

A safety and liability checklist for local transportation agencies



If YOU CAN answer “yes” to the following questions, your roads will be safer for users, and your agency will be in a good position to defend itself against tort liability.

Training

Do all employees receive proper training for the work they do and the equipment they use?

Are employees trained to use reasonable care in performing their duties?

Are employees trained to report hazardous conditions and how to act on them?

Signing and marking

Is an up-to-date copy of the *Manual of Uniform Traffic Control Devices* (MUTCD) available for staff reference?

Are employees familiar with the MUTCD, and are traffic signs and markings adequate and properly installed?

Do we have up-to-date inventory of traffic signs, signals, and markings to assist in compliance with MUTCD requirements?

Do we have a policy for periodically inspecting signs, signals, and markings, and a system for reporting and correcting problems?

Are curves and other road hazards posted with proper warning signs and advisory speeds based on the MUTCD recommendations?

Are all bridges properly posted for weight restrictions and clearances?

Are all roadway railroad crossings properly signed and marked?

Do we properly sign and delineate work zones in accordance with Part 6 of the MUTCD?

Roads, culverts, and bridges

Do we have an up-to-date inventory of roads, culverts, and bridges, and a plan to address deficiencies?

Are all roads and streets properly classified and signed? Were proper procedures followed for declaring them “minimum or limited maintenance”?

Do we have information on file about our road and street rights-of-way?

Do we keep good records on highway activities, including road conditions, crashes, and maintenance work?

Have we adopted minimum standards for design, construction, operations, and maintenance? Are programs in place to implement these standards?

Administrative issues

Have we adopted procedures for receiving complaints, responding to them, and recording all actions?

Is our equipment in good repair, and are employees instructed to report faulty equipment immediately?

Do we have a policy for snow and ice control? Is staff familiar with that policy?

Thanks to the Vermont Local Roads News, whose liability checklist served as the basis for this article. •

Day one is classroom instruction that helps operators learn more about how best to operate their equipment. During this instruction, videotape and slide shows are presented. No written work or tests are required. Day two is an optional field day. Instructors divide participants into groups and travel to local sites. At these sites, the motor grader operators can discuss specific problems they encounter while grading.

Scheduling for MoGO training workshops is based on interest. The number of operators interested determines when and where the workshops are held.

If you are interested in signing up for the 2001 MoGO training, contact Sharon Prochnow at CTRE, 515-294-8103, prochnow@iastate.edu. •