**ROAD, SIGN, & WALKWAY**

 **INSPECTION PROGRAM**

**Prepared for:**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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# PURPOSE

All employees of the **INSERT AGENCY’S NAME** are empowered to make inspections of roadways, signs, streetlights, traffic lights, sidewalks, and boardwalk (if applicable) conditions while performing their normal duties. All employees have been provided with a booklet of forms to be used to report any safety problems they observe. All employees have been requested to complete these forms and report safety issues promptly.

Building Inspectors, Construction Office, Police, and Fire Personnel are also advised they must continually search for safety hazards while working and notify the central logging person.

The **INSERT DEPARTMENT** will be designated to inspect all street signs twice a year Inspections must be a logged with date of inspection, findings and actions taken.

# INSPECTION REPORTS

The Inspection Report serves as a written report of the observed condition and documents the completion of corrective actions. This report can be used by any department within the agency or by individual employees. Once the report is completed it should be referred to **INSERT DEPARTMENT** for corrective action or referral.

|  |
| --- |
| **Examples of Conditions to be Noted** |
| Streetlights not working | Designated lines are faded |
| Traffic signal not operational | Sinkholes/potholes |
| Signage is fading | Ruts and valleys |
| Signage is missing | Protruding pipe caps |
| Uneven road surfaces | Loose manhole covers |
| Blocked storm drains | Debris |
| Poor illumination | Visual obstructions |
| Improper signage | Other safety issues |
| Potholes or cracks in surface present a trip/fall hazard | Raised nails/broken loose boards on the boardwalk |

# TRACKING LOGS

A log of observations and corrective actions should be maintained to track progress and provide supporting documentation that you are in the process of or have addressed the conditions reported.

# CONDITIONAL REFERRAL REPORTS

The Conditional Referral Report is used to serve as a written notification for other agencies that may have jurisdiction over conditions noted in the Inspection Report. For example, if there is a blocked or missing sign in your agency at an intersection controlled by the County, this report form would be used to notify the County of the condition.

Not only does this serve to communicate with other agencies involved, but it also provides documentation that would help defend a claim.

Employees who work in other municipalities will be instructed as to how to properly notify other municipalities of deficiencies in their areas of responsibility. (See Appendix A)

All **INSERT DEPARTMENT** employees will receive additional training per the Signs Inspection & Maintenance section as detailed in this program.

# SIGNS INSPECTION & MAINTENANCE

Over a period of time, signs and traffic control devices become weathered, vandalized, damaged, or disappear. Because of the importance of maintaining these traffic control signs and devices in good visual and operational condition, an ongoing maintenance program is necessary.

In order to assure that the program is effective, it is necessary to determine if the signs and devices are:

* Properly mounted and secured
* Visible to the intended viewer and unobstructed
* Legible or identifiable condition
* In operational condition

The following sign inspection and maintenance procedures are suggested:

* All signs should be inspected a minimum of twice per year
* A written record of each sign location should be maintained and the condition of the sign recorded as noted.
* All signs should be properly mounted according to height and location requirements as specified by the New Jersey Department of Transportation regulations.
* Any sign that is bent, defaced, damaged, or missing should be replaced immediately.
* Any physical obstruction to a sign should be immpediately remove.
* All support members should be in good structural condition.

# BOARDWALK INSPECTION & MAINTENANCE (*omit if not applicable*)

**INSERT DEPARTMENT**  employees travel the boardwalk daily to examine the structures, replace boards as needed, and re-nail boards that are in need of same. This crew keeps written notes of any locations where damage is corrected. They also respond to emergent conditions when notified during work hours. During non-work hours, a safety orange and white cone or drum is placed over the area in question.

Boardwalk maintenance employees document dates, times, and exact actions taken.

# TRACKING LOG

The **INSERT DEPARTMENT** is assigning an employee to record each complaint received, the date, time, who they notified, and the time and date of its correction and actions takento satisfy the complaint.

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# CITIZEN NOTIFICATION

The following personnel of the **INSERT AGENCY’S NAME** are designated to notify citizens of identified safety issues:

* **INSERT THE RESPONSIBLE PERSON’S INFORMATION**

The designated person will correspond withMedia outlets. The designated person will advertise the the following Public Service Announcement each year:

Members of the community may notify **Insert Agency’s Name** of any dangerous or unsafe conditions by contacting the **INSERT DEPARTMENT** at **INSERT PHONE #. DESCRIBE HOW THE PHONE WILL BE ANSWERED AND VOICE MESSAGES WILL BE CHECKED.**

If no one is present to answer the phone, leave a message. In case of an emergency condition, please contact the Police Department at **INSERT PHONE #.**

# REFERRAL NOTICE FORM FOR OTHER AGENCIES

Employees that work in neighboring agencies are expected to report safety concerns whether inside or outside our jurisdiction. When safety concerns are identified in other jurisdictions, the Referral Notice Form (Appendix A) will be forwarded to a representative of the affected agency.

# TRAINING

Relevant employees will be trained on all the components of the Road, Sign, & Walkway Program. Training will include: inspection criteria, documentation/completing of the form, and actions to take. Training will be provided annually for employees in relevant departments.

# PROGRAM EVALUATION

The Road, Sign, & Walkway Program will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information by **INSERT THE RESPONSIBLE PERSON’S INFORMATION**.

# APPENDIX A - REFERRAL NOTICE FORM FOR OTHER AGENCIES

Date:

To:

From:

Re: Notice of Condition

A condition has been identified in the following **INSERT LOCATION AND HAZARDOUS CONDITION** and should receive immediate attention.

We are bringing this to your attention as a notice to correct this condition in order to minimize liability exposure to your agency.

Respectfully Submitted,

Note: Observations that fall outside the jurisdiction of your agency should be referred to the responsible agency. Please forward a copy of this report to the responsible agency and maintain a copy for your records.