

**State of Montana**

**Montana Department of Transportation**

**Maintenance Operations and Procedures**

**Manual**



## **Preface**

This manual provides the employees with general information relevant to the maintenance activities and responsibilities of the Montana Department of Transportation. It is intended to provide guidance and reasonably uniform procedures to affect an efficient and standardized application of maintenance on Department maintained highway system. Since conditions vary dramatically, it may be appropriate to modify procedures in the field.

Maintenance managers are encouraged to make the manual available to all employees so they may familiarize themselves with all aspects of the maintenance organization. A thorough understanding of policies and procedures will greatly assist the Department in meeting its objectives and enable employees seeking advancement to enhance these opportunities.

Many State and MDT manuals govern the operation of the Department. In some cases these documents are described. In others, only a reference is made to the information and where it may be located.

This manual is not intended to establish a legal standard of care or conduct. It is a guide subject to modification and revision as conditions warrant.

07/31/2002

## **Acknowledgements**

This manual was prepared by the Maintenance Division, Montana Department of Transportation. The Nevada Maintenance Manual was used as a model. The content came from a variety of resources. The Technical Committee wrote and reviewed the document.

The following divisions and Bureaus gave technical advice: Legal, Environmental, Equipment, Human Resources, Civil Rights, Organizational Development, Safety and Training. Refinement was done through field reviews. Thank you goes out to everyone for the assistance and review of the materials to help ensure accuracy of content.

Special thanks are due to technical committee members who spent many long sessions reviewing the material:

Doug Lutke	Lewistown Area Maintenance Bureau Chief
Doug Moeller	Bozeman Area Maintenance Bureau Chief
Dave Kelly	Great Falls Area Maintenance Bureau Chief
Dan Williams	Helena Maintenance Review
Jim Hyatt	Helena Management Analyst
Mike Bousliman	Helena Maintenance Management
Jan Counter	Technical Writer

07/31/2002

## **Procedures for Manual Revisions**

This manual was developed to reflect current policies, procedures and practices. It is intended that the manual be periodically revised. Two procedures are included:

### **Temporary Revisions**

As new policies, procedures and directives are developed; it is sometimes necessary to provide this information to the field personnel prior to a scheduled revision. To expedite distribution of revisions, the Maintenance office will issue a "Temporary Revision" as need arise. The "Temporary Revisions" should be inserted in the manual prior to the page it modifies.

### **Scheduled Revisions**

In October of each year, the Maintenance Manual Technical Committee will review the manual to determine if revisions are required. Each Maintenance District and Headquarters will be represented on the committee. The committee will be comprised of the following:

- Two Maintenance Bureau Chiefs
- One Superintendent
- One Field Maintenance Supervisor
- One Maintenance Technician
- Two Headquarters Staff

After revisions have been approved, the maintenance office will initiate the changes and distribute them to all holders of the manual. Revision will be transmitted electronically. Each page of revision will contain a revision date. It will be the manual holders' responsibility to print and insert the new material into the manual.