

Maintenance Memorandum

Date: February 16, 1999

Subject: **Highway Maintenance Patrol Letter of Understanding**

This letter is a reminder of the need for discussions with your contract agencies which will culminate in Letters of Understanding on the subject of winter maintenance patrol of state trunklines.

Attached is a copy of the sample letter of understanding that has been recently modified with input from the Regions. This sample may be used as a guide in the preparation of the Letters of Understanding. Please remember that it is important that your letter include at least the following:

1. Beginning and ending dates of winter night patrol.
2. Routes to be patrolled and shifts involved.
3. Equipment to be used for patrol.
4. Activities which might be performed in lieu of night patrol of state trunklines.

Calvin Roberts
Engineer of Maintenance
(Signature on file)

Attachment

“Suggested Letter of Understanding”; 3 pgs.

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SUGGESTED LETTER OF UNDERSTANDING

(County Name) County Road Commission

Dear *(Name)*:

The following will serve as a “Letter of Understanding” covering the conditions under which the activity of highway maintenance patrol will be performed during the (fiscal year) contract year.

1. The highway maintenance patrol will be operative from (Month Day, Year), to (Month Day, Year), on a regular basis. Prior to, or after, these dates, highway patrol will be allowed when adverse weather conditions are forecast.

OR

1. The highway maintenance patrol will be operative from (Month Day, Year), to (Month Day, Year), on a regular basis. During this period, the state trunkline maintenance foreman may forego night patrol if weather conditions permit. Prior to, or after, these dates, highway patrol will be allowed when adverse weather conditions are forecast.
2. Patrol hours shall be from (time) p.m. to (time) a.m. Monday through Friday; and (time) p.m. to (time) a.m. on Saturday and Sunday.

OR

2. Patrol hours shall be as designated in attached Winter Trunkline Patrol chart.
3. (Number) patrol person(s) is/are authorized from (time) p.m. to (time) a.m. and (number) patrol person(s) is/are authorized for winter patrol on weekends from (time) p.m. to (time) p.m.

OR

3. The number of patrol persons authorized for winter patrol and work hours shall be as designated in the attached Winter Trunkline Patrol chart.

4. The current County/MDOT contract states:
“The BOARD may designate not more than one supervisor at any one time with authority to call in employees from various garages as needed to perform winter maintenance. The designated supervisor shall be the first contacted when the night patrol person requests assistance.”

5. Only green and yellow designated trunklines will be patrolled. Adverse weather conditions will be apparent on patrolled routes in time to dispatch equipment to red-designated trunklines.

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6. Under generally clear weather conditions, equipment used for patrolling will be a pickup-type vehicle with county radio communications (cell phones are acceptable where specifically authorized). Under threatening weather conditions when occasional slippery spots on the trunklines are probable, a winter maintenance truck, equipped with a blade and hopper box will be allowed for patrol use.
7. In the interest of conserving energy the trunklines should not be patrolled needlessly. When not on actual patrol and weather conditions are such that snow and/or freezing rain could develop, the patrol person at the main county garage will be available to respond to trouble calls related to state trunklines from police agencies or the general public, monitor phones, radios, etc. Time for this work can be charged as part of the 8-hour shift to the Michigan Department of Transportation. Any duties not directly related to the maintenance or monitoring of state trunklines shall not be charged to the trunkline account.
8. The county road commission will keep a daily log of the patrol person's activities and events which occurred during the patrol periods. Routes patrolled, weather conditions, accident reports, trouble calls and how they were responded to, and any notice of hazardous road conditions or road defect should be recorded. Logs shall be retained for a *(number of years)*-year period.
9. The time sheet of the individual performing highway patrol will identify the employee as such and indicate the number of hours actually patrolled each date. Patrol activities shall be charged to Activity 14400. Any actual winter maintenance operations shall be charged to Activity 14100. Any patrolling done on county roads shall not be charged against any Michigan Department of Transportation accounts.

Please indicate your approval of this letter in the space provided and return to my office. After the *(As designated by Region Engineer)* has given his approval, a copy of this letter will be sent to you. This approved letter will serve as your operational guide for conducting state trunkline patrol and a basis for any future audit which may be conducted of your road commission in relation to the State Highway Maintenance Contract.

Sincerely,

(As designated by Region Engineer)

APPROVED:

APPROVED:

County Maintenance Supt.

(As designated by Region Engineer)

