SIGN MAINTENANCE POLICY AND PROCEDURE KIOWA COUNTY, KANSAS May, 2014

POLICY

In order to provide traffic control in a safe and cost effective manner, balancing the needs of safety for highway users, County personnel, budget, social and government concerns it is in the County's best interest to have a sign maintenance policy.

PURPOSE

The purpose of this document is to establish a Sign Maintenance Plan that will provide Kiowa County, KS with consistent policies and procedures by which to maintain traffic signs in compliance with federal standards set forth in the most recent edition of the Manual on Uniform Traffic Control Devices (MUTCD) adopted by the state of Kansas. The County does recognize and officially adopt policies established in the MUTCD code. The County also recognizes that the MUTCD rules are adopted, by reference, into the Code of Federal Regulations. This document is written to describe maintenance protocols, general practices, types of maintenance plans, and specific practices used to achieve desired standards. While this plan is intended to incorporate all necessary criteria, ongoing review and edits will provide scrutiny needed to make sure all updates and corrections occur annually.

I. PROCEDURE

- a. The County acknowledges the need to incorporate sign maintenance into short and long term maintenance schedules. Repair and maintenance decisions will be made by the Public Works Supervisor or designated lead worker. Scheduling and procedures to be followed will be based upon consideration of the following factors: significance of the traffic device to driver safety, condition and effectiveness of the device, compliance with established standards, and whether the sign condition presents an immediate hazard. Appropriate records will be maintained as designated in this plan.
- b. In performing sign maintenance, the Public Works Supervisor or assigned lead worker assesses the condition of traffic control devices and relies on judgment and experience to determine the appropriate corrective action of deficient signs. All personnel will observe workzone safety procedures established in the MUTCD manual and adopted by the County. Factors that may delay sign maintenance include the following: other repair needs, utility locate needs, fabrication of necessary material, weather conditions, limited visibility and other staff and field condition issues.

- c. After receiving notice of the need to repair or replace a damaged sign, the road maintenance staff responds accordingly. The Public Works Supervisor or designated lead worker determines appropriate action with the following priorities:
 - i. Stop and Yield Signs: As soon as practical.
 - 1. Within 24 hours.
 - 2. A temporary sign will be placed if necessary.
 - ii. Other Regulatory Signs: Within two weeks.
 - iii. Warning, Informational and Guidance Signs: Within four weeks.
 - iv. Signs deemed to be in need of upgrading will be subject to the same scheduling process as other annual maintenance items.
 - 1. A list will be maintained.
 - 2. Upgrades will occur systematically over the coming calendar year as the schedule and conditions allow.
- d. Plan for replacing existing signs that do not meet minimum retroreflectivity requirements.
 - i. Signs that do not meet minimum retroreflectivity requirements will be replaced as schedule, budget and conditions allow.

II. GENERAL PRACTICES

Section two explains the general practices that will be employed to maintain signs in a safe and compliant condition. These practices are established based on criteria that enhance general roadway safety, proper application of MUTCD rules and guidelines, and the practical capabilities of Kiowa County personnel to perform these duties within their resources.

a. Sign Maintenance Records

- i. Inventory/Assessment- An initial inventory will be performed to include an assessment that states the current condition of existing signs and the actions needed to upgrade, change, or eliminate the current signs.
- ii. The COUNTY maintains a sign inventory database of all signs maintained by the COUNTY, which, at a minimum, includes the following information:
 - 1. Location
 - 2. Type of Sign (Code)
 - 3. Size
 - 4. Sheeting Type and Manufacturer
 - 5. Date of Installation
 - 6. Length of Sign Post

b. Method of Evaluation

- i. THE COUNTY evaluates signs on the basis of Expected Life. All signs are labeled with the date of installation. The information listed in II.a.ii above is separately recorded and kept on file at the Kiowa County Road and Bridge Office. This allows the service life to be estimated, which signals when signs may need replacement and also allows the life expectancy estimates to be reevaluated based on accumulated replacement histories. Life expectancy will be based on the sheeting manufacturer's recommendation until enough local sign replacement data has been gathered to reevaluate the life expectancy estimates.
- ii. The County also evaluates signs through the use of <u>Control Signs</u>. Signs will be mounted in the maintenance yard to evaluate the retroreflectivity performance and general condition of traffic signs. Control signs are installed in the same time period as the signs in the zone/area of the county that they will represent. Two years prior to the expected final year of life expectancy, retroreflectivity readings will be taken on each control sign annually and prior to budget preparation. If the reading fails to meet minimum reflectivity requirements, all signs on the roadways that are represented by that control sign will be replaced.

This plan was adopted via Resolution 2014-15 and signed by the Kiowa County Commissioners on this date of 90, 2014 and is on file at the following locations:

County Clerk's Office County Road and Bridge Shop

Date

5-30-14

Date