UNION PARISH ROAD POLICY

APPLICABILITY: Nothing in this Policy is intended to conflict with the provisions of the Parish Transportation Act (La. R.S. 48:751-762). To the extent any requirements herein may be construed to conflict with such provisions, the Parish Transportation Act, and any related law or regulation, supersedes the provisions of this Road Policy.

OBJECTIVE: The objectives of the Union Parish Road Department Policy include, but are not limited to, the preserving of parish investments in roads, bridges, drainage systems and appurtenances; the providing of adequate levels of safety, comfort and convenience of motorists; and insuring economy in the expenditure of resources while keeping quality of workmanship at the highest level.

ANNUAL WORK PROGRAMS: The annual work programs shall include general maintenance and/or construction work as well as capital projects.

I. ROAD MAINTENANCE

ROAD MAINTENANCE GENERAL INFORMATION

- The parish-wide selective maintenance program includes, but is not limited to, the following:
    - Cutting grass
    - Patching pot holes
    - Placing and removing culverts
    - Grading gravel roads
    - Cleaning ditches and brush
    - Repairing bridges
    - Placing gravel on roads
    - Picking up trash
    - Replacing and installing signs

- The Road Superintendent has full authority and responsibility to prepare and administer the parish-wide selective maintenance program. The Road Superintendent will prioritize maintenance work to be done based on the needs of the parish taken as a whole. He will prepare a weekly work schedule from the work orders and will deviate from this schedule only when he receives notice of a defect in the parish road system and when, in his opinion, the defect constitutes a hazard to public safety (emergency situation).

- **Individual jurors are strictly prohibited from directing the specific work of parish employees**. Individual jurors, like any other residents of Union Parish, may suggest specific work, but individual jurors cannot mandate or direct such work.

The following is a description of the procedures for the forms to be used in administering the parish-wide selective maintenance program:

ROAD MAINTENANCE REQUEST

- Any resident of Union Parish may submit a written request for road maintenance. Requests for road maintenance must be submitted in writing to the Secretary/Treasurer of the Police Jury or the office of the Road Superintendent. Any such requests shall be forwarded from the parish employee that receives the request to the Road Superintendent's Administrative Assistant, who will then notify the Road Superintendent. The Road Superintendent's Administrative Assistant shall keep a log of the complaints received. The following information must be documented:

    - Date request received
    - Person receiving the request
    - Name, address, and telephone number of the requestor
    - Location and nature of work needed

- The Road Superintendent will review the request and determine if he will review the nature of the work requested or will assign it to a Road Foreman to review.

- The Road Superintendent will either approve or disapprove the work to be done based on his review of the work requested or from the information provided by the road foreman.

- Hyperweb – Jurors may submit a request through Hyperweb. Each juror has login information to use this system.

WORK ORDER

- All maintenance work performed, with the exception of blading gravel roads, routine grass cutting and trimming limbs, should have a *Work Order*.

- The Road Superintendent or his designee will initiate the *Work Order*. The Road Foreman is responsible for completing the actual employees used, equipment used, and materials used.

WEEKLY WORK SCHEDULE

- The Road Superintendent prepares the *Weekly Work Schedule* from the work orders, listing work to be done by *Work Order* and by category. The *Weekly Work Schedule* is prepared on Friday and is posted in the Road Department office on Monday morning.

- The Road Superintendent uses this schedule to organize the work to be done, keep track of the work being done, and monitor the work progress.

- The *Weekly Work Schedule* is filed in the Road Department Office to document compliance with the Parish Transportation Act.

TRUCK/TRACTOR/TRAILER WEEKLY CHECKLIST

- The *Truck/Tractor/Trailer Weekly Checklist* (checklist) must be completed every Friday afternoon by the driver. Any defect must be brought to the attention of the appropriate road foreman. The Road Foreman will see that the defect is corrected and document the corrective action taken.

- The Road Foreman is responsible for approving the checklist and notifying the Road Superintendent of any preventive maintenance that should be scheduled.

- The Road Foreman should submit the checklist to the road superintendent for his review. The Road Superintendent should make arrangements for scheduling any required preventive maintenance.

MONTHLY EXPENDITURE REPORTING

- The Road Superintendent shall maintain a record of the work authorized under the parish-wide selective maintenance program and shall report the total amount of such expenditures on a monthly basis to the parish governing authority.

II. ROAD CONSTRUCTION

In order to be classified as Road Construction, the following criteria must be met:

- Regardless of how much material is used, if the project extends the life of the road at least seven (7) years then it qualifies as Road Construction.

- Engineer must verify that the project will extend the life of the road at least seven (7) years.

- Materials used can be hot mix or chip seal.

- The entire road may not need resurfacing. Sections of the road maybe resurfaced at the discretion of the engineer.