

# Safety Weight Enforcement Facility Maintenance Program Manual

## A. General

State of Wisconsin, Department of Transportation, Division of State Patrol and Division of Transportation System Development, Bureau of Highway Maintenance administer the Safety Weight Enforcement Facility Maintenance (SWEFM) Program. Disability Service Provider Network has been contracted to provide the ongoing program management services. This manual has been created to meet this need and to serve as a resource.

## B. Disclaimer

This manual's contents were compiled by Kapur & Associates, Inc. (Kapur). The contents of the SWEFM Program Manual reflect the policies, guidelines, and practices to be used by contractors providing maintenance services at roadside sites included in the SWEFM Program. It is impractical, if not impossible, to compile a manual of this type that addresses or anticipates all possible situations. The information contained within this manual is offered for use in delivering services. It is not meant to be the basis for creating absolute requirements or minimum standards, except where actual excerpts of state or federal law or administrative rules with the force of law apply. Kapur recognizes that the service provider must be able to exercise discretionary judgment in the use or application of this manual. The existence, distribution, application, and use of this manual do not constitute an acknowledgment or guarantee of outcome, expressed or implied, by the maintenance service providers.

## C. Distribution

The Program Manual is available on the Roadside Facilities website. Each person who requires access to the manual due to the nature of their work should have a login to access it.

## D. Manual Clarification

Individuals seeking clarification of the information in this manual should contact Kapur.

## E. Manual Updates and Revisions

Additional documents will be added to the program manual periodically to ensure the manual remains current and valid.

Updates and instructions for their timely use will be emailed as they become available on the Roadside Facilities website. An email will be sent out when updates are done. Regular updates will be performed at least once a year to keep the manual current.

Advances in technology, changes in state statutes or administrative rules, redefined service needs or priorities, or a general lack of precision or clarity in existing documents are acceptable reasons for revising the Program Manual. Contact Kapur to recommend a revision. Kapur will investigate recommendations for revision and present recommendations to WisDOT BHM.