm types and weather conditions, pavement conditions can be improved and returned to normal status faster through the use of anti-icing techniques. Anti-icing is defined as the practice of preventing the formation or development of a snow and ice bond with the pavement before or during a storm. Anti-icing is a preventive strategy employing the use of liquid and liquid treated solid chemicals applied in advance of the weather event. Anti-icing techniques are suggested in Table 1 and are explored in greater detail in the department publication entitled “Guidelines for Liquid Chemical Application for Snow and Ice Control,” dated September 1998. The department recognizes anti-icing as an important tool in the total storm management plan. Implementation of anti-icing techniques is at the discretion of the district subject to availability of necessary chemicals and application equipment.

6-200.7.5 Calcium Chloride Usage

The addition of calcium chloride improves the melting action of rock salt. The melting action of a 3:1 mixture of rock salt and calcium chloride applied at 10 to 20°F or a 1:1 mixture applied at 5 to 10°F will have approximately the same melting action as straight salt applied above 20°F. Calcium chloride is available as a liquid or in a bagged dry form.
The use of calcium chloride is a district option. Typical application rates of liquid calcium chloride range from 8 to 15 gallons per ton. Dry mixtures of 5:1 to 1:1 are used.

The use of abrasives or abrasives mixed with rock salt/calcium chloride can provide temporary traction when the temperature is less than 5°F. Refer to Table 1 for use of abrasives.

6-200.7.6 Special Patrols

It is recognized that drifting, bridge icing or other hazardous conditions sometimes occur during the winter. A special patrol may be needed to cope with localized situations.

Areas should be monitored where icing or drifts tend to be a problem.

6-200.7.7 Side Roads and Side Streets

Windrows or piles of snow resulting from plowing across side roads or side streets present an unexpected obstacle to the motoring public. Such areas should be cleared as soon as practical. In some locations it may be possible to rotate the plow to bulldoze and carry snow across the side road or side street.

6-200.7.8 Entrances

Illinois Statutes for snow removal are included in 605ILCS 5/4-216. The Statutes provide that:

"If, as a result of the removal of snow from the travel way of any State Highway, snow is deposited along the shoulder or edge of such highway where any public or private entrance or exit driveway connects with such State Highway, the Department shall also remove the snow from the highway right-of-way so as to leave such driveways open for vehicular travel".

Entrance plowing operations should be delayed until the snow has been removed from all roadways.

6-200.7.9 Mailbox Turnouts

The Department is required by Illinois Statutes 605ILCS 5/4-207 to construct and maintain all-weather surfaces at mail boxes. As a result, it is the policy of the Department to remove snow from mailbox turnouts. Mailbox turnout plowing operations should be delayed until the snow and ice control operations have been completed for all roadways.
November 15, 1999

**6-200.7.10 Railroad Crossings**

Snow removal and ice control operations where a highway crosses a railroad at grade require special precautions. The employee shall operate snow removal equipment at railroad grade crossings such that the chances of an accident or damage to property is minimized. The Department shall cooperate with the railroads in maintaining the crossing in a safe condition.

The following precautions should be observed during snow removal and ice control operations at railroad grade crossings:

1. Slow down or stop before driving over a crossing.
2. Look and listen for a train before proceeding.
3. Before reaching a crossing, raise the blade(s) to clear rails and planks. Do not leave a windrow of snow on a railroad grade crossing.
4. Inform supervisors of any flangeways and/or crossings that are in a hazardous condition.
5. Supervisors should inform the railroad of hazardous conditions.
6. Because crossings are not plowed, apply a sufficient amount of deicing chemicals or abrasives to the unplowed approach to afford adequate protection to highway traffic.
6-200.7.11 Packed Snow Along Roadside Barriers and Bridge Parapets

While care should be taken when plowing snow against roadside barriers and bridge parapets, an accumulation of packed snow/ice resulting from the compression of snow against the barriers by snow removal equipment may be unavoidable.

Packed Snow Operations (PSO) are extraordinary snow operations intended to reduce the likelihood of an errant vehicle vaulting due to excessive speed in conjunction with plowed snow and ice accumulation adjacent to bridge parapets or roadside barriers and other factors. PSO may be implemented as soon as bare driving lanes have been obtained and maintained, the event has subsided and no adverse weather is in the immediate forecast.

The implementation of PSO is a technical decision which requires an evaluation of all the following critical criteria:

(a) likelihood of vehicle vaulting
(b) the safety of Operations personnel during the PSO process
(c) the safety of the motoring public during the PSO process
(d) impact of land closures required for PSO
(e) availability of equipment
(f) the availability of manpower
(g) the number of hours worked by the snow plow operators in the 72 hours prior to PSO
(h) if PSO will cause accumulation of snow/ice on the existing bare pavement which cannot be readily removed

PSO operations should be considered when all the following conditions are met:

(a) on highways, elevated structures or curves having an ADT greater than or equal to 100,000 vehicles per day
(b) on highways, elevated structures or curves which are immediately adjacent to electrified rail lines when the snow/ice height is equal to or greater than two-thirds the height of the adjacent barrier or bridge parapet
(c) when the temperature is 20° F or below for extended periods
(d) when the snow/ice is packed and not removable by standard plowing methods

Packed Snow Operations may include the following:

(a) installation of signs or devices warning of packed snow
(b) trimming a vertical face on the packed snow/ice
(c) re-plowing (mixing) the packed snow/ice
(d) removal of packed snow/ice
(e) tandem plowing when pavement temperatures are 32° F or above
Table 1

<table>
<thead>
<tr>
<th>PAVEMENT TEMPERATURE RANGE AND TREND</th>
<th>INITIAL OPERATIONS</th>
<th>ONGOING OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spread Rate Range (Per Lane Mile)</td>
<td>Spread Rate Range (Per Lane Mile)</td>
</tr>
<tr>
<td></td>
<td>INITIAL OPERATIONS</td>
<td>ONGOING OPERATIONS</td>
</tr>
<tr>
<td></td>
<td>Initial Surface Conditions</td>
<td>Suggested Actions</td>
</tr>
<tr>
<td>Above 32 F --- Steady or Rising</td>
<td>Dry, wet, slush or light snow cover</td>
<td>NONE</td>
</tr>
<tr>
<td>Above 32 F --- 32 or lower is imminent</td>
<td>Dry</td>
<td>Apply pre-wet salt</td>
</tr>
<tr>
<td>20 to 32 F --- temperatures staying in this range</td>
<td>Wet, slush or light snow cover</td>
<td>Apply pre-wet or dry salt</td>
</tr>
<tr>
<td>5 to 20 F --- temperatures staying in this range</td>
<td>Dry, Wet, Slush or light snow cover</td>
<td>Apply salt pre-wetted with calcium chloride</td>
</tr>
<tr>
<td>Below 5 F --- Steady or falling temperatures</td>
<td>Dry or light snow cover</td>
<td>Plow as needed — see comments</td>
</tr>
</tbody>
</table>

*Pre-wet with 23% salt solution at 7 to 8 gallon per ton of dry salt

COMMENTS

Monitor pavement temperatures closely for drops to and below 32 F

#1 Application of dry salt to dry pavement should be avoided. If deemed necessary increase the pre-wet rate 100%

#2 Application rates and frequencies will need to be increased at lower pavement temperatures and higher snowfall rates.

#3 Effectiveness of salt declines significantly when pavement temperatures drop below 20 F. If Calcium Chloride is not available, higher rates of salt or pre-wetted salt are both options to consider.

Abrasives or abrasive mixes can be used to enhance traction as required.
<table>
<thead>
<tr>
<th>PAVEMENT TEMPERATURE RANGE AND TREND</th>
<th>INITIAL OPERATIONS</th>
<th>ONGOING OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAVEMENT TEMPERATURE RANGE AND TREND</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Above 32 F --- Steady or Rising</td>
<td>Dry, wet, slush or light snow cover</td>
<td>NONE</td>
</tr>
<tr>
<td></td>
<td>Initial Surface Conditions</td>
<td>Suggested Actions</td>
</tr>
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<td></td>
<td></td>
<td>Pre-wet* Solid Salt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dry Salt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NONE</td>
</tr>
<tr>
<td></td>
<td>Suggested Actions</td>
<td>See comments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Above 32 F --- 32 or lower is imminent</td>
<td>Dry</td>
<td>Apply pre-wet salt</td>
</tr>
<tr>
<td></td>
<td>Initial Surface Conditions</td>
<td>Suggested Actions</td>
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<tr>
<td></td>
<td></td>
<td>Pre-wet* Solid Salt</td>
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<tr>
<td></td>
<td></td>
<td>Dry Salt</td>
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<td></td>
<td></td>
<td>NONE</td>
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<tr>
<td></td>
<td>Suggested Actions</td>
<td>See comments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 to 32 F --- temperatures staying in this range</td>
<td>Wet, slush or light snow cover</td>
<td>Apply pre-wet or dry salt</td>
</tr>
<tr>
<td></td>
<td>Initial Surface Conditions</td>
<td>Suggested Actions</td>
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<tr>
<td></td>
<td></td>
<td>Pre-wet* Solid Salt</td>
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<td>Dry Salt</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Suggested Actions</td>
<td>See comments</td>
</tr>
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<td></td>
<td></td>
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<tr>
<td>5 to 20 F --- temperatures staying in this range</td>
<td>Dry, wet, slush or light snow cover</td>
<td>Apply salt pre-wetted with calcium chloride</td>
</tr>
<tr>
<td></td>
<td>Initial Surface Conditions</td>
<td>Suggested Actions</td>
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<tr>
<td></td>
<td></td>
<td>Pre-wet* Solid Salt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dry Salt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NONE</td>
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<tr>
<td></td>
<td>Suggested Actions</td>
<td>See comments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Below 5 F --- Steady or falling temperatures</td>
<td>Dry or light snow cover</td>
<td>Plow as needed</td>
</tr>
<tr>
<td></td>
<td>Initial Surface Conditions</td>
<td>Suggested Actions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-wet* Solid Salt</td>
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<td></td>
<td></td>
<td>Dry Salt</td>
</tr>
<tr>
<td></td>
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<td>NONE</td>
</tr>
<tr>
<td></td>
<td>Suggested Actions</td>
<td>See comments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Suggested Actions:
- NONE - no chemical application or plowing is recommended.
- See comments - additional comments are provided in the comments section.
- Reapply chemicals as needed, plow as needed - reapplication of chemicals may be necessary with additional plowing.

## Comments
- #1 Application of dry salt to dry pavement should be avoided. If deemed necessary increase the pre-wet rate 100%.
- #2 Application rates and frequencies will need to be increased at lower pavement temperatures and higher snowfall rates.
- #3 Effectiveness of salt declines significantly when pavement temperatures drop below 20 F. If Calcium Chloride is not available, higher rates of salt or pre-wetted salt are both options to consider.

*Pre-wet with 23% salt solution at 7 to 8 gallon per ton of dry salt*
Table 1

Moderate or Heavy Snow Storm

<table>
<thead>
<tr>
<th>PAVEMENT TEMPERATURE RANGE AND TREND</th>
<th>INITIAL OPERATIONS</th>
<th>ONGOING OPERATIONS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INITIAL OPERATIONS</strong></td>
<td>Spread Rate Range (Per Lane Mile)</td>
<td>Spread Rate Range (Per Lane Mile)</td>
<td>Monitor pavement temperatures closely for drops to and below 32 F</td>
</tr>
<tr>
<td><strong>PAVEMENT TEMPERATURE RANGE</strong></td>
<td><strong>Surface Conditions</strong></td>
<td><strong>Suggested Actions</strong></td>
<td><em><em>Pre-wet</em> Solid Salt</em>*</td>
</tr>
<tr>
<td>Above 32 F --- Steady or Rising</td>
<td>Dry, wet, slush or light snow cover</td>
<td>NONE</td>
<td>See comments</td>
</tr>
<tr>
<td>Above 32 F --- 32 or lower is imminent</td>
<td>Dry</td>
<td>Apply pre-wet salt</td>
<td>200 to 250 lbs.</td>
</tr>
<tr>
<td>20 to 32 F --- temperatures staying in this range</td>
<td>Wet, slush or light snow cover</td>
<td>Apply pre-wet or dry salt</td>
<td>200 to 250 lbs.</td>
</tr>
<tr>
<td>5 to 20 F --- temperatures staying in this range</td>
<td>Dry, Wet, Slush or light snow cover</td>
<td>Apply salt pre-wetted with Calcium Chloride</td>
<td>250 to 500 lbs.</td>
</tr>
<tr>
<td>Below 5 F --- Steady or falling temperatures</td>
<td>Dry or light snow cover</td>
<td>Plow as needed – see comments</td>
<td>Plow as needed – see comments</td>
</tr>
</tbody>
</table>

*Pre-wet with 23% salt solution at 7 to 8 gallon per ton of dry salt
| **PAVEMENT TEMPERATURE RANGE AND TREND** | **INITIAL OPERATIONS** | | | **ONGOING OPERATIONS** | | | | | **COMMENTS** |
|---|---|---|---|---|---|---|---|
| **Initial Surface Conditions** | **Suggested Actions** | **Spread Rate Range (Per Lane Mile)** | **Suggested Actions** | **Spread Rate Range (Per Lane Mile)** | **Suggested Actions** | **Spread Rate Range (Per Lane Mile)** |
| Above 32 F --- Steady or Rising | Dry, wet, | NONE | 75 to 150 lbs. | Reapply chemicals as needed. | 75 to 150 lbs. | 100 to 200 lbs. on wet pavement. See note #1 | Monitor pavement temperatures closely for drops to and below 32 F |
| Above 32 F --- 32 or lower is imminent | Dry, wet | Apply pre-wet or dry salt | 75 to 150 lbs. | Reapply chemicals as needed. | 75 to 150 lbs. | 100 to 200 lbs. on wet pavement. See note #1 | #1 Application of dry salt to dry pavement should be avoided. If deemed necessary increase the pre-wet rate 100% |
| 20 to 32 F --- temperatures staying in this range | Wet, slush or light ice cover | Apply pre-wet or dry salt | 100 to 350 lbs. | Reapply chemicals as needed. | 150 to 350 lbs. | 150 to 400 lbs. | |
| 5 to 20 F --- temperatures staying in this range | Wet, slush or ice covered | Apply salt pre-wetted with Calcium Chloride | 100 to 300 lbs. | Reapply chemicals as needed. | 250 to 500 lbs. | 500 lbs. | Effectiveness of salt declines significantly when pavement temperatures drop below 20 F. If Calcium Chloride is not available, higher rates of salt or pre-wetted salt are both options to consider. |

*Pre-wet with 23% salt solution at 7 to 8 gallon per ton of dry salt*
## Table 1

<table>
<thead>
<tr>
<th>PAVEMENT TEMPERATURE FORECAST and RELATION TO DEW POINT TEMPERATURE RANGE AND TREND</th>
<th>INITIAL OPERATIONS</th>
<th>ONGOING OPERATIONS</th>
<th>COMMENTS</th>
</tr>
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<tr>
<td><strong>PAVEMENT TEMPERATURE FORECAST</strong> and RELATION TO DEW POINT TEMPERATURE RANGE AND TREND</td>
<td>Traffic Conditions</td>
<td>Suggested Actions</td>
<td>Suggested Actions</td>
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<td>Above 32 F --- Steady or Rising</td>
<td>All</td>
<td>See comments</td>
<td>N/A</td>
</tr>
<tr>
<td>28 to 32 F --- temperatures staying in range and equal to or below dew point</td>
<td>Apply salt brine to bridge decks and frost prone locations 2 to 3 times weekly</td>
<td>20 to 50 gal. per mile</td>
<td>Apply chemicals as needed.</td>
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<tr>
<td>20 to 28 F --- temperatures staying in this range and equal to or below dew point</td>
<td>Apply salt brine to bridge decks and frost prone locations 2 to 3 times weekly</td>
<td>30 to 60 gal. per mile</td>
<td>Apply chemicals as needed.</td>
</tr>
<tr>
<td>10 to 20 F --- temperatures staying in this range and equal to or below dew point</td>
<td>N/A</td>
<td>Apply chemicals as needed.</td>
<td>250 to 500 lbs.</td>
</tr>
</tbody>
</table>

*Application rate for 28% solution**

**Pre-wet with 23% salt solution at 7 to 8 gallon per ton of dry salt
Chapter 7
EQUIPMENT

7-100 TRANSPORTATION OF FUEL

It is the responsibility of each employee to know and understand the proper procedures for handling, transportation and dispensing of fuels, Liquid Propane Gas or other flammable liquids. The following Regulations and Departmental Policies and Procedures provide a ready reference, but, are not all inclusive:

7-100.1 Illinois Hazardous Materials Transportation Regulations

7-100.1.1 Gasoline

Gasoline transported in quantities of 450 kilograms (1,000 pounds) or 415 liters (110 gallons) or less is not subject to the Illinois Hazardous Materials Transportation Regulations.

7-100.1.2 Diesel Fuel

Diesel fuel transported in individual containers of 415 liters (110 gallons) or less is not subject to the Illinois Hazardous Materials Transportation Regulations.

7-100.1.3 Liquid Propane Gas

Liquid Propane Gas transported in quantities of less than 450 kilograms (1,000 pounds) aggregate gross weight (cylinder and contents) is not subject to the Illinois Hazardous Materials Transportation Regulations.

7-100.1.4 Placards

Placards are optional when the quantities are equal or less than listed above. When placards are used, the word "FLAMMABLE" shall be used for gasoline and diesel fuel, and the words "FLAMMABLE GAS" shall be used for Liquid Propane Gas. When used, placards shall not be modified or altered in any way by the use of tape, paint or other material.

In addition to the regulations of the Illinois Hazardous Materials Transportation Regulations, the following requirements have been established and incorporate rules of the State Fire Marshal:
7-100.2  Requirements for Gasoline and Diesel Fuel Portable Tanks

7-100.2.1  Tank Mounting

Tanks shall be anchored and blocked so they will not shift or move due to starting, stopping or turning movements.

7-100.2.2  Tank Baffles

Larger tanks should be purchased with baffles inside the tank to minimize movement of fuel within the tank due to starting or turning movements.

7-100.2.3  Tank Vents

Tanks shall be vented to relieve vacuum or pressure that will develop in normal operations or due to fire.

7-100.2.4  Tank Bonding

All portable tanks shall be bonded (electrically grounded) to the vehicle frame to control static electricity.

7-100.2.5  Hoses and Nozzles

Hoses for transferring or draining fuel from portable tanks shall be constructed with a metal lining or a bond wire as an integral part. Hoses shall be at least 3-meters (10-feet) in length. Nozzles must be non-ferrous metal and when used must touch the inside of the tank filler opening of the unit being filled.

7-100.2.6  Housekeeping

Vehicles used for transporting portable tanks must be clean and free of an accumulation of flammable material to prevent the saturation of such material and potential fire.

7-100.2.7  Smoking

Smoking is prohibited inside the cab or within 7.6-meters (25-feet) of the vehicle used to transport a portable tank.

7-100.2.8  Open Flames

Vehicles transporting portable tanks shall be operated or parked a minimum of 7.6-meters (25-feet) from open flames.
7-100.2.9 Fueling Operations

Engines must be turned off while refueling. Hot engines should not be refueled. Fueling must be done as far as possible from the traveling public. Fueling should be done in the grass or dirt adjacent to the shoulder (off the roadway and shoulder). An employee must be in control of the fueling process at the point where the fuel tank is being filled.

7-100.2.10 Parking

Vehicles used for transporting portable tanks shall be at least 2-meters (5-feet) from the traveled portion of a street or highway when parked or left unattended.

7-100.2.11 Fire Extinguishers

Vehicles used for transporting a portable tank(s) shall be equipped with a fire extinguisher. The fire extinguisher shall be at least a 9 kilogram (20 pound), Class C dry chemical, pressure started or cartridge operated unit equipped with a seal.

7-100.2.12 Shipping Papers

A shipping paper shall be carried in a truck transporting one or more portable tanks. This shipping paper shall be made out by the district in accordance with the attached example.

7-100.3 Requirements for Liquid Propane Gas Cylinders Over 450 Kilograms (1,000 Pounds) Aggregate Gross Weight

7-100.3.1 Placarding

Any truck used for transporting more than 450 kilograms (1,000 pounds) of Liquid Propane gas shall be placarded in accordance with the Illinois Hazardous Materials Transportation Regulations.

7-100.3.2 Shipping Papers

A shipping paper shall be carried in a truck transporting one or more cylinders. The shipping paper shall be made out by the district in accordance with the example in Figure 7-100.1.

7-100.3.3 Liquid Propane Gas Cylinders

Liquid Propane gas cylinders, whether filled or empty, shall be transported in an upright position and securely anchored to the vehicle.

Each district office shall maintain a copy of the current edition of the Illinois Hazardous Material Transportation Regulations.
Private Carrier - Hazardous Materials

<table>
<thead>
<tr>
<th>DRIVER’S NAME</th>
<th>NET VOLUME</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>US DOT ID No.</th>
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<tr>
<td></td>
<td>Liters</td>
<td>Gallons</td>
<td>Gasohol, Flammable Liquid</td>
<td>1203</td>
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<tr>
<td></td>
<td>Liters</td>
<td>Gallons</td>
<td>Fuel Oil, Combustible Liquid</td>
<td>1993</td>
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<tr>
<td></td>
<td>Liters</td>
<td>Gallons</td>
<td>Solvent, NOS, Flammable Liquid</td>
<td>1993</td>
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<tr>
<td></td>
<td>Liters</td>
<td>Gallons</td>
<td>Ethyl Alcohol, Flammable Liquid</td>
<td>1170</td>
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<tr>
<td></td>
<td>Liters</td>
<td>Gallons</td>
<td>Propane, Flammable Gas</td>
<td>1978</td>
</tr>
</tbody>
</table>

Figure 7-100.1
7-200  REMOVAL OF MARKINGS FROM TRADE-IN VEHICLES

Current practices for the disposal of vehicles and equipment include trade-in, sale to local units of government and transfer to other state agencies. These practices often result in former IDOT vehicles and equipment being utilized in private or local agency work. Failure to remove State of Illinois and Illinois Department of Transportation identification creates confusion as to ownership and may result in unjustified complaints of misuse of state property. Minimum requirements for removal of identification before the release of traded, sold or transferred vehicles or equipment are as follows:

1. All identification markings, including but not limited to the following items, shall be removed prior to release:

   a. State of Illinois seal decals
   b. IDOT identification decals
   c. Inventory tags
   d. Inventory number decals
   e. "Department of Transportation" and "For Official Use" bar decals
   f. Radio call number identifiers

2. Remove rather than paint decals. Use a matching color if it must be painted.
7-300 **WARNING LIGHTS FOR SNOWPLOW TRUCKS**

Trucks used for snow and ice control operations are to be equipped with amber (or amber and white combination) warning lights. Lights are to be maintained in an operable condition and used in accordance with Section 8.1 of the Employee Safety Code. The type and location of lights required on all trucks engaged in snow and ice removal operations are as follows:

7-300.1 **Trucks purchased prior to January 1, 1989**

Snow plow trucks purchased prior to January 1, 1989 may be equipped with strobe light packages consisting of two rear corner mounted lights and a multidirectional, roof mounted light bar; or combinations of strobe and rotating beacons or rotating beacons only. The minimum required lighting for trucks purchased prior to January 1, 1989 shall be one dual beam rotating beacon mounted on the dump body cab shield and, when equipped with hopper body salt spreaders, one dual beam rotating beacon mounted on the rear of the spreader body.

7-300.2 **Trucks purchased after January 1, 1989**

Snowplow trucks purchased after January 1, 1989 shall be equipped with strobe light packages consisting of two rear corner mounted lights and a roof mounted, multidirectional light bar in accordance with purchase specifications for the fiscal year in which the truck was purchased.

Supplementing with or substituting rotating beacon lights for strobe lights is not permitted.
IDENTIFICATION MARKINGS FOR TRUCKS

All trucks shall display the department symbol and signature, vehicle inventory number and, when equipped with a two-way radio, the radio call number, as follows:

7-400.1 Symbol and Signature

The gloss blue 600-millimeter (24-inch) symbol and signature decal shall be applied to the driver and front passenger doors of the truck. Installation locations for pickup and large conventional trucks are shown in Figure 7-400.1. Alternate installations may be necessary for unique cab styles, but, should be as close as possible to the locations illustrated in Figure 7-400.1. No other decals are to be applied to the door area.

7-400.2 Inventory Numbers

Inventory numbers shall be applied to all trucks. The numbers, including the "T" prefix, shall be 75-millimeter (3-inch) decals, in the same gloss blue color as the door logo and shall be applied ahead of the windshield area on the left and right sides of the vehicle hood. (See Figure 7-400.1.)

7-400.3 Radio Call Numbers

Radio call numbers shall be displayed on all radio equipped trucks as follows:

7-400.3.1 Large Trucks

Radio call numbers shall be displayed on signs 600-millimeter (24-inches) wide x 300-millimeters (12-inches) high. The sign shall be made of aluminum sign material with Type B white reflective sheeting. The numbers shall be 150-millimeter (6-inch) blue vinyl applied to both sides (See Figure 7-400.2).

The call numbers shall match the blue color of the door logo decals. The signs shall be installed above the driver’s side of the cab shield on dump trucks (See Figure 7-400.3) and on top of the driver’s side corner of the stake body on stake trucks (See Figure 7-400.4).

7-400.3.2 Pickup Trucks

Radio call numbers shall be displayed on the tailgate (top, rear driver’s side) and hood (top surface, front driver’s side). The numbers shall be 75-millimeter (3-inch) decals, in the same gloss blue color as the door logo (See Figures 7-400.5).
December 1, 1999

Pickup trucks used predominantly in high volume traffic may be equipped with call number signs 600-millimeters (24-inches) wide by 300-millimeters (12-inches) high in addition to having call numbers displayed on the tailgate and hood. Additional signs shall conform to the same specifications for large trucks and shall be installed above the left rear corner of the cab.

7-400.4 Exceptions

The symbol and signature decal is not required on trucks purchased prior to January 1, 1989 if they display the State of Illinois Seal.

Inventory and radio call number markings conforming to this policy are not required on trucks purchased prior to January 1, 1991 if they display similar markings in accordance with past district practice.

7-400.5 Removal of Markings

All markings described herein shall be removed when the vehicle is taken out of service pending disposal from department inventory. Markings shall not be defaced with paint.
Figure 7-400.1 Identification markings for trucks
Radio call number sign
for large trucks

Radio call number
for pickup trucks

Truck inventory number
for all trucks

Figure 7-400.2 Radio call number signs
Figure 7-400.3 Location of radio call numbers on dump trucks

December 1, 1999
Figure 7-400.4 Location of radio call numbers on stake body trucks
Figure 7-400.5 Location of radio call numbers on pickup trucks
IDENTIFICATION MARKINGS FOR MOTORIZED EQUIPMENT

All motorized equipment exceeding 20 H.P. painted the manufacturer's standard color shall display the orange "Illinois Department of Transportation" decal and equipment inventory number as follows:

7-500.1 Illinois Department of Transportation Decal

The orange with gloss blue lettering decal, 100-millimeter by 1200-millimeters (4 inch by 48 inch), shall be applied to each side of the hood or engine compartment of the equipment. Typical installation locations are shown in Figure 7-500.1. Alternate installations may be necessary for unique housing styles but should be as close as possible to the locations illustrated in Figure 7-500.1.

7-500.2 Inventory Numbers

Inventory numbers shall be 75-millimeter (3-inch) decals, in the same gloss blue color as the identification decal and shall be applied near the operator's station on the left and right sides of the engine hood enclosure (See Figure 7-500.1)

7-500.3 Exceptions

The Department of Transportation decal is not required for equipment purchased before January 1, 1994 and which displays an alternate department identification.

Inventory number markings conforming to this policy are not required on equipment purchased before January 1, 1994 and which display similar markings in accordance with past district practice.

7-500.4 Removal of Markings

All markings described herein shall be removed when the motorized equipment unit is taken out of service pending disposal from department inventory. Markings shall not be defaced with paint.
Figure 7-500.1 Location of identification markings on motorized equipment
It is the policy of the department to purchase trucks equipped with broadcast band (AM or AM-FM) radios and to maintain the radios in operable conditions.

Employee-owned broadcast band (AM or AM-FM) radios may be installed in trucks not equipped with a department owned broadcast band radios, at the discretion of the district.

Installation, removal and maintenance of an employee-owned radio are the responsibility of the employee and shall be done at the employee's expense. Any vehicle wiring damage caused by the radio shall be cause to have the radio removed. Employee-owned radios shall not cause interference with the operation of the department's 2-way mobile radio or other vehicle equipment.

Employee-owned radios shall be removed, without appeal, at the discretion of the District Engineer or designee.

Department-owned broadcast band (AM or AM-FM) radios shall be repaired, serviced or replaced by the department when necessary.

Employee-owned broadcast band (AM or AM-FM) radios or radio accessories shall not be permitted in any truck purchased after 1986.
7-700  AIR CONDITIONED OPERATIONS TRUCKS

The parameters for purchase of air conditioned operations vehicles are as follows:

1. Trucks used for unique operations requiring a full-time operator in the cab of the vehicle may be equipped with air conditioning at the discretion of the District Engineer or designee.

2. Trucks used in routine operations shall not be air conditioned.

3. Requests to purchase trucks with air conditioning must have the approval of the District Engineer or designee.

4. Personally owned air conditioners shall not be installed in any IDOT vehicles.
Chapter 8

COMMODITIES

(Unused)
Chapter 9
PERSONNEL

9-100 WINTER OPERATIONS – ADMINISTRATIVE PROCEDURES – DISTRICTS 2-9

The following administrative practices are to be used during winter snow and ice control operations.

9-100.1 Response to Storms

During the winter season the Department is obligated to provide highways clear of snow and ice for the motoring public. This requires promptness in response to storm alerts. The time interval between the start of a storm and mobilizing truck operators must be kept to a minimum. The Department shall make a reasonable attempt to mobilize for action for major storms before measurable amounts of snow or ice begins to accumulate.

Mobilization for major storms that begin during normal working hours (7:30 a.m. to 4:00 p.m.) has not been a significant problem. The districts are able to respond quickly to daytime storms. Storm information passes quickly within a district and among districts.

Response to major storms that begin during off-duty hours is more difficult. During off-duty hours, each district engineer or designee shall assign an employee (excluding negotiated rate personnel from operational facilities) the task of responding to weather advisories and alerting appropriate district personnel of incoming storms.

While on assignment, the storm duty person(s) shall monitor weather forecasts from the weather consulting services (Murray and Trettel, Accu Weather, S.S.I., or other weather services, such as that provided by colorized weather radar vendors.). When a storm is forecast, (s)he should make direct contact with the weather consultants in an attempt to obtain up-to-date information such as type of storm, intensity, directions, and time the storm will start in the district.

Occasionally, circumstances arise that result in surprise storm conditions which the weather consultants sometimes miss. Therefore, the storm duty person should be encouraged to monitor other sources of weather information. Forecasts are available through NOAA Weather Radio, TV weather reports, radio weather reports, and other weather forecasting services. Once the track of the predicted storm is determined, the district storm duty person should call for direct observance information from personnel in the adjacent up-storm district(s), adjacent States, County Sheriffs Office or other law enforcement organizations.
The storm duty person should contact the weather consultant when information from other sources indicates that a storm is imminent, but the weather consultant has not issued a storm report.

When storm conditions are confirmed, the storm duty person shall notify the appropriate employees. For example, (s)he may be required to make the call out; or to call the District Operations Engineer; or to call the field engineers or field technicians; or to call people from operations facilities in the storm path to patrol the area.

The number of people to be called out and the timing of the call out varies from storm to storm based upon individual forecasts. Decisions regarding the various field operations shall be made at the local level depending upon predicted storm conditions. Special patrols may be needed to cope with frost, freezing rain, or other localized hazardous situations.

**9-100.2 Winter Work Schedules**

The normal workday for negotiated rate personnel is eight (8) hours usually from 7:30 a.m. to 4:00 p.m., Monday through Friday. The workweek begins at 12:01 a.m. on Monday and ends at midnight on the following Sunday.

To provide services during emergency situations, revised work hours and days may be scheduled for individual employees or groups of employees by the district engineer or designee. Reasonable notice of a shift change should be given to the employee, if possible.

The calendar year shall be separated into a summer season and winter season to provide for 24-hour operations during snow and ice emergencies. Work rules governing winter season operations shall be applied only from November 16 through March 31. If winter storms occur before or after these dates, winter shift assignments shall be extended and call outs for winter operations shall be made from the shift overtime distribution list (the A and B Group Lists described in the next paragraph). If it is necessary to go into a Snow and Ice mode either prior to or after the regular Snow and Ice season, the normal Snow and Ice Disciplinary Procedures shall be reinstituted.

Prior to the winter season, snow and ice personnel of each operational facility shall be divided into two separate groups of employees; usually designated A and B groups. This procedure allows each group to operate on a 12-hour shift during snow alerts to provide for 24-hour emergency service. The employee should be assigned to the same group for the entire winter season.

Initially, one group shall be assigned to the day shift and the other to the night shift. Shifts change at 7:30 a.m. and 7:30 p.m. The day shift is 7:30 a.m. to 7:30 p.m. and the night shift is 7:30 p.m. to 7:30 a.m.
Emergency operations schedules, with group shift rotations on a weekly basis, are to be established for the entire winter season. Shift schedules should be posted in each operational facility and each employee should be made aware of his/her shift assignments. Emergency call outs should be made according to the shift schedule.

9-100.3  **Shift Rotation**

9-100.3.1  **Districts 2 and 4**

Shift rotation shall take place at 1:30 p.m. each Sunday. The Saturday night shift is from 7:30 p.m. Saturday until 1:30 p.m. Sunday. The Sunday night shift is from 1:30 p.m. Sunday until 7:30 a.m. Monday. If a storm call out is made before 10:00 a.m. Sunday, call the Saturday night shift. If a storm call out is made after 10:00 a.m. Sunday, call the Sunday night shift.

9-100.3.2  **Districts 3, 5, 6, 7, 8 and 9**

Shift rotation shall take place by operational facility at 7:30 a.m. each Monday unless a partial or full crew has worked in the previous 12-hour period. When shift rotation does not happen on Monday, it will take place at 7:30 a.m. of the morning following a 12-hour period without a callout.

9-100.4  **Availability For Work**

Operations employees are subject to call at any hour of the day or night on any day of the year. Employees on approved vacation, authorized sick leave, or authorized leave of absence shall not be called, unless the employee announces (s)he will be available for overtime call outs.

Employees from other bureaus involved in snow and ice control are subject to the rules set forth in this document.

Any bargaining unit employee who may be required to engage in a call-out shall respond to the call as quickly as practicable but in no situation can the response time exceed forty-five minutes. Failure to respond within these parameters shall result in progressive discipline.

The forty-five minute limitation applies only to employees hired on or after April 16, 2001.

Employees who miss a full or partial call out during the winter season (November 16 through March 31) shall be subject to progressive discipline.
Employees not answering a snow and ice call out, unless previously excused, will be disciplined as follows:

First unexcused absence – written reprimand.
Second unexcused absence – one (1) day suspension without pay.
Third unexcused absence – five (5) day suspension without pay.
Fourth unexcused absence – employment termination.

Discipline will be removed each season.

9-100.5 **Call Out Procedures**

The Department reserves the right to preschedule the reporting time of a full or partial shift on the basis of a weather forecast or other emergency conditions.

The following rules should be used when calling employees to work during off-duty hours:

9-100.5.1 **Shift Activation**

Negotiated rate group leaders (the Lead Lead or Lead Workers) can be called out without activating a shift.

When an emergency occurs during off-duty hours and the reporting time is three and one-half hours or less prior to a shift change, the upcoming shift shall be called instead of the assigned shift.

**EXAMPLES:**

Reporting time before 4:00 a.m. - Activate the Night Shift
Reporting time after 4:00 a.m. - Activate the Day Shift

A reasonable attempt should be made to contact the appropriate employees.

9-100.5.2 **Telephone Service, Pager and Cellular Telephone**

As a condition of employment, each employee shall have telephone service maintained at their place of residence and have one permanent phone number (the primary number) on record with their supervisor.

When the employee expects to be away from home (s)he should notify their immediate supervisor of the phone number where (s)he can be reached; this is a secondary number.
Employees may elect to use a paging service or a cellular telephone as a secondary telephone number. Those who elect to use a pager or cellular telephone shall be responsible for the rental, maintenance and working condition of the equipment.

9-100.5.3 Call Out Procedures

The supervisor shall begin by calling the person with the least overtime on the overtime distribution list. If necessary, each worker shall be called three times.

9-100.5.3.1 First Call

The first call shall be made to the primary number, or secondary number if the call is made during the time specified by the employee for the secondary number.

A minimum of eight (8) rings shall be allowed per call.

A call is considered "no contact" unless a responsible person answers the phone or if an answering machine is reached and the employee does not answer the call.

NOTE:
If an employee has a pager or cellular telephone listed as secondary number and there is no contact during the call to the primary number, in accordance with a previous agreement, the pager number or cellular telephone number shall be called immediately. The sequence of calling the primary number then the pager or cellular telephone number shall be considered the first call. All subsequent calls shall be made to the pager or cellular telephone number.

The supervisor shall continue down the overtime distribution list calling primary numbers (except as noted above) until the number of workers needed are contacted or until all workers on the overtime distribution list have been called (e.g., reached the bottom of the overtime distribution list), without waiting for a call back from those with pagers.

9-100.5.3.2 Second Call

If the overtime distribution list has been completed during the first call without contacting the number of workers needed, the supervisor shall call down the overtime distribution list a second time. As noted previously, during the second call through the overtime distribution list, pagers and cellular phone numbers will be called instead of the primary number.
A minimum of five (5) minutes shall be allowed between the first and second call to an employee.

The supervisor shall continue down the overtime distribution list until the number of workers needed are contacted or until all workers on the overtime distribution list have been called a second time, without waiting for a call back from those with pagers.

9-100.5.3.3 Third Call

The supervisor shall call down the overtime distribution list a third time if necessary. As noted previously, during the third call through the overtime distribution list, pager and cellular numbers will be called instead of the primary number. A minimum of 10 minutes shall be allowed between the second and third call to an employee.

9-100.5.4 End of Night Shift

Whenever night shift personnel are called out, including frost patrol on a regular work day, their shift shall end at 7:30 a.m. unless there is a special need for their services. They shall be credited with a full day’s pay unless they are called back prior to midnight in which case they shall be paid in accordance with the provisions of the contract.

9-100.5.5 Hours Worked

For pay purposes, the hours worked by each employee during a call out shall be determined from the times shown on the sign-in-out sheet.

Employees shall be given an unpaid lunch break during normal working hours and on extended shifts. Management reserves the option to require the employee to work through the lunch period. Pay for working throughout the lunch break shall be at the appropriate rate.

9-100.6 Overtime Equalization

The following guidelines are to be used for equalizing overtime worked by negotiated rate employees during call outs outside normal work hours:

9-100.6.1 Shift Integrity

During the Winter Season, shift integrity shall be maintained; therefore, overtime shall be equalized by group in each operational facility.
9-100.6.2 **Special Crew Employees**

Special crew employees who are used to supplement the operational facility work force on an on-call basis, shall normally be assigned to the operational facility (or subheadquarters) in the county of their home residence and shall be assigned to either the A or B group within their assigned operational facility for the entire season.

Permanent employees shall be called for snow and ice control operational before special crew workers. Special crew employees assigned to Operations (i.e., Traffic, Bridge or Landscape) shall be called before Materials employees. (See Item 9-100.7)

Special crew employees from other bureaus shall have their overtime equalized within their permanently assigned units. Work assignments for special crew employees from other bureaus shall be distributed on a rotating basis among such employees in accordance with seniority, the most senior employee having the least number of overtime hours being given first opportunity. If all employees available to work the overtime hours decline the opportunity, the supervisor shall assign the overtime in reverse seniority order; the least senior employee who has not been previously directed by the supervisor to work overtime shall be directed to work the hours until all employees have been required to work at which time the process shall repeat itself.

Separate overtime distribution lists for the special crew employees shall be maintained in the operational facility where they are assigned or at the district headquarters. Snow and ice control call outs of special crew employees shall be made according to the A or B group overtime distribution list.

Normally, special crew employees shall not be called for Frost Patrol.

9-100.6.3 **New Employees**

New permanent employees, or newly transferred employees, who are assigned to an operational facility and group shall be given unpaid overtime equalization hours equivalent to the average number of hours shown on the listing for other employees in the operational facility and group to which they are assigned at the time of the assignment.

9-100.6.4 **Overtime Distribution Lists**

From November 16 through March 31, overtime distribution lists for both the A and B Groups shall run continuously and shall be generated and posted by 4:00 p.m. Monday for the present work week.
From April 1 through November 15, a single overtime distribution list shall be generated for each operational facility listing all employees by overtime worked, lowest hours worked to highest. A new list shall be posted each Monday by 4:00 p.m.

A winter callout list and a summer callout list will be maintained for approximately two weeks before and two weeks after the winter season. The order of the employee on each list should be kept the same as they were prior to zeroing out of the overtime equalization hours.

On the first Monday of November and the first Monday of April all overtime equalization lists are to be zeroed. As work is needed outside normal work shifts, callouts will be made from either the winter or summer list depending on the reason for each callout until the start of the upcoming season. Overtime will be calculated and posted as an aggregate during this interim period. All overtime worked is to be reported on the overtime equalization list.

**9-100.6.5 Approved Leave**

Employees on approved vacation, preapproved sick leave, preapproved personal business or authorized leave of absence shall not be called, unless the employee announces (s)he will be available for overtime call outs. (Employees on leave, who do not want to be called for emergency call outs, shall be given overtime equalization hours if there is a full call out or if they would have been eligible for a partial call out, see item 9-100.6.7.)

Employees who call in, at the beginning of a normal work day, for personal illness shall not be eligible nor shall be called for emergency call out before 12 midnight of that day. An approved day's leave is for the 24 hour period beginning at 12:01 a.m. and ending at midnight of the day requested. (i.e., if there is an emergency call out before midnight a substitute employee will be called to fill a vacancy created by an employee who called in sick at 7:30 a.m., furthermore, the employee will not be called after midnight to replace the substitute. Also, to maintain shift integrity, the employee will not be allowed to return to work until his/her shift returns to work; which may require the use of two days sick leave.)

Vacation or Personal Business Leave requests shall be granted on a first-come first-served basis if there are sufficient personnel available to cover the snow routes. Leave Requests shall be submitted as far in advance as possible so the supervisor can make appropriate reassignments.
9-100.6.6 **Lead Workers**

Lead and/or Lead Workers shall be included in the overtime distribution process. However, the nature of their work is such that they will normally accumulate more overtime than other bargaining unit employees.

Lead Lead and Lead Workers shall be paid 1/4 hour straight time overtime when they are required to make a call out from their home during off duty hours.

9-100.6.7 **Overtime Equalization Hours**

Overtime equalization hours are defined as unpaid premium hours assigned to employees who do not respond to a call out. Overtime equalization hours should only be given for paid premium overtime hours worked, not for establishing your equivalent eight hours of pay. For example:

1. Employees who are called but do not respond to the call out shall be given overtime equalization hours.

2. Employees who are paged shall be given overtime equalization hours when they respond to the page(s) after the number of employees needed are contacted.

3. Employees on leave that have declared availability for call out shall be called and shall be given unpaid overtime equalization hours when they fail to respond to a call out.

4. Employees on leave who have not be declared availability for call out shall not be called and shall be given overtime equalization hours for all the off duty hours of work they would have been called for had they not been on leave.

9-100.6.8 **Call Out Exceptions**

The Department reserves the right to analyze the nature of each incident and call those employees with specialized expertise or geographic proximity to expedite response. This may necessitate the occasional departure from the low person/first call principal outlined above.

9-100.7 **Use of Temporary Employees, Special Crew and Hourly Employees**

When making call outs within each operational facility, the following order shall be used:

1. Full-time permanent
2. Assigned Operations (maintenance employees assigned to special crews, bridge, traffic and landscape) Special Crews

3. Assigned Materials Special Crews

4. Permanent part-time employees assigned to an operational facility

5. Full-time temporary employees assigned to an operational facility

6. Hourly employees.

Employees assigned to the "B" group shall not be called for an "A" group call out.

9-100.8 **Sending Employees Home To Rest**

When Management decides there will be a need for prolonged winter operations outside regular hours, employees may be released from their normal workday activities to rest for the upcoming snow removal and ice control activities. Employees may be released from specific operational facilities or from all operational facilities in a district at the discretion of Management.

When an employee is released from normal workday duties it is with the understanding that (s)he is being sent home to rest. This is paid standby time, therefore, (s)he is supposed to be available for call and capable of working when called. (i.e. they should be resting, sober, drug free and near their home phone).

9-100.9 **Frost or Dawn Patrols**

Frost or Dawn Patrols are used to detect and clear unusual bridge icing, roadway icing or other isolated hazardous conditions that sometimes occur. The patrols are to be established according to need. Frost or Dawn Patrols are not used everywhere. Employees who work frost patrols shall be paid at the appropriate overtime rate for the hours worked outside the normal workday. Lead Lead and Lead Workers will not be assigned to Frost or Dawn Patrols, but may be used to supervise them.

9-100.10 **Uniforms**

Where employees are issued uniforms, they shall wear the complete uniform and not substitute personal clothing for part or all of the uniform.
9-200

SUMMER WORK RULES - DISTRICTS 2-9

9-200.1 Summer Season

The summer season shall be the time period outside of the winter season. Until it is changed by agreement with the union, the winter season is from November 16 through March 31. Therefore, the Summer Season shall be from April 1, through November 15. For contingency purposes, the engineer shall extend the winter period day and night shift assignments at the beginning or end of the summer season as necessary. Snow and ice related call outs, including frost patrol, made at the beginning or end or the summer season shall be made from the extended winter shift assignment listing.

NOTE: Throughout this document the terms OPERATIONAL FACILITY or OPERATIONAL FACILITIES shall refer to the location(s) where an employee(s) report to work and is the location where an employee’s overtime distribution list is posted. An operational facility may be a Team Section, Subsection, headquarters, depot, yard, sector or shed.

9-200.2 Normal Hours of Work

By agreement between this Department and the Illinois Conference of Teamsters, the normal workday for negotiated rate personnel shall be eight (8) hours per day and the workweek shall be forty (40) hours per week, Monday through Friday between the hours of 7:30 a.m. and 4:00 p.m. An employee who works outside the normal workday or works revised work hours and days shall be paid overtime as outlined in the appropriate union contract.

9-200.2.1 Early Starts

From June 16 through September 15, the normal work day for negotiated rate employees shall be between the hours of 6:30 a.m. and 3:00 p.m., Monday-Friday, in all operational facilities. The early start agreement applies only to workers assigned to routine maintenance work activities. The agreement excludes workers assigned to special operations including, but not necessarily limited to, weight enforcement, emergency traffic control, movable span bridges and ferry operations, rest area or weigh station maintenance, etc. When in doubt, contact the Central Bureau of Operations for clarification of work activities covered by this work rule. By agreement with the Union, overtime compensation provisions shall apply for the periods worked outside of the 6:30 a.m. and 3:00 p.m., Monday-Friday time periods. This Early Start provision shall be reviewed by the Department of Transportation for the calendar years 1998 and 1999.
When the 6:30 a.m. to 3:00 p.m. schedule is in effect, the two (2) rest periods (coffee breaks) and the lunch period shall be one hour earlier than when the 7:30 a.m. to 4:00 p.m. schedule is in effect.

Early starts are not to be confused with temporary changes in work schedules.

9-200.2.2 Four Day Workweek

The department allows the establishment of a four day workweek schedule for selected work activities in order to improve efficiency of operations and reduce costs. The four day workweek option is available on a limited basis for selected operations. This option shall be beneficial for specialized and well supervised crews. The four day workweek is typically applicable for crews that are usually centralized and travel to outlying areas. The option to use a four day, ten (10) hour per day workweek shall be decided by the district through the Bureau of Personnel Management, but requires union concurrence to initiate.

9-200.2.3 Lead Lead and Lead Worker Extra Pay

Lead Lead and Lead Workers shall be paid 1/4 hour straight time overtime when they are required to make a call out from their home during off duty hours.

9-200.3 Summer Emergency Call Outs

Occasionally, the department is required to respond to emergencies outside normal work hours. As a result, negotiated rate employees are required to work reasonable amounts of overtime when necessary; but not more than 12 consecutive hours, except on a voluntary basis or when establishing emergency shifts.

When call outs are made or when overtime is being distributed, the established rules for overtime distribution and equalization shall apply, e.g., the worker listed with the lowest number of overtime hours worked on the overtime distribution list shall be given first chance or shall be called first to work overtime. Any bargaining unit employee who may be required to engage in a call-out shall respond to the call as quickly as practicable but in no situation can the response time exceed forty-five minutes. Failure to respond within these parameters shall result in progressive discipline.

The forty-five minute limitation applies only to employees hired on or after April 16, 2001.
9-200.3.1  **Short Term Emergency Operations**

Short term emergency operations are considered to be those types of emergencies which could be as short as a few hours one night but could be continuous, 24 hours per day, for a period not to exceed one week.

Since short term emergency operations may result in extended shifts, the employees shall be given the opportunity to volunteer for the overtime work in excess of 12 hours. Employees should not be allowed to work more than 16.5 hours a day.

If a crew is working at a location during normal hours and a situation develops at that location which requires less than the entire crew, the workers at that site shall be offered the opportunity for the extra work following the overtime distribution rules (low person on the list first).

Employees who work from midnight until 7:30 a.m. shall account for his/her normal work day as indicated in Section 9-200.7.1 of this document.

**9-200.3.1.1 Overtime Waiver**

During the summer season, employees should be allowed to waive the right to overtime callouts and should be allowed to accept overtime equalization hours when they are eligible for short term emergency. However, they still may be required to work reasonable amounts of summer overtime. For example, an employee would not be called for partial crew call outs (such as downed signs, diesel spills, traffic control for serious accidents, trees on the road, etc.) but would still be called when the entire operational facility is called out or when the number of workers needed exceeds the number of workers willing to accept overtime.

Management for each operational facility retains the right to decide how many workers can be allowed to decline overtime and the time period in for which each employee may waive the right to overtime. The waiver time limit shall be dependent upon the head count for a specific operational facility and the number of workers assigned to that facility who are seeking a waiver.

When the number of workers requesting the overtime waiver exceeds the number which can be allowed to decline overtime, seniority shall be used for the purpose of determining an appropriate order for the waiver list. When this occurs, a rotation list for waivers should be established.

Employees who want to decline overtime shall submit a written request to waive overtime callouts. The request should indicate their willingness to accept overtime equalization hours in lieu of being called for overtime and should indicate their willingness to be called if needed.
9-200.3.2 **Long Term Emergency Operations**

Long term emergency operations are those requiring continuous, 24 hour per day work assignments for periods greater than one week. This type of operation is in response to an unplanned and unforeseen event or may start as a short term emergency situation that continues unabated. Each district should develop contingency plans for use in extended emergency operations.

When long term emergency operations are necessary, the district Operation Engineer or designee should issue an emergency declaration to prepare the work force for extended operations and the possibility of night work. The declaration should include statements regarding the cause of the emergency, size and scope of the work involved. A and B shifts could be established as in the winter season.

If a short term emergency situation occurs at night while a long term emergency is in progress, workers should be diverted from the long term night shift operations to the short term emergency, unless the change in assignments would disrupt the long term operation or create safety problems for the workers or the traveling public. If it is not possible to divert workers from the night shift operation, a call out should be made from the overtime distribution list following the rules for overtime distribution.

Schedules for meals and breaks during night shift operations should be similar to those used during winter operations.

Night shift assignments should be for a seven day period beginning Monday of each week; except for the first assignment which may be less than seven days because it began during the week. The district Operations Engineer or designee may end night shift operations at any time.

When more than one operational facility is needed to work the emergency situation, other operational facilities shall be called as established in the emergency declaration prepared by the Operations Engineer or designee.

Workers should not be assigned to consecutive weeks of night shifts. However, when workers from other headquarters or other districts are assisting with the emergency situation, workers from the headquarters near the site of the emergency may be assigned all night shift work until workers from other headquarters become familiar with the territory. Not to exceed one week.

9-200.4 **Overtime Distribution**

Every effort shall be made to distribute overtime as equally as practical within operational facilities where employees report to work.
A winter callout list and a summer callout list will be maintained for approximately two weeks before and two weeks after the winter season. The order of the employee on each list should be kept the same as they were prior to zeroing out of the overtime equalization hours.

On the first Monday of November and the first Monday of April all overtime equalization lists are to be zeroed. As work is needed outside normal work shifts, callouts will be made from either the winter or summer list depending on the reason for each callout until the start of the upcoming season. Overtime will be calculated and posted as an aggregate during this interim period. All overtime worked is to be reported on the overtime equalization list.

**9-200.4.1 Lead and/or Lead Lead Workers**

By agreement with the Union, lead and/or lead lead workers shall not be included in the overtime distribution process during the summer. This is interpreted to mean that lead and/or lead lead workers should not be called out when the work is that which would usually be completed by a highway maintainer(s) with out supervision, but lead and/or lead lead workers could be called out under the following conditions:

1. when the magnitude of the incident is unknown and a Lead and/or Lead Lead Worker is needed to assess the situation,
2. when a full crew, including supervision is needed,
3. when insufficient manpower responds to a callout, i.e. did not have enough people respond to the three calls through the overtime distribution list for the operational facility.

**9-200.4.2 Highway Maintainers**

The overtime distribution list shall include all highway maintainers listed by overtime hours worked. For the summer season, one overtime distribution call out list is to be generated for each operational facility where employees report to work. The names on the list are to be from the lowest hours worked to highest.

**9-200.4.3 New Employees**

Employees who are newly assigned, or newly transferred, to an operational facility shall be given unpaid overtime equalization hours equivalent to the average number of hours shown on overtime distribution list for other employees in the headquarters to which they are assigned at the time of the assignment.
9-200.4.4  **Posting Lists -- Districts 2 and 4**

Overtime distribution list for Districts 2 and 4 will be generated and posted by the close of business every Thursday and be effective Monday 12:01 a.m. for seven days until Sunday midnight. From Thursday through Monday, both the current and the next overtime lists shall be posted.

9-200.4.5  **Posting Lists -- Districts 3, 5, 6, 7, 8 and 9**

Overtime distribution list for Districts 3, 5, 6, 7, 8 and 9 will be generated and posted by 4:00 p.m. Monday for the present workweek. If Monday is a holiday, the list shall be generated and posted by 4:00 p.m. Tuesday.

9-200.5  **Telephone Service, Pager and Cellular Telephone**

As a condition of employment, each employee shall have telephone service maintained at their place of residence and have one permanent phone number (the primary number) on record with their supervisor. When the employee expects to be away from home (s)he should notify their immediate supervisor of the phone number where (s)he can be reached; this is a secondary number. Employees may elect to use a paging service or a cellular telephone as a secondary telephone number. Those who elect to use a pager or cellular telephone shall be responsible for the rental, maintenance and working condition of the equipment.

9-200.6  **Call Out Procedures**

Prior to making a call out the supervisor must decide if the incident requires an employee with specialized expertise or if an employee living close to the incident (geographic proximity) is needed to expedite the response. If needed, those employees should be called first. This may necessitate the occasional departure from the use of the overtime distribution list for emergency call outs.

When special skills or proximity are not issues, the supervisor shall begin by calling the person with the least overtime on the overtime distribution list.

If necessary, each worker shall be called three times, except as indicated in Section 9-200.7 of this document.

9-200.6.1  **First Call**

The first call shall be made to the primary number, or secondary number if the call is made during the time specified by the employee for the secondary number.

A minimum of eight (8) rings shall be allowed per call.
A call is considered "no contact" unless a responsible person answers the phone or if an answering machine is reached and the employee does not answer the call.

**NOTE** If an employee has a pager or cellular telephone listed as secondary number and there is no contact during the call to the primary number, in accordance with a previous agreement, the pager number or cellular telephone number shall be called immediately. The sequence of calling the primary number then the pager or cellular telephone number shall be considered the first call. All subsequent calls shall be made to the pager or cellular telephone number.

The supervisor shall continue down the overtime distribution list, calling primary numbers (except as noted above) until the number of workers needed are contacted or until all workers on the overtime distribution list have been called (e.g., reached the bottom of the overtime distribution list) without waiting for a call back from those with pagers.

### 9-200.6.2 Second Call

If the overtime distribution list has been completed during the first call without contacting the number of workers needed, the supervisor shall call down the overtime distribution list a second time. As noted previously, during the second call through the overtime distribution list, pagers and cellular telephone numbers will be called instead of the primary number.

A minimum of five (5) minutes shall be allowed between the first and second call to an employee.

The supervisor shall continue down the overtime distribution list, until the number of workers needed are contacted or until all workers on the overtime distribution list have been called a second time without waiting for a call back from those with pagers.

### 9-200.6.3 Third Call

The supervisor shall call down the overtime distribution list a third time if necessary. As noted previously, during the third call through the overtime distribution list, pagers and cellular telephone numbers will be called instead of the primary number.

A minimum of 10 minutes shall be allowed between the second and third call to an employee.
If an insufficient number of employees respond after calling through the overtime distribution list three times, the supervisor shall call others as follows:

1. lead and/or lead lead workers and,

2. special crews assigned to the operational facility using the appropriate overtime distribution list,

3. if necessary, employees temporarily assigned to the operational facility.

As a last resort, employees may be called from other operational facilities within the field engineers area of responsibility.

9-200.7 Employee Leave

Employees shall submit leave requests as far in advance as possible. Under normal circumstances it would be desirable to submit leave requests at least 24 hours in advance of a one day leave.

Employees shall not be subject to call out for the weekends if they have leave approved for the last scheduled work day before the weekend and the first scheduled work day following the weekend unless they announce their availability for overtime call outs.

Employees on approved vacation, sick leave, personal business or leave of absence shall not be called unless they announce their availability for overtime call outs.

9-200.7.1 Use of Leave Time in Conjunction with Overtime

During the summer season an employee who is required to work overtime between midnight and 7:30 a.m. Monday through Friday must account for their normal workday.

When operational demands and requirements for the day will allow a reduced work force, employees who work between midnight and 7:30 a.m. on that day should be allowed the opportunity to select the option to use overtime and leave time to fulfill their normal eight hour workday.

The supervisor shall determine if an employee will be required to work all or part of the normal work day after working between midnight and 7:30 a.m.

The employee shall make the selection known to their supervisor by the beginning of the work shift. The options outlined are for normal workdays, but, are also applicable to revised work hours and to the four day workweek.
9-200.7.1.1 **Option 1. Work the Normal Workday**

The employee works between midnight and 7:30 a.m. and chooses to work the normal workday.

(S)He would be paid for the normal work day and the overtime at the appropriate rate for all hours worked between midnight and 7:30 a.m.

9-200.7.1.2 **Option 2. Use Approved Leave Time to Fulfill the Normal Workday**

The employee works between midnight and 7:30 a.m. and is allowed to use approved leave for the normal workday.

(S)He would be paid overtime at the appropriate rate for hours worked between midnight and 7:30 a.m. and would use approved leave time to fulfill their normal workday.

9-200.7.1.3 **Option 3. Apply Overtime and Leave Time to Fulfill the Normal Workday**

The employee works between midnight and 7:30 a.m. and is allowed to apply overtime and leave time to fulfill the normal workday.

If the "expanded hours" of overtime worked, between midnight and 7:30 a.m. equals or exceeds eight hours, then eight hours could be applied to fulfilling the normal workday and the employee would be paid straight time overtime for any time in excess of eight hours.

If the "expanded hours" of overtime worked between midnight and 7:30 a.m. does not equal or exceed eight hours, the employee may use approved leave time to make up the difference to fulfill the eight hour normal work day. Leave time can only be used in the increments outlined in the Personnel Policies and Procedures Manual or as modified by contract. The expanded hours time plus approved leave in excess of eight hours will be paid.

9-200.8 **Overtime Equalization Hours**

Overtime equalization hours are defined as unpaid premium hours assigned to employees who do not respond to a call out. Overtime equalization hours should only be given for paid premium overtime hours worked, not for establishing your equivalent eight hours of pay. Examples of the assignment of overtime equalization hours are as follows:
May 1, 2001

1. Employees who are called but do not respond to the call out shall be given overtime equalization hours.

2. Employees who are paged shall be given overtime equalization hours when they respond to the page(s) after the number of employees needed is contacted.

3. Employees on leave that have declared availability for call out shall be called and shall be given unpaid overtime equalization hours when they fail to respond to a call out.

4. Employees on leave who have not declared availability for call out shall not be called and shall be given overtime equalization hours for all the off duty hours of work they would have been called for had they not been on leave.
9-300  WORK RULES TEMPORARY ASSIGNMENTS
CREW LEADER OR LEAD LEAD OR LEAD WORKER -
DISTRICTS 2-9

9-300.1  Crew Leader

A Crew Leader is the designated spokesperson for a crew who reports problems
that arise and obtains direction or assistance when the lead and/or lead lead
worker is assigned elsewhere. A crew may consist of two or three workers.

9-300.1.1  Crew Leader Responsibilities

A Crew Leader is assigned to report to their supervisor those problems that
cannot reasonably be corrected by the crew at the job site and to obtain direction
or assistance as necessary. (S)He is a working member of a crew. (S)He
participates in the work of the crew. (S)He is accountable for his/her own work.
The supervisor makes assignments for each individual on the crew before they
leave the operational facility.

9-300.1.2  Crew Leader Selection

A supervisor from the operational facility determines if a work assignment
requires a Crew Leader and selects the worker to be Crew Leader.

Crew Leader assignments should be on a random basis. However, employees
who have displayed responsible work habits and possess good communication
skill may be considered first.

Some crews may be dispatched without a Crew Leader.

9-300.2  Lead Lead or Lead Worker Temporary Assignments

9-300.2.1  Eligibility

Only employees who volunteer to accept temporary Lead or Lead Lead Worker
assignments shall have the opportunity to be selected for the Temporary
Assignment Rotation List. An employee sign-up list should be posted in each
operational facility once each year before the end of the winter season. The
sign-up list should be posted for at least two weeks. During the time the sign-up
list is posted, employees permanently assigned to the operational facility,
including special crews, shall be allowed to sign the sheet to volunteer for
temporary assignments within their organizational unit. Permanently transferred
employees shall be eligible to sign up either when the list is posted or after three
months in their new facility. Volunteering for temporary assignment does not
guarantee the employee the right to a temporary assignment as a Lead Lead or
Lead Worker.
Management will develop a Temporary Assignment Rotation List using names selected from the sign-up list. Highway Maintainers may be assigned temporary as a Lead Worker, but not as a Lead Lead Worker. Lead Workers may be assigned as temporary Lead Lead Workers. These rules may be waived when an emergency declaration is being issued by Management. Employees permanently assigned to one operational facility, including special crew, shall not be assigned to the work as temporary Lead Lead or Lead Worker in another operational facility.

9-300.2.2 **Selection Criteria**

The employee’s ability to meet eligibility criteria will be assessed by Management when developing the Temporary Assignment Rotation List and at the time of the temporary assignment. Performance evaluations and work records will be considered when determining those eligible for temporary assignments. Consideration for temporary assignment shall be based on the following criteria. At minimum, each candidate must:

1. be on the Department of Central Management Services Eligibility List for that position before the beginning of the next Rotation List.

2. have a proven work history and display the ability to learn to enter data into the MMI System. The candidate will be ineligible for future consideration if (s)he is unable to enter MMI System data after working a temporary assignment for two (2) pay periods.

3. have demonstrated the ability to understand and convey verbal instruction to others.

4. have demonstrated the ability to understand written instructions and to prepare written work reports.

5. currently be fully physically capable of performing all of the duties of the position.

9-300.2.3 **Rotation List**

For the first list only, the first person on the list shall be the most qualified senior volunteering employee who has had the least previous temporary assignment. The last person on the list shall be the least senior employee with the most hours of previous temporary assignments. New employees, those returning from extended leave and recently permanently transferred volunteers shall be placed at the bottom of the list in effect at that time. Rotation will continue through the list as long as there is a need for temporary assignments.
The first Temporary Assignment Rotation List should be posted in each operational facility before the beginning of the summer season and become effective the first day of the summer season.

The opportunity for temporary assignments shall be rotated every two (2) pay periods (monthly) during the summer season and every four (4) pay periods (bi-monthly) during the winter season. Every effort should be made to ensure that the employee is eligible for assignment until the appropriate pay periods have been served. New Temporary Assignment Rotation List should be posted monthly in the summer season and bi-monthly in the winter season.
ILLINOIS DEPARTMENT OF TRANSPORTATION

Team Section/Headquarters Facility

200__ Summer Overtime Agreement

I, ________________________, request not to be called for summer overtime assignments and agree to accept overtime equalization hours on the occasions when I am eligible for overtime.

I understand that I still may be required to work overtime when operational needs dictate.

________________________________
Name

________________________________
Signature

________________________________
Date

________________________________
Supervisor Signature
9-400  OVERTIME PAYMENT INSTRUCTIONS FOR TEMPORARY
HOURLY EMPLOYEES IN DISTRICTS 2-9

Temporary hourly employees shall receive overtime compensation for hours
worked in excess of the hours established as the normal workday as follows:

1. After eight continuous hours of work, temporary hourly employees shall be
   paid the appropriate overtime rate regardless of the beginning or ending
times of the eight hour period.

2. All hours over eight hours worked on regular workdays shall be paid at one
   and one-half times the regular rate of pay.

3. All hours worked on Saturday (Friday midnight until Saturday midnight) shall
   be paid at one and one-half times the regular rate of pay.

4. All hours worked on Sunday (Saturday midnight until Sunday midnight) and
   on designated state holidays shall be paid at two times the regular rate of
   pay.

5. If a temporary hourly employee is called in on any day and reports to a
   headquarters, but conditions are such that they are not needed or needed for
   less than two hours, the employee shall be paid for two hours at the regular
   rate of pay as call-in pay.

6. The overtime pay shall not be duplicated for the same hours worked and
   hours are compensated for at overtime rates under one provision, shall not
   be counted as hours worked in determining overtime under the same or any
   other provision. Nothing herein shall be construed to require or permit the
   pyramiding of overtime or premium rates if any.

EXAMPLE:

Situation - A temporary hourly employee works 12 hours on a state holiday.

Rule Application - The employee shall be paid two times the normal rate for the
entire 12 hours (24 expanded hours); not 8 hours of straight time plus 4 hours of
double time (16 expanded hours).
Chapter 10

EMERGENCY OPERATIONS

10-100 Radio Communication with Other Governmental Agencies

The Department provides two way radios to communicate with other governmental agencies when necessary to support operations. The equipment should be utilized by supervisory personnel unless otherwise directed by the District Operations Engineer.

Radio equipment shall be operated on frequencies assigned to the Department, but may be programmed to operate on other frequencies when instructed to do so by the Central Bureau of Operations.

Other agencies shall obtain approval from the Central Bureau of Operations prior to operating on frequencies allocated to the Department. Approval may be granted when the communications are necessary to support department operations. When possible, the approval should be in writing. Written approval should include the FCC issued license call sign and licensed frequency. All communications by other agencies, on frequencies assigned to the Department, shall be granted on a temporary basis. This privilege may be withdrawn by the Department at any time.

The District Operations Engineer should review the effectiveness of two way radio communications with other governmental organization as necessary.

The Communication Systems Engineer of the Central Bureau of Operations shall maintain a record of all agreements and the applicable licensing issues.
11-100  DEFINITION OF WORK TO BE PERFORMED BY STATE FORCES IN EARTH EXCAVATION, PAVEMENT PATCHING, BRIDGE REPAIR AND ASPHALT OVERLAYS

This policy defines the type and quantity of work to be performed by state forces in earth excavation, pavement patching, bridge repairs and asphalt overlays and provides a distinction between the work to be performed by state forces and that to be performed by Day Labor and highway contractors.

11-100.1  **Earth Excavation**

Major earth excavation will not be performed by state forces.

However, state forces shall continue to perform routine items of work such as ditch cleaning, shoulder blading and shaping, and back slope trimming.

The back slope trimming and cutting operation is intended to provide storage for snow during winter storms to reduce drifting. This operation would typically include equipment such as a grader, end loader and trucks.

11-100.2  **Patching**

Pavement patching will be done by contract except for emergencies.

It is not the intent of the department to perform long stretches of programmed pavement patching by state forces. As a result, team sections are equipped and prepared to perform only the smaller intermittent, and unforeseen or emergency type of pavement repair.

Current department standards for performing permanent repairs to P.C.C. pavement require a costly commitment to sawing, drilling and finishing equipment together with elaborate traffic control requirements. These types of repairs are more appropriately performed by contract where savings due to economy of scale can be realized.

11-100.3  **Bridge Repairs**

Small bridge repair projects will be combined where possible so they can be let to contract.
State forces shall perform miscellaneous bridge repairs such as intermittent partial depth patching, joint repair and bearing cleaning. More extensive work such as partial and full depth deck removal and replacement, removal and upgrading joints, and removal or straightening structural steel are examples of work appropriate for contracts.

11-100.4 Overlays

Asphalt overlays by machine will not be performed by state forces except for small isolated problems.

The amount of hot mix to be placed on pavement surfaces by state forces is restricted to small isolated areas that can be "surface patched".

11-200 USE OF LABORERS FROM THE LOCAL LABOR HALL IN MAINTENANCE IN DISTRICTS 2-9

The following policy defines the circumstances in which Laborers will be called to supplement crews of permanent department employees. Guidelines for the classifications of highway work are part of an agreement between the Illinois Department of Transportation, the Laborer's International Union of North America, the Operating Engineers, the Teamsters and the Department of Labor.

The representatives of the Laborers’ International Union of North America and the Department of Transportation have also agreed that if the union has any complaints in connection with the department's execution of this policy, they should be made through the International Representative of the union to the Labor Relations Officer, Department of Transportation. If the International Representative or representatives and the Labor Relations Office are not able to work out a satisfactory solution, the problem shall be referred to the Department of Labor for final resolution.

11-200.1 Maintenance Work

The basic classification of highway work consists of routine work such as cutting weeds; clearing snow and spreading abrasives on icy roadways; grading ditches and shoulders; hauling materials; mudjacking and sealing pavements, cleaning highways of dirt and debris and, in addition, emergency patching, such as is required by blow-ups, tilted or displaced slabs or other badly broken slabs which endanger highway users. In many cases, a single or a few isolated holes may be patched. Additional pavement and bridge repair work, whether it involves concrete or bituminous concrete, that is desirable and may cause traffic trouble some time later, may be done providing the additional labor required for the particular work, other than supervisory and key personnel, be paid at the prevailing rate and be secured from the Laborer's International Union of North America Local Union having jurisdiction in the area where the work is to be done. Members of the maintenance crews are permanent employees and are paid at wage rates negotiated with their exclusive bargaining representative.
Union and Department of Transportation representatives jointly interpret the intent of this understanding as meaning four (4) key state employees and at least one (1) prevailing rate union Laborer. It is not the intent of the department that the team sections recruit from other team sections in order to avoid using laborers from the local labor hall. Any supervisory personnel needed shall be determined by the Department of Transportation.

Flaggers, drivers of state trucks and other state employees providing support necessary to perform the repairs should be considered as part of the crew. The reference to supervisory personnel does not include those employees actually performing repair work. Lead Workers performing repair work with a repair crew should be considered as one of the four (4) key employees.

Restrictions to the use of state employees do not apply to pothole patching with bituminous materials, to the cutting of expansion joints, or in areas that require special procedures. Restrictions do apply to permanent type partial and full depth patches whether on bridges, decks or pavements (except for emergency work). Repairs to bridge bearings, work on steel structural members, or preventive maintenance may be completed using state employees.

The fringe rate is to be paid for each hour's pay and is not to be multiplied by the premium rate used in overtime situations. Since fringe allowances will be paid directly to prevailing rate employees instead of the union (as normally done by contractors), it is incumbent on the employee to transfer appropriate amounts to the union for the Health and Welfare Fund.

Prevailing wage rates are defined in 820 ILCS 130/2. Updated copies are forwarded to the district which is responsible for the affected county. Additional copies may be obtained from the Bureau of Design and Environment.

11-200.2 Day Labor Work

Several Day Labor crews handle that repair work which is in excess of routine maintenance work as outlined above, and which, because of the small amounts of material involved and the comparative isolation of the project, would be prohibitively expensive if let out on contract. The supervisory and other key personnel of the day labor crews are permanent employees, but the bulk of the members of the crews are hired locally in the county or counties where the work is performed and are paid the prevailing wage.

Projects involving extensive concrete or bituminous concrete repairs that would be adaptable to competition by Day Labor or highway letting should not be accomplished with state maintenance crews, except in emergencies.
11-200.3 Contract Work

New construction work and major repair work is to be let out on bid to private contractors.

11-300 DAY LABOR PROJECTS

The Day Labor Section of the Central Bureau of Operations performs maintenance repairs and minor improvements which are beyond the capabilities of district forces but do not readily lend themselves to contract letting. Individual projects for which the estimated total cost exceeds $100,000 should not be awarded to Day Labor except in emergencies.

11-300.1 Authorized Work

Examples of projects normally performed by Day Labor include, but are not limited to:

- Projects of moderate size where letting and mobilization costs would comprise an appreciable portion of the total cost.
- Intermittent and/or widespread projects causing limited production.
- Projects where quantities cannot logically be determined or for which plans cannot be developed until work is underway due to unknown factors.
- Projects requiring special controls, abnormal care, specialized equipment or special expertise.
- Projects to test or evaluate new techniques, materials or equipment.
- Emergency repair projects.
- Projects for which acceptable bids are not received.

11-300.2 Unauthorized Work

The following types of projects should not be considered for the Day Labor Program:

1. Similar projects in close proximity which should be awarded as a single contract.
2. Projects for resurfacing pavements, other than bridge decks or approaches.
3. Completed bridge deck replacements.
11-400 USE OF STATE VEHICLES BY NEGOTIATED RATE EMPLOYEES

Vehicle use by negotiated rate employees shall be in compliance with the laws of the State of Illinois, agency rules and procedures governing the use and security of vehicles.

This policy provides guidance on the use of state-owned vehicles by downstate negotiated rate employees in traveling to and from lunch (other meal periods in the case of traveling crews). Negotiated rate employees are to be given an unpaid thirty (30) minute lunch period for each regular work shift to be taken at the approximate midpoint of the work day. They shall remain at the assigned work location during designated or authorized work breaks, but may leave a job site for lunch provided the lunch period is not extended.

Employees should be encouraged to bring their lunch to work, unless restaurants are in the immediate vicinity of the work location (e.g., a five (5) minute drive from the work location to the fast food restaurant).

State vehicles are authorized for use only in the performance of essential travel duties related to the completion of official business. Use of state vehicles for personal purposes is unauthorized and would be subject to discipline. Employees may not be covered by liability insurance when engaging in unauthorized use of state vehicles. The following guidelines are examples of authorized use of state vehicles during lunch or other meal periods:

1. When employees are on official overnight travel status, state vehicles may be used between the work zone or temporary lodging and places to obtain meals.

2. When employees are involved in emergency operations during off-duty hours (e.g., extreme weather conditions, flooding or other incidents), or are working at locations outside the geographical limits of their assigned headquarters, state vehicles may be used to obtain meals.

3. When employees are involved in non-emergency operations (e.g., routine operations at an assigned work location within their home county on normal workdays), state vehicles may be used for transportation from the work location to obtain lunch, provided the work break is no more than thirty (30) minutes.

Example: At 11:30 a.m. the employees stop work on a patching job, drive to a nearby fast food restaurant, obtain food and eat, drive back to the work location and begin work at noon. The entire lunch period including travel time was thirty (30) minutes.

4. Employees shall use private transportation for travel from the headquarters yard to obtain lunch. Employees assigned a state vehicle and required to use that vehicle during off-duty hours for transportation from their residence to work and home again, may use that vehicle for travel to and from the headquarters yard to obtain lunch.
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11-500 WORK ON PRIVATE VEHICLES AT OPERATIONAL FACILITIES

The servicing and repair of privately owned vehicles is not to be performed at Illinois Department of Transportation operational facilities, except in emergencies when repair is necessary to allow the movement of the vehicle off state property.
11-600 SERVICE CALLS TO LOCAL FIRE DEPARTMENTS

The following guidelines shall govern payments to local fire departments for controlling fires on the highway right of way.

1. Bills received from local fire departments for service calls for fires on the highway right of way shall be paid by the department only if the service was requested by an employee of IDOT, except as stated in item 3 below.

2. The department will not assume responsibility for calls made by private citizens to the local fire department regarding a grass fire or other problems on the right of way. Although made in good faith, these calls often result in no real benefit to the department. While most fire departments do not charge for such service, some of the rural cooperatives are not tax supported and depend on service fees charged for calls.

3. The department has considerable investment in buildings and facilities throughout the state. Included are maintenance storage facilities, rest areas, weigh stations and pump houses. Many of these buildings house volatile fuels and numerous pieces of equipment. In order to establish and maintain a good working relationship and to ensure the fire departments will respond when needed, the district should contact the individual fire department where department facilities are located and explain the department's policy. The department will pay charges for service which may have prevented damage to department buildings and facilities, even if the call was made by someone other than a department employee.
11-700 RESPONSIBILITIES FOR MAINTENANCE AND OPERATION OF TRUCK WEIGH STATIONS

In accordance with an agreement between the Illinois State Police and the Department of Transportation, the following guidelines outline the responsibilities for each department:

11-700.1 Division of Highways Responsibilities

11-700.1.1 Scales

Provide the necessary maintenance and repair to the scale mechanism including the scale pit, scale platform, weigh-in motion scales, overheight detectors and weighing equipment necessary to operate scales.

11-700.1.2 Building

Provide the necessary maintenance and repairs to the structure, including plumbing, electrical, heating and cooling systems as required to operate the facility.

11-700.1.3 Weigh Station Area

Provide for the general maintenance of the area outside the building and scale. Included is repair and maintenance of the paved areas, yard lights, drainage systems, snow removal, trash disposal and mow grass in accordance with current mowing policy except for grass in the area of the scale house which will be mowed by the State Police with a hand mower provided by the department.

Provide small quantities of salt for use on sidewalks around the scale house.

11-700.1.4 Traffic Control

Maintain and repair the electrically operated "OPEN-CLOSED" signs, traffic signals, overheight detector posts, directional signs, regulatory signs and pavement markings.

11-700.1.5 Miscellaneous

Arrange a joint inspection of each weigh station at least once each six months by representatives of the District Engineer and representatives of the commanding officer of the police district. Highway personnel in the respective districts shall initiate the inspections.
11-700.2 Illinois State Police Responsibilities

11-700.2.1 Scales

Staff and operate fixed and weigh-in motion scales and overweight detectors. Perform minor adjustments to scale mechanisms. Notify the Central Bureau of Operations when repairs are required. Approve and forward to the Central Bureau of Operations all repairs orders and service reports.

11-700.2.2 Building

Perform all housekeeping activities. Maintain and replace lights within and on the building. Install and maintain all communication equipment. Pay all utility costs. Paint interiors of buildings. Keep sidewalks clear of snow and ice.

11-700.2.3 Traffic Control

Operate "OPEN-CLOSED" signs. Place barricades on scale platform when weigh station is closed.

11-700.2.4 Weigh Station Grounds

Notify the Central Bureau of Operations of any damage to the building. Pick up trash in the weigh station area. Dispose of all material unloaded from overweight loads. Perform hand mowing and trimming in the building area.

11-700.3 Division of Highways District Responsibilities

11-700.3.1 Scales

1. Clean all scale pits not less than once each year. This cleaning shall be accomplished by flushing salt residue from all steel, support columns and load cells. Clean the pit floor and support columns by brooming in addition to flushing. Each time the pit is cleaned, inspect the steel. Remove excess dirt. If major painting or repairs are needed, notify the Central Bureau of Operations.

2. Clean load cells and levers annually. Remove excess dirt and rust, as necessary.

3. Clean scale pit drains. This can be accomplished by flushing the drain with a high pressured water supply. In pits with sump pumps, clean the sumps and check pump operation.

4. Clean and repair power outlets and lights in the pit area. Refer system reconstruction or rehabilitation to the Central Bureau of Operations.
11-700.3.2 Building

Provide the necessary maintenance and repairs to the structure, including plumbing, electrical, heating and cooling systems as required to operate the facility. Paint exterior of building as required.

11-700.3.3 Drives, Walks and Parking

1. Maintain the paved areas of the weigh station. This includes repairs to the drives, walks and parking area.

2. Fill ruts along the driveway.

3. Plow snow from driveways and weigh station platforms. Apply chemicals as needed to the approaches to the weigh station. Salt shall not be applied to the scale platform. Spreading should be stopped at the approach to the scale and started when leaving the platform area.

11-700.3.4 Weigh Station Grounds

1. Mow grass and weeds on the entire weigh station area a minimum of twice each year but no less than on the adjacent highway shoulders and in accordance with the current mowing policy.

2. Maintain the drainage system on the weigh station property. Care should be taken so the elevation at the outflow ditch will be below the elevation of the drain pipes of the scale pit.

3. Provide necessary trash barrels and trash disposal.

4. Maintain the electrically operated "OPEN-CLOSED" signs.

5. Maintain the electric "STOP-GO" signal, except the control switching at the operator's desk which is the responsibility of the State Police.

6. Maintain the overheight detector post and power to the unit.

7. Maintain all directional signs, regulatory signs and pavement markings.

8. Maintain and repair the yard lights. Energy cost for lights will be the responsibility of the State Police.

11-700.4 Contract Work by the Central Bureau of Operations

The Central Bureau of Operations shall provide funding for the following contract work. Prior approval must be obtained from the Central Bureau before proceeding with the work.
11-700.4.1 Scale

Structural maintenance of the scale and scale platform.

11-700.4.2 Building

Labor and materials for repairs to the buildings by contract. This includes air conditioner, heating system, glass, exterior painting and well repairs.

11-700.4.3 Overheight Detector Unit

Cost for repairs or replacement of the units.

11-800 MUNICIPAL MAINTENANCE OF STATE HIGHWAYS

Agreements with municipalities, to maintain state highways within municipal boundaries should be encouraged when beneficial to the state as authorized by 605 ILCS 5/4-406. Agreements should eliminate discontinuity, fragmentation, inefficiency and dual responsibilities. The reimbursement rate is intended to approximate the cost the state invests in maintaining similar highways.

11-800.1 Portions of Highways Covered by Agreement

Maintenance agreements shall cover those portions of roadway on which the state has maintenance responsibilities as established by 605 ILCS 5/4-203 or established by a State-Municipal agreement.

In the absence of other criteria, the state’s responsibility within municipalities shall be the travel lanes available at all times to moving traffic equal in number to the number of travel lanes beyond the corporate limits on the route or routes involved.

Agreements will include payment for the maintenance of paved areas available to moving traffic at all times and to maintain median areas for which the state has maintenance responsibility. Where one-way traffic systems exist or are established, the number of lanes determined may be equally divided between two parallel streets.

11-800.2 Implementation

11-800.2.1 Agreement Format

An agreement is comprised of Form MAI 416B titled, “Agreement for Maintenance of Municipal Streets" and Form MAI 416, “Computation Sheet”. Normally, the period of the agreement is twelve months beginning July 1. Form MAI 416B also contains provisions for extending the agreement for additional twelve month periods up to ten years.
October 1, 1998

11-800.2.2 Processing Agreements

11-800.2.2.1 New Agreements

The agreement should be submitted to the municipal corporate officials at least 60 days prior to the effective date. Once executed by the municipality, the agreement is to be sent to the Central Bureau of Operations for signature by the department. One signed copy of the agreement will be returned to the district and one sent to the municipality.

11-800.2.2.2 Renewal of Agreements

A letter exercising the department’s option to renew the agreement is to be prepared by the district on central office letterhead with a current computation sheet. Three copies of the renewal letter with current computation sheet should be submitted to the central Bureau of Operations for signature. One signed copy will be returned to the district and one signed copy will be sent to the municipality.

11-800.2.3 Work to be Performed Under Agreement

The municipality entering into an agreement agrees to perform the maintenance and operational functions described on Form MAI 416B. The work includes, but is not limited to, all routine surface and pothole repairs, temporary full-depth patches, expansion bump removal on bituminous surfaces, crack and joint sealing, cleaning and litter pickup, snow and ice control and all other routine operational services.

Median maintenance, when applicable, consists of sweeping, litter pickup, mowing, and routine surface repairs.

Extraordinary repairs such as permanent full-depth pavement removal and replacement, extensive resurfacing, or extraordinary work may be eligible for compensation under a supplementary agreement only upon written authority of the department.

11-800.2.4 Rates of Compensation

Research results indicate routine maintenance requirements per centerline mile are related to traffic density. Dispersal of total traffic over additional travel lanes can reduce the per-lane-mile maintenance requirements at certain levels of traffic density.

Formula for computing rate of compensation were established for the period from July 1, 1975 to June 30, 1977. The original rates are adjusted annually, by the Central Bureau of Operations, to reflect changes in construction costs. The adjustment factors are contingent upon current construction cost-index published in the Engineering News Record.

The rates of payment to municipalities are based on the lane miles of pavement covered by the agreement and the Average Daily Traffic (ADT).
ADT is taken from the current published state traffic maps. The ADT, to the extent practical, is the average of the ADT count at the corporate limits where the route crosses the corporate limit. No special traffic counts are made, authorized or recognized for application to the formula except the official published traffic maps.

11-800.2.5 Empirical Formula

The formula for computing rate of compensation for pavement lanes and medians are as follows:

1. When ADT divided by the number of lanes (ADT/LANES) is 250 or less:
   \[
   \text{Payment} = \$250 \times \text{AF} \times (\text{lane miles})
   \]

2. When ADT/LANES is between 250 and 2,500:
   \[
   \text{Payment} = (\$250 + (\text{excess over 250} \times 0.1)) \times \text{AF} \times (\text{lane miles})
   \]

3. When ADT/LANES is between 2,500 to 5,000
   \[
   \text{Payment} = (\$475 + (\text{excess over 2,500} \times 0.05)) \times \text{AF} \times (\text{lane miles})
   \]

4. When ADT/LANES is 5,000 or more
   \[
   \text{Payment} = (\$600 + (\text{excess over 5,000} \times 0.02 \times \text{AF})) \times (\text{lane miles})
   \]

Maintenance allowance for medians are computed as follows:

a. Flush median
   \[
   \text{Payment} = \$165 \times \text{AF} \times (\text{miles of median})
   \]

b. Curbed median
   \[
   \text{Payment} = \$330 \times \text{AF} \times (\text{miles of median})
   \]

Where:

ADT = Average Daily Traffic from the department’s published traffic maps.

LANES = Number of driving lanes on the street, including lanes of state responsibility, but excluding parking lanes.

AF = Adjustment factor which is indexed to construction cost index published in the Engineering News Record.

LANE MILES = total length of all traffic lanes in the roadway.
11-800.2.6 Inspection of Work

The District Engineer or designee shall inspect the roadways under Municipal Maintenance Agreements at quarterly intervals prior to September 30, December 31, March 31, and June 30 each year to ensure the roadways are being satisfactorily maintained. Municipalities shall be notified of the inspection. Joint inspection with municipal representation is encouraged. Upon completion of each quarterly inspection, the District Engineer or designee shall authorize the municipality to submit an Invoice Voucher, Form C-13, for one quarter of the annual reimbursement or to advise the municipality of deficiencies to be corrected before invoicing will be authorized.

11-800.2.7 Termination of Agreement

The department reserves the right to terminate the agreement 90 days after serving notice, in writing to the municipality, of deficiencies in maintenance or operations. The department reserves the right to terminate an agreement any time due to budgetary or other unforeseen restrictions.

The municipality, by provisions of the agreement, is committed to giving at least 90 days notice, in writing to the department, of termination of an agreement. If the municipality rejects a new agreement, any existing agreement will remain in effect for 90 days from the receipt of the rejection notice.

11-800.3 Responsibilities

The Central Bureau of Operations is responsible for review and approval of municipal maintenance agreements. Also, for the review and approval of agreements recommended for termination.

The agreements shall be signed in accordance with Departmental Order 12-2.
11-900  DISCHARGE OF SEWAGE EFFLUENT ON STATE RIGHT OF WAY

605ILCS 5/9-123 (Discharge of sewage prohibited) states in part that "No person shall discharge or empty any type of sewage, including the effluent from septic tanks or other sewage treatment devices ... into open ditches along any public street or highway, or into any drain or drainage structure installed solely for street or highway drainage purposes..."

In addition, IDOT right of way is protected by our rights as property owners. In its strictest form, the law protecting the department's property recognizes the existence of natural drainage between adjoining lands. The criteria for natural drainage is that one piece of land must be so located that it is at a higher elevation than the adjoining land thereby permitting water to flow naturally from the higher to the lower land. The owner of the lower land must accept the surface water that naturally drains onto it. On the other hand, the owner of the upper land theoretically can do nothing to change the natural system of drainage to increase the natural flow. Consequently, those acquiring land must expect and are required to accept it, subject to the conditions of nature. In order to clarify the interpretation of "into open ditches along any public street or highway", "effluent" and "surface water", the department has adopted the following policy concerning the acceptance of effluent as surface water. All three of the following conditions must be met:

1. The department will accept effluent as surface water if it becomes surface water at least three meters (10 feet) from state right of way.
   a. The device producing the effluent must be a design approved by the Illinois Department of Health.
   b. The effluent must meet Illinois Department of Public Health or County Department of Public Health standards.
   c. The three meter (10 foot) measurement must be at a 90 degree angle to the centerline of each highway involved.

2. The department will accept effluent as surface water if it traverses a smooth natural surface during all three meters (10 feet) of travel.
   a. The smooth natural surface must be:
      1) At least one meter (3 feet) wide.
      2) The bottom must not be deeper than 75 millimeters (3 inches).
   b. The smooth natural surface must not be lined with any material to inhibit the natural percolation of the effluent.
3. The department will accept effluent as surface water if it does not create a health or safety hazard on state right of way.

   a. Ponding of effluent on state right of way which would allow the breeding of mosquitoes would constitute grounds for non-acceptance.

   b. The deposition of solids from the effluent on state right of way would constitute grounds for non-acceptance.

   c. A configuration of water flow line, highway cross section and terrain which is conducive to ice buildup during a prolonged cold spell constitutes grounds for non-acceptance.

   d. Any other condition which in the opinion of the district engineer or designee would create a health or highway safety hazard would constitute grounds for non-acceptance.
11-1000    CORING POLICY FOR THICKNESS DETERMINATION

This policy supercedes Construction Memorandum 00-43, dated February 2, 2000 and supplements Construction Memorandum No. 95-42 dated January 3, 1995. This policy applies to all contracts containing the Pavement Thickness Determination for Payment (BDE) Special Provision.

Both permanent and temporary pavement thickness shall be measured by coring.

The coring operation shall be performed after the pavement surface tests and all corrective grinding have been completed according to Article 407.09. Adjustments made in the contract unit price for pavement thickness will be in addition to and independent of those made for the profile index.

The coring operation consists of the following parts:

- Determination of Lots and Sublots
- Determination of Core locations
- Coring operation
- Remedial action if necessary
- Determination of payment

DETERMINATION OF LOTS AND SUBLOTS

The Resident Engineer/Technician will complete the determination of lots and sublots using as built plan sheets.

Each pavement pay item is treated separately in the determination of Lots.

The first step is to identify all pavement items to be cored under this provision. Next, determine the number of lots contained within the contract for each pay item to be cored. The pay items to be cored are first divided into approximately equal lots of not more than 5000-ft (1500 m) in length. Short lengths of pavements (i.e. ramps, turn lanes) less than 5000-ft (1500 m) shall be grouped together. Short segments between structures will be measured continuously with the structure omitted. To determine the number of lots, divide the total length of the pay item by 5000 feet (1500 meters). (Rest area, parking areas and other similar locations should be divided into approximately 12’ (3.6m) wide pavement segments and these segments logically “stationed” for the purpose of determining the pavement lots and sublots.) The number of lots is equal to this quotient rounded to the next whole number, unless it is already a whole number. If the pay item includes more than one lot, the area represented by the first lot shall extend from the beginning of the pay item and running in that lane to the end of the contract. If the entire distance represented by the lot is not covered before the end of the project, the remainder of the lot shall be continued from the beginning of the pay item in an adjacent lane until the full length of the lot is covered. Subsequent lots shall then be made up beginning at the end of the previous lot and proceed as described
above. The final lot shall consist of the combination of short lengths of pavements as described above. The width of a lot will be the width from the pavement edge to the adjacent lane line, from one lane line to the next or between pavement edges for single lane pavements.

DETERMINATION OF CORE LOCATIONS

Bureau of Project Implementation/Construction personnel (other than staff directly assigned to the contract) will determine a random core location for each sublot using the central Bureau of Construction’s procedure.

The core locations will be forwarded to and laid out by the Resident Engineer/Technician.

RIGHT OF DISCOVERY

If the Engineer has reason to believe that the random core selection process will not accurately represent the true conditions of the work additional cores may be ordered by the Engineer. The Engineer will provide a written explanation to the Contractor for requiring additional cores.

CORING OPERATIONS

Coring shall be conducted using procedures and equipment that will produce undamaged and undistorted two-inch (50-millimeter) diameter cores.

One two-inch (50 millimeter) core shall be taken per sublot at the location directed by the Engineer.

The Contractor shall complete all work necessary to perform the coring operation; (i.e. traffic control and back filling core holes). All cost necessary in completing the coring operations is included in the pavement pay item.

The Contractor shall restrict coring to the number of concurrent operations approved, in advance, by the district. Both the Contractor and the Bureau of Operations/Maintenance/Phase III (Various/Various) Consultant shall witness the entire coring operation and measurement of each core. A Phase III consultant assigned to construction inspection on the contract shall not be used to witness the coring operation. Each core shall be measured immediately upon removal from the core bit in a measuring device supplied by the Engineer. The Bureau of Operations/Maintenance/Phase III (Various/Various) Consultant will record the core location and lengths on the Pavement Coring worksheet. Both the Bureau of Operations/Maintenance/Phase III (Various/Various) Consultant and the Contractor shall sign the Pavement Coring worksheet, attesting to the accuracy of location and lengths of the cores. Upon concurrence of length, the core samples may be discarded. If an agreement on the core measurement is not reached, the core will be placed in a container supplied by the Bureau of Operations/Maintenance/Phase III (Various/Various) Consultant, sealed, labeled and stored by the Bureau of Implementation/Construction. The core length determined by the Bureau of Operations/Maintenance/Phase III (Various/Various) Consultant will be used in the calculation for payment and or remedial action.
The core holes shall be immediately backfilled with a rapid hardening mortar of the types shown on the department’s most current approved list of packaged, dry, rapid hardening cementitious materials for concrete mixtures. The mortar shall be placed in the core hole, rodded sufficiently to consolidate the mix and struck off flush with the adjacent pavement.

**REMEDIAL ACTION**

During the coring operations if a sublot is determined to be deficient the contractor shall immediately make the decision as to whether to take 3 additional cores in accordance with the special provision “Pavement Thickness Determination for Payment”. These cores will be averaged with the first core and an average core value calculated. This average core value is used to determine if the pavement is deficient and is used only for the purpose of remedial action treatment for the sublot. The original core thickness will be used in the lot analysis for determination of payment.

After the coring operations the Contractor shall address any deficient sublots or deficient lots of pavement with the district. The remedial actions taken shall be those listed in the special provision “Pavement Thickness Determination for Payment”.

After all deficiencies are corrected the district shall provide in writing to the Central Bureau of Construction the resolution of the deficiencies. The coring operations shall be repeated for those previously specific deficient areas which were corrected.

**CORE ANALYSIS**

After the completion of the coring operations, the Resident Engineer/Technician will analyze all sublot core measurements and calculate a separate total pay factor for each pavement pay item.

A copy of these results and the calculation of the pay factor(s) will be distributed to the Central Bureau of Construction and the Contractor. The original shall be placed in the contract files. This pay factor will be in addition to any other pay factors incurred for this particular project. Using the final quantity of pavement placed, the district shall submit an authorization establishing an inventive/disincentive unit price calculated for each pay item in accordance with Construction Memorandum 04. A copy of the completed core analysis worksheet and pay factor calculation shall accompany the authorization or submitted separately if no authorization is required.