

UDOT POLICIES AND PROCEDURES INDEX
(Index based on new structure and numbering)

* indicates that a policy has an associated procedure.

| POLICY NUMBER | POLICY TITLE | EFFECTIVE DATE | REVISION DATE |
|------------------------|---|-----------------------|----------------------|
| EXECUTIVE (01) | | | |
| 01-01* | Development of Department Policies & Procedures | 06/23/2004 | 12/07/2015 |
| 01-02* | Development of Department Administrative Rules – General Guidelines | 06/23/2004 | 09/26/2013 |
| 01-03* | Deleted. Refer to 02-26. | 12/18/2012 | N/A |
| 01-04* | Fraud Policy | 09/06/2005 | 09/26/2013 |
| 01-05* | Writing, Signing and Handling Correspondence | 02/16/1990 | 09/26/2013 |
| 01-06 | Signatures | 06/16/2015 | New |
| 01-07* | Unmanned Aircraft Systems (UAS) | 03/22/2017 | New |
| COMPROLLER (02) | | | |
| 02-01 | Accounting System | 07/01/1995 | 06/18/2014 |
| 02-11 | Land Purchases for Maintenance Stations | 01/01/2008 | 06/18/2014 |
| 02-12 | Building Board Authority | 01/01/2008 | 06/18/2014 |
| 02-21 | Closing Projects | 01/01/2008 | 12/27/2017 |
| 02-22 | Reassigned to Policy 03-04 | | |
| 02-24 | Conference Sponsorships | 01/01/2008 | 06/18/2014 |
| 02-25* | Fixed Asset Control | 10/25/1985 | 5/31/1997 |
| 02-26* | Cell Phones | 12/18/2012 | New |
| 02-31 | FTE Pool | 01/01/2008 | 06/18/2014 |
| 02-32 | Personnel Expenses | 07/01/2008 | 06/18/2014 |
| 02-33* | Labor Rate Additive | 01/01/2008 | New |
| 02-34 | Cost Allocation | 01/18/2008 | New |
| 02-40 | Surplus Property Overview | 07/01/1995 | 04/01/1997 |
| 02-41* | Surplus Property - Non-Rate Reimbursed Equipment | 07/01/1995 | 04/01/1997 |
| 02-42* | Surplus Property - Non-Rate Reimbursed Lab Equip. | 07/01/1995 | 04/01/1997 |

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| 02-43* | Surplus Property - Rate Reimbursed Equipment | 07/01/1995 | 04/01/1997 |
| 02-44* | Surplus Property - Data Processing Equipment | 07/01/1995 | 04/01/1997 |
| 02-45* | Surplus Property - Surplus Materials | 07/01/1995 | 5/31/1997 |
| 02-46* | Surplus Property - Scrap Metal | 07/01/1995 | 12/3/1997 |
| 02-47* | Surplus Property - Advertising | 07/01/1995 | 04/01/1997 |
| 02-50* | Subsistence and Travel Allowance | 07/01/1997 | 07/01/1997 |
| 02-51 | Travel – Personal Vehicle Use | 07/01/2000 | 06/27/2016 |
| 02-52 | Travel – Travel Advances | 07/01/2004 | 06/18/2014 |
| 02-54 | Project Cost Post Closure | 03/06/2008 | New |
| 02-55* | Conference/Training Session | 07/01/1997 | 07/01/1997 |
| 02-56 | Surplus Right of Way Proceeds | 03/06/2008 | New |
| 02-60* | Cash Receipts | 01/10/2012 | 06/18/2014 |
| 02-61* | Accounts Receivable – Write-offs | 03/06/2008 | New |
| 02-62* | Accounts Receivable – Damage Claims | 07/01/2008 | 02/09/2015 |
| 02-65* | Payment Cards | 02/09/2015 | New |
| 02-93* | Corridor Preservation Preferred Practices | 07/01/2006 | 11/19/2008 |
| 02-94* | Local Transportation Corridor Preservation Fund | 01/01/2007 | 02/09/2015 |
| Procurement/Warehouse (02A) | | | |
| 02A-01* | Procurement | 08/12/1996 | 03/27/2014 |
| 02A-02 | Inventory Control | 07/01/1995 | 03/27/2014 |
| 02A-03* | Warehouse | 12/24/1997 | 03/27/2014 |
| 02A-04 | P-Card Usage | 03/14/2011 | 12/05/2017 |
| INTERNAL AUDIT (03) | | | |
| 03-01 | Responsibilities of Internal Audit Division | 08/02/2010 | 09/03/2013 |
| 03-02 | Auditing Guidance | 08/02/2010 | 09/03/2013 |
| 03-03 | Responsibilities of the Department's Audit Advisory Team | 08/02/2010 | 04/10/2014 |
| 03-04 | Department Performance Auditors | 03/06/2008 | 07/08/2014 |
| 03-05 | Enterprise Wide Risk Management Policy | 08/04/2017 | New |

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| COMMUNITY RELATIONS (04) | | | |
| 04-01 | Community Relations | 07/18/1975 | 09/26/2013 |
| 04-02 | Working With The Media | 03/08/2001 | 09/26/2013 |
| HUMAN RESOURCE MANAGEMENT (05) | | | |
| 05-10* | Personnel Record | 08/08/1978 | 12/17/2013 |
| 05-20* | Incentive Awards | 01/07/1983 | 02/17/2016 |
| 05-21* | Service Award Program | 04/23/1983 | 02/14/2017 |
| 05-22 | Compensation Practices for the Department | 07/01/1997 | 02/01/2018 |
| 05-23* | Performance Awards | 12/01/2000 | 12/17/2013 |
| 05-24 | Employee Relocation | 04/15/2002 | 09/26/2013 |
| 05-30* | Code of Ethics and Conflict of Interest | 01/23/1968 | 07/08/2014 |
| 05-31* | Performance Improvement Plan and Disciplinary Action | 06/04/1976 | 12/17/2013 |
| 05-32 | Dress Code for UDOT Employees | 07/01/2002 | 12/17/2013 |
| 05-33* | Background Checks | 04/08/2003 | 06/27/2016 |
| 05-40A | Equal Employment Opportunity | 01/01/1994 | 12/17/2013 |
| 05-40B | Americans With Disabilities | 05/28/1971 | 12/17/2013 |
| 05-40C | Unlawful Harassment in the Workplace | 06/12/1986 | 12/17/2013 |
| 05-40D* | Complaints Because of Discrimination | 04/12/1968 | 12/17/2013 |
| 05-41 | Nepotism | 04/22/1983 | 07/16/2013 |
| 05-42* | Employee Grievances | 11/21/1969 | 12/17/2013 |
| 05-50 | Employee Assistance Program | 04/23/1993 | 12/10/2013 |
| 05-51* | Professional Certification Expenses | 10/05/190 | 06/27/2016 |
| 05-52* | Transportation Technician Career Path | 05/04/2004 | 12/05/2017 |
| 05-53* | Career Rotation Program | 03/25/2004 | 12/17/2013 |
| 05-60* | Substance Abuse, Drug and Alcohol Testing | 05/03/1990 | 12/10/2013 |
| 05-70 | Working Schedule | 07/26/1991 | 12/17/2013 |
| 05-71* | Overtime | 07/01/1977 | 12/10/2013 |
| 05-72 | Leave | 11/14/1980 | 12/17/2013 |

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| 05-73 | Sick Leave Assistance | 11/06/1987 | 12/10/2013 |
| 05-74 | Physical Fitness (Includes new Form as separate file) | 12/06/1991 | 02/09/2015 |
| 05-75* | Workers Compensation Leave | 07/01/1998 | 12/17/2013 |
| 05-76* | Telecommuting | 07/29/2002 | 12/10/2013 |
| 05-77* | Leave Bank | 07/09/2008 | 12/10/2013 |
| 05-78* | SAP Leave Bank Accounting | 07/09/2008 | 12/17/2013 |
| 05-80* | Educational Assistance | 04/12/1968 | 08/13/2015 |
| 05-82* | Rotational Training Program | 05/17/1976 | 07/12/2017 |
| 05-83* | Aeronautics Professional Development Pay Aircraft Mechanics | 02/23/2017 | New |
| 05-84* | Professional Development Pay Certified Automotive Technician Trade Craft - Peer Review National Institute for Automotive Service of Excellence (ASE) | 02/23/2017 | New |
| 05-85* | Professional Development Pay Certified Automotive Technician Trade Craft – Rate Increase National Institute for Automotive Service of Excellence (ASE) | 02/23/2017 | New |
| 05-86* | Project Development Professional Development Pay Materials Technician | 02/23/2017 | 03/06/2018 |
| 05-87* | Motor Carrier Safety Investigator Professional Development Pay Program | 02/23/2017 | New |
| OPERATIONS (06) | | | |
| General | | | |
| 06-01 | Use of State Equipment | 02/11/1994 | 07/30/2014 |
| 06-02* | Vehicle Take Home | 04/07/2008 | 02/15/2018 |
| 06-03 | Sponsorship of Roadside Facilities and Traveler Service Programs | 12/16/2014 | New |
| 06-04 | Use of Seat Belts within State Equipment | 10/05/2016 | New |
| 06-05 | Use of Handheld Wireless Communications Devices by Motor Vehicle Operators | 10/05/2016 | New |
| 06-06* | Traffic Data Gathering | 04/13/2017 | New |
| Maintenance (06A) | | | |
| 06A-02* | Maintenance Programs | 03/10/1967 | 04/10/1997 |

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|-----------------------------------|--|-----------------------|----------------------|
| 06A-03* | Maintenance Performance Standards | 03/10/1967 | 03/22/1999 |
| 06A-04* | Maintenance Performance Evaluation | 02/13/1970 | 05/11/1999 |
| 06A-05* | Operations Management System | 11/15/2008 | 01/12/2012 |
| 06A-15* | Certification of Vehicle Driver/Operator | 09/22/1978 | 04/21/2015 |
| 06A-39 | Collection for Damage to Highways | 5/01/2007 | 06/18/2014 |
| 06A-40 | Sign Vandalism | 05/10/1968 | 04/10/1997 |
| 06A-41* | Work Done by the Department of Transportation for Counties, Cities, or Other Governmental Agencies | 02/03/1969 | 02/06/2014 |
| 06A-42 | Snow Removal | 07/11/1969 | 05/05/2016 |
| 06A-45 | Using Volunteer Groups for Litter Pick-up | 09/29/1978 | 03/22/1999 |
| 06A-46* | Hand Tools for Trades and Crafts | 02/24/1984 | 02/17/2016 |
| 06A-47* | Avalanche Forecaster Equip Reimbursement | 01/25/2017 | New |
| Equipment Management (06B) | | | |
| 06B-01 | Idle Reduction Policy | 07/05/2012 | 09/26/2013 |
| Traffic & Safety (06C) | | | |
| 06C-01 | Traffic Policy Committee | 01/10/2012 | 07/08/2014 |
| 06C-02 | Use of Uniformed Officers in Work Zones | 02/23/2015 | New |
| 06C-03* | Street Name Signs | 03/18/2001 | 03/19/2015 |
| 06C-04* | Freeway Median Turnarounds | 06/16/1989 | 03/24/2015 |
| 06C-05* | Traffic Engineering Orders (TEO) | 01/19/1979 | 01/25/2017 |
| 06C-06* | Highway Lighting | 08/17/1998 | 08/24/2016 |
| 06C-09* | Placement of Angle Parking on State Highways | 10/06/2005 | 03/24/2015 |
| 06C-10 | Policy For Roadside Memorials | 05/26/2005 | 03/24/2015 |
| 06C-12* | Use of Off-Highway Vehicles within State Highway Rights-of-Way | 10/06/2005 | 01/25/2017 |
| 06C-13* | City or Municipal Boundary Signing | 11/06/2006 | 03/24/2015 |
| 06C-14 | Logo Signing on Freeways | 12/02/2005 | 05/29/2012 |
| 06C-15* | Pedestrian Safety Flags | 01/05/2006 | 12/07/2015 |
| 06C-16* | Pedestrian Access Program | 08/17/2010 | 01/25/2017 |

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| 06C-18* | Signal Pre-Emption | 01/05/2006 | New |
| 06C-20* | Safe Sidewalks Program | 07/19/2004 | 05/12/2015 |
| 06C-21* | Sign Management System | 04/06/1990 | 03/24/2015 |
| 06C-23 | Use of Variable Message Signs (VMS) | 12/01/2005 | 09/01/2007 |
| 06C-24* | Engine Brake Restriction Signing | 02/09/2006 | 03/19/2015 |
| 06C-25* | Establishment Of Speed Limits On State Highways | 10/04/1991 | 03/19/2015 |
| 06C-27* | Marked Pedestrian Crosswalks | 03/06/2008 | 10/18/2017 |
| 06C-30* | Recreational and Cultural Interest Signing, Guide Signing For Recreational Information Centers, and Camping Signs On Highways Other Than Freeways | 01/09/1970 | 03/19/2015 |
| 06C-31* | Supplemental, General Service and No Services Signing On Freeways | 01/11/1985 | 01/10/2012 |
| 06C-32* | Off-Interstate Business Loops and Spurs | 04/26/1973 | 10/30/2006 |
| 06C-33* | Distance Signs on the Interstate System | 04/26/1973 | 04/01/2008 |
| 06C-34 | Signing of Rest Areas, Rest Stops, and Tourist Information Centers | 03/17/1999 | 10/05/2016 |
| 06C-35* | Incident Management Team Emergency Vehicle Operations | 04/08/2008 | 03/19/2015 |
| 06C-36* | Rapid Clearance of Disabled Vehicles and Non-Hazardous Spilled Freight Loads | 2007 | 03/24/2015 |
| 06C-37 | Tourist-Oriented Directional Signs | 10/20/2015 | 12/07/2015 |
| 06C-38* | Signing for Scenic Byways | 01/25/2017 | New |
| 06C-41 | Curb And Pavement Marking For Parking Control | 02/11/1994 | 03/19/2015 |
| 06C-51* | Traffic Signals | 03/04/1988 | 10/20/2015 |
| 06C-61* | Work Zone Speed Limits | 08/14/1996 | 03/24/2015 |
| 06C-62* | Work Zone Traffic Control and Maintenance of Traffic | 11/06/1988 | 03/19/2015 |
| 06C-63* | Share the Road Signs | 06/30/2008 | 03/19/2015 |
| 06C-64* | Electronic Technical Specialist Certification Program | 03/10/2008 | 08/24/2016 |
| 06C-96* | Passenger Ropeway Incident Inspection | 06/15/1996 | 03/31/2016 |

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| Aeronautical Operations (06D) | | | |
| 06D-01 | Airport Development | 11/19/1976 | 04/15/2014 |
| 06D-02* | Utah Continuous Airport System Plan (UCASP) | 06/06/1995 | 04/15/2014 |
| Risk Management (06E) | | | |
| 06E-01* | Government Records and Management Access Act, Process for Releasing UDOT Records | 06/09/1992 | 10/31/2013 |
| 06E-02 | Personal Protective Equipment and Safety Clothing | 08/07/1987 | 06/27/2016 |
| 06E-03* | Return to Work | 03/01/1999 | 11/12/2014 |
| 06E-04* | Bloodborne Pathogens | 01/14/2000 | 10/31/2013 |
| 06E-05* | Vehicle Accident/Personal Injury/Incident Review | 08/15/1996 | 10/31/2013 |
| 06E-06* | Roadside Cleaning | 07/31/2003 | 10/31/2013 |
| Procurement/Warehouse (06F) | | Moved to 02A | |
| PROGRAM DEVELOPMENT (07) | | | |
| 07-10 | Selecting and Programming Highway Projects | 05/05/1967 | 12/17/2013 |
| 07-11 | Selecting and Programming Airport Projects | 07/30/2014 | 12/11/2014 |
| 07-13 | Asset Management Committee Structure | 06/23/1995 | 07/08/2014 |
| 07-20* | Highway Linear Referencing | 08/01/1997 | 03/31/2016 |
| 07-25* | Revisions to the Federal-Aid-Eligible Highway System | 08/15/2001 | 06/16/2015 |
| 07-50* | Federal Bridge Program | 10/26/1979 | 06/16/2015 |
| 07-94 | Construction Engineering on Local Government Projects | 08/23/1991 | 05/12/2015 |
| 07-95 | Design Engineering on Local Government Projects | 08/23/1991 | 05/12/2015 |
| 07-117 | Inclusion of Active Transportation | 05/18/2006 | 12/10/2013 |
| Information Systems Services (07A) | | | |
| 07A-01* | Data Processing Technology Acceptable Use | 03/01/1997 | 03/01/1997 |
| 07A-02* | Obtaining Software for Office Use | 07/01/1997 | 08/20/1997 |
| 07A-03 | Requesting Information Technology (IT) Services and Equipment | 10/20/1997 | 10/20/1997 |

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| 07A-04 | Virtual Private Network (VPN) Remote Access | 06/27/2016 | New |
| Research (07B) | | | |
| 07B-01 | Utah Transportation Research Advisory Council | 01/23/1970 | 04/29/1996 |
| 07B-03* | Experimental Features and Evaluation of New Products | 02/01/1974 | 05/12/2005 |
| Central Record/ Central Mail/ Central Library (07B1) | | | |
| 07B1-01* | UDOT Publications | 12/9/1983 | 07/08/2014 |
| 07B1-03* | Maintaining, Handling and Archiving Records | 09/14/2006 | 05/21/2012 |
| 07B1-05 | Mail Processing | 04/12/2011 | 07/08/2014 |
| 07B1-06* | Reassigned to Policy 01-05 | | |
| 07B1-08 | Library Services And Polices | 03/23/1999 | 07/08/2014 |
| PROJECT DEVELOPMENT (08) | | | |
| General | | | |
| 08-01 | Design Process | 01/22/1996 | 07/18/2013 |
| 08-02 | Acceptable Standards For Project Design | 01/12/1999 | 04/15/2014 |
| 08-03* | Completing and Archiving As-Built Construction Plans | 10/01/2002 | 07/18/2013 |
| 08-04* | Project and Program Cost Control | 02/17/2006 | 12/27/2017 |
| 08-05* | Work Zone Safety and Mobility | 03/15/2005 | 03/15/2005 |
| 08-06 | Use of Corporate Logos or Branding Identification | 10/30/2008 | 07/18/2013 |
| 08-07* | Errors and Omissions on Projects | 05/24/2010 | 07/18/2013 |
| 08-08* | Authorizing Training Courses For Department of Transportation Employees | 03/14/1980 | 02/23/2015 |
| Central Preconstruction (08A) | | | |
| 08A-01 | Highway Geometric Standards | 05/05/1967 | 07/18/2013 |
| 08A-02 | Placement of Monument Features and City Logo Panels on State Highways | 11/05/2014 | New |
| 08A-03* | Project Aesthetics and Landscaping Plan Development and Review | 06/11/2009 | 02/06/2014 |
| 08A-06 | Drainage Systems and Offsite Drainage Connections | 02/07/1969 | 12/07/2015 |
| 08A-07* | Mailboxes and Newspaper Boxes | 05/10/1970 | 06/30/2009 |

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| 08A-10 | Construction and Maintenance of Right-Of-Way Fence | 03/28/1969 | 07/18/2013 |
| 08A-11* | Design-Build Projects | 05/01/2005 | 08/06/2013 |
| 08A-12 | Advertising and Awarding Design/Build Contracts | 07/21/2000 | 08/06/2013 |
| 08A-13* | Contract Time and Price + Time (P+T) Bidding | 02/06/2014 | New |
| Consultant Services (08A1) | | | |
| 08A1-01* | Consultant Services | 02/01/1978 | 01/02/2013 |
| Environmental (08A2) | | | |
| 08A2-01* | Noise Abatement | 11/06/1987 | 06/15/2017 |
| 08A2-02 | Public Hearings | 06/26/1970 | 08/06/2013 |
| 08A2-03* | Hazardous Waste Determination | 02/04/1992 | 08/06/2013 |
| 08A2-04 | Environmental Policy for State Projects | 07/06/1999 | 08/06/2013 |
| 08A2-05* | Landscaping Maintenance Responsibility | 01/10/2012 | 08/06/2013 |
| 08A2-06* | Bicycle/Pedestrian Trail Maintenance | 01/10/2012 | 08/06/2013 |
| 08A2-07 | Native American Tribal Consultation | 02/23/2015 | New |
| Value Engineering (08A4) | | | |
| 08A4-01* | Value Engineering | 10/15/1997 | 06/16/2015 |
| Standards (08A5) | | | |
| 08A5-01* | Standards Committee | 06/30/1967 | 04/21/2015 |
| Construction (08B) | | | |
| 08B-01* | Prequalification of Contractors | 07/01/1975 | 01/12/2015 |
| 08B-05* | External Equal Employment Opportunity | 01/09/1970 | 06/11/2013 |
| 08B-06* | Title VI, Non-Discrimination | 01/10/2012 | 06/11/2013 |
| 08B-10* | Change Orders | 01/02/1996 | 08/17/2017 |
| 08B-12* | Advertising and Awarding Construction Contracts | 10/06/1967 | 09/26/2013 |
| 08B-21* | Contractor's/Subcontractor's Labor Payrolls on Federal Aid Projects | 03/07/1968 | 06/11/2013 |
| 08B-25* | Retention of Construction Projects Records Issued by the Office of Construction | 03/07/1965 | 06/11/2013 |

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| 08B-27* | Bid Bond Forfeiture of Surety Bond, Cash, or Other Security Instrument | 08/26/1983 | 06/11/2013 |
| 08B-28* | Review of Construction Practices and Procedures | 01/21/1984 | 06/11/2013 |
| 08B-29* | Accomplishment of and Payment for Utility Relocations Required in Connection with Highway Work (Including Railroad Relocation) | 06/20/1977 | 07/16/2013 |
| 08B-30* | Construction Site Safety Inspection | 04/01/2003 | 06/11/2013 |
| 08B-31* | Project Materials Certification | 01/18/1996 | 06/11/2013 |
| 08B-32* | Approved Products Panel | 10/20/2015 | New |
| 08B-91* | Claims Review Board | 10/30/1995 | 02/17/2016 |
| 08B-110* | Disadvantaged Business Enterprise (DBE) Program | 10/17/1980 | 02/06/2014 |
| Structures (08C) | | | |
| 08C-01 | Structural Engineering | 11/19/1998 | 03/19/2015 |
| 08C-02 | Structural Capacity of Existing Structures | 11/19/1998 | 03/19/2015 |
| Geotechnical (08C1) | | | |
| 08C1-01 | Geotechnical Engineering | 01/18/1974 | 03/19/2015 |
| Right of Way (08D) | | | |
| All Right of Way polices deleted. Requirements covered in Right of Way Operations Manual available from the Right of Way Internet site: http://www.udot.utah.gov/go/rightofway > Additional Information For Right of Way. | | | 09/10/2009 |
| Utilities (08E) | | | |
| 08E-01 | Railroad Participation and Maintenance Responsibilities for Railroad-Highway Project Agreements | 09/26/1969 | 08/06/2013 |
| 08E-02 | Accommodation of Utilities on Highway Right of Way | 04/03/1987 | 04/09/2013 |
| 08E-03* | Plans, Specifications & Estimates, & Railroad Agreements for Railway-Highway Crossing Projects as Authorized by the 1973 Federal-Aid Highway Act (Sections 203 and 230) | 06/04/1976 | 12/07/1995 |

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| 08E-04* | Coordination and Execution of Agreements with Railroad Companies Required on UDOT and Railroad Projects | 01/17/2013 | New |