



Highway Maintenance Manual
Chapter 02 Administration
Section 01 Introduction
Subject 01 Manual Definition

Bureau of Highway Maintenance
February 2022

1.0 Purpose

The Highway Maintenance Manual (HMM) includes policies, technical information, administrative direction, and operational information for the effective and efficient administration of the state's highway maintenance program. The HMM provides guidance related to the duties and responsibilities of the state and counties and provides the authorization and methods of completion for maintenance activities.

Policies, technical information, administrative direction, and operation information provide the foundation for consistent application across the state. The department understands in some cases, strict adherence to all policies may not always be financially feasible. The use of standard procedures and adherence to the HMM policies and guidelines ensures maintenance goals and program responsibilities of the Department of Transportation are being met.

2.0 Scope

The HMM is a comprehensive resource for budgeting and the allocation of maintenance funds. The HMM provides the following policies and documents:

1. Identification of official documents for maintenance managers to perform their assignments accurately and uniformly across the state.
2. Highway maintenance procedures to maintain state highways as constructed.
3. Current policies, guidelines, directives, and definitions issued to maintain state highways in Wisconsin.
4. A training guide for the development of personnel.
5. Engineering practices that promote sensitivity to the natural environment and focus on highway safety.

The HMM does not offer a complete technical and administrative discussion of every type of highway maintenance activity. The HMM generally focuses policies on those activities that occur with higher frequency to be informative as well as provide guidance.

3.0 Use

The HMM is a guide for all personnel involved in the maintenance of state highways. It applies to all types of maintenance: routine maintenance; corrective or emergency maintenance; discretionary maintenance; performance-based maintenance (PbM); and preventative maintenance.

The index provides the specific subjects included in the HMM and should be used as a reference for current policy and practice. It is expected that over time, policies will evolve as necessary to accommodate changes in technology, products and equipment, and further research.

If policies are found that do not include a better alternative, then an exception should be requested in writing to the Bureau for consideration and further discussion/decision.

Updates to the HMM are issued periodically. Suggestions for additions, changes, modifications, and deletions are welcome, including references to existing errors, discrepancies, and contradictions. See HMM 02-01-20 for chapter originators and update process.

4.0 Initial Issuance

The date of the of the current policy in the HMM represents the preferred approach from that point in time going forward. All past versions of HMM policy is considered nullified.

The HMM is not intended to prevent maintenance managers from being creative or limit engineers from exercising their professional engineering judgment. Written policy and guidelines promote statewide conformity providing uniform maintenance of Wisconsin's state highways.