
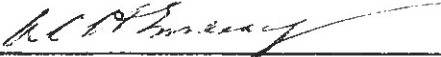


TO:	 <b>ENGINEERING INSTRUCTION</b> NEW YORK STATE DEPARTMENT OF TRANSPORTATION	
		SUBJECT: UNSATISFACTORY MAINTENANCE AND PROTECTION OF TRAFFIC  Subject Code:
Distribution:	<input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 73-60</u>
APPROVED:	 Assistant Commissioner for Transportation Operations	Date: <u>8/20/73</u> Supersedes:

The safety and convenience of the traveling public can in no way be considered minor or inconsequential. The gains that have been made over the years in this field should not be lost. Construction and maintenance projects must be excellently maintained and we must stamp out any exceptions.

Each construction and maintenance supervisor should look over every one of his projects regularly and see to it that the man in charge has the proper serious attitude required to do a good job. If he doesn't, he shouldn't be in charge. Where feasible, night inspections are particularly revealing. He should crack down on the excuse that "the contractor will only be in this spot for a few hours." These hours usually stretch out to days and often weeks. In any event, if someone is injured or killed because the contractor was "only there a few hours" it is small consolation to offer his family. Construction is not only dangerous when potential hazards are unmarked, it is just as dangerous when a motorist becomes confused as to the proper route through the project and, as a result, forgets to pay attention to alert safe driving. Unnecessary delay in getting a driver through a project puts the Department in the worst possible light.

There is no need here to go into the many details that are essential to a well maintained job. They are clearly spelled out in the plans and specifications. The specifications include "teeth" to ensure compliance. Use them!

For your information, I am attaching copies of some previous instructions on this subject. This package, along with the specifications, should be read and re-read on every project.

The public does not usually know what we are doing at a construction site or the day to day dedication and knowledge required to do it right. They do know when they are endangered, delayed, feel unsafe or are confused by inadequate maintenance and sloppy construction. Let's not give them the minimum that we can get by with. Instead, let's give them a job that we can be proud of.

Attachments



STATE OF NEW YORK  
DEPARTMENT OF PUBLIC WORKS

1220 WASHINGTON AVENUE  
STATE CAMPUS

ALBANY, NEW YORK 12226

May 18, 1967

DEPUTY CHIEF ENGINEER GENERAL LETTER 67-46

Good Housekeeping

To All District Engineers

No, I'm not selling magazines - just good housekeeping. We are moving into the start of a new construction season. We want to keep our highway contracts in good shape all season - not only from a quality-work standpoint but for looks and ease of travel through and near the job.

You have sufficient authority in the specs for you to have such a job. It will be well for all construction people to review these specs carefully.

First of all - in grading operations - don't dig-up or mutilate more of the old pavement than can be readily worked on. Item 76 spells it out in the last paragraph of "¶1 Description."

Next, grading - Keep the grade drained and reasonably shaped at all times and particularly at the end of the day. Keep ditches formed, open and to the proper depth below the working area as you progress. Complete cuts and fills as you go along and seed them. Section 8b Excavation ¶ "t" spells this out very clearly.

Then, keep a good travelled way - reasonably smooth, well-signed - both day and night. Item 76 again spells this out loud and clear.

Now a very important item that has been neglected in many places in the past: Item 76 ¶3(b) provides that the contractor shall keep any highway he uses free of spillage and other foreign objects that may drop off his trucks. See to it that this is enforced. This is one of the things that, if not done, gives the Department a real

**THINK HIGHWAY SAFETY THINK HIGHWAY SAFETY THINK HIGHWAY SAFETY**  
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black eye. This goes a step further too. If a contractor permits all kinds of dirt and sediment to run into the street and/or a storm sewer or other drainage system and clogs or partially clogs it - he shall be required to clean-up both the drainage facility and the street and do it so that it is operative when and as needed. This does not mean that he can wait until the end of the job - it may rain and rain hard long before then. And since we're quoting chapter and verse, this is required under both Item 76 as above and/or under "Preservation of Property" under "Specifications and Conditions."

Lastly we want courteous treatment of the tourist, the local traveler and the resident along the road. We shouldn't have to mention this but just in case you should get "teed-off" at someone or something - be courteous - even if it hurts. This goes for the contractors personnel as well as ours.

Now sometimes the roadway is messed up by someone else - in many cases by people to whom the District Engineer has issued a permit for work within the ROW. I have discussed this with Mr. Krick and he joins in stating that a clean-up clause should be part of every permit, to cover the job itself and any hauling to or from the site. Such a clause will be developed and distributed to the Districts in the near future. It is again our responsibility to see that the clean-up is done and the highway is kept free of spillage, etc. at all times.

This letter has been written at the direction of the Superintendent and the Deputy Superintendent with whom this whole subject has been fully discussed. Everyone will be looking at your work areas this summer - make sure you don't have egg on your face.

B. A. Lejeune

BAL:vhm



# Flagmen's Signals Suggest a Quiz

January 2, 1968

DEPUTY CHIEF ENGINEER (HWYS.)  
GENERAL LETTER 68-1

Open Letter to the Department of Highways.  
Anywhere, U.S.A.

Sirs:  
You must be pleased as Punch with yourselves. By the first of June, you and your crews had every major highway, two thirds of the secondary roads and a couple of cattle crossings ripped up for repair. This has to be something of a record, and you didn't tell anyone. You little devils, you.



Erma Bombeck

Everywhere we turned, we ran into your freshly graveled inclines, your soft shoulders, your blinking red lights and great chunks of machinery that blocked traffic while the men went out for their salt-tablet breaks.

\* \* \*

DESPITE YOUR ALL-OUT CONCENTRATED efforts to paralyze traffic, my husband and I were to average 50 miles a day. How's that for sheer guts! Actually, we couldn't have done it without the help of a group of men in your department whom I think you refer to as "flagmen." (My husband refers to them as something else, but he has an acid stomach and is often irritable.)

\* \* \*

AS YOU ARE OBVIOUSLY A MAN WITH A great sense of humor, I have devised a little quiz for you to see how you and your flagman would make out on a road under construction. Answer each question with a simple TRUE or FALSE.

The palm of the hand extended straight out in front in a stop position means "stop."— (False. It means: "Hold it, friend. You're up to your hubcaps in fresh dirt and on the way back to call AAA, would you mind dropping off the DETOUR sign?")

A yellow road sign waved hysterically over the head in a twirling motion means to proceed slowly and with caution.— (False. It means STOP; and if you can't read a twirling sign a mile and-a quarter away, you need glasses.)

\* \* \*

A FLAGMAN LOUNGING ON A BULLDOZER with his back to your car means come ahead, the road is clear.— (False. It means the flagman's back teeth are floating in tobacco juice and, as soon as he spits, he'll get back to you.)

A flagman who waves you to proceed at the same time he beckons the approaching car to proceed is oftentimes bored with his work, sometimes sadistic.— (True.)

Score 25 for each question. Under 25, you're an average driver. Under 50, you scored lucky. Over 75, you cheated. A perfect score, you're another flagman.

## FLAGGING

ERMA NOTICED!  
ERMA GOT PEEVED!!!  
SO DOES EVERYONE ELSE!!!!

If you read the column at the left, you will see that while Erma might be slightly biased, she hit the nail right on the thumb.

You have all the data, instructions and methods you need to make sure that there is excellent flagging on every job. This season do something about making it a reality on every job.

Flagmen shall be:

1. Clean and neat
2. Courteous and pleasant
3. Properly instructed
4. Required to operate as instructed
5. Knowledgeable and able to speak English
6. Properly dressed - no bare bellies unless the flagman's measurements are 36-24-36
7. Easily identified by a motorist. Use safety vests or other distinctive methods

(over)

In your training sessions this winter, impress on project personnel the necessity to carry out the intent and the spirit of this letter.

It is requested that every Department of Transportation employee report every instance of improper flagging that he encounters to the District Engineer or to this office. In this way maybe we can promote a little tolerance and acceptance of the necessary inconvenience and discomfort by the travelling public.

Please see that this letter is distributed not only to your construction people but to all those who may travel over highways under construction.

  
B.A. LEFEVE  
Deputy Chief Engineer

BAL:vhm

M E M O R A N D U M

January 3, 1957.

To- ALL DISTRICT ENGINEERS  
From- B. A. Lefevre, Deputy Chief Engineer  
Subj- Maintenance of Traffic on Construction Projects

We have had several complaints about the condition of some of our construction projects this winter. Most of them indicate that little or no maintenance is being done and that near impassible conditions occur frequently. Some of these complaints are justified and some are not.

Will you therefore have each construction job in your district carefully checked and make sure that reasonable service is being provided for the traveling public and for the residents along the highways.

While we do not expect the contractor to plow the snow from these highways we do expect that:

1. He will maintain the traveled way in a reasonably smooth condition.
2. He will provide adequate and safe facilities for residents along the job to get into and out of their driveways.
3. He will keep the traveled way in such condition that snow plows may safely operate over the road without fear of damage to the equipment.

Please be reminded that it is the contractor's responsibility to do this work and that it is yours to see that it is done as often and as much as is needed to maintain safe and reasonable travel conditions over each job. I suggest that you advise each Resident Engineer to keep you informed on each of the jobs in his County.

B. A. Lefevre

cc J. W. Johnson, Superintendent  
T. F. FitzGerald, Chief Engineer



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1220 WASHINGTON AVENUE  
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ALBANY, NEW YORK 12226

DEPUTY CHIEF ENGINEER (Hwy) Gen. Letter 65-63  
TO ALL DISTRICT ENGINEERS

July 8, 1965.

Dear Sir:

FLAGGING

Trips throughout the state by various individuals reveal a very bad situation with regard to flagmen. There appears to have been no effort made to instruct flagmen on HOW to flag. This man has more contact with the traveling public than any one else on the job. Therefore he should know how to do his job. We owe it to the traveler to have flagging done in the same manner throughout the state. I went over several jobs last week and you couldn't tell whether the flagman signalled you to go or stop; whether he was waving at an acquaintance or whether he was just scratching his belly. Some of them had on about as many clothes as a belly-dancer too...but they were no-where near as attractive.

I have asked Dick Judson to send you enough copies of instructions on flagging to have some on every job. Every contractor should be required to fully instruct flagmen in accordance with these instructions and your Engineer-in-charge should see to it that any flagging that is done is done properly. If the flagman can't or won't flag properly, you are to advise the contractor to remove him from this work and put on someone who can and will. Both the contractor and the state are trying to improve the image with the public. This is one area where it can be easily done.

I am asking Dick Judson to have the District Safety men look at this flagging and maintenance of traffic as they travel the district. I am also asking that any other D.P.W. employee who travels our highways look for these things and report them to you or to me. We'd much rather hear this from our people than from the public.

We are more than serious about this. So let's get with it on every job. I would also suggest that you see to it that your contractors are not able to point at some of our own maintenance of traffic and flagging on special projects and maintenance as a horrible example.

Very truly yours,

  
B. A. LEFEVE

Deputy Chief Engineer.

BAL/mg

cc Messrs. Sweet, Judson, Krick