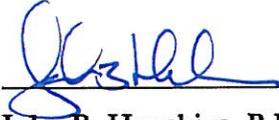




MARICOPA COUNTY
Department of Transportation

POLICY # T1206

Title: MCDOT Roadway Condition Reports	Effective Date: June 27, 2011	Division: Operations
Purpose: To establish guidelines for reporting roadway conditions in need of attention	Authorized Signature:  <hr/> John B. Hauskins, P.E. Transportation Director	



Policy Statement:

Employees are encouraged to take a pro-active role in reporting conditions on the Maricopa County roadway system that are in need of immediate attention. MCDOT employees who observe or become aware of Maricopa County roadway conditions in need of attention (such as potholes, road damage, road debris, malfunctioning traffic signs or signals, or other relevant conditions) shall contact the 6-1 Office specifying the location, direction of travel and condition.

1. Definitions

- a. 6-1 Office – is the official MCDOT Communication Center for dispatching which serves as the Department of Transportation’s base for radio communication. 6-1 Office electronically documents roadway condition reports received and the subsequent actions taken by MCDOT.
- b. Agency of Ownership – The agency responsible and accountable and/or hold property ownership.
- c. Pothole – A type of disruption in the surface of a MCDOT maintained roadway where a portion of the road material has broken away leaving a hole that could potentially damage a vehicle.
- d. Road Damage – Damage to the pavement, pavement edge, shoulder or unimproved road.
- e. Road Debris – Debris, e.g., gravel, rocks, trees, cacti, trash, or other material impeding the movement of vehicles, bicycles and/or pedestrians in the designated public travel-way.

f. Roadway Condition Report – Submittal of a report to the 6-1 Office by radio or telephone indicating the severity and location of needed repairs, maintenance and/or remedial action required to be performed to an area, right-of-way, device, structure, property or equipment by MCDOT as the agency of ownership.

g. Traffic Signal – Any installed signal along MCDOT maintained roadways for the purpose of regulating motorists.

h. Traffic Sign – Any permanently installed sign along MCDOT maintained roadways for the purpose of regulating, warning and informing motorists.

2. Responsibilities:

a. During regular work hours (Monday through Friday, 6:00 a.m. – 4:30 p.m.), MCDOT employees who observe Maricopa County roadway conditions in need of attention (including potholes, road damage, road debris, traffic signal or sign problems or other applicable conditions) shall submit roadway condition reports to the 6-1 Office via MCDOT radio dispatch or telephone.

b. To submit roadway condition reports to the 6-1 Office after normal business hours, employees shall call 602-506-6063 and follow the instructions.

c. The MCDOT Operations Division shall develop a procedure to implement this policy.

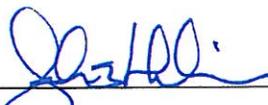
3. Cross References (Policies, Procedures, Design Manual, etc.):

MCDOT Procedure P1206: MCDOT Roadway Condition Reports



MARICOPA COUNTY
Department of Transportation

PROCEDURE # P1206

Title: MCDOT Roadway Condition Reports	Effective Date: June 27, 2011	Division: Operations
Purpose: To establish guidelines for reporting roadway conditions in need of attention	Authorized Signature:  <hr/> John B. Hauskins, P.E. Transportation Director	



1. Background:

MCDOT employees who observe or become aware of Maricopa County roadway conditions in need of attention (such as potholes, road damage, road debris, malfunctioning traffic signs or signals, or other relevant conditions) shall contact the 6-1 Office specifying the location, direction of travel and condition in accordance with this procedure.

2. Definitions:

- a. 6-1 Office – is the official MCDOT Communication Center for dispatching and serves as the Department of Transportation’s base for radio communication. 6-1 Office electronically documents roadway condition reports received and the subsequent actions taken by MCDOT.
- b. Agency of Ownership - Government agency who is the agency responsible and accountable and/or holds property ownership.
- c. Pothole – A type of disruption in the surface of a MCDOT maintained roadway where a portion of the road material has broken away leaving a hole that could potentially damage a vehicle.
- d. Road Damage – Damage to the pavement, pavement edge, shoulder or unimproved road.
- e. Road Debris – Debris, e.g., gravel, rocks, trees, cacti, or other material impeding the movement of vehicles, bicycles and/or pedestrians in the designated public travel-way.
- f. Roadway Condition Report – Submittal of a report to the 6-1 Office by radio or telephone indicting the severity and location of needed repairs, maintenance and/or remedial action

required to be performed to an area, right-of-way, device, structure, property or equipment by MCDOT as the agency of ownership.

- g. Traffic Signal – Any installed signal along MCDOT maintained roadways for the purpose of regulating motorists.
- h. Traffic Sign – Any permanently installed sign along MCDOT maintained roadways for the purpose of regulating, warning and informing motorists

3. Procedure:

- a. 6-1 Office Dispatchers, during normal working hours shall continuously monitor and be available on the two-way radio. When circumstances are such that the dispatcher will not be available on the radio, arrangements will be made in advance for someone to receive and respond to radio communications.
- b. During regular work hours (Monday through Friday, 6:00 a.m. – 4:30 p.m.), all MCDOT employees who observe Maricopa County roadway conditions in need of attention shall use MCDOT radio dispatch or telephone (602 – 506-6063) to contact the 6-1 Office specifying the location, direction of travel and condition.
 - To submit a roadway condition report to the 6-1 Office after normal business hours, please contact 602-506-6063 and follow the instructions.
- c. The 6-1 Office shall verify jurisdictional ownership of incoming roadway condition reports prior to dispatching the report to a MCDOT crew.
- d. The 6-1 Office shall initiate a radio card for all roadway condition reports received. If it is verified that MCDOT is not the agency of ownership for the roadway condition report received, the 6-1 Office will contact the correct agency of ownership, note the correct agency of ownership on the radio card and the date and time the agency of ownership was contacted, close the card, and retain the record for future reference.
- e. The 6-1 Office shall process and dispatch the roadway condition report to the appropriate MCDOT Supervisor or crew for a field assessment and remedial action.
- f. The 6-1 Office shall relay all pertinent information to the responding appropriate MCDOT crew regarding the roadway condition report to assist in facilitating a timely and efficient response.
- g. The 6-1 Office shall notify the Traffic Management Center when there are closures and/or lane restrictions on arterial roads.
- h. The 6-1 Office shall review the various open work reports on a regular basis and request status updates from the responsible supervisor(s) for work that remains unresolved.

- i. The 6-1 Office shall include notes on the radio cards explaining items that may not be self-explanatory when the record is under review. The 6-1 Office will note on the radio card any special instructions given and/or special or unusual conditions communicated to 6-1 Office.
- j. The 6-1 Office shall relay all pertinent information to the responding crew regarding the roadway condition report to assist in facilitating a timely and efficient response.
- k. The 6-1 Office shall dispatch the roadway condition report to the responsible supervisor, with the exception of the Traffic Operations crews, as they can be contacted directly by the dispatcher. The supervisor will assign the roadway condition report to a crew. The crew shall contact 6-1 Office when they begin the corrective action for the roadway condition report and when the corrective action has been completed. 6-1 Office will document the starting and ending dates and times for the corrective action on the radio card and close the radio card upon completion.
- l. Upon performing the needed repairs, maintenance or replacement function, the MCDOT crew shall again contact the 6-1 Office and advise the 6-1 Office of the job completion date and time.

4. Cross References (Policies, Procedures, Design Manual, etc.):

MCDOT Policy T1206, MCDOT Roadway Condition Reports