



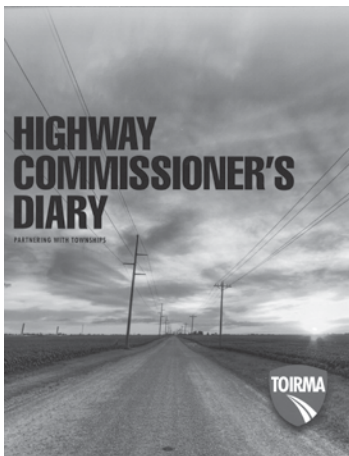
# TOIRMA Update

By Jim Donelan

TOIRMA Executive Director

## Document! Document! Document! – Highway Commissioners Diary

**A**N ESSENTIAL risk management tool available to first-time and veteran highway commissioners alike is TOIRMA's *Highway Commissioner's Diary*. Local officials unfortunately are operating in a more and more litigious environment today. Whether it's an accident on local roads, or an issue with a traffic control device or a sign, local governments are being sued. Having a regular ongoing inspection program which is documented is essential.



Properly documenting road conditions, sign maintenance, and weather conditions when performing road work may be the key to winning a lawsuit or minimizing your risk.

The *Diary* includes inspection worksheets, equipment inventory forms, road hazard report forms, sign worksheets, maintenance field sheets,

Illinois One-Call System (JULIE) locate request forms, other TOIRMA and important contact numbers, and a three-year reference calendar.

The *Diary* is available at no charge to TOIRMA Members and may be obtained by contacting our office at (888) 562-7861, by email at [pjacob@toirma.org](mailto:pjacob@toirma.org), or by completing an electronic order form on TOIRMA's new "Members Only" section of our website, [toirma.org](http://toirma.org).



### Members Only Section of toirma.org

TOIRMA recently launched a new "Members Only" section of the TOIRMA website. The section provides Members access to Video Training, categorized Risk Reminders on numerous safety topics available to download, Safety Items for order, and other Helpful Resources.

Accessing the "Members Only" section is easy by following the steps below.

- Go to the TOIRMA website, [toirma.org](http://toirma.org).
- Once on our site, click on the "Members Only" button located in the top right corner of your screen.
- You will then be prompted to register by inputting your email address.
- If your email address is already in our system, you will receive an email with the instructions to set up a password, and you're all set.

If your email is not in our system, you will be prompted to fill out a short form that will be emailed to TOIRMA. A member of our staff will contact you for verification, and you will then be provided access.

We appreciate your attention to these matters. We hope that by utilizing these and other TOIRMA resources, you will have a successful new term of office.

As always, if you have any additional questions, please feel free to contact me toll-free at (888) 562-7861, or by email at [jdonelan@toirma.org](mailto:jdonelan@toirma.org).

**Think Safe ... Drive Safe ... Work Safe.**



Visit TOIRMA's website,  
**toirma.org**