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## OPERATING INSTRUCTIONS

- \*\*\* 1. **Purpose:** To provide policy for the development and administration of Department of Transportation's Operating Instructions (DOT-OIs). The office of primary responsibility (OPR) for this DOT-OI is that of the Communications and Public Policy Division. This DOT-OI supersedes DOT-OI 00-01 dated December 6, 2017.
- \*\*\* 2. DOT-OIs should have department-wide significance or, at a minimum, apply to three or more divisions/districts. DOT-OIs will not be created (and existing DOT-OIs will be rescinded) when the subject matter could be included in an internal operating instruction within a division/district, a letter of agreement between two or more divisions/districts, or an existing manual or publication.
- \*\*\* 3. Since DOT-OIs are a means of conveying department policy on subjects not covered by other directives, **THEY WILL BE KEPT CURRENT**. Each OPR will periodically review their DOT-OIs and submit timely revisions. Even if there are no revisions, each DOT-OI should be updated at least every two years.
4. In paragraph one, each DOT-OI will state its purpose, OPR, and the DOT-OI that it supersedes. The following will be typed on three lines in the upper-right corner of each page: Nebraska Department of Transportation, Operating Instruction \_\_\_\_\_, and the date. DOT-OI 00-01 is an example of the approved and standardized format.
- \*\*\* 5. DOT-OIs can be located within DOT Spot. Go to Home Page, Tools, and then on the dropdown, select NDOT Operating Instructions. **DIVISION HEADS/DISTRICT ENGINEERS WILL ENSURE THAT EMPLOYEES HAVE ACCESSIBILITY TO COMPUTERS, AND ARE FAMILIAR WITH THE PROCEDURES TO ACCESS THE INTERCHANGE WEBSITE.**
- \*\*\* 6. **A request to create, revise, or rescind a DOT-OI will be submitted to the Communications and Public Policy Division for processing.** Offices proposing a new DOT-OI or a revision to an existing DOT-OI will submit the draft to the Records and Communication Support Center exactly the way they want the information presented. The Records and Communication Support Center will not compose the draft. Coordination with other offices who will be affected should be taken care of before the draft is submitted.
7. When a DOT-OI is revised, **SIGNIFICANT** changes will be annotated with a triple asterisk (\*\*\*) preceding the paragraph number.
- \*\*\* 8. The Records and Communication Support Center will type each DOT-OI and retain it permanently in a computer file until said DOT-OI is revised or rescinded.
- \*\*\* 9. The Records and Communication Support Center will retain all rescinded and superseded DOT-OIs for historical purposes. The Records and Communication Support Center will maintain the only official hard copy manuals containing the original approved (signed) DOT-OIs.

\*\*\* = Denotes changes made

- \*\*\* 10. The DOT-OI numbering system is based on general subjects:
- 00 – Operating Instructions
  - 05 – Legislative
  - 10 – Communication
  - 15 – Rules and Regulations, Professional Organizations – Expenses Allowed
  - 20 – Travel, Vehicle Use; Expenses Related to NDOT Sponsored Events
  - 30 – Records Management
  - 45 – Utilities, Project Completion and Acceptance, Agreements, Delegation, Audits, Contractor Payments
  - 50 – Data Processing Hardware and Software, Acceptable Use Policy
  - 55 – Vandalism or Theft, Legal Counsel
  - 60 – Highways, Corridor Protection, ADA, Cost Sharing, Relinquishment, Roadside Landscape, Free Material, 3R Projects, Trails, Work zone Speed Limits
  - 70 – Central Headquarters
  - 80 – Capital Facilities, Purchasing, Supply
  - 90 – Training Request (LTAP)
- \*\*\* 11. Deputies will approve (sign) all DOT-OIs when the OPR is in their jurisdiction. A DOT-OI signed by a former director or deputy is valid until revised or rescinded.

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Vicki Kramer  
Director