

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE PROCEDURES
VOLUME I, CHAPTER 3

SUBJECT: GENERAL
CHAPTER TITLE: PURPOSE, AUTHORITY AND RESPONSIBILITY FOR THE
DOT ADMINISTRATIVE PROCEDURES MANUALS

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INTRODUCTION

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The Administrative Procedures provide general and specific guidance for the performance of many administrative and operational functions. Included in the procedures are explanations of the various management systems to aid in the understanding of their purpose and significance to the Department of Transportation.

The highest level of Department of Transportation management authorizes the administrative procedures and compliance is mandatory unless superseded by official statements of policy change issued by DOT level management. It is important to remember that adherence to the procedures permits a standardization of information, its processing and employee responsibilities. This standardization organizes the work effort for efficiency and provides management with a base of consistent and accurate information that is critical for making good decisions.

PROCEDURES POLICIES

1. The Information Services Division is responsible for management systems design and implementation. These systems may be computer or manual systems. Systems Services is also responsible for writing and issuing the associated DOT Administrative Procedures.
2. The responsibility for the development and implementation of management systems and procedures by Information Services Division is closely shared with the "lead organization."

For example, Finance Division is responsible for administering the Accounting System and functions as the "lead organization" for the development of DOT Volume II, Accounting.

3. Information Services Division issues each procedure revision with a cover letter summarizing the revision and this letter is filed in chronological order in Chapter 2 of the effected volume.
4. Information Services annually lists all updates by volume and revision number for each organization's review and request for replacement copies.
5. It is the responsibility of all DOT organizations, offices and work places to maintain an adequate number of sets of DOT Administrative Procedures to ensure employee compliance.
 - a. Each set will be kept current and placed in a location readily accessible to **all** employees.
 - b. Each organization will designate an employee to receive and to distribute all copies of revisions to procedures to subordinate organizations/offices.
 - c. The designee is also responsible for notifying Systems Services of any changes in procedures distribution.
6. Any DOT organization may solicit revisions to existing procedures or the creation of new procedures by submitting a "Request For Services," Form BI-15 to Information Services Division.

ORGANIZATION OF DOT PROCEDURES

The DOT Administrative Procedures consist of the following series of volumes (books).

VOLUME I. GENERAL

Included within this volume are general procedures or instructions that cannot be specifically categorized.

VOLUME II. ACCOUNTING

This volume consists of various listings related to the DOT accounting system. Included are: the accounting structure, account numbers, authorizations, activity codes, object codes, organization numbers, etc.

VOLUME III. PAYROLL/PERSONNEL

This volume addresses the payroll system (hourly and salary) and the personnel system. The daily labor reporting requirements, identification and correction of errors, payroll distribution, etc., are addressed. Also, addressed are personnel matters such as, new hires, attendance and leave, rating employee performance, disciplinary action, merit increases, workers' compensation, etc.

VOLUME IV. EQUIPMENT

This volume addresses the operation of the Equipment Management System for DOT owned transportation and heavy equipment. The information includes the daily collection and entry of data to the Equipment Reporting System, preventive maintenance, operator's responsibilities, mechanics' responsibilities, etc.

VOLUME V. INVENTORY

This volume contains procedures and instructions for recording usages, transfers, disposal of surplus items, accounting for lost and stolen items and other inventory operations.

VOLUME VI. PURCHASING

This volume addresses all types of purchasing and the requirements of the Purchase System. The purchase processes, dollar limits, prior approvals, bidding requirements, invoice processing, etc., are addressed in this volume.

VOLUME VII. DOT FORMS MANUAL

This manual addresses the forms referenced in the DOT Administrative Procedures. Arrangement of the Forms is in alphabetic/numeric order. The application and special instructions follow the exhibit of the form.

COMPLIANCE/ENFORCEMENT

1. All DOT personnel will do their assigned functions according to applicable Administrative Procedures.
2. Management personnel will ensure that subordinates are trained and knowledgeable of the procedures and are completing assigned tasks according to all requirements.
3. "Lead organizations," through their information review/approval and document processing function, will advise employees of correct procedures and document processing.
4. Transportation Auditing will periodically review each organization's compliance with procedures and will cite violations.

EXCEPTIONS AND CORRECTIONS

1. If the strict application of a procedure is considered incorrect for the given circumstances, lower level management must consult with upper level management for guidance.
 - a. Also, consultation with the "lead organization" concerning the procedure/process is strongly advised.
2. For significant deviations from the procedures, organization managers must solicit approval from appropriate DOT level management.