

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
IV	4	1	3	10/22/2015

SUBJECT: OPERATION AND MAINTENANCE OF EMERGENCY CROSSOVER BRIDGE STRUCTURES

1. **PURPOSE:** To establish a policy for the proper operation and maintenance requirements for all Department of Transportation and Development (DOTD) emergency crossover bridge structures and associated movable barrier gates.
2. **POLICY:** The following procedures will be followed in the operation and maintenance of emergency crossover bridge structures.

A. Access to emergency crossovers and training requirements:

- 1) Only DOTD personnel designated by the District ADA of Operations will receive keys/cards to operate and maintain the crossover barrier gates through the barrier gate card reader system. The State Police troop for that area will also receive a specific number of barrier gate access keys/cards for only their use in operating the barrier gates as determined by the District ADA of Operations. Replacement keys/cards needed for these personnel will only be issued by the District ADA of Operations.
- 2) Access keys/cards will not be issued to any DOTD or State Police personnel until they have received proper training from the appropriate DOTD District Maintenance personnel on the proper operation of the emergency crossovers and the barrier gates. Thus, hereafter, an "operator" is defined as a DOTD Maintenance employee or State Police employee trained in the proper operation of the crossovers and barrier gates.
- 3) The District ADA of Operations shall monitor the access and proper use of the crossover and barrier gates.
- 4) The emergency crossovers are to be used only in response to an emergency by emergency vehicles. The crossovers shall not be used for redirecting traffic or storing vehicles.

B. Procedures for the operation of emergency crossover bridge structures shall be followed as outlined in the DOTD Operations Manual.

In the event that others (any non-DOTD Maintenance personnel or non-State Police personnel) request a one-time usage of the crossovers, the interested party shall contact the appropriate DOTD District ADA of Operations in writing or call the District Headquarters office. After receiving a request, the ADA of Operations shall review and advise the interested party as to what action will be taken on the request (i.e., request accepted or denied).

In the event that the request is approved by the District ADA of Operations, the operation procedures for using the crossovers shall be followed. The actual opening and closing of the crossover barrier gate shall be accomplished by the District Bridge Electrician with the approval of the District ADA of *Operations*. The use of the crossovers for these requests shall be limited to daylight hours only.

C. Maintenance procedures:

- 1) Barrier gates shall be run through two complete cycles of operation quarterly to check proper operation and to lubricate bearings and gears.
- 2) At these quarterly test runs the inspection and preventive maintenance shall be performed as outlined in the DOTD Maintenance Procedures Manual.
- 3) Required repairs should be made as soon as possible so that the barrier gates may remain operational.

3. **OTHER ISSUANCES AFFECTED:** All directives, memoranda, or instructions issued in conflict with this directive are hereby rescinded.
4. **EFFECTIVE DATE:** This directive » UI be effective immediately upon receipt.

JANICE P. WILLIAMS, P.E.
CHIEF ENGINEER