



WEST VIRGINIA DEPARTMENT OF HIGHWAYS

1900 Washington Street, East
Charleston, West Virginia
25305

JOHN D. ROCKEFELLER IV.
GOVERNOR

CHARLES L. MILLER
COMMISSIONER

May 2, 1984

MEMORANDUM

To: All District Engineers

From: Charles L. Miller
Commissioner

Subject: Holiday Rest Stops

Due to an increasing number of requests for use of our Rest Area and Information Center Facilities by community service organizations and in consideration of the public safety, it has been decided that permission to use our facilities for "Coffee Break Rest Stops" shall be granted.

It is felt that the safety of the traveling public can be enhanced during peak travel times by properly operated rest stop activities. Therefore, you are directed to grant permission for the use of our facilities by volunteer organizations as per the following guidelines:

- A) Permission may be granted for use only during weekends with extraordinarily high traffic volumes or the holiday periods herein specified:

New Year's Day
Easter
Memorial Day
Independence Day

Labor Day
Thanksgiving
Christmas

- B) Permission for use of our facilities shall be granted at the discretion of the District Engineer or his authorized representative in consideration of the following:

1. Permission shall be granted on a "first-come, first-served" basis but assignments shall be rotated such that all requesting organizations who qualify may have an opportunity to serve.

2. Requests for permission to use the facilities must be in writing and shall clearly define the identity and purpose of the organization.
3. Permission shall be granted by the District Engineer, in writing, to each organization based upon the following criteria:
 - a) Group must be a non-profit, service organization showing a record of concern for automotive, highway, or driver safety.
 - b) The activity must be conducted for the express purpose of improving the safety of highway travel and not primarily as an advertisement for any organization or activity.
 - c) Specific dates and hours of operation shall be firmly established.
 - d) The activities must meet all Federal and State laws.
 - e) District personnel will monitor the operation of rest stops to assure compliance with this directive.
 - f) The Department will provide mainline signing to inform the traveling public of the availability of the service.
- C) Permission shall be granted to the requesting organization contingent upon their agreement to abide by the following conditions and any other reasonable requests deemed appropriate by the Department of Highways:
 1. Signs shall clearly state that all products and services are free.
 2. There shall be no alcoholic beverages stored or dispensed by the organization while on State property.
 3. No members of the organization may be present during the activity if they are under the influence of alcohol or any illegal substance.
 4. The organization shall provide plastic bags for the disposal of trash. The filled bags shall be placed in areas designated by personnel of the Department of Highways and will be picked up and disposed of by DOH personnel.

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5. The organization shall remove all signs, debris, etc., and clean the area at the conclusion of the activity.
6. A sign shall be displayed at the dispensing area clearly identifying the organization so that these persons will not be mistakenly construed as State personnel in the performance of Departmental duties. This might blunt any misdirected comment, complaint or criticism.
7. The organization shall not in any way impede access to the vending machines, rest rooms, telephones, etc.
8. During the conduct of the activity the area must be provided with adequate trash receptacles.
9. The activity must be carried out solely within the confines of the rest area property and located at least one hundred (100) feet from the entrance to the rest area structure. The activity shall be located beyond the rest area structure with respect to the direction of traffic. At no time shall activities be conducted within the rest area building nor on any surface used for the movement of vehicular or pedestrian traffic.
10. Permission to operate the rest stops may be rescinded without prior notice by the Department of Highways.

The District Engineer shall express to the participating organization the Department's desire to cooperate fully in order that the rest stops may be operated in a safe and efficient manner.

CLM:Bgs

cc: EX, CA, CB, CE, CH, CL, CP, HS, HF, SM, AR