



**Division of State Patrol
Policy and Procedure**

Number
8-3

Subject	
REPORTING NEED FOR MAINTENANCE REPAIR AT SAFETY AND WEIGHT FACILITIES	
Author/Originator	Approved by Superintendent
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Records Management Statement	
Supersedes P&P 8-3 dated <u>March 16, 2016</u>	
Posted on WisDOT Internal Website (SharePoint) at https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx	

I. POLICY

It is the policy of the Division of State Patrol (DSP) to maintain safety and weight enforcement facilities (SWEFs), portable wheel weighers, and portable weigh-in-motion equipment in an efficient operating condition.

II. BACKGROUND

The safety and weight enforcement facilities operated by the DSP are Wisconsin Department of Transportation (WisDOT) owned facilities. The maintenance of these facilities is a joint function of the Division of Transportation System Development (DTSD) and the DSP. As occupants and operators of the facilities, it is our responsibility to be aware of the condition of the facility to reduce excessive wear and hold down operating costs. Budgeting decisions for future years can also be enhanced by proper maintenance.

III. PROCEDURE

A. Employee

1. Upon arrival at the SWEF, complete a visual sweep of the building and grounds for any obvious defects or conditions needing maintenance or repair not previously reported.
2. Check SWEF equipment, printer, and associated equipment for proper working condition and any needed maintenance or repairs not previously reported. All equipment is to be checked for proper working condition prior to taking any enforcement action.
3. Notify the applicable Inspector Sergeant immediately of the need for repair or maintenance. In the absence of the Inspector Sergeant, notify the applicable Motor Carrier Lieutenant and Regional Lieutenant.

B. Inspector Sergeant

1. SWEF Service Procedure

- a. Routine SWEF maintenance, or repair, shall be coordinated through the Facility Service Provider. Notification shall be made to the Division of Transportation System Development (DTSD) SWEF Facilities Engineer, Motor Carrier Lieutenant, and Regional Lieutenant.
- b. Scale (Static, Weigh in Motion (WIM), Virtual Weigh in Motion (VWIM)) maintenance, or repair, shall be coordinated through the Scale Service Provider. Notification shall be made to the DTSD SWEF Facilities Engineer, Motor Carrier Lieutenant, and Regional Lieutenant.
- c. When other than routine maintenance, or repair, is requested the Inspector Sergeant is to complete the Request for Service form. The form is to be forwarded electronically to the DTSD SWEF Facilities Engineer, Motor Carrier Lieutenant, and Regional Lieutenant.
- d. When requested, the Inspector Sergeant shall verify work has been completed on the invoice.

- 2. Maintain a file of repairs and work completed at each facility and enter the relevant data in the SWEF Maintenance Log located on SharePoint.

C. Division Central Headquarters

- 1. Receive requests for repair/maintenance.
- 2. Work with the DTSD SWEF Facilities Engineer to coordinate necessary work.
- 3. Receive a copy of repairs and work completed at each facility.

IV. ATTACHMENTS

DSP Maintenance and Repair Report – [PDF Fillable Form Link](#)

DSP MAINTENANCE AND REPAIR REPORT
SAFETY AND WEIGHT ENFORCEMENT FACILITIES WEIGHT ENFORCEMENT EQUIPMENT

TYPE OF REPORT		
INITIAL REPORT <input type="checkbox"/>	STATUS REPORT <input type="checkbox"/>	COMPLETION REPORT <input type="checkbox"/>

PURPOSE

To speed the resolution of problems and to record maintenance and repair needs at SWEF's for portable wheel weighers and portable WIM systems.

- INSTRUCTIONS**
1. Complete this form when the problem occurs.
 2. If the form is completed by an inspector, it should be submitted to his/her immediate supervisor for approval.
 3. After the report is approved, one copy is to be sent to the Lieutenant of the Motor Carrier Section at Division Headquarters and one copy is to be retained at the Region Headquarters.
 4. If the repairs are necessary as a result of accidental or deliberate damage, a third copy of the report should be sent to:

DOT Risk Management
 5. Status section of the report must be completed monthly and forwarded to the Lieutenant of the Motor Carriers Section at Division Headquarters until the project is completed.

REPORT

Control Code (Choose one and complete data)

1. SWEF # Name:
2. Portable Wheel Weigher Serial # Region
3. Portable WIM Serial # Region
4. Date of this report

TYPE OF WORK NEEDED

Select one: Maintenance Unplanned Occurrence

DATE AND TIME OF OCCURRENCE

Date: Time: am pm Unknown

LIGHTNING

Was there a lightning or thunderstorm prior to the incident?

Yes No Unknown

TYPE OF DAMAGE

Deliberate Accidental Other

Was a Police/Sheriff report written? Yes No

If yes, by what agency?

Agency's assigned case number:

Briefly describe incident or problem:

COST AND REPAIR

Estimated cost of work: \$ Unknown

Estimate provided by:

Estimated completion date:

Repairs will be performed by:

REPORTED BY

Matter was first reported to: Name

Region

Date

Division Headquarters

Name of person reporting:

Region

WSP #

STATUS OR COMPLETION REPORT

STATUS **COMPLETION**

NOTE: This is to be completed monthly or when the problem is resolved. Please briefly explain what has taken place to resolve the problem. Was the problem the same as originally reported?

Out of service dates: From To

Actual cost of work: \$

Who did the work?

Name of person reporting:

Region

WSP #