

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	06/05/2018
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	10/09/2018
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
05-49*	Purchasing Years of Service	02/25/2019	New
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

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05-72	Leave	11/14/1980	12/17/2013
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	06/26/2018
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

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Maintenance (06A)			
06A-02*	Maintenance Programs	03/10/1967	04/10/1997
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

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06C-15*	Pedestrian Safety Flags	01/05/2006	12/07/2015
06C-16*	Pedestrian Access Program	08/17/2010	01/25/2017
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

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06C-96*	Passenger Ropeway Incident Inspection	06/15/1996	03/31/2016
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

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07A-03	Requesting Information Technology (IT) Services and Equipment	10/20/1997	10/20/1997
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

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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
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	08/28/2018
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

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08B-25*	Retention of Construction Projects Records Issued by the Office of Construction	03/07/1965	06/11/2013
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

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