



# **DIRECTORY OF PENNDOT OFFICES**

**(INCLUDES LOCATION MAPS)**

**FACILITIES MANAGEMENT**  
A division of Bureau of Office Services PENNDOT

# INDEX OF LOCATIONS

STATEWIDE KEY MAP .....	2
CENTRAL OFFICE LOCATIONS	
Capital Complex .....	3
Parking in Harrisburg .....	4, 5
Riverfront Office Center .....	6
BOCM Materials Testing Lab .....	7
EQUIPMENT DIVISION	
Fleet Management Division (4910) .....	8
Eastern PA Training Facility (EPTF) .....	9
Western PA Training Academy (WPTA) .....	9
ENGINEERING DISTRICTS	
District 1-0 • Venango County .....	10
District 2-0 • Clearfield County .....	14
District 3-0 • Lycoming County .....	19
District 4-0 • Lackawanna County .....	24
District 5-0 • Lehigh County .....	28
District 6-0 • Montgomery County .....	31
District 8-0 • Dauphin County .....	34
District 9-0 • Blair County .....	40
District 10-0 • Indiana County .....	43
District 11-0 • Allegheny County .....	46
District 12-0 • Fayette County .....	49
COUNTY MAINTENANCE	
	DISTRICT #    PAGE
Adams .....	8-1 ..... 35
Allegheny (Aspinwall) .....	11-1 ..... 47
Allegheny (Tunnels) .....	11-3 ..... 48
Armstrong .....	10-1 ..... 44
Beaver .....	11-2 ..... 47
Bedford .....	9-1 ..... 40
Berks (Temple) .....	5-1 ..... 28
Blair .....	9-2 ..... 41
Bradford .....	3-9 ..... 24

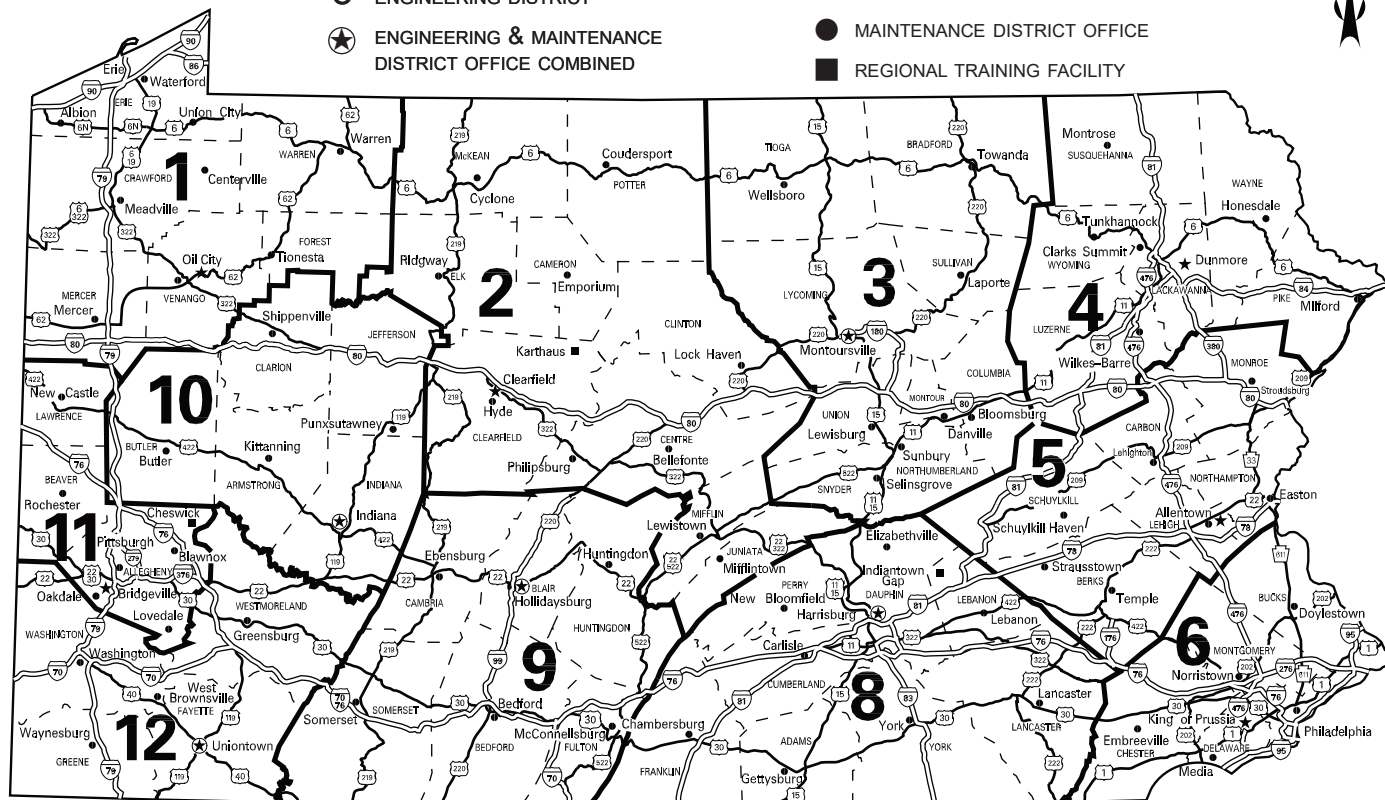
COUNTY	DISTRICT #	PAGE
Bucks .....	6-1 .....	32
Butler .....	10-2 .....	44
Cambria .....	9-3 .....	41
Cameron .....	2-4 .....	16
Carbon .....	5-2 .....	29
Centre (Bellefonte) .....	2-1 .....	14
Centre (Philipsburg) .....	2-1 .....	15
Chester .....	6-2 .....	32
Clarion .....	10-3 .....	45
Clearfield .....	2-2 .....	15
Clinton .....	2-3 .....	16
Columbia .....	3-1 .....	20
Crawford (Meadville) .....	1-1 .....	10
Crawford (Centerville) .....	1-1 .....	11
Cumberland .....	8-2 .....	35
Cumberland (Lemoyne) .....	8-2 .....	36
Dauphin .....	8-5 .....	37
Dauphin (Elizabethville) .....	8-5 .....	38
Delaware .....	6-3 .....	33
Elk .....	2-8 .....	18
Erie .....	1-2 .....	11
Fayette .....	12-1 .....	49
Forest .....	1-3 .....	12
Franklin .....	8-3 .....	36
Fulton .....	9-4 .....	42
Greene (Temporary Location) .....	12-2 .....	50
Huntingdon .....	9-5 .....	42
Indiana .....	10-4 .....	45
Jefferson .....	10-5 .....	46
Juniata .....	2-9 .....	19
Lackawanna .....	4-2 .....	25
Lancaster .....	8-7 .....	38
Lawrence .....	11-4 .....	48
Lebanon .....	8-8 .....	39

COUNTY	DISTRICT #	PAGE
Lehigh .....	5-3 .....	29
Luzerne .....	4-3 .....	25
Lycoming .....	3-2 .....	20
McKean .....	2-5 .....	17
Mercer .....	1-4 .....	12
Mifflin .....	2-7 .....	18
Monroe .....	5-4 .....	30
Montgomery .....	6-4 .....	33
Montour .....	3-3 .....	21
Northampton .....	5-5 .....	30
Northumberland .....	3-4 .....	21
Perry .....	8-9 .....	39
Philadelphia .....	6-5 .....	34
Pike .....	4-4 .....	26
Potter .....	2-6 .....	17
Schuylkill .....	5-6 .....	31
Snyder .....	3-5 .....	22
Somerset .....	9-7 .....	43
Sullivan .....	3-6 .....	22
Susquehanna .....	4-5 .....	26
Tioga .....	3-7 .....	23
Union .....	3-8 .....	23
Venango .....	1-5 .....	13
Warren .....	1-6 .....	13
Washington .....	12-4 .....	50
Washington (Administration Office) .....	12-4 .....	51
Washington (West Brownsville) .....	12-4 .....	51
Wayne .....	4-6 .....	27
Westmoreland .....	12-5 .....	52
Wyoming .....	4-7 .....	27
York .....	8-4 .....	37
BREAKDOWN INSTRUCTIONS .....	53-55	
FUELING GUIDELINES .....	56	

# STATEWIDE KEY MAP

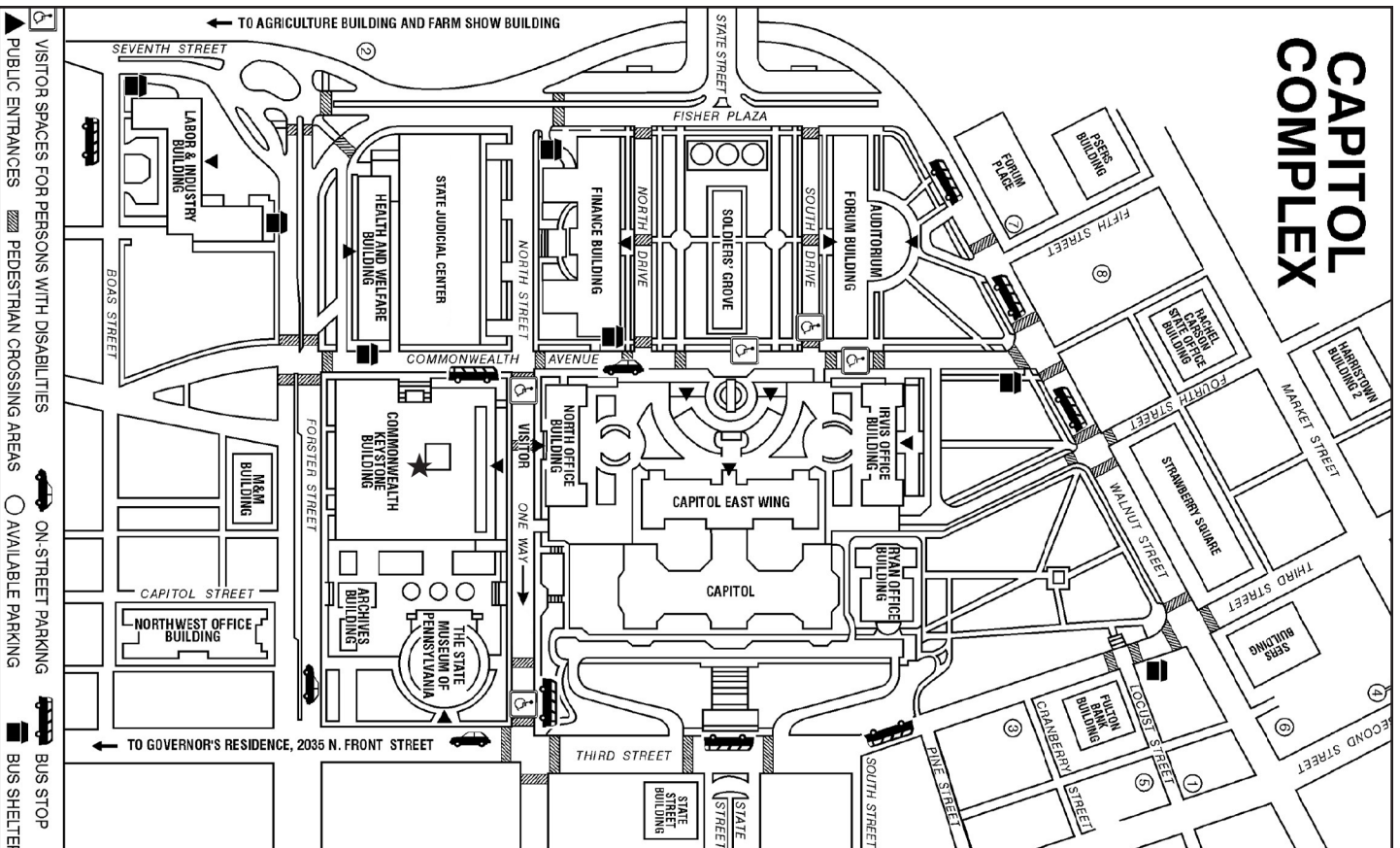
- 8** ENGINEERING DISTRICT
- ★ ENGINEERING & MAINTENANCE DISTRICT OFFICE COMBINED

- ★ ENGINEERING DISTRICT OFFICE
- MAINTENANCE DISTRICT OFFICE
- REGIONAL TRAINING FACILITY





# CAPITOL COMPLEX

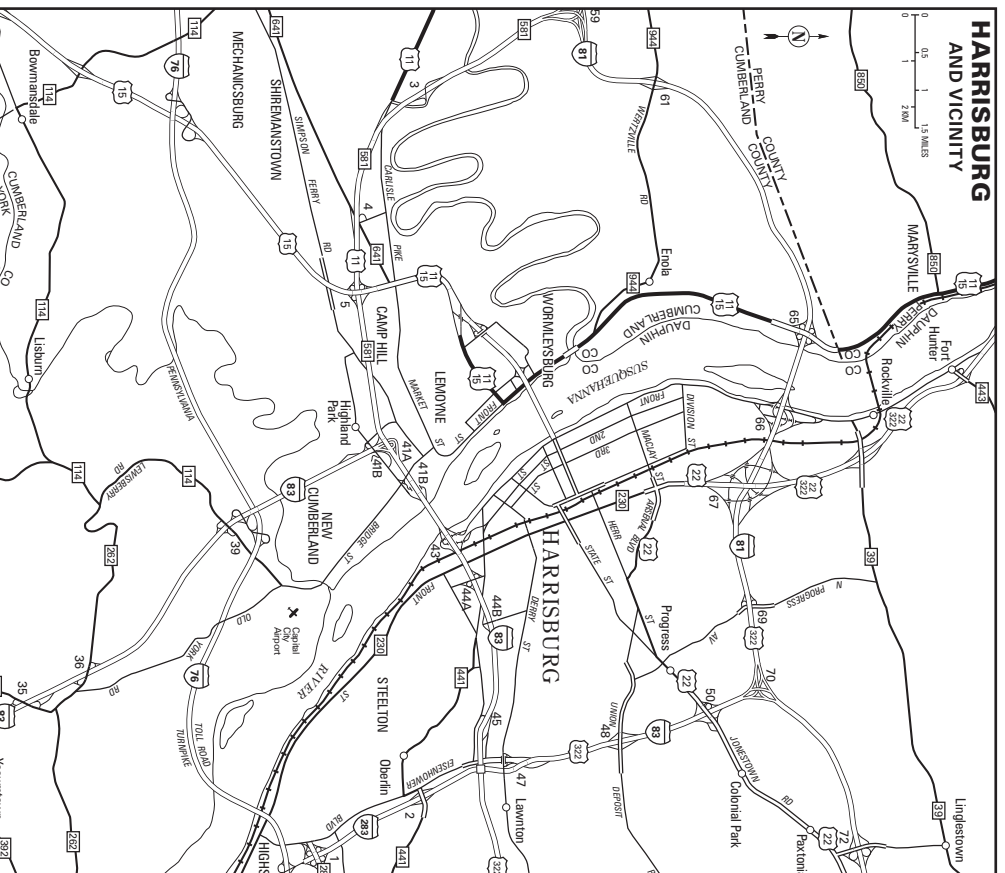


**Commonwealth Keystone Building • 400 North Street - 5th Floor**

Harrisburg, PA 17120 • Phone (800) 228-0676

## AVAILABLE PARKING IN HARRISBURG FREE AND METERED PARKING

There are several visitor spaces on Commonwealth Avenue between North Drive and Walnut Street. All Capitol Complex visitors' spaces have a one-hour limit; designated spaces for individuals with disabilities have a two-hour limit.



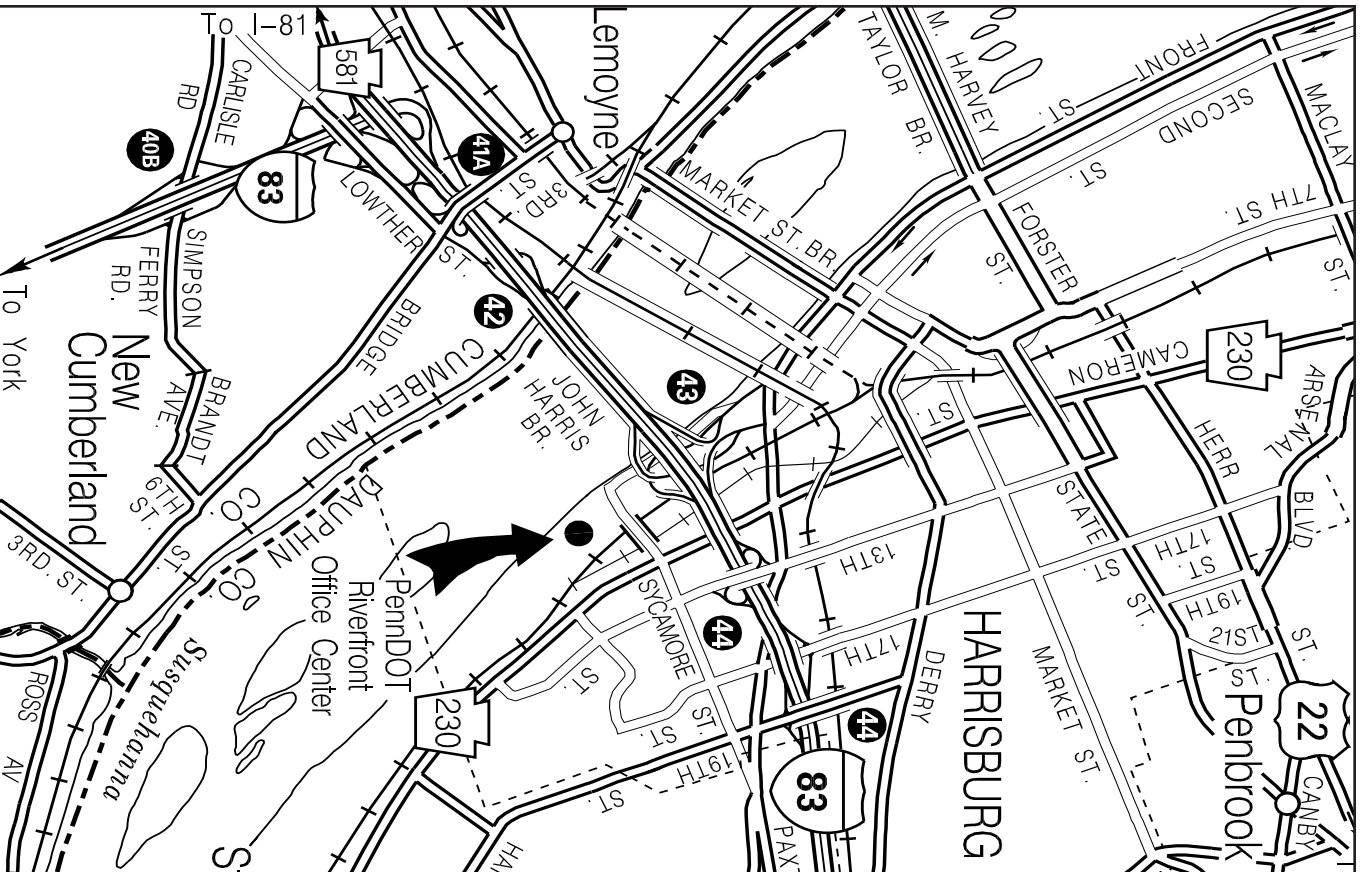
## PARKING LOTS & GARAGES AROUND THE CAPITOL COMPLEX

See map on page 3 for locations.

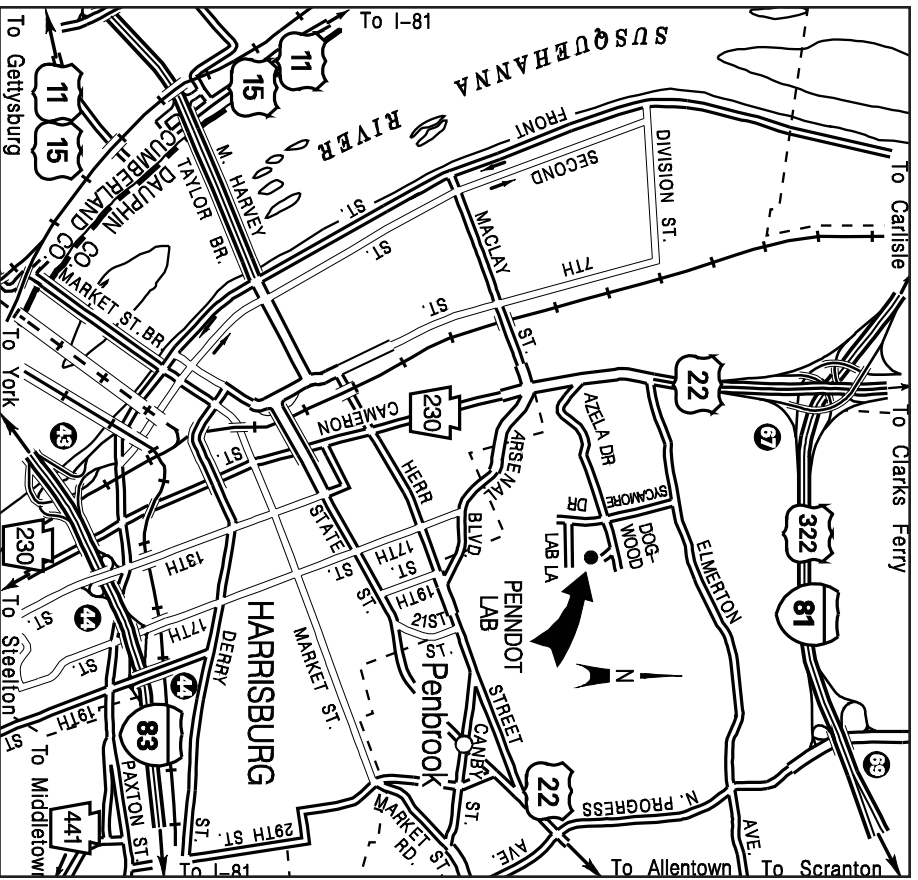
- ① **Locust St. Surface Parking**  
PRK-MOR, Inc.  
2nd & Locust Streets • 236-8283
- ② **Seventh St. Garage**  
Harrisburg Parking Authority  
7th & Forster Streets • 255-3099  
(Directly off the State St. Bridge)
- ③ **Third & Cranberry Streets**  
PRK-MOR, Inc. • 236-8283  
(Across from the Capitol Bldg.)
- ④ **Third & Chestnut Streets**  
PRK-MOR, Inc.  
220 Chestnut Street • 236-8283
- ⑤ **Locust Street Garage**  
Harrisburg Parking Authority  
214 Locust Street • 255-3099
- ⑥ **Walnut Street Garage**  
Harrisburg Parking Authority  
215 Walnut Street • 255-3099
- ⑦ **Forum Place**  
PRK-MOR, Inc.  
5th & Walnut Streets • 236-8283
- ⑧ **Fifth Street Garage**  
Harrisburg Parking Authority  
5th & Market Streets • 236-8283

## ADDITIONAL PARKING Located Beyond the Capitol Complex Map

- Chestnut Street Garage  
4th & Chestnut
- Market Square Garage  
2nd & Chestnut
- River Street Garage  
218 North 2nd St.
- City Island Parking Lot
- Mulberry Street Parking Lot  
3rd & Mulberry Streets
- 4th & Market Streets Parking Lot  
439 Market St.
- Valet Parking Lot  
17-27 North 2nd Street
- PRK-MOR, Inc. • 236-8283**  
10th & Mulberry Sts.  
(behind old Post Office)
- Penn National Insurance Garage  
2nd & Walnut Streets (monthly only)
- 305 North Front Street
- ALLFIRST Bank Garage  
210 Chestnut St.
- Pennsylvania Place Garage  
301 Chestnut St.
- 3rd & Mulberry Streets
- Surface Lot • 7th & Reily Streets  
(Across from Bertolino Bldg.)



**RIVER FRONT OFFICE CENTER**  
1101 South Front Street • Harrisburg, PA 17104  
Phone (800) 932-4600



## BOCM - MATERIALS TESTING LABORATORY

### Mailing Address:

PA Dept. of Transportation  
Bureau of Construction Materials  
Materials Testing Laboratory  
DGS Annex Complex  
81 Lab Lane  
Harrisburg, PA 17110-2543

### Deliveries:

PA Dept. of Transportation  
Bureau of Construction Materials  
Materials Testing Laboratory  
DGS Annex Complex  
82 Dogwood Avenue  
Harrisburg, PA 17110

Phone #: (717) 787-1037

# LEGEND FOR ALL MAPS



Controlled Access Highways



Divided Highways



Other Roads



Interstate Traffic Routes



U.S. Traffic Routes



PA Traffic Routes



City Boundary

2086

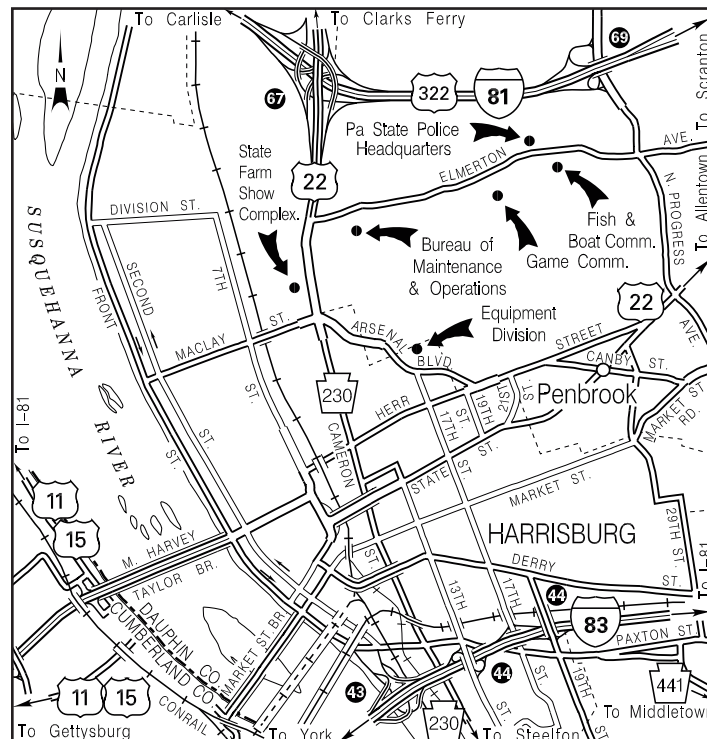
State Route Number



Building Location

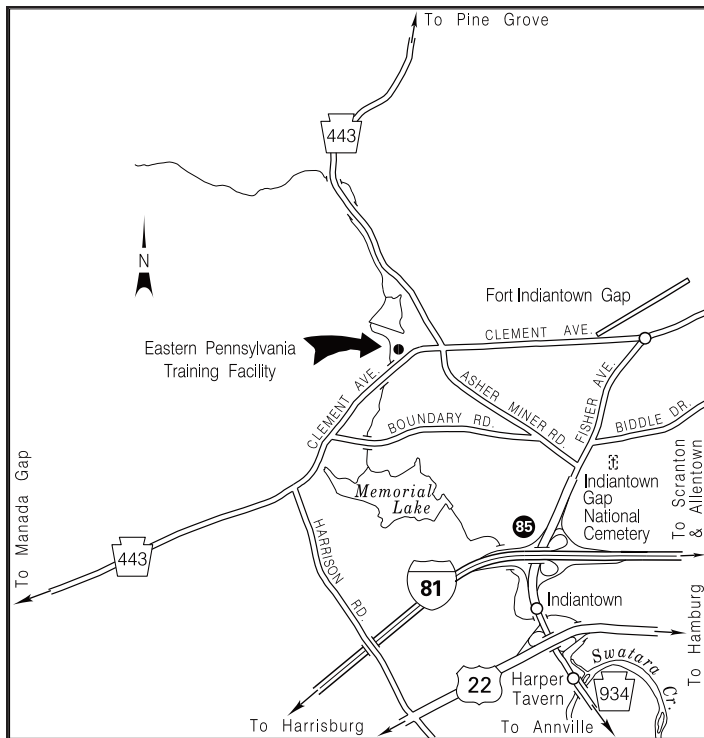
43

Exit Number



## FLEET MANAGEMENT DIVISION (4910)

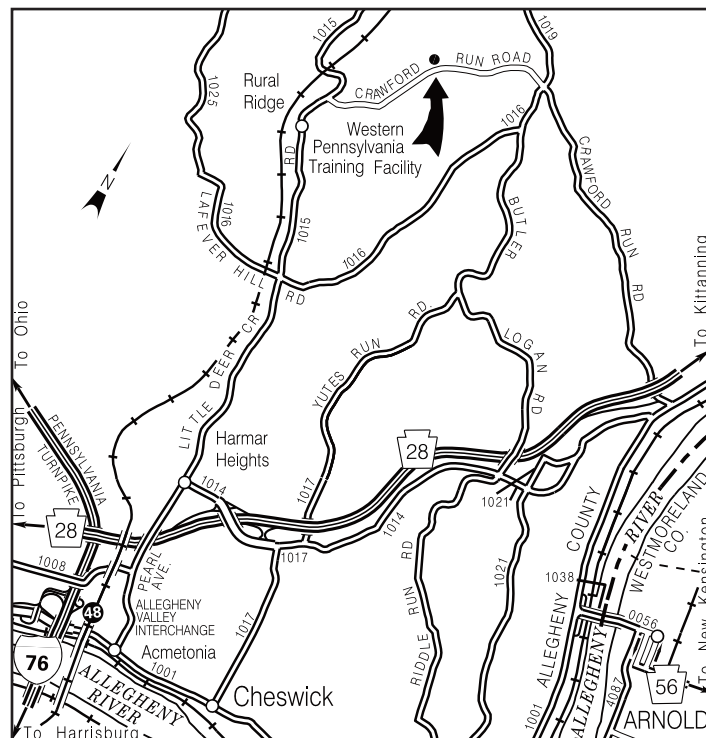
17th Street and Arsenal Blvd. • Harrisburg, PA 17120  
Phone (717) 787-2110



**FLEET MANAGEMENT DIVISION**  
**Eastern PA Training Facility (EPTF)**

Bureau of Maintenance and Operations

5 Mountain Road • Grantville, PA 17028 • Indiantown Gap  
 Phone (717) 865-5553

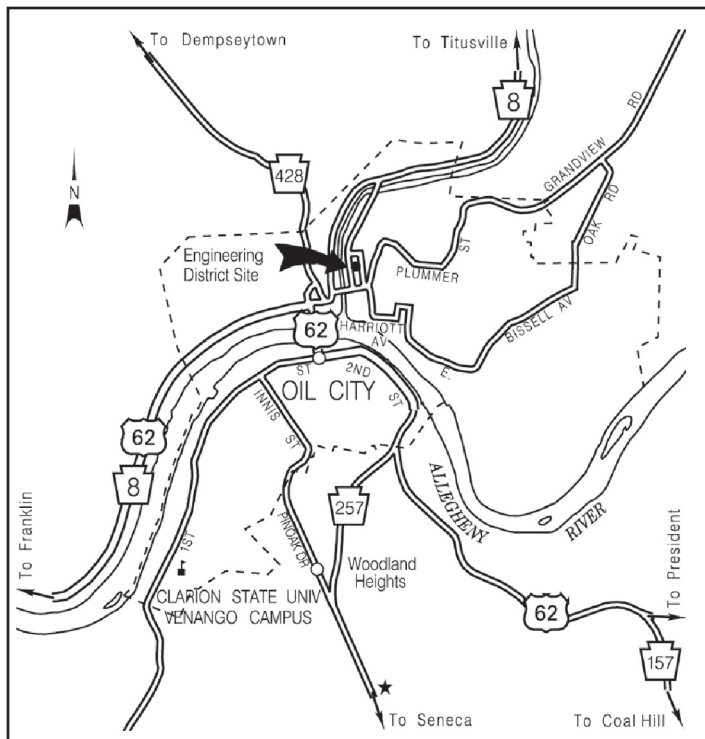


**EQUIPMENT DIVISION**  
**WESTERN PA TRAINING ACADEMY (WPTA)**

Bureau of Maintenance and Operations

38 Academy Lane • Cheswick, PA 15024  
 Phone (724) 265-4980

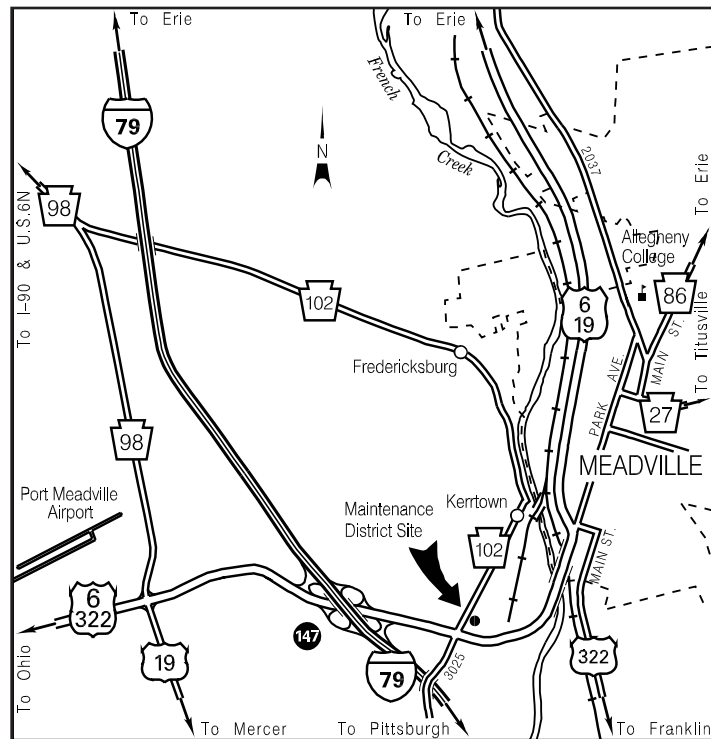




### ENGINEERING DISTRICT 1-0 • VENANGO CO.

255 Elm Street • Oil City, PA 16301

Phone (814) 678-7085



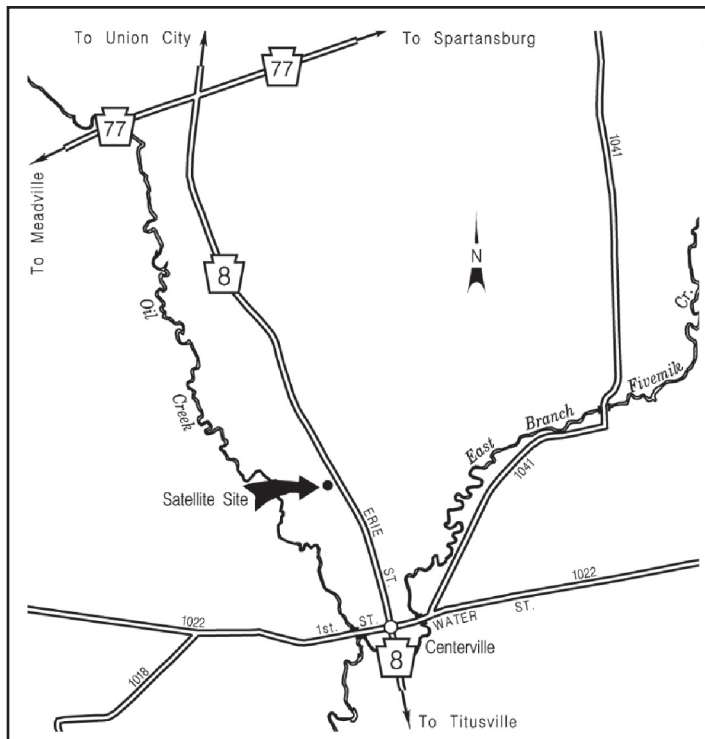
### MAINTENANCE DISTRICT 1-1 • CRAWFORD CO.

18492 Smock Highway

Meadville, PA 16335

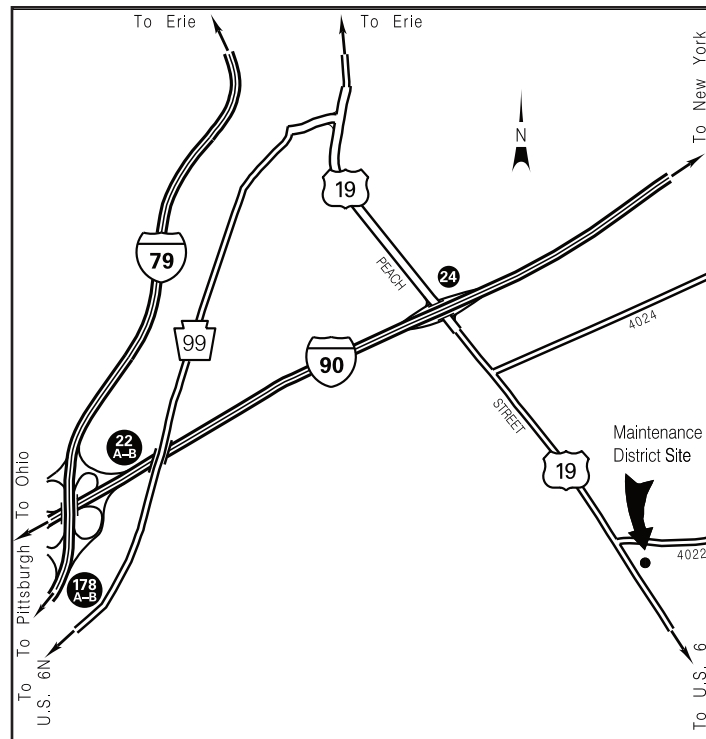
Phone (814) 332-6880





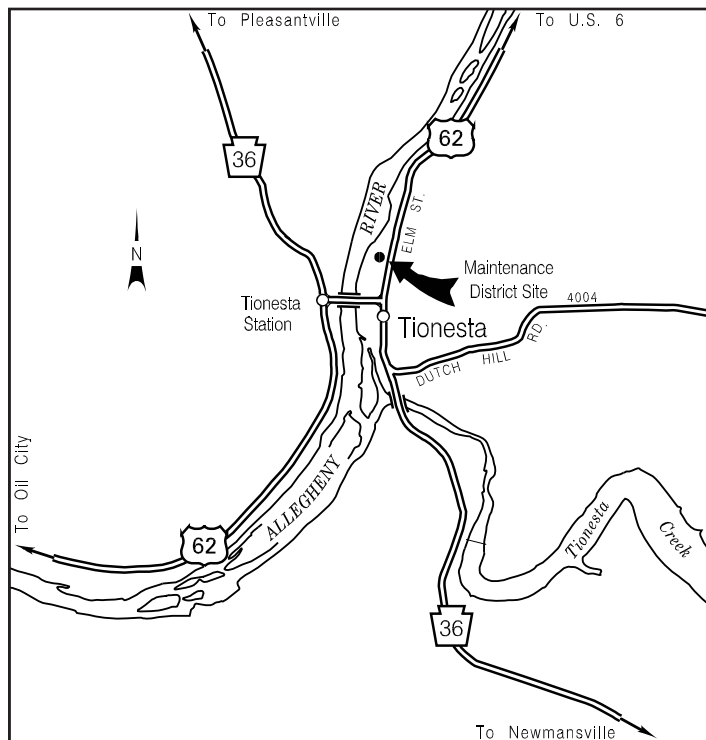
### MAINTENANCE DISTRICT 1-1 • CRAWFORD CO.

Centerville Satellite  
Phone (814) 654-7312



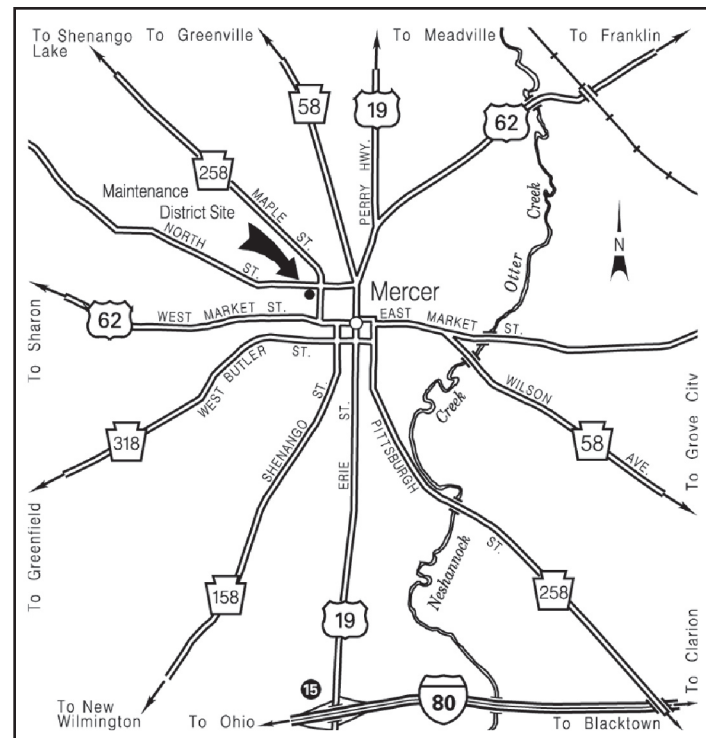
### MAINTENANCE DISTRICT 1-2 • ERIE CO.

9031 Peach Street  
Waterford, PA 16441  
Phone (814) 871-4411



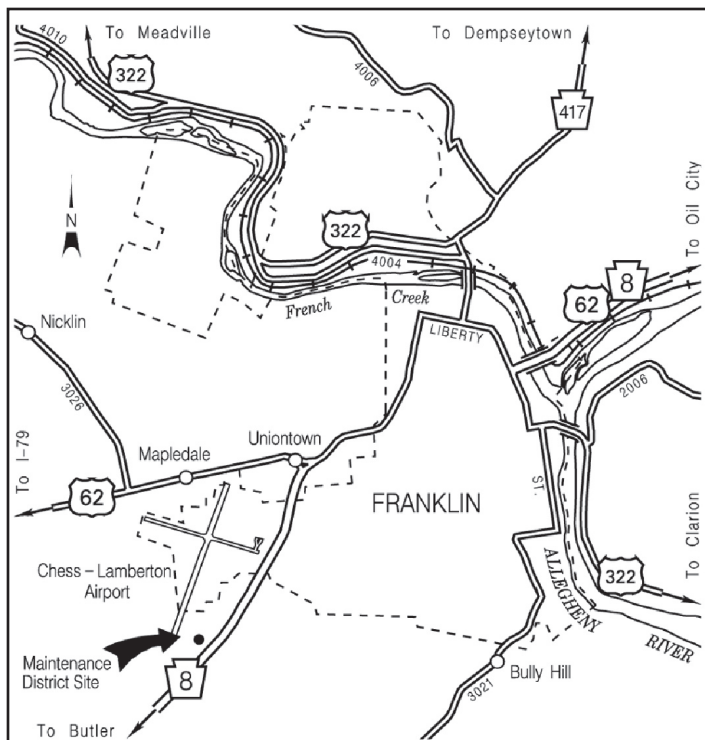
### MAINTENANCE DISTRICT 1-3 • FOREST CO.

645 Elm Street  
Tionesta, PA 16353  
Phone (814) 755-3580



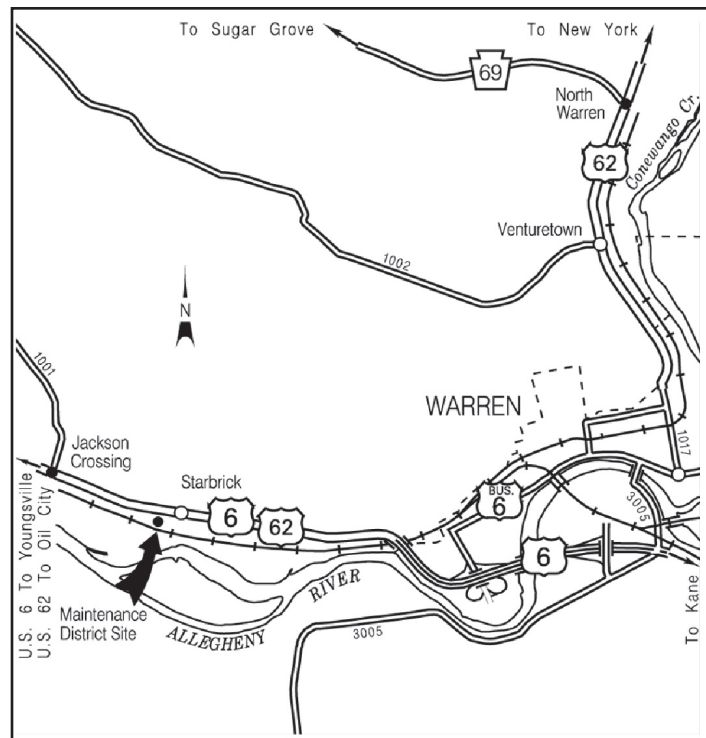
### MAINTENANCE DISTRICT 1-4 • MERCER CO.

215 North Maple Street  
Mercer, PA 16137  
Phone (724) 662-5350



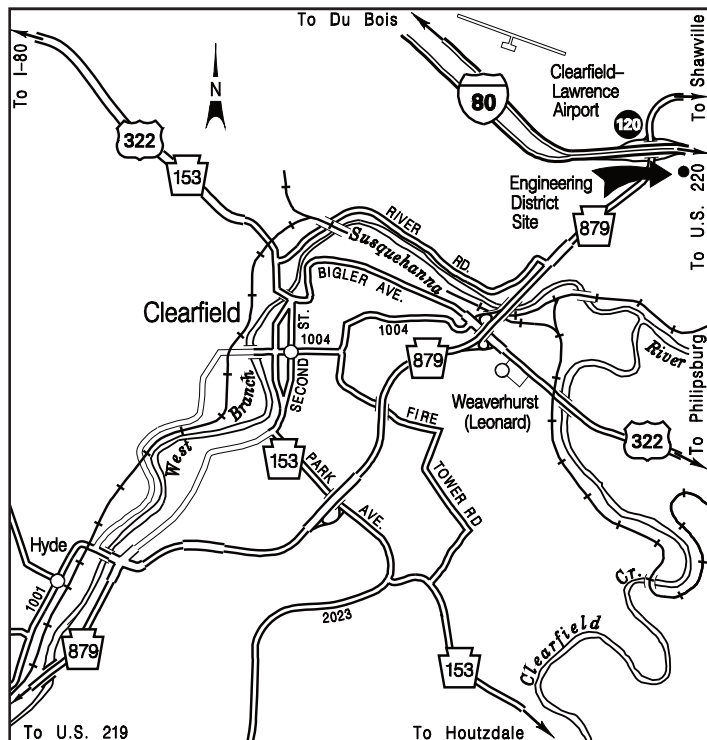
### MAINTENANCE DISTRICT 1-5 • VENANGO CO.

1460 Pittsburgh Road  
Franklin, PA 16323  
Phone (814) 432-3115



### MAINTENANCE DISTRICT 1-6 • WARREN CO.

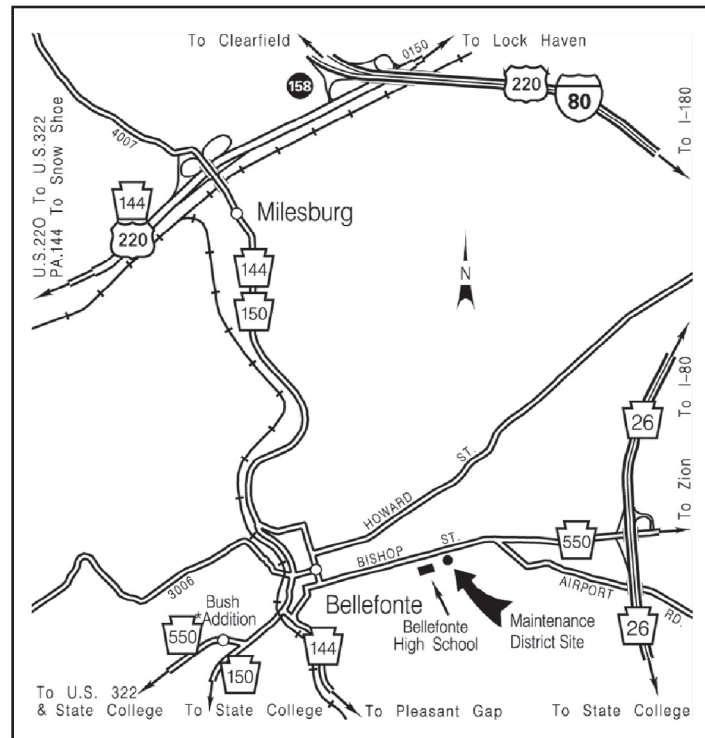
20745, Route 6  
Warren, PA 16365  
Phone (814) 723-3500



### ENGINEERING DISTRICT 2-0 • CLEARFIELD CO.

70 PennDOT Drive • Clearfield, PA 16830

Phone (814) 765-0400

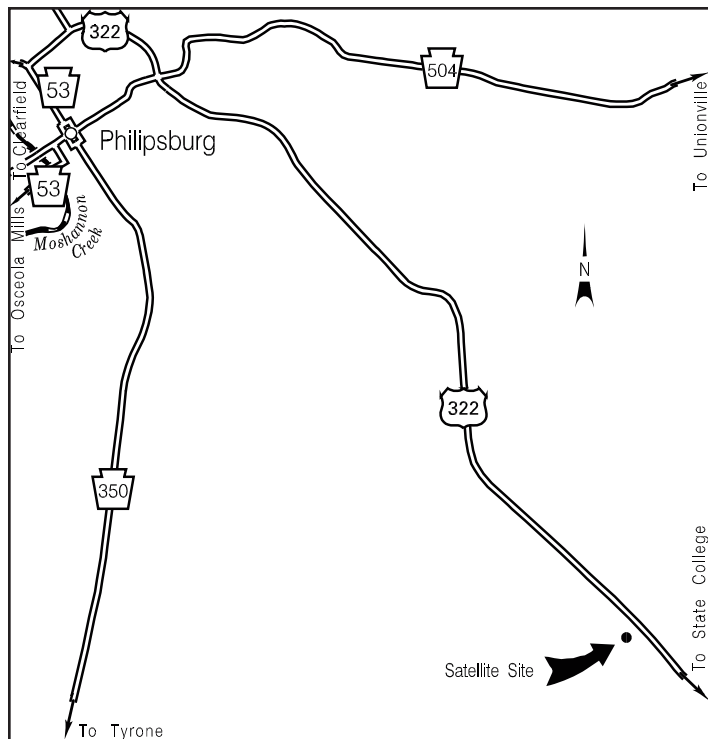


### MAINTENANCE DISTRICT 2-1 • CENTRE CO.

1000 East Bishop Street

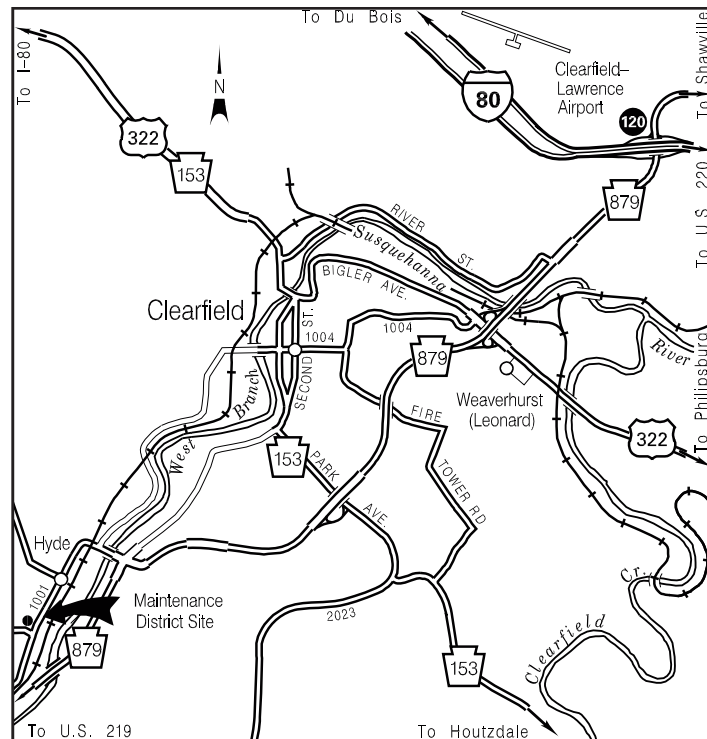
Bellefonte, PA 16823

Phone (814) 355-4731



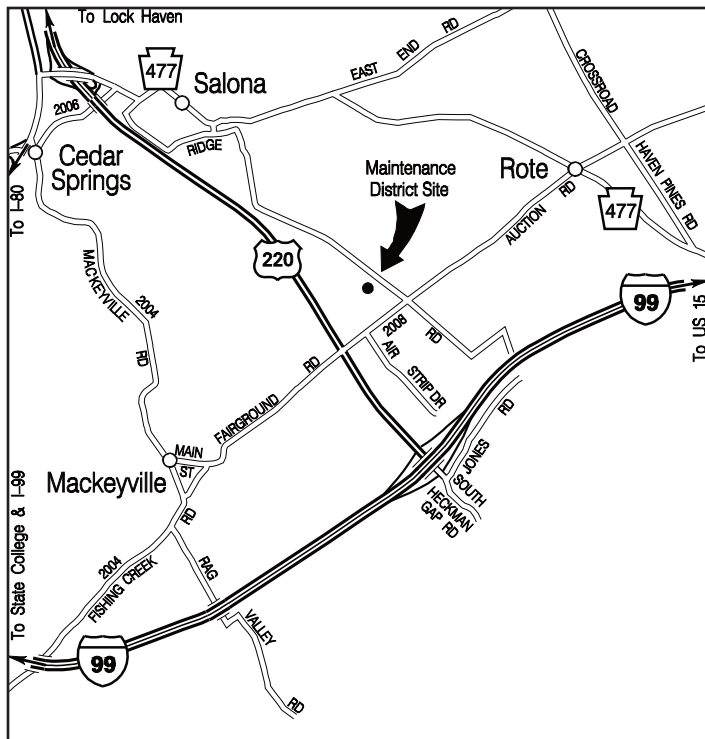
### **MAINTENANCE DISTRICT 2-1 • CENTRE CO.**

3534 Port Matilda Highway • Phillipsburg, PA 16866  
 Phillipsburg Satellite  
 Phone (814) 342-5605



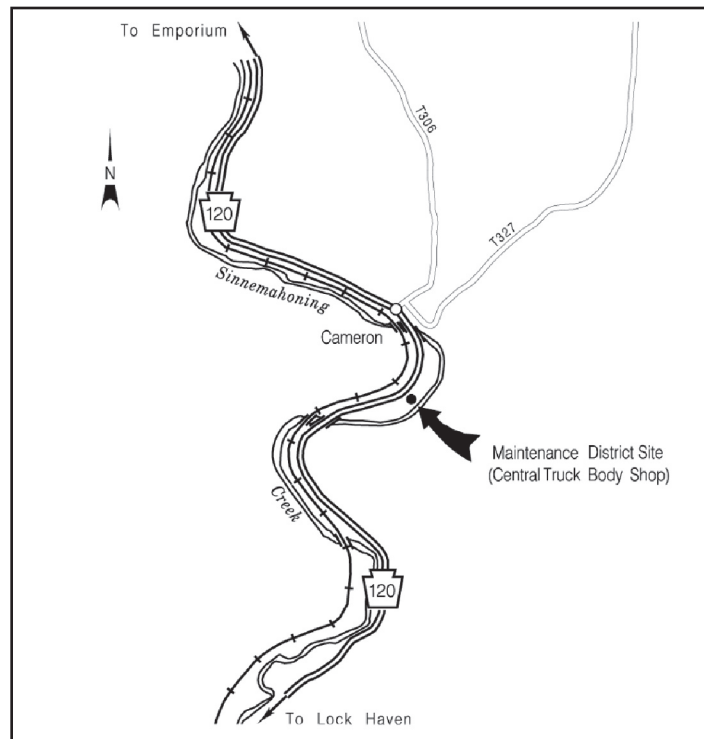
### **MAINTENANCE DISTRICT 2-2 • CLEARFIELD CO.**

P.O. Box 245 • 1905 Washington Avenue  
 Hyde, PA 16843  
 Phone (814) 765-0524



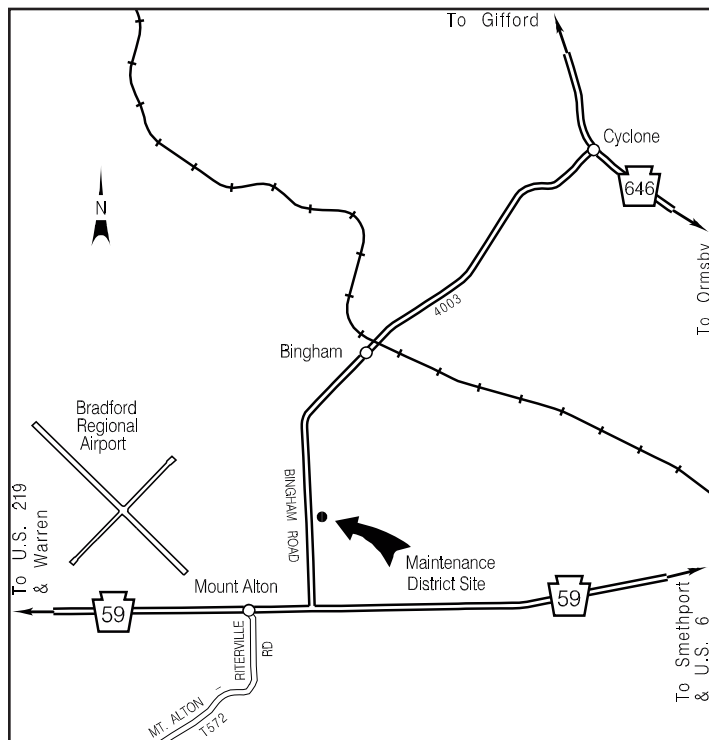
### MAINTENANCE DISTRICT 2-3 • CLINTON CO.

1054 Ridge Road  
 Mill Hall, PA 17751  
 Phone (570) 726-2200



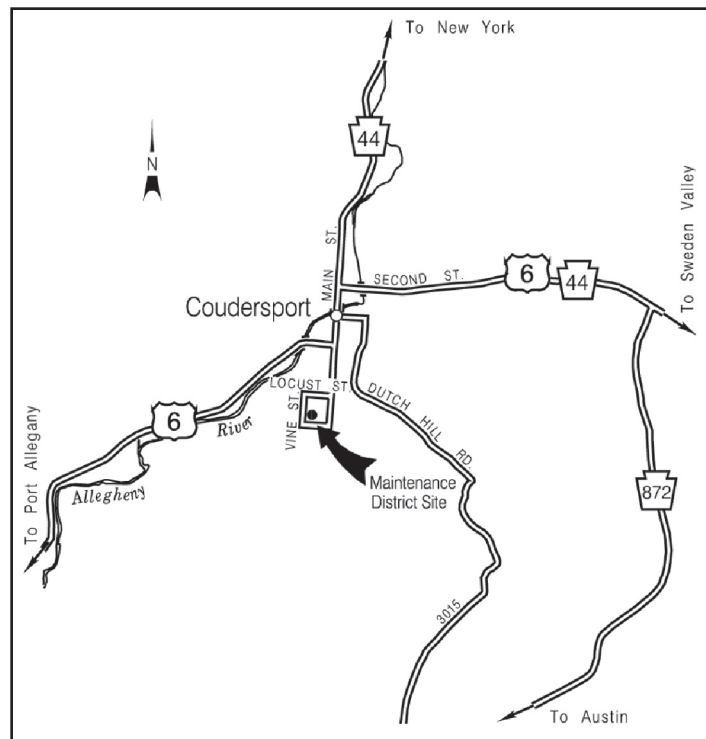
### MAINTENANCE DISTRICT 2-4 • CAMERON CO.

21013 CCC Memorial Highway  
 Emporium, PA 15834  
 Phone (814) 486-1643



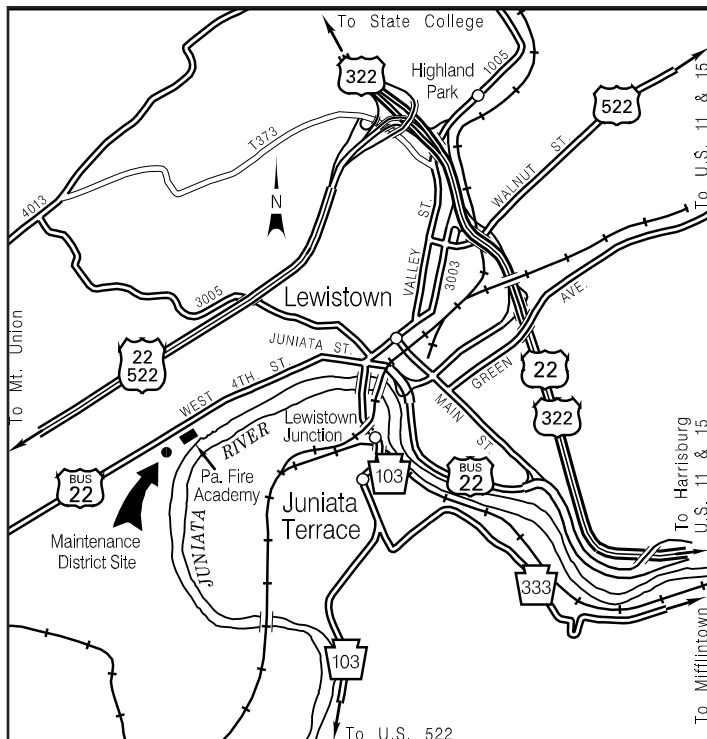
### MAINTENANCE DISTRICT 2-5 • McKEAN CO.

300 Bingham Road  
Cyclone, PA 16726  
Phone (814) 465-7754



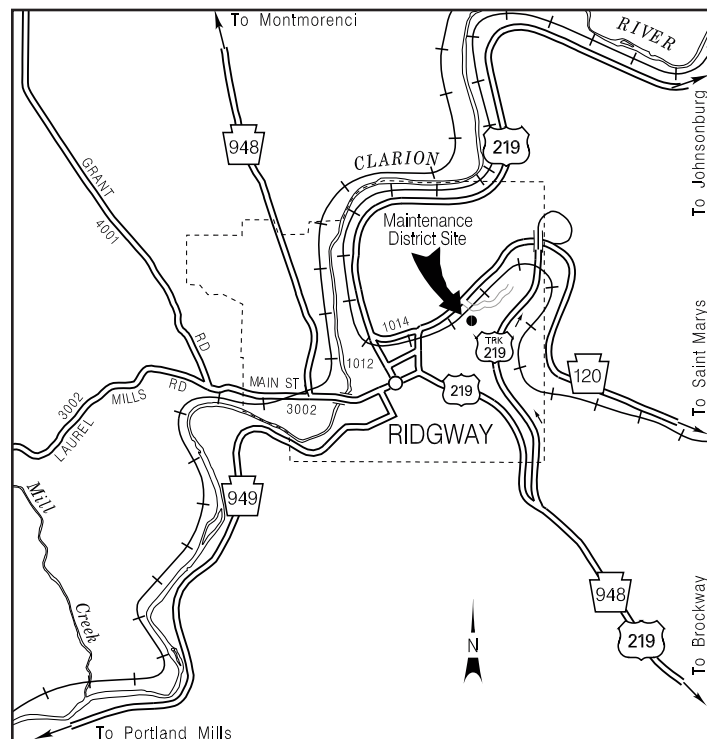
### MAINTENANCE DISTRICT 2-6 • POTTER CO.

7 West Locust Street  
Coudersport, PA 16915  
Phone (814) 274-9181



### MAINTENANCE DISTRICT 2-7 • MIFFLIN CO.

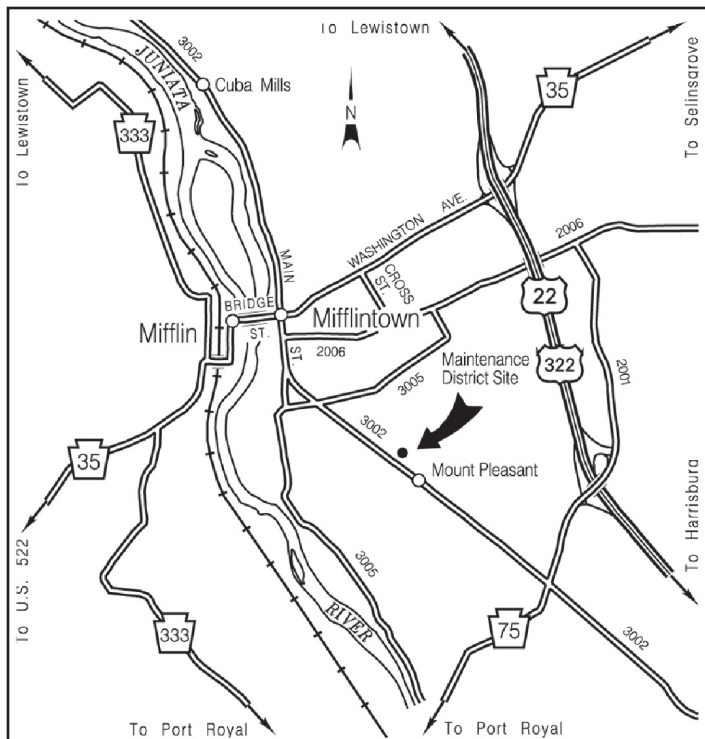
1200 West Fourth Street  
Lewistown, PA 17044  
Phone (717) 248-7851



### MAINTENANCE DISTRICT 2-8 • ELK CO.

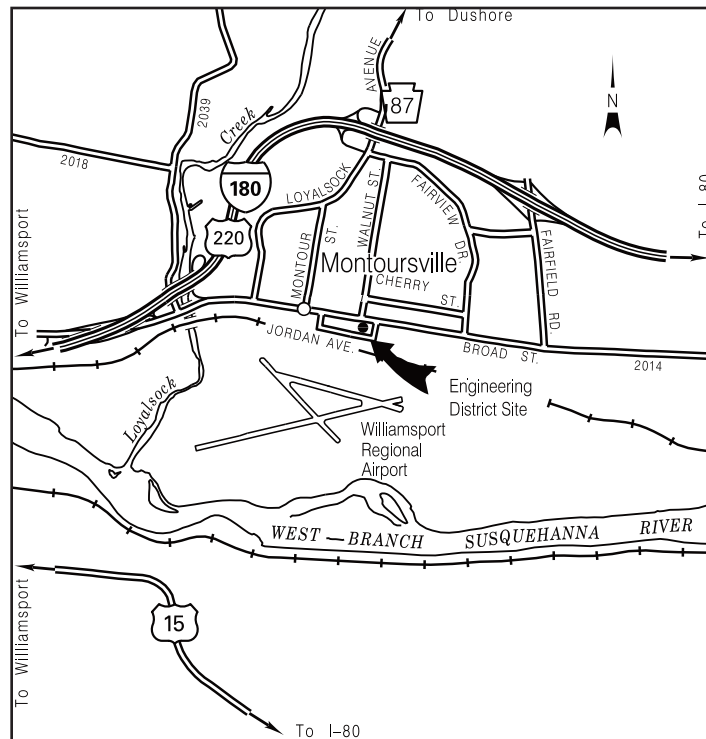
32 Saint Leo Avenue  
Ridgway, PA 15853  
Phone (814) 772-0038





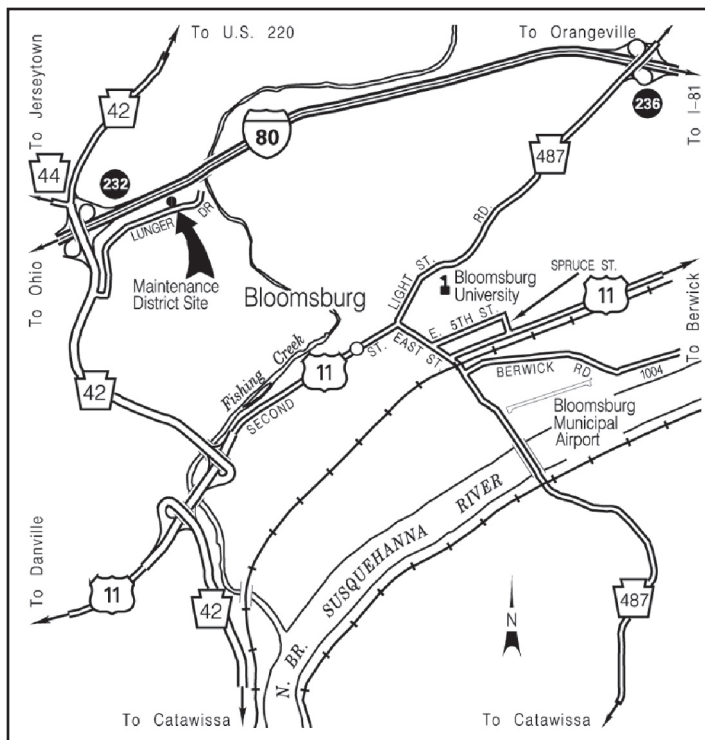
### **MAINTENANCE DISTRICT 2-9 • JUNIATA CO.**

4373 William Penn Highway  
Mifflintown, PA 17059  
Phone (717) 436-2187



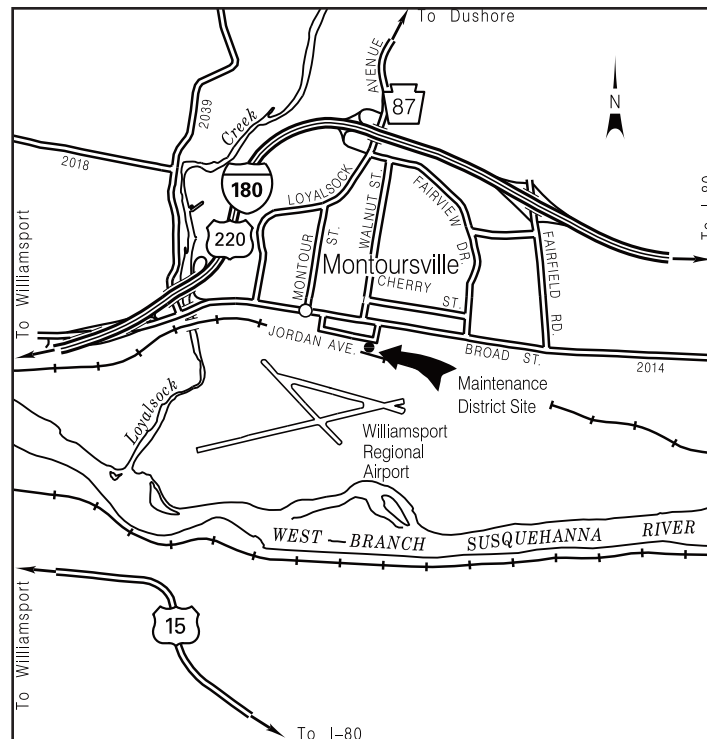
### **ENGINEERING DISTRICT 3-0 • LYCOMING CO.**

P. O. Box 218 • 715 Jordan Avenue  
Montoursville, PA 17754  
Phone (570) 368-8686



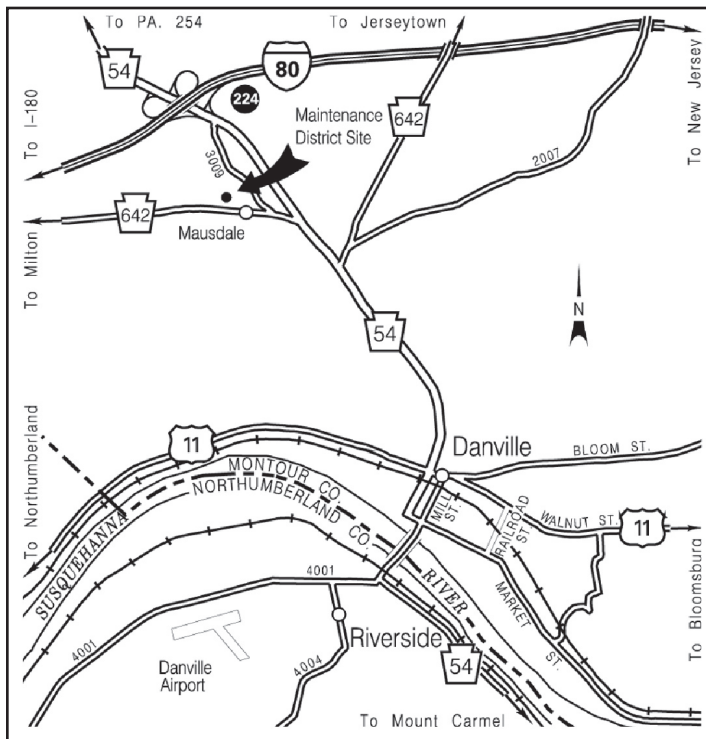
### **MAINTENANCE DISTRICT 3-1 • COLUMBIA CO.**

45 Lunger Drive  
 Bloomsburg, PA 17815  
 Phone (570) 387-4250



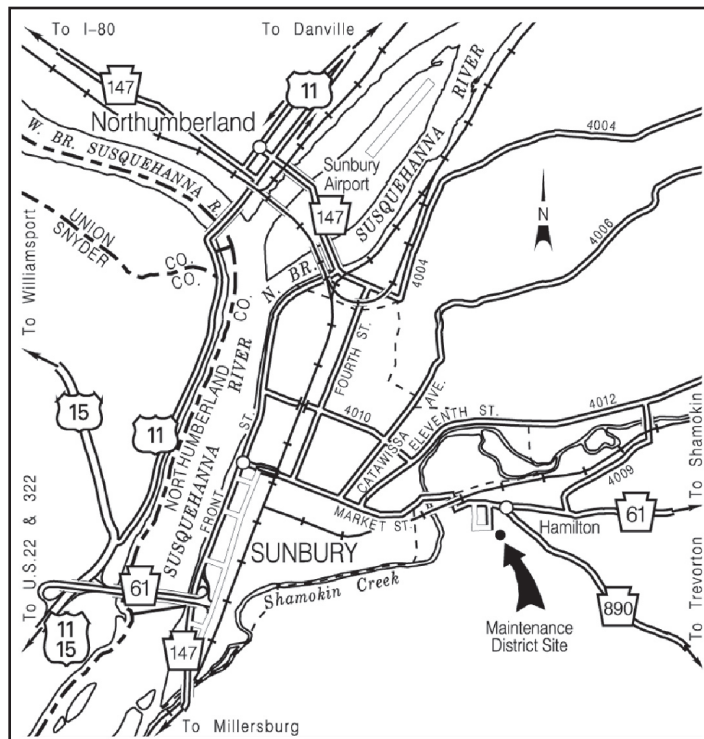
### **MAINTENANCE DISTRICT 3-2 • LYCOMING CO.**

716 Jordan Avenue • P. O. Box 218  
 Montoursville, PA 17754  
 Phone (570) 368-4281



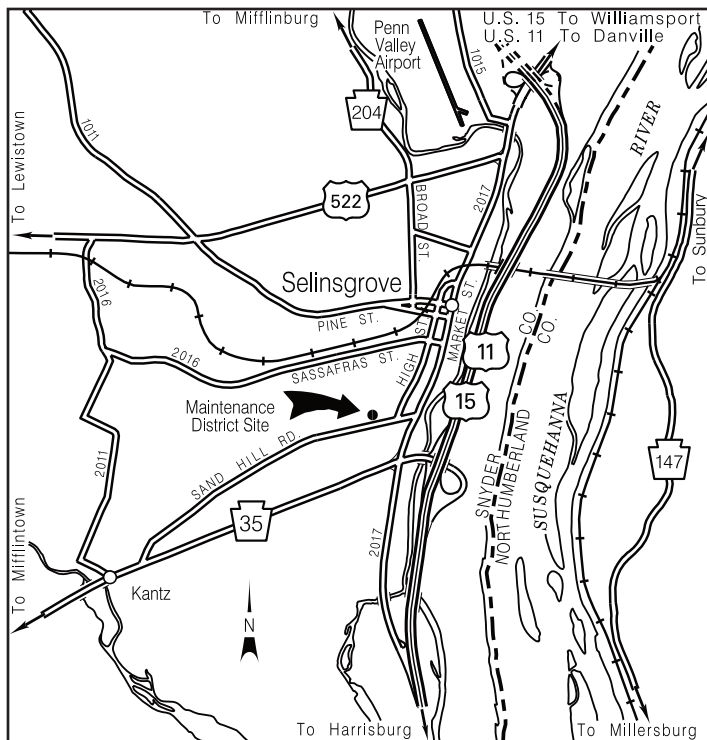
### MAINTENANCE DISTRICT 3-3 • MONTOUR CO.

45 Lunger Drive  
 Bloomsburg, PA 17815  
 Phone (570) 275-7440



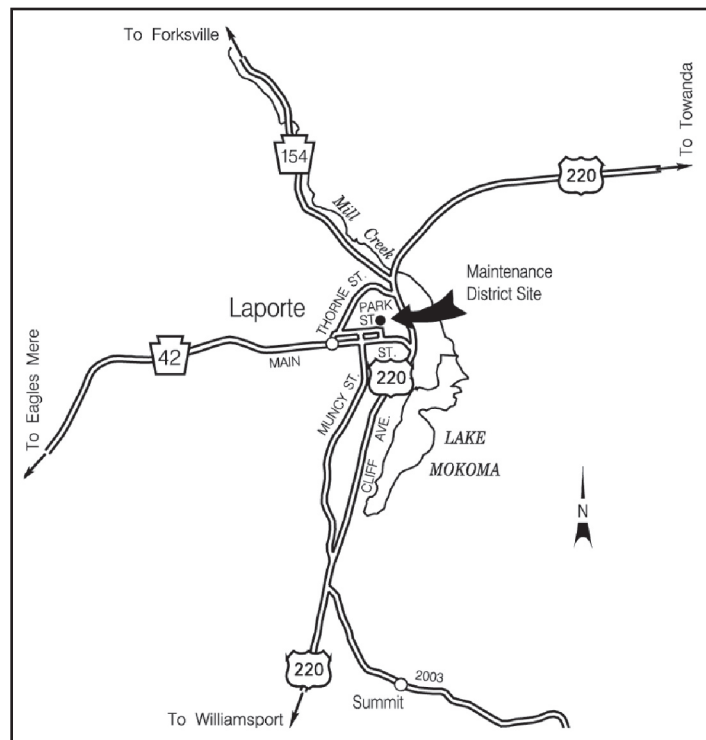
### MAINTENANCE DISTRICT 3-4 • NORTHUMBERLAND CO

355 Dewart Street  
 Sunbury, PA 17801  
 Phone (570) 286-7178



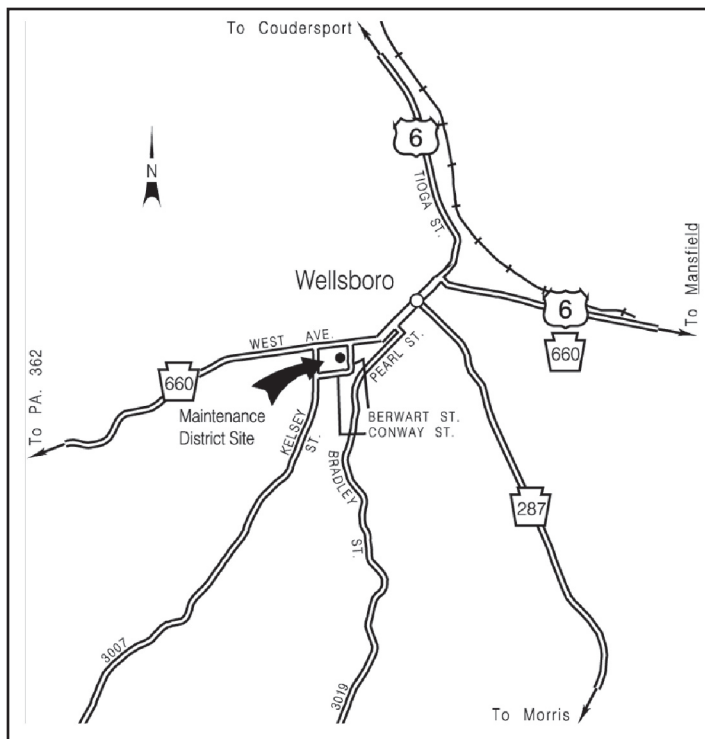
### MAINTENANCE DISTRICT 3-5 • SNYDER CO.

45 Industrial Park Road  
Selinsgrove, PA 17870  
Phone (570) 372-9100



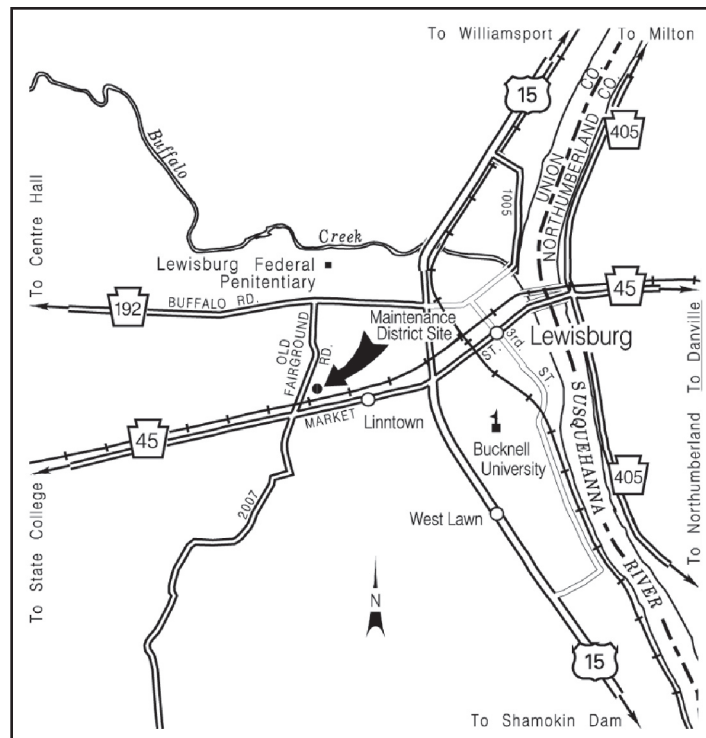
### MAINTENANCE DISTRICT 3-6 • SULLIVAN CO.

322 Park Street  
Laporte, PA 18626  
Phone (570) 946-4031



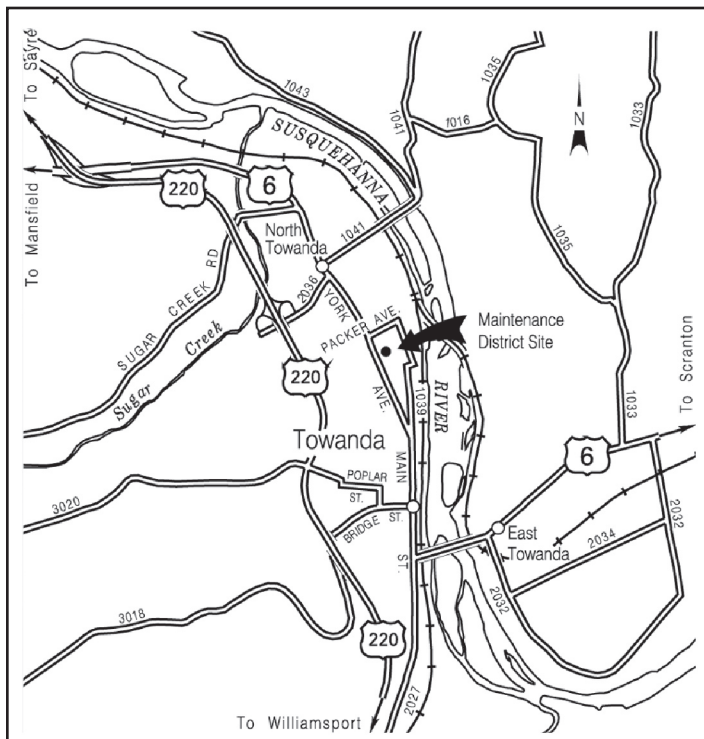
### MAINTENANCE DISTRICT 3-7 • TIOGA CO.

6 Berwart Street  
Wellsboro, PA 16901  
Phone (570) 724-4142



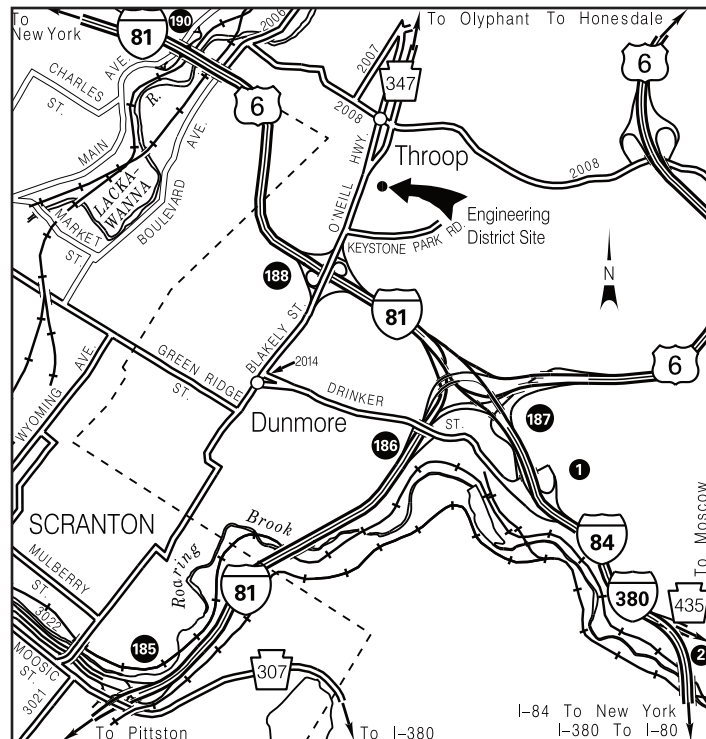
### MAINTENANCE DISTRICT 3-8 • UNION CO.

612 Fairground Road  
Lewisburg, PA 17837  
Phone (570) 524-0547



### **MAINTENANCE DISTRICT 3-9 • BRADFORD CO.**

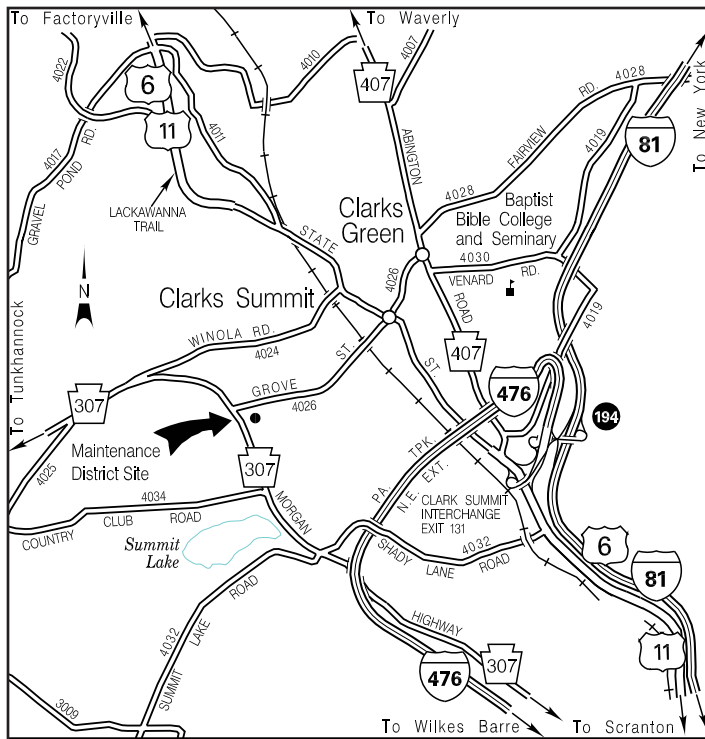
340 York Avenue  
Towanda, PA 18848  
Phone (570) 265-2181



### **ENGINEERING DISTRICT 4-0 • LACKAWANNA CO.**

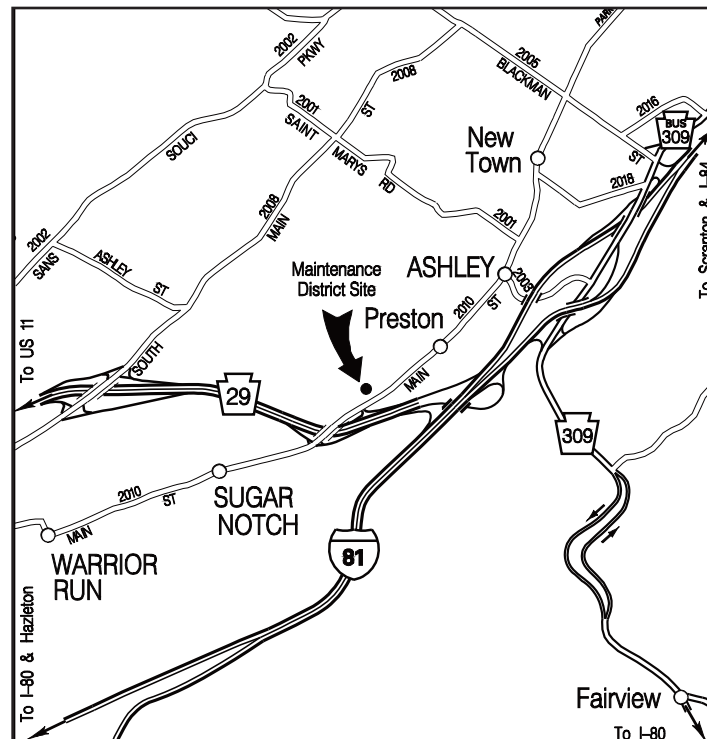
55 Keystone Industrial Park  
Dunmore, PA 18512  
Phone (570) 963-4061





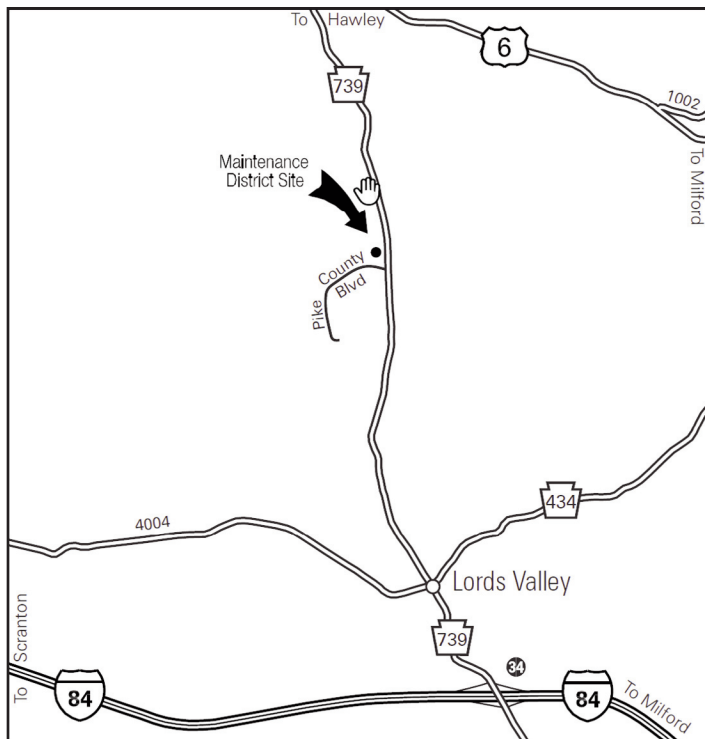
### MAINTENANCE DISTRICT 4-2 • LACKAWANNA CO.

1034 Morgan Highway  
Clarks Summit, PA 18411  
Phone (570) 586-2211



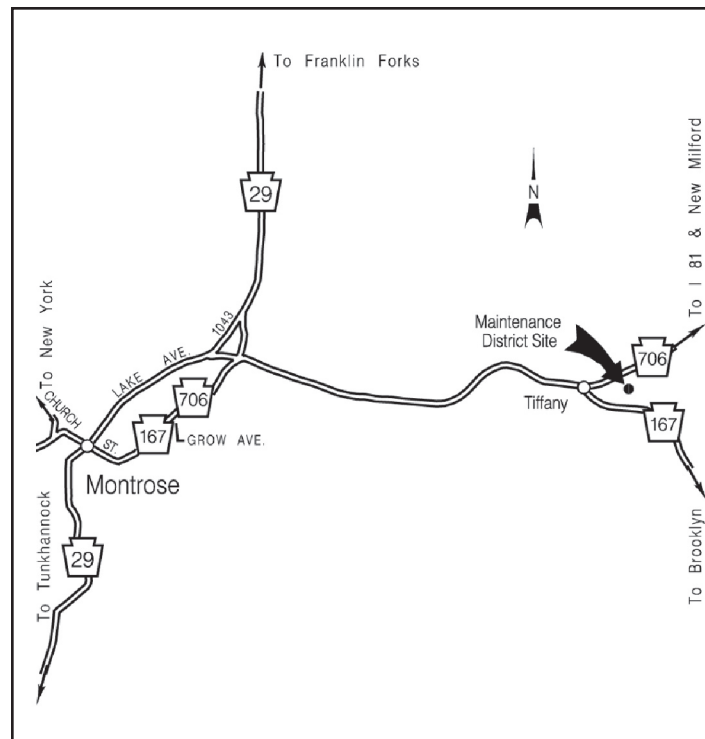
### MAINTENANCE DISTRICT 4-3 • LUZERNE CO.

381 South Main Street  
Ashley, PA 18706  
Phone (570) 826-2386



#### **MAINTENANCE DISTRICT 4-4 • PIKE CO.**

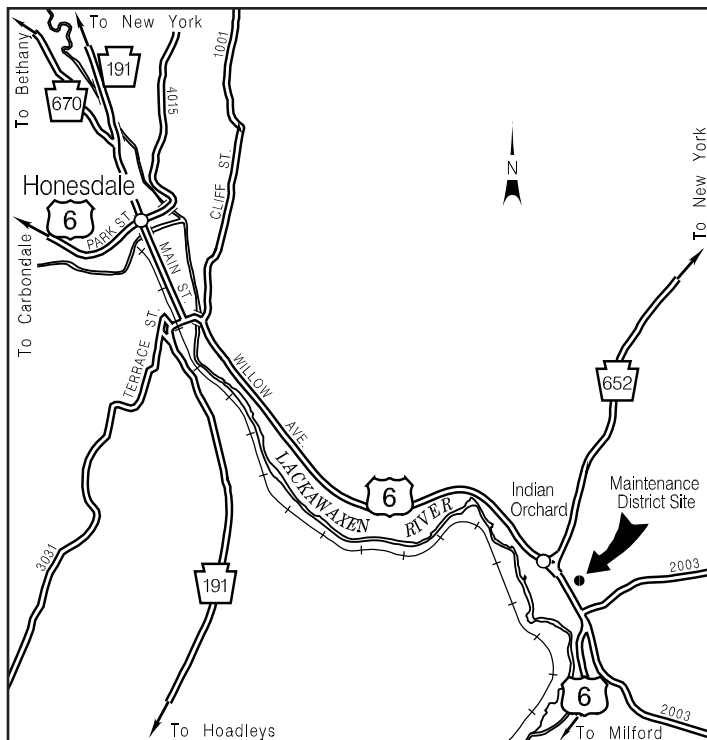
291 State Route 739  
Hawley, PA 18428  
Phone (570) 576-3924



#### **MAINTENANCE DISTRICT 4-5 • SUSQUEHANNA CO.**

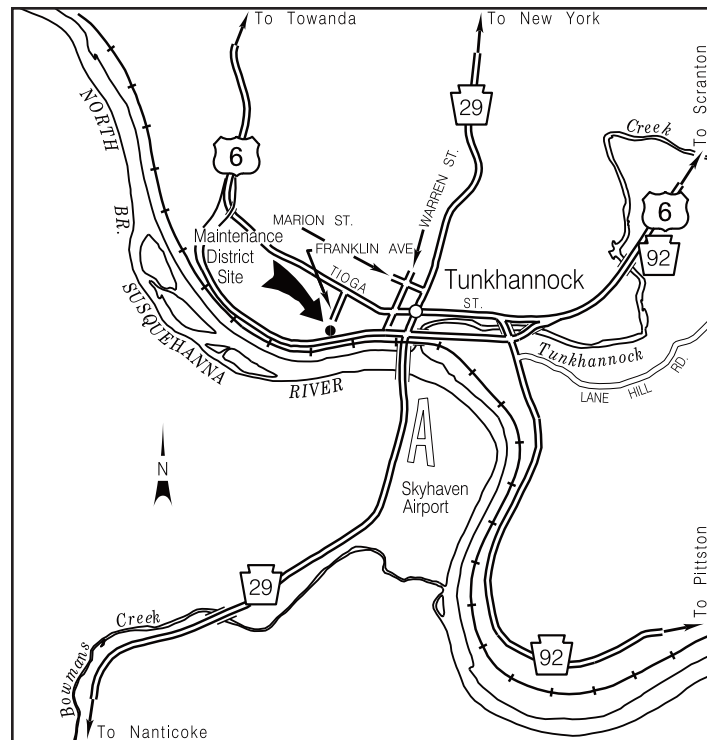
18786 State Route 706  
Montrose, PA 18801  
Phone (570) 278-1171





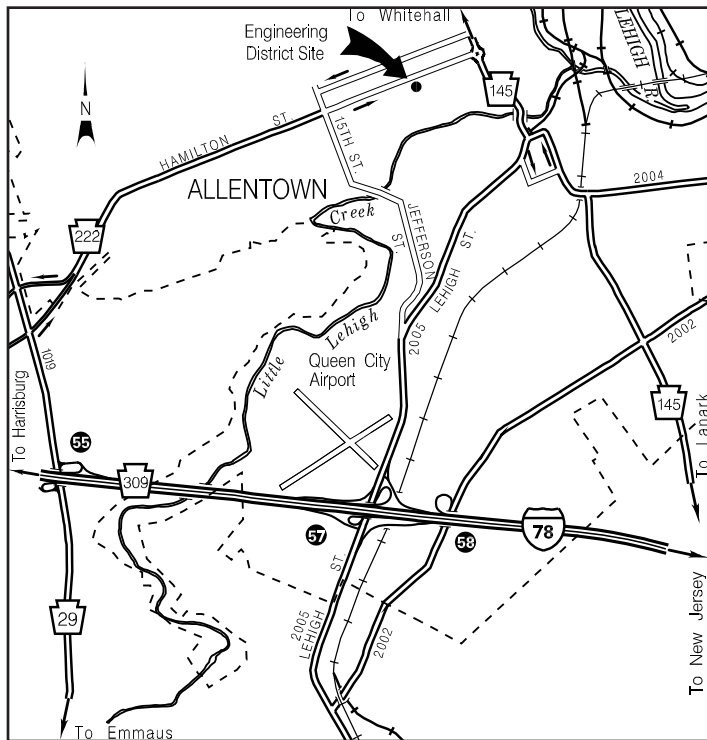
### MAINTENANCE DISTRICT 4-6 • WAYNE CO.

984 Texas Palmyra Highway  
 Honesdale, PA 18431  
 Phone (570) 253-3130



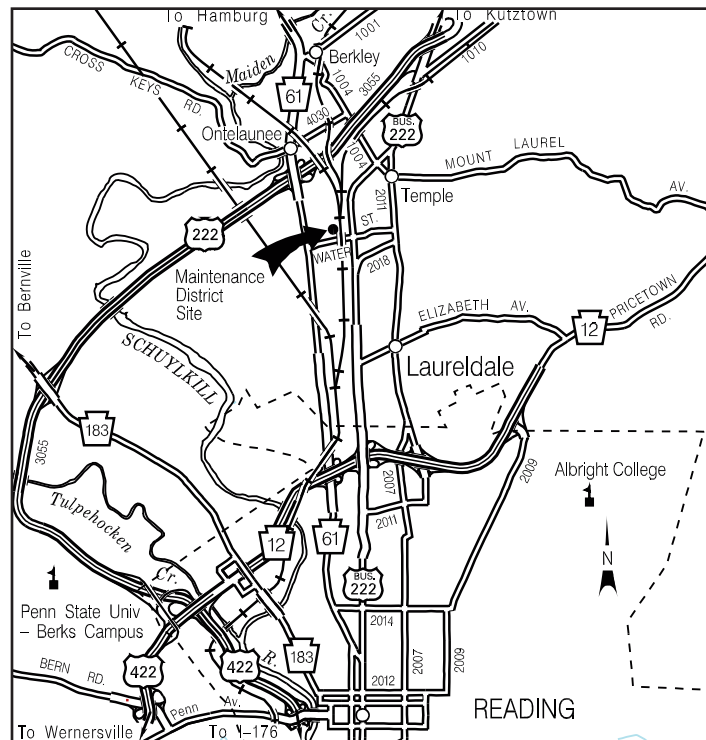
### MAINTENANCE DISTRICT 4-7 • WYOMING CO.

One Franklin Avenue  
 Tunkhannock, PA 18657  
 Phone (570) 836-3141



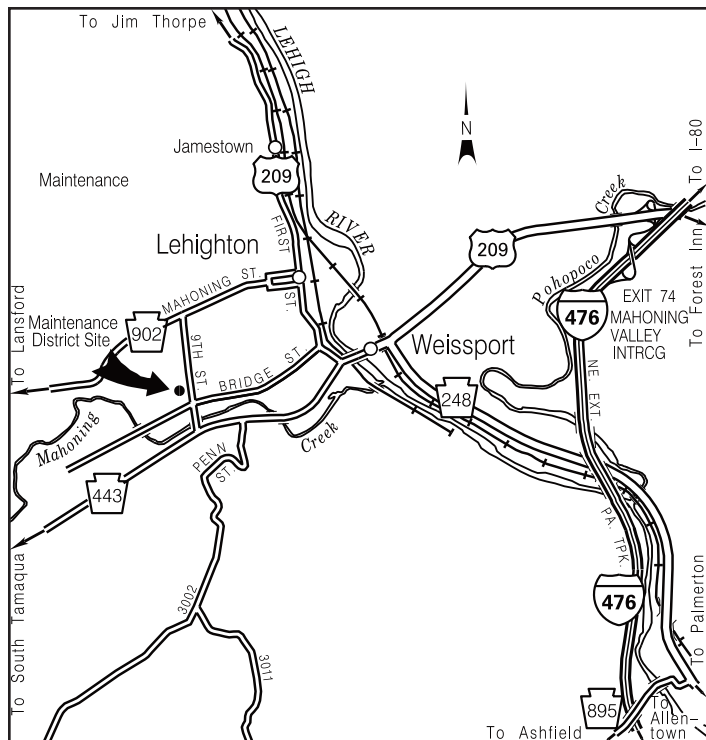
### ENGINEERING DISTRICT 5-0 • LEHIGH CO.

1002 West Hamilton Street  
Allentown, PA 18101  
Phone (610) 871-4100



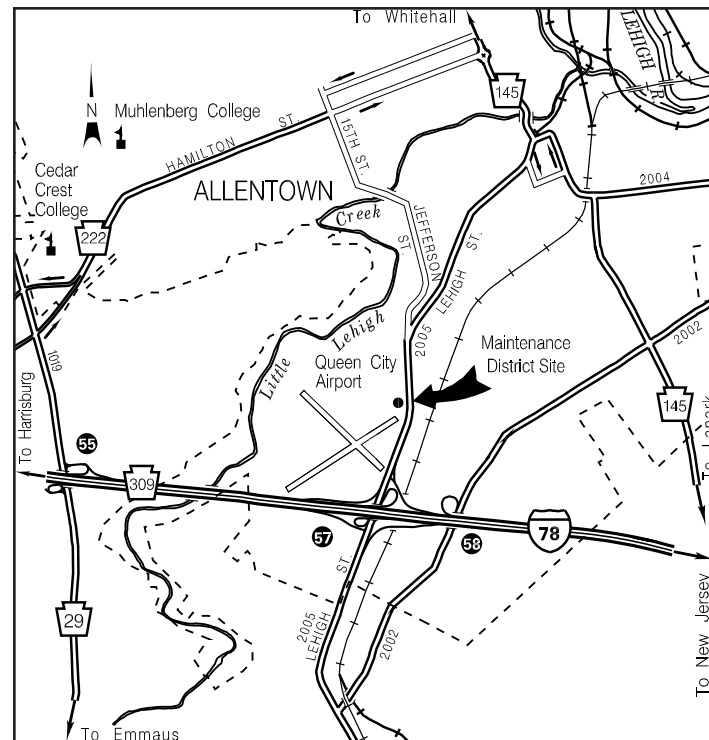
### MAINTENANCE DISTRICT 5-1 • BERKS CO.

4680 5th Street Highway  
Temple, PA 19560  
Phone (610) 929-0766



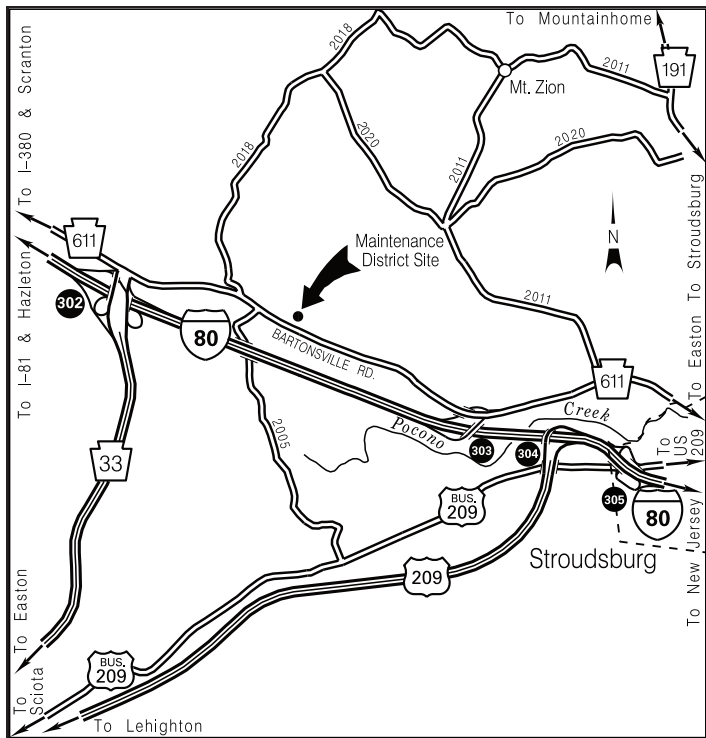
### MAINTENANCE DISTRICT 5-2 • CARBON CO.

930 Bridge Street  
Leighton, PA 18235  
Phone (610) 377-1880



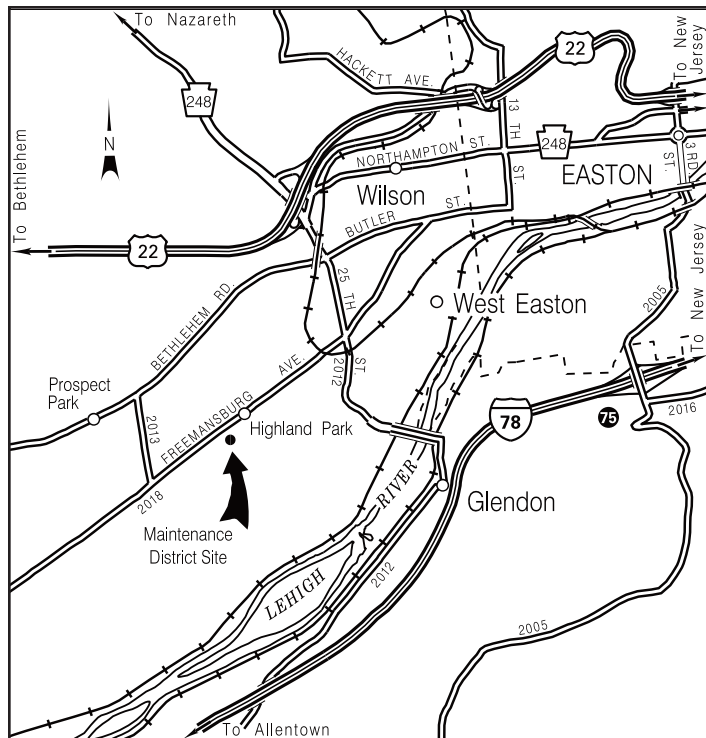
### MAINTENANCE DISTRICT 5-3 • LEHIGH CO.

1712 Lehigh Street  
Allentown, PA 18103  
Phone (610) 798-4280



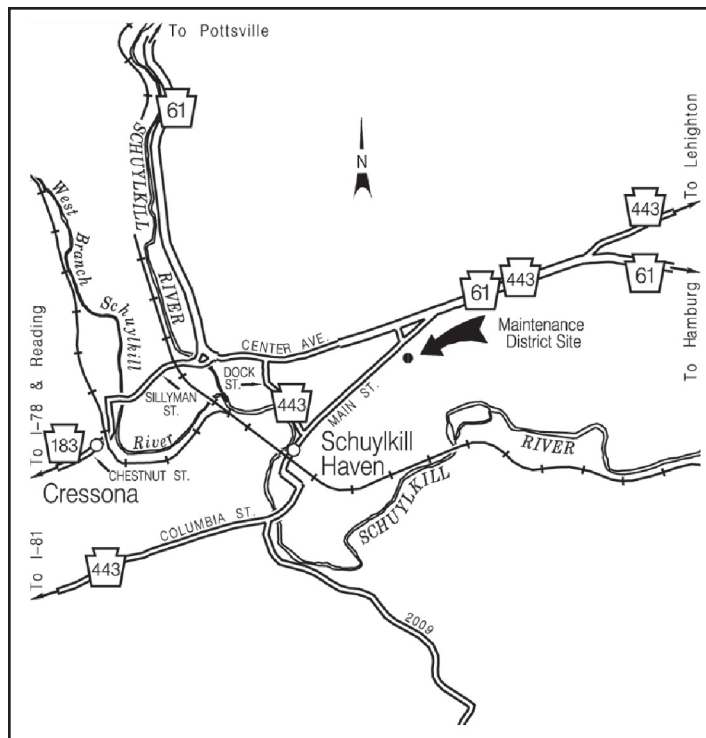
#### MAINTENANCE DISTRICT 5-4 • MONROE CO.

1586 North 9th Street  
Stroudsburg, PA 18360  
Phone (570) 424-3024



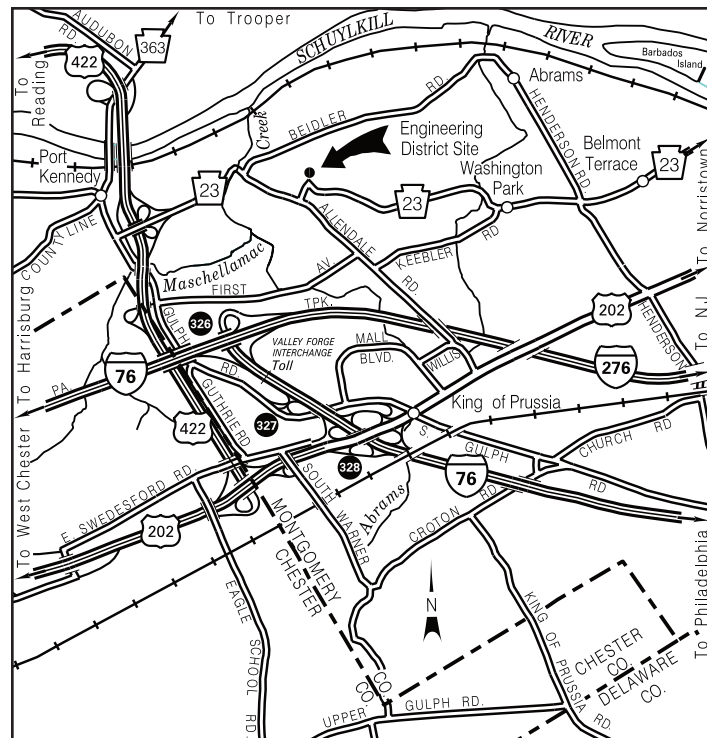
#### MAINTENANCE DISTRICT 5-5 • NORTHAMPTON CO.

3300 Freemansburg Avenue  
Easton, PA 18045  
Phone (610) 250-1840 or 250-1841



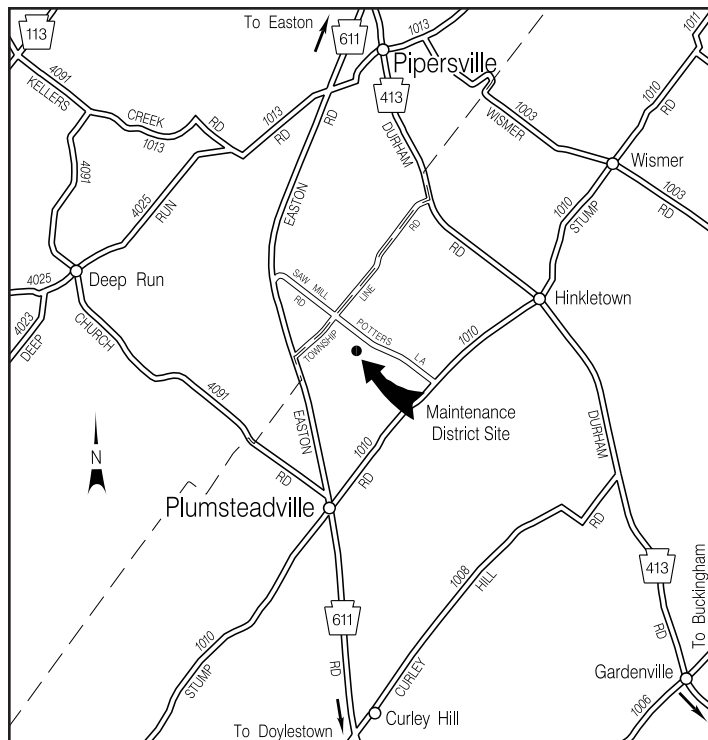
### **MAINTENANCE DISTRICT 5-6 • SCHUYLKILL CO.**

970 East Main Street  
Schuylkill Haven, PA 17972  
Phone (570) 385-7812



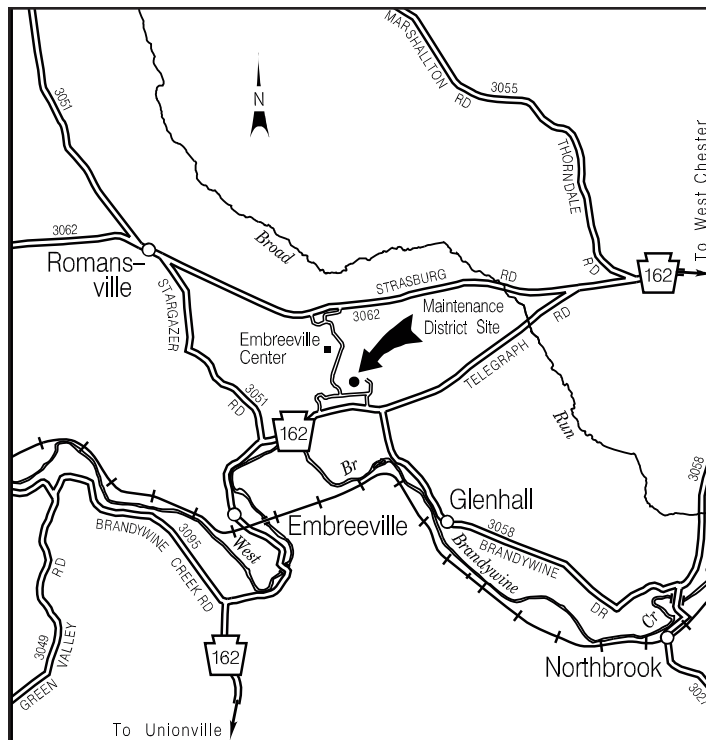
### **ENGINEERING DISTRICT 6-0 • MONTGOMERY CO.**

7000 Geerdes Boulevard  
King of Prussia, PA 19406-1525  
Phone (610) 205-6700



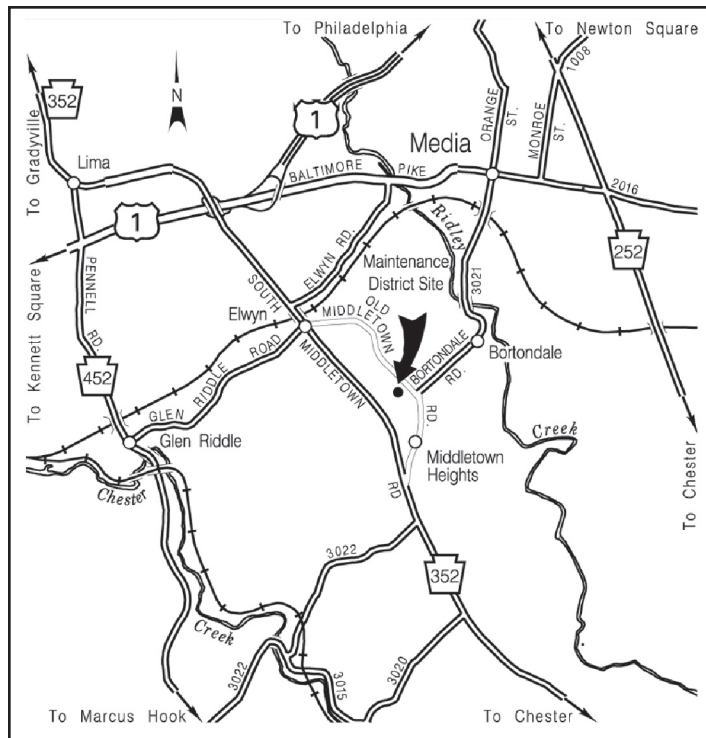
### MAINTENANCE DISTRICT 6-1 • BUCKS CO.

6160 Potters Lane  
Pipersville, PA 18947  
Phone (215) 345-6060



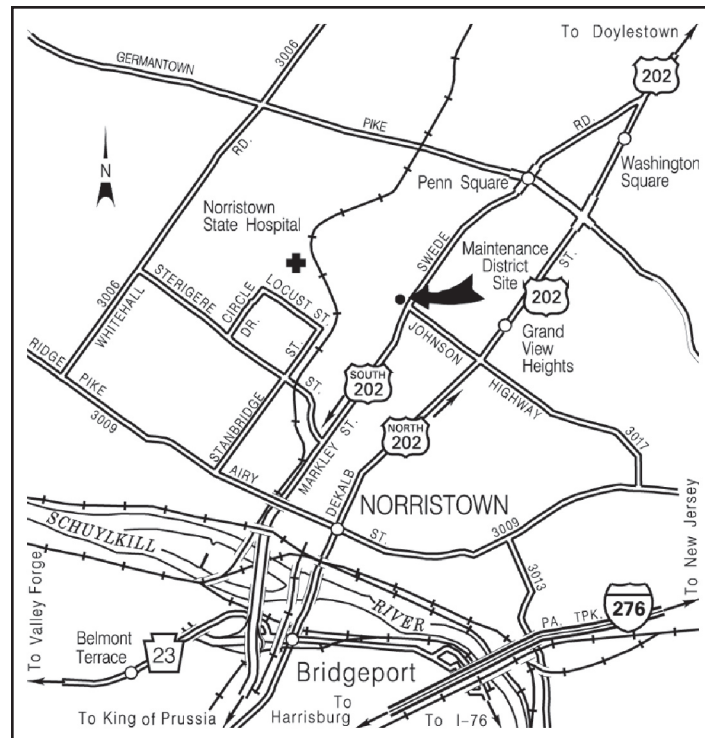
### MAINTENANCE DISTRICT 6-2 • CHESTER CO.

711 Ryan Boulevard  
Coatesville, PA 19320  
Phone (484) 340-3200



### MAINTENANCE DISTRICT 6-3 • DELAWARE CO.

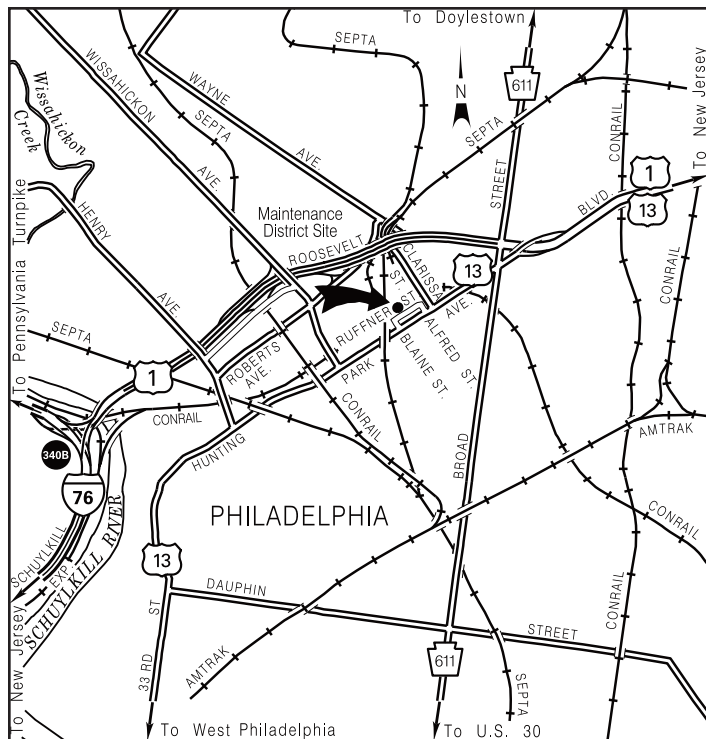
426 Old Middletown Road  
Media, PA 19063  
Phone (610) 566-0972



### MAINTENANCE DISTRICT 6-4 • MONTGOMERY CO.

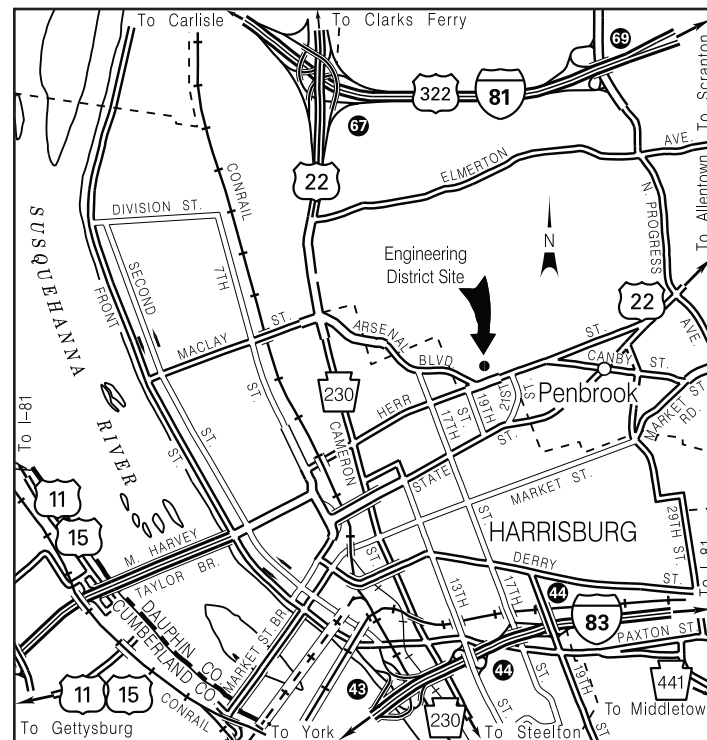
2005 Swede Road & Johnson Highway  
Norristown, PA 19404  
Phone (610) 275-2368





### MAINTENANCE DISTRICT 6-5 • PHILADELPHIA CO.

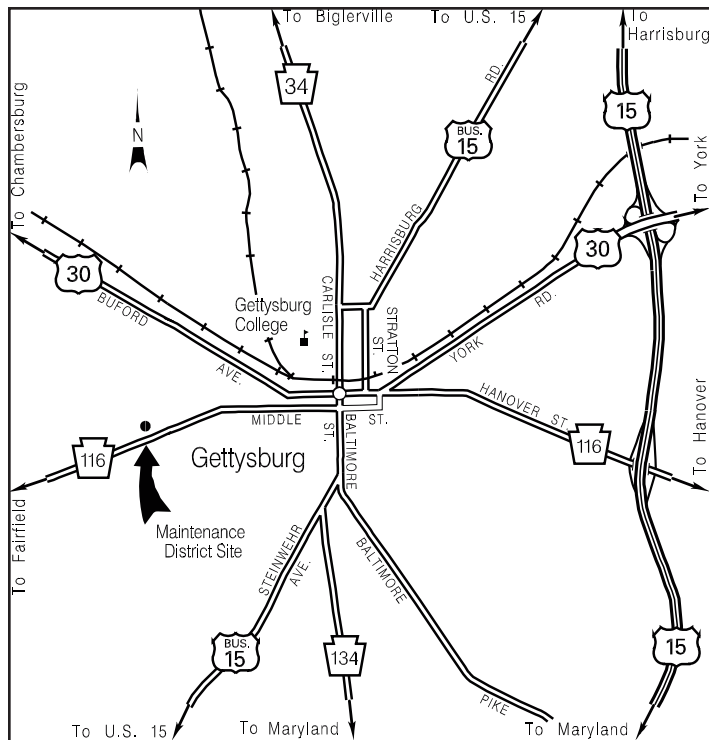
1901 Ruffner Streets  
Philadelphia, PA 19140  
Phone (215) 225-1415



### ENGINEERING DISTRICT 8-0 • DAUPHIN CO.

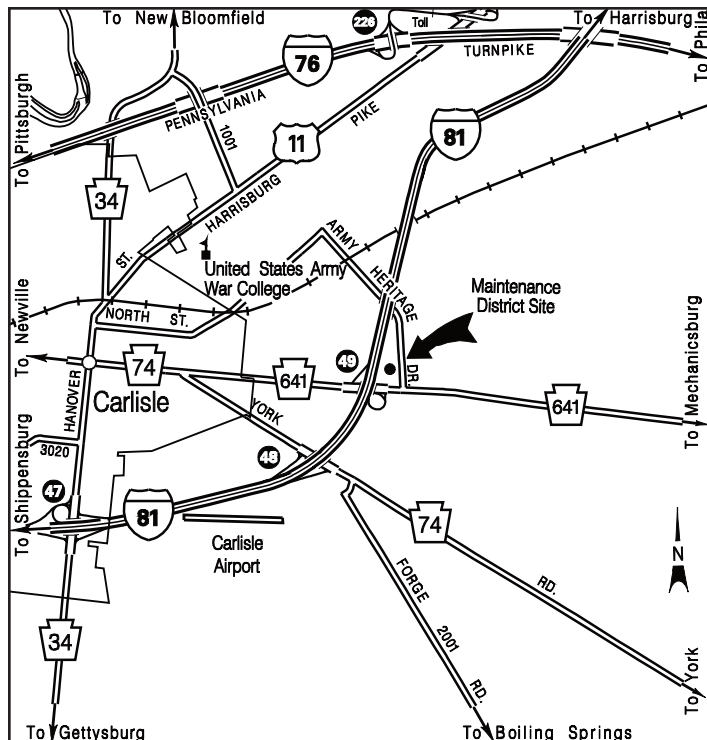
2140 Herr Street  
Harrisburg, PA 17103-1699  
Phone (717) 787-6653





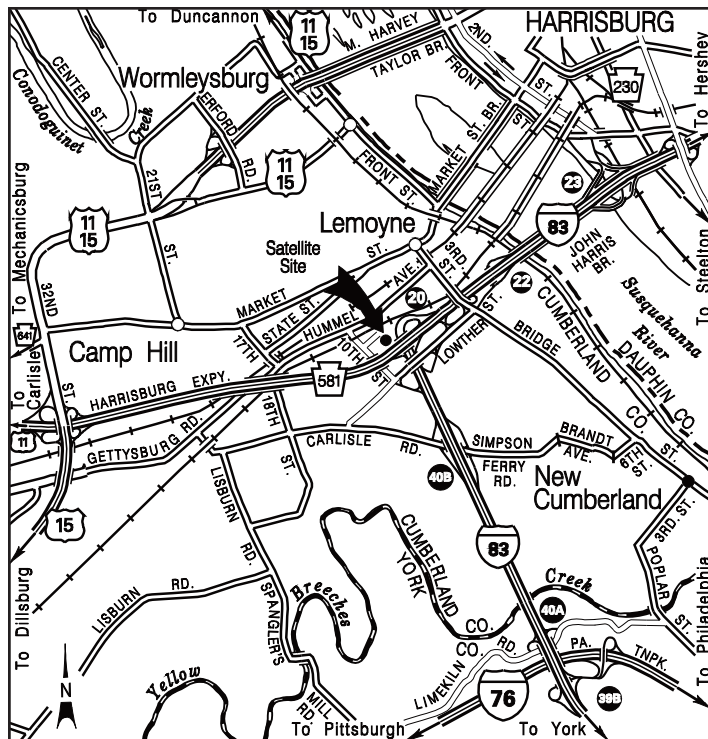
### **MAINTENANCE DISTRICT 8-1 • ADAMS CO.**

1185 Fairfield Road  
 Gettysburg, PA 17325  
 Phone (717) 334-3155



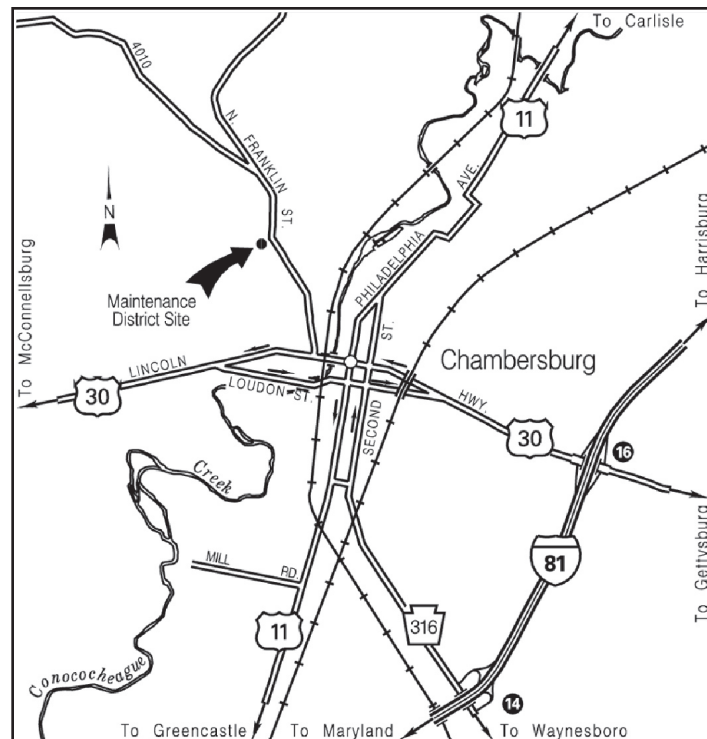
### **MAINTENANCE DISTRICT 8-2 • CUMBERLAND CO.**

40 Army Heritage Drive  
 Carlisle, PA 17013  
 Phone (717) 243-5414



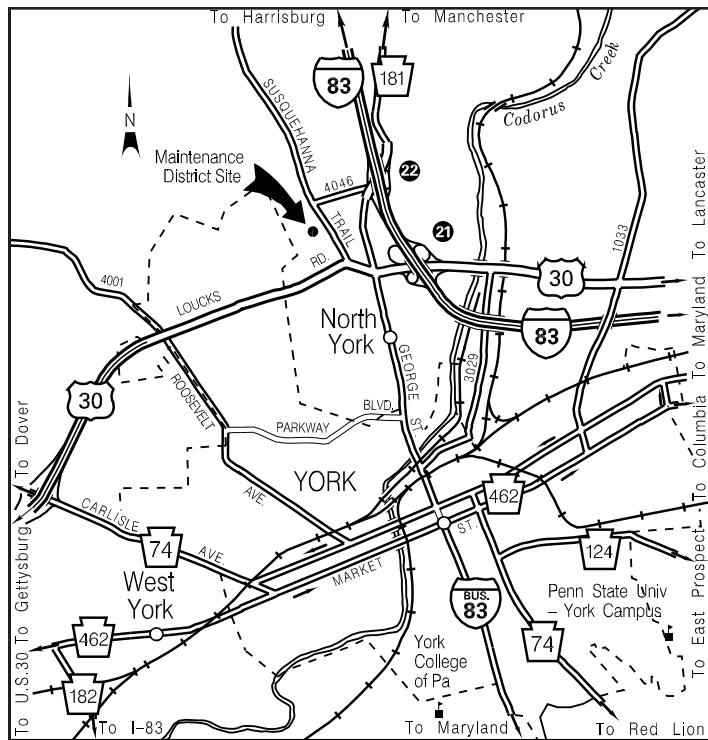
### MAINTENANCE DISTRICT 8-2 • LEMOYNE SATELLITE

10th and Ayers Avenue  
Lemoyne, PA 17043  
Phone (717) 731-7144



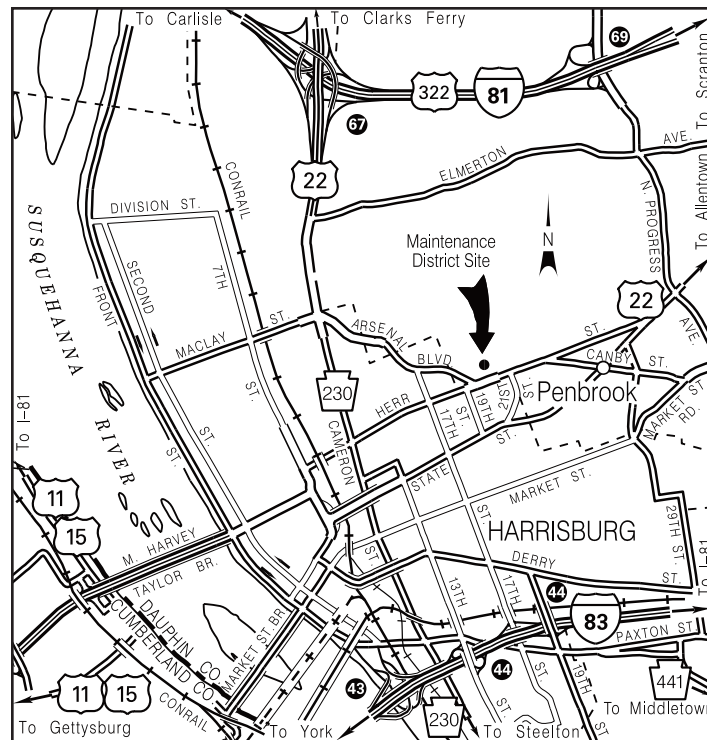
### MAINTENANCE DISTRICT 8-3 • FRANKLIN CO.

619 North Franklin Street  
Chambersburg, PA 17201  
Phone (717) 264-4171



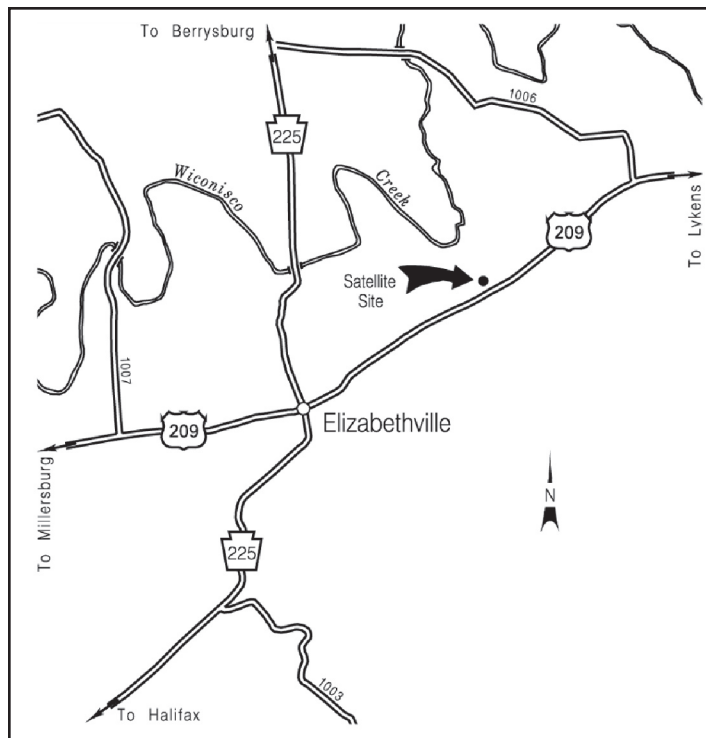
### MAINTENANCE DISTRICT 8-4 • YORK CO.

1920 Susquehanna Trail North  
York, PA 17404  
Phone (717) 848-6230



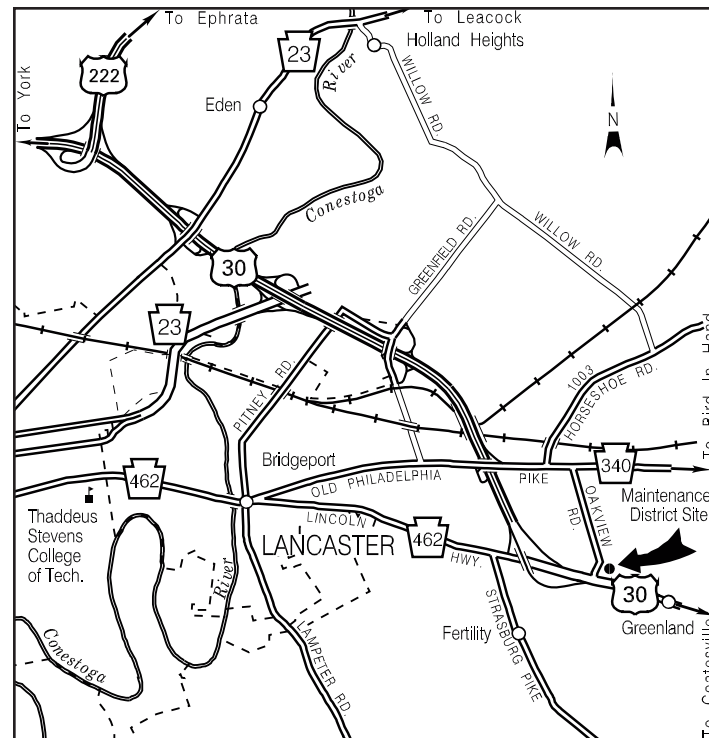
### MAINTENANCE DISTRICT 8-5 • DAUPHIN CO.

2140 Herr Street  
Harrisburg, PA 17103-1699  
Phone (717) 787-5391



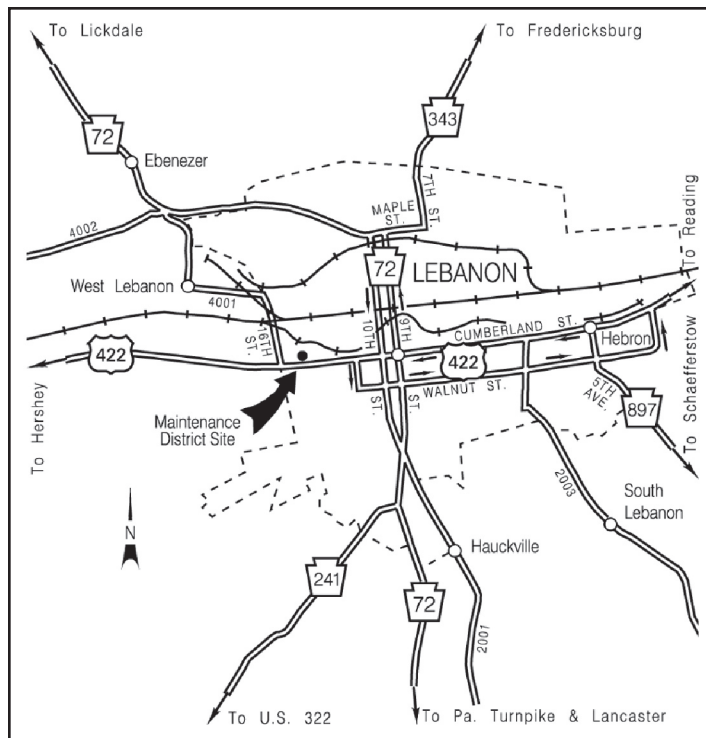
### MAINTENANCE DISTRICT 8-5 • DAUPHIN CO.

Elizabethville Satellite  
Phone (717) 362-8445



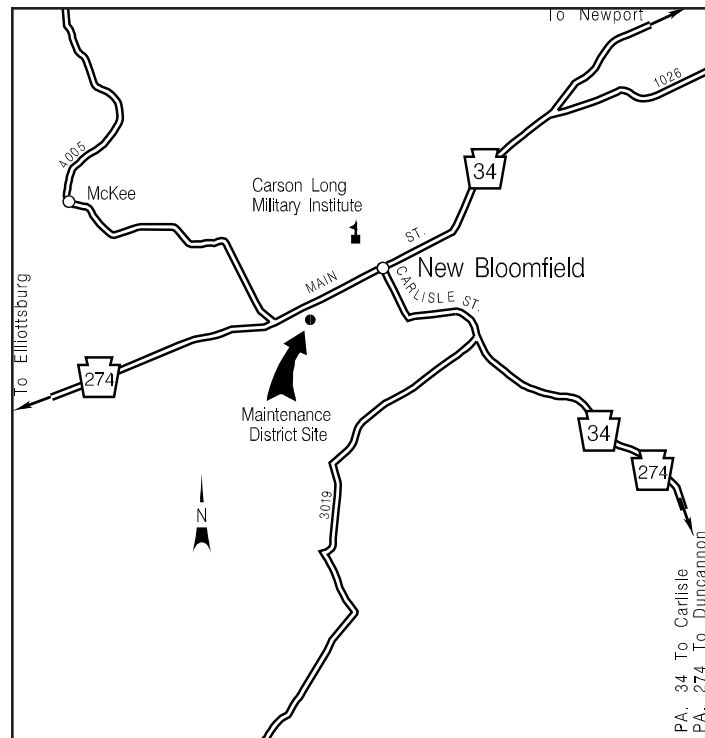
### MAINTENANCE DISTRICT 8-7 • LANCASTER CO.

2105 Lincoln Highway East  
Lancaster, PA 17602  
Phone (717) 299-7621



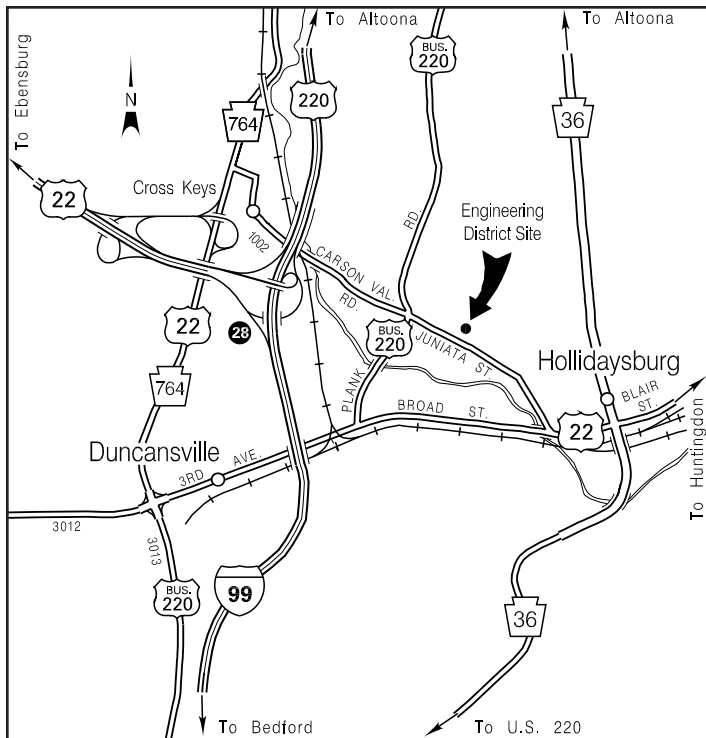
### MAINTENANCE DISTRICT 8-8 • LEBANON CO.

1445 Cumberland Street  
 Lebanon, PA 17042  
 Phone (717) 272-6637



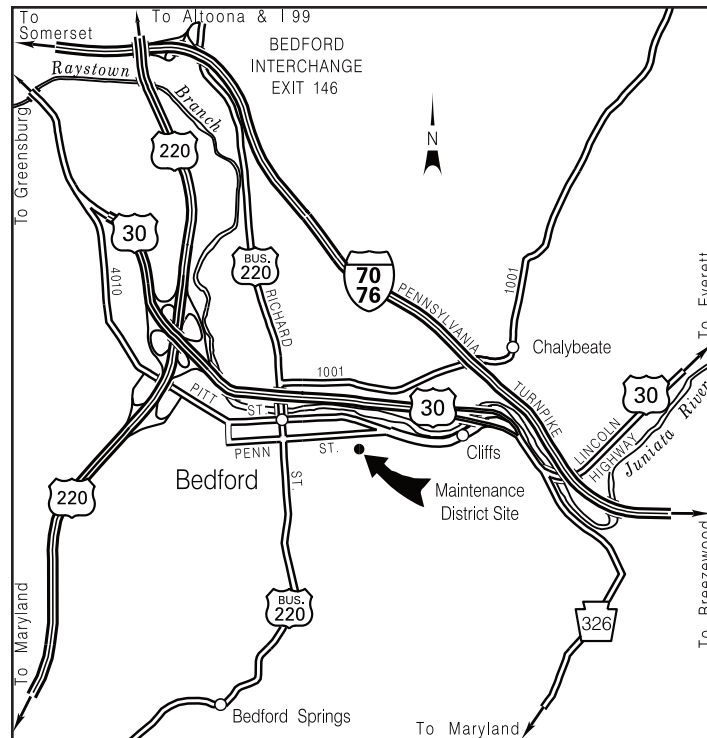
### MAINTENANCE DISTRICT 8-9 • PERRY CO.

421 West Main Street  
 New Bloomfield, PA 17068  
 Phone (717) 582-2191



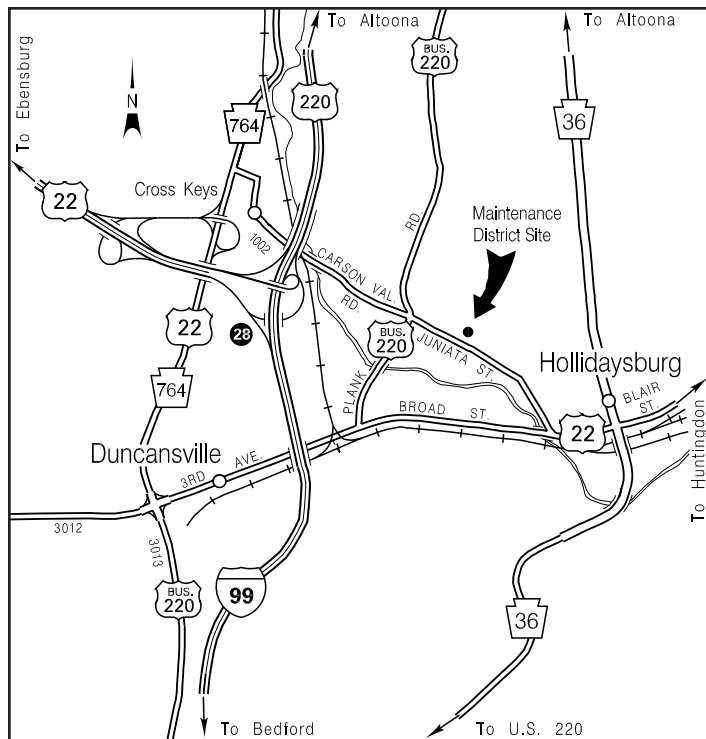
### ENGINEERING DISTRICT 9-0 • BLAIR CO.

1620 North Juniata Street  
Hollidaysburg, PA 16648  
Phone (814) 696-7250



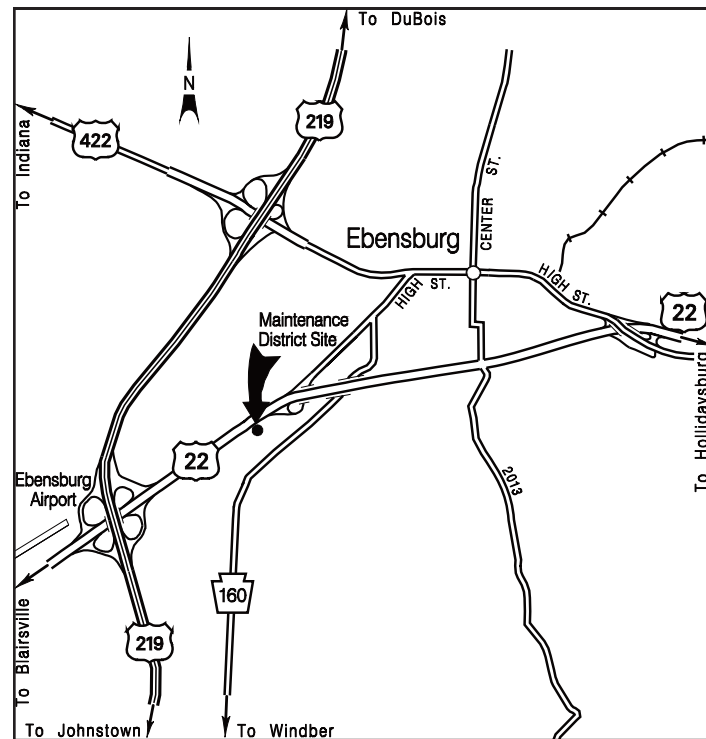
### MAINTENANCE DISTRICT 9-1 • BEDFORD CO.

630 East Penn Street  
Bedford, PA 15522  
Phone (814) 623-6144



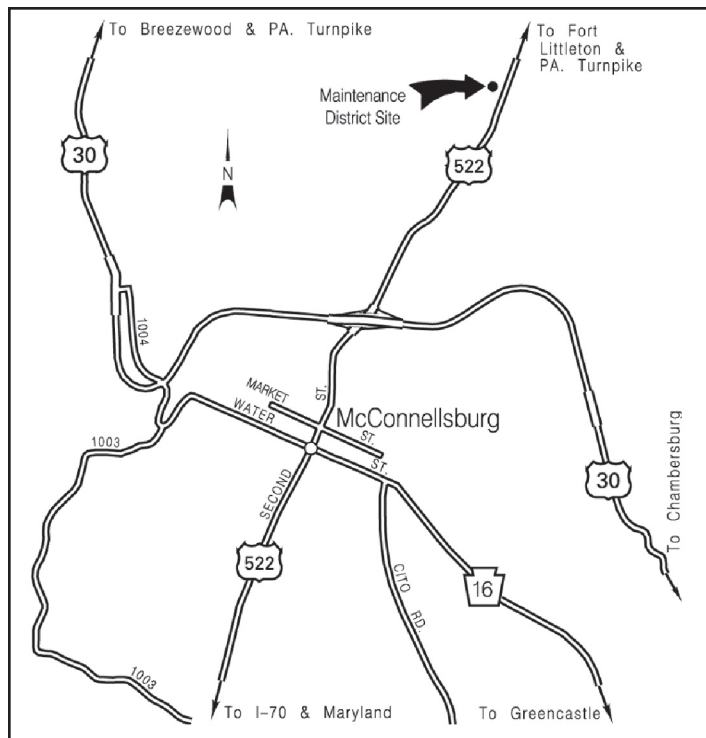
### **MAINTENANCE DISTRICT 9-2 • BLAIR CO.**

1598 North Juniata Street  
Hollidaysburg, PA 16648  
Phone (814) 696-7271



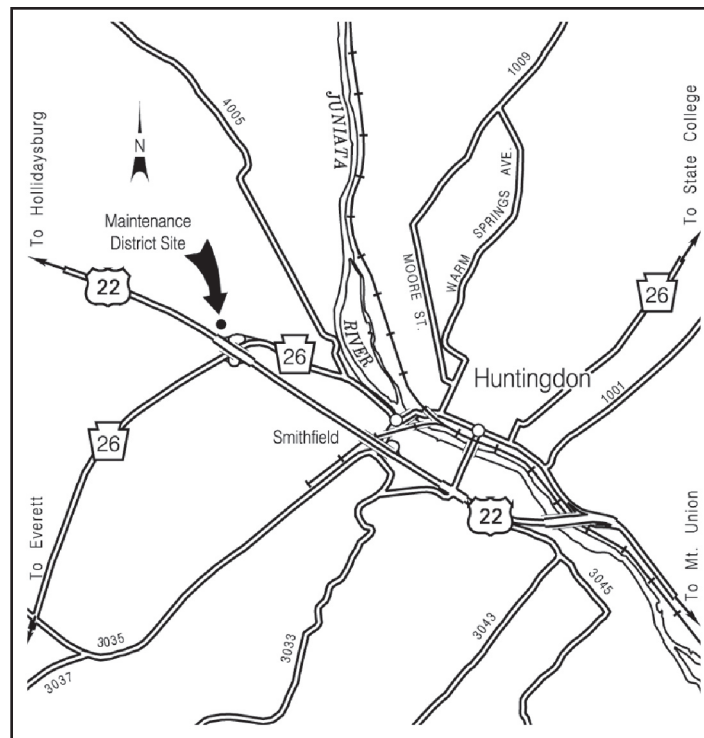
### **MAINTENANCE DISTRICT 9-3 • CAMBRIA CO.**

4595 Admiral Peary Highway  
Ebensburg, PA 15931  
Phone (814) 472-7100



#### **MAINTENANCE DISTRICT 9-4 • FULTON CO.**

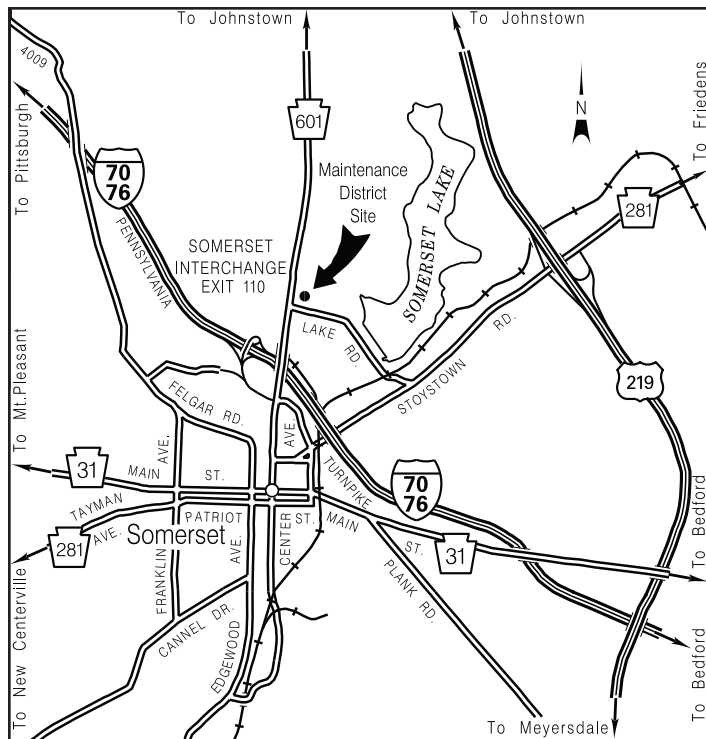
22907 Great Cove Road  
McConnellsburg, PA 17223  
Phone (717) 485-3816



#### **MAINTENANCE DISTRICT 9-5 • HUNTINGDON CO.**

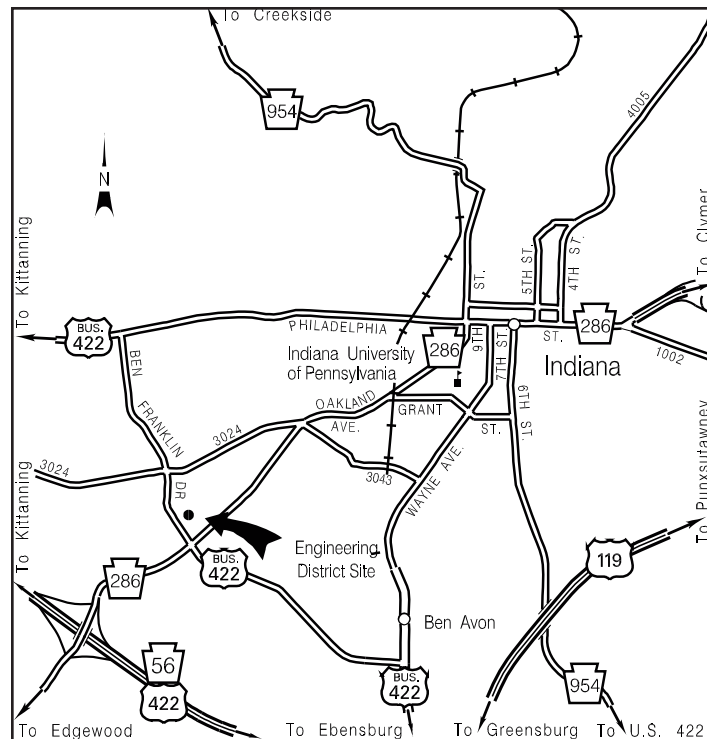
8763 William Penn Highway  
Huntingdon, PA 16652  
Phone (814) 643-0150





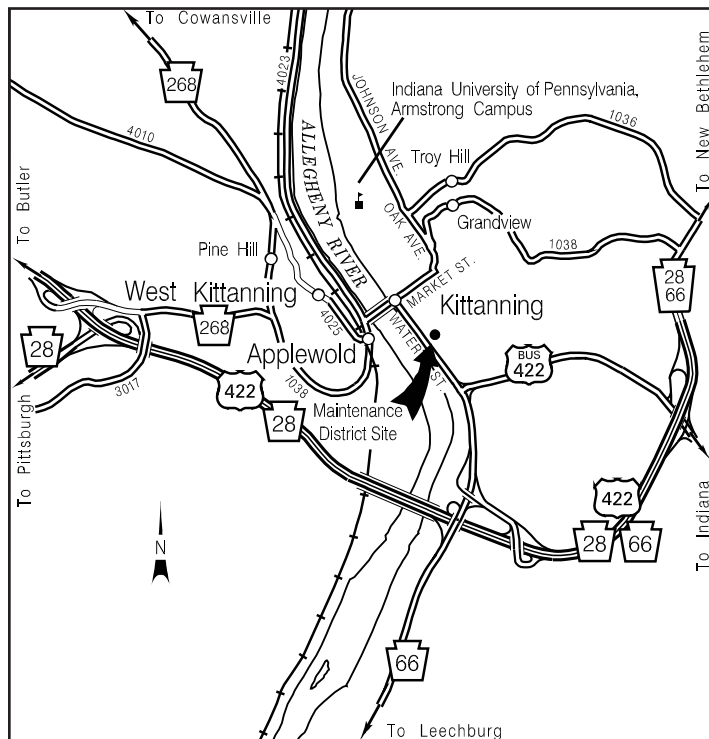
### MAINTENANCE DISTRICT 9-7 • SOMERSET CO.

1312 North Center Avenue  
Somerset, PA 15501  
Phone (814) 445-7905



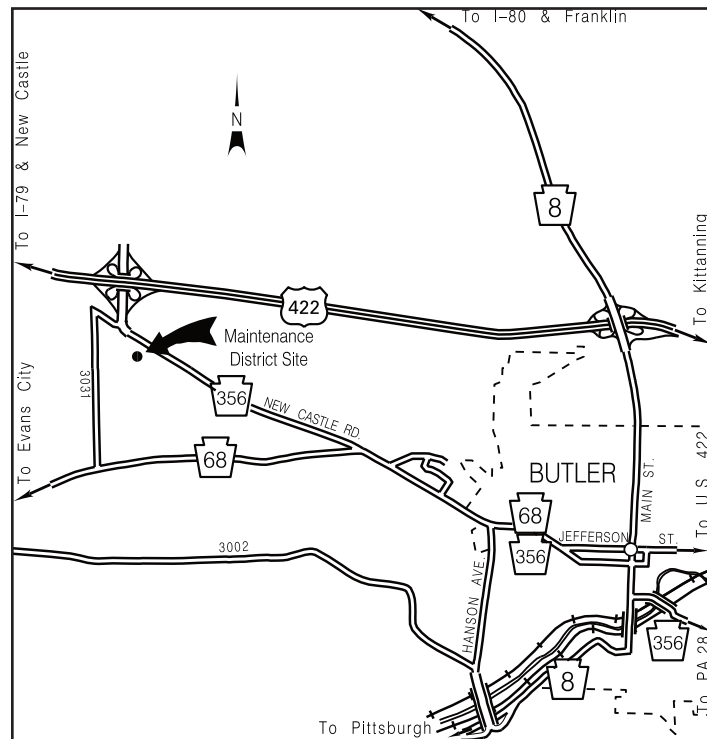
### ENGINEERING DISTRICT 10-0 • INDIANA CO.

2550 Oakland Avenue  
Indiana, PA 15701  
Phone (724) 357-2800



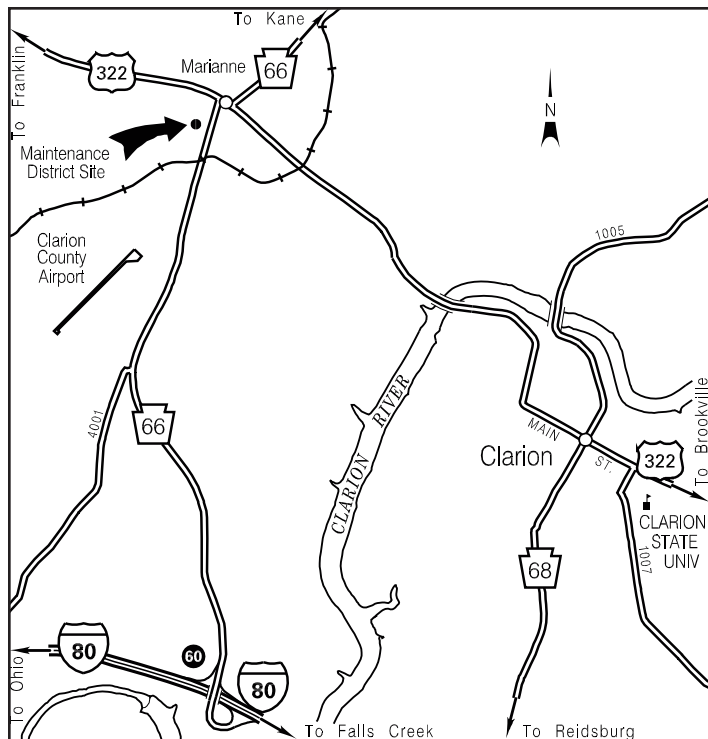
### **MAINTENANCE DISTRICT 10-1 • ARMSTRONG CO.**

504 South Water Street  
Kittanning, PA 16201-1016  
Phone (724) 543-1811



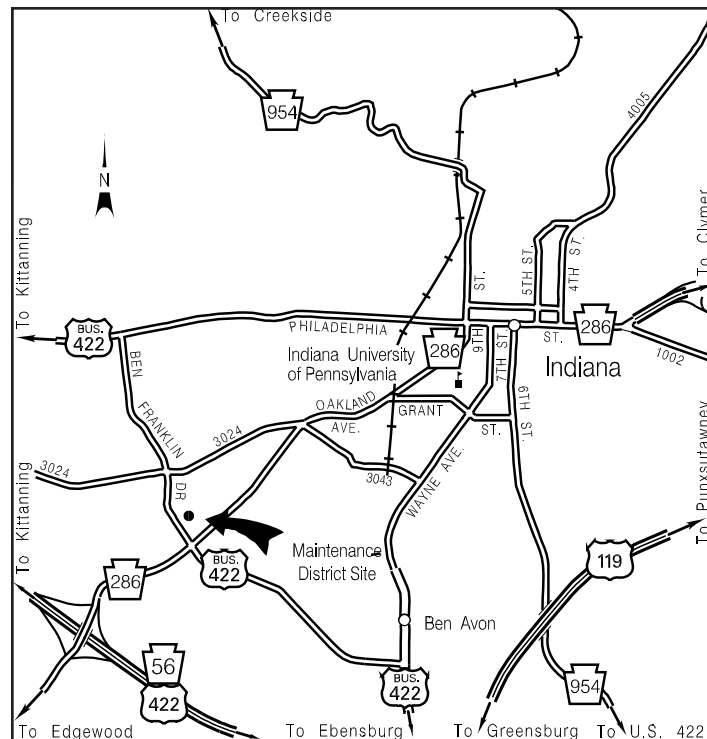
### **MAINTENANCE DISTRICT 10-2 • BUTLER CO.**

351 New Castle Road  
Butler, PA 16001  
Phone (724) 284-2800



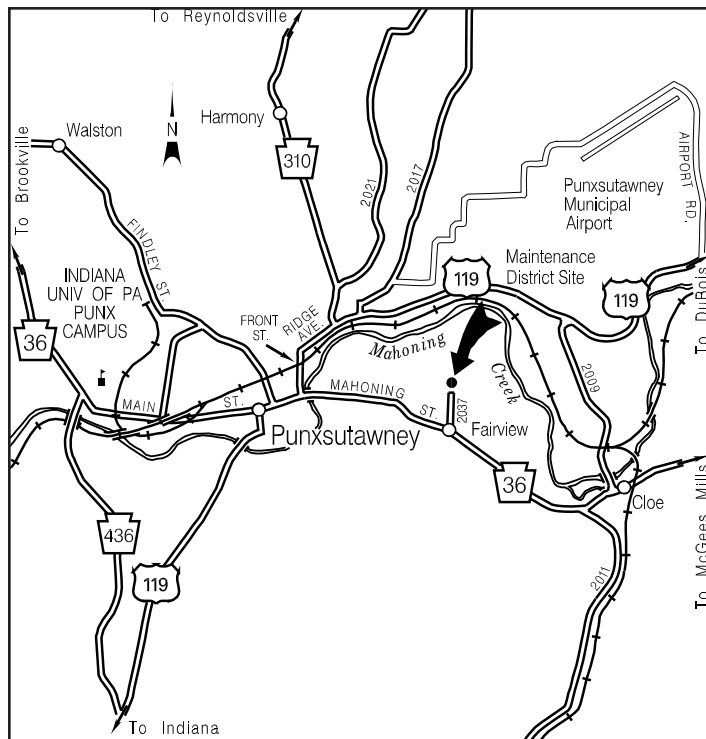
### MAINTENANCE DISTRICT 10-3 • CLARION CO.

21057 Paint Boulevard  
 Shippensburg, PA 16254  
 Phone (814) 226-8200



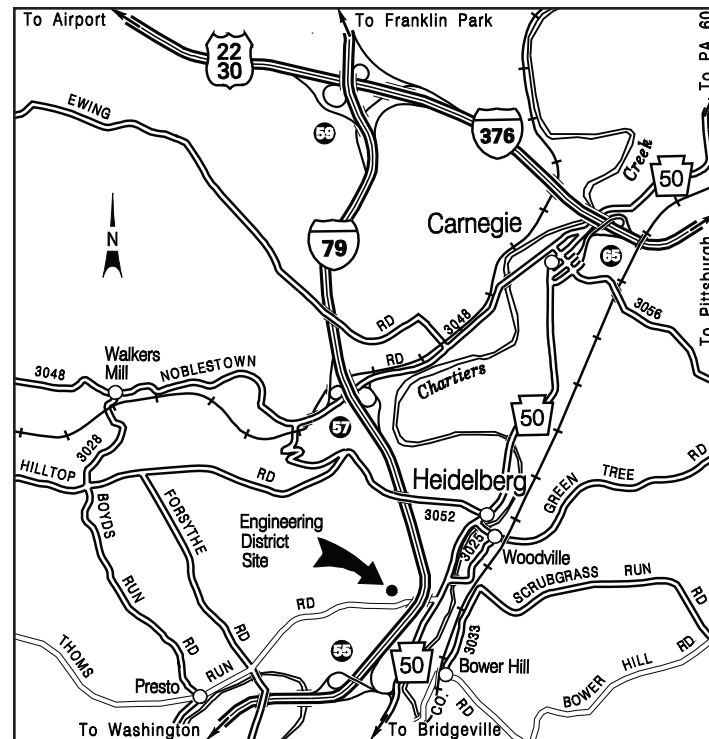
### MAINTENANCE DISTRICT 10-4 • INDIANA CO.

2550 Oakland Avenue  
 Indiana, PA 15701  
 Phone (724) 357-2800



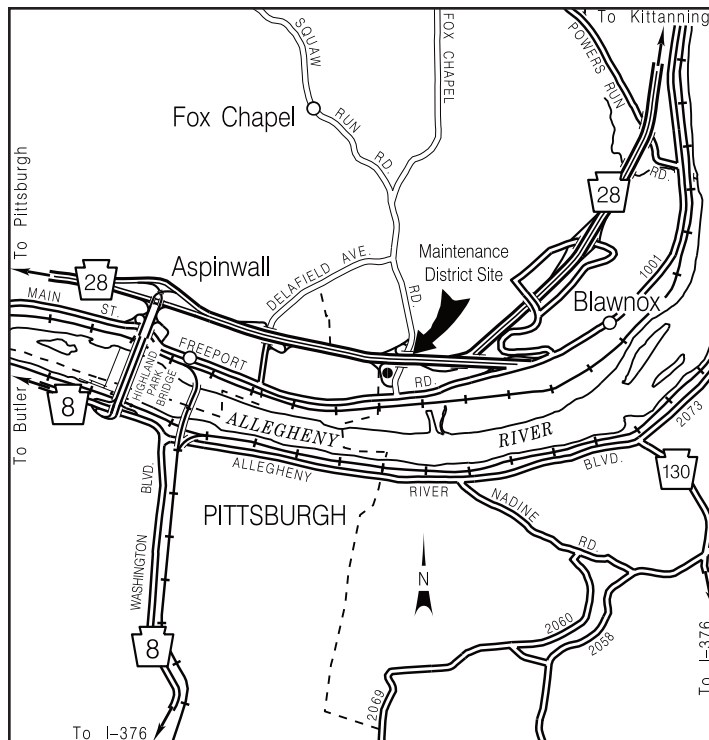
### MAINTENANCE DISTRICT 10-5 • JEFFERSON CO.

205 Witherow Street  
Punxsutawney, PA 15767  
Phone (814) 938-6300



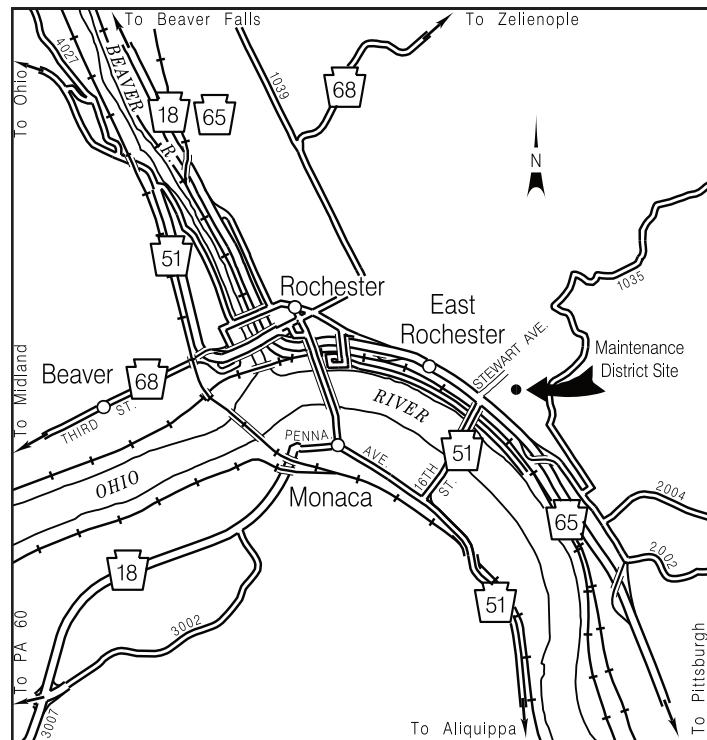
### ENGINEERING DISTRICT 11-0 • ALLEGHENY CO.

45 Thoms Run Road  
Bridgeville, PA 15017  
Phone (412) 429-5000



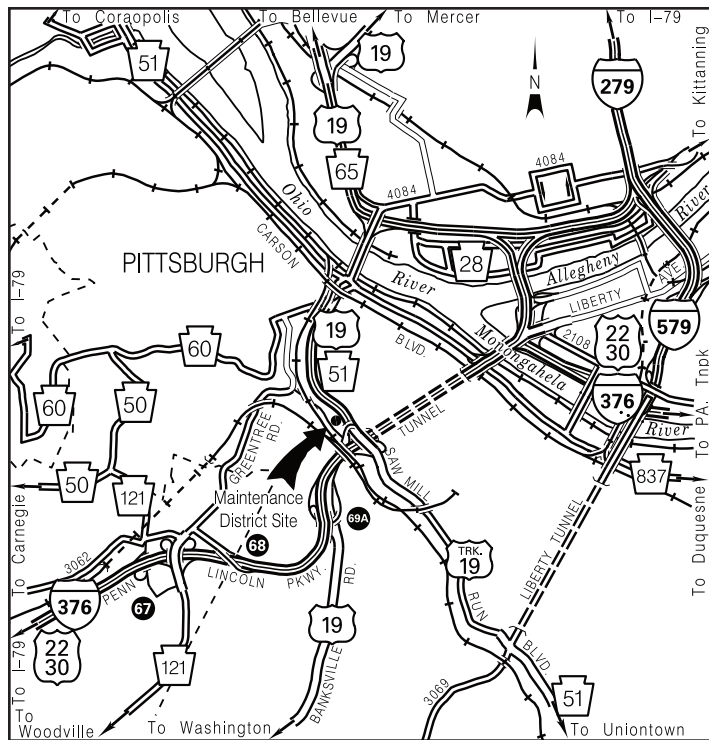
### MAINTENANCE DISTRICT 11-1 • ALLEGHENY CO.

51 Fox Chapel Road  
Pittsburgh, PA 15238  
Phone (412) 781-3260



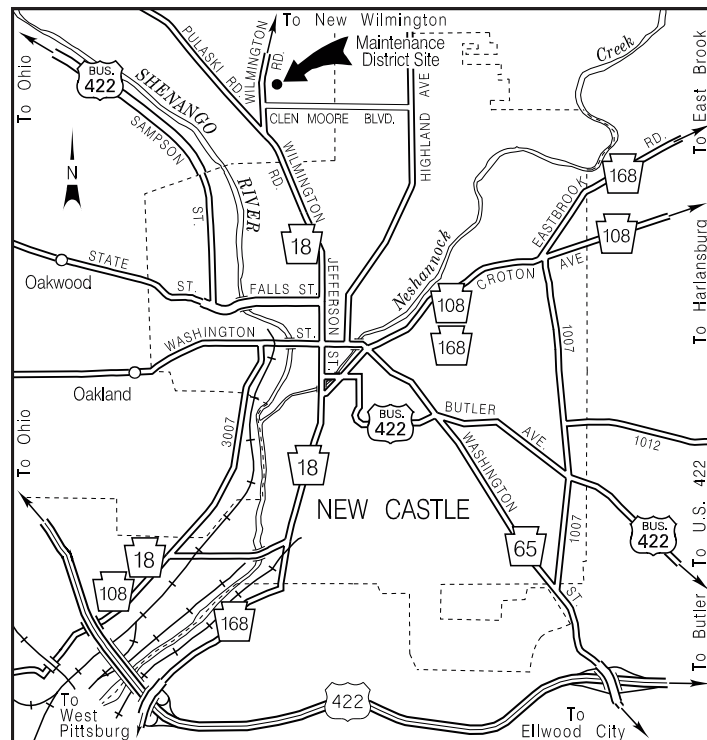
### MAINTENANCE DISTRICT 11-2 • BEAVER CO.

155 Stewart Avenue  
Rochester, PA 15074  
Phone (724) 774-6610



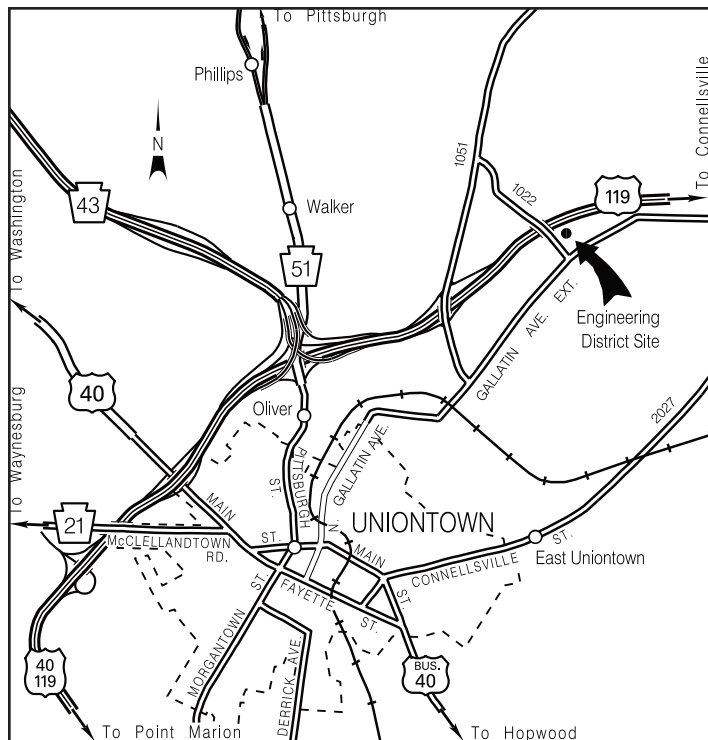
### MAINTENANCE DISTRICT 11-3 • ALLEGHENY CO.

Pittsburgh Tunnels  
 45 Thoms Run Road • Pittsburgh, PA 15017  
 Phone (412) 381-1815



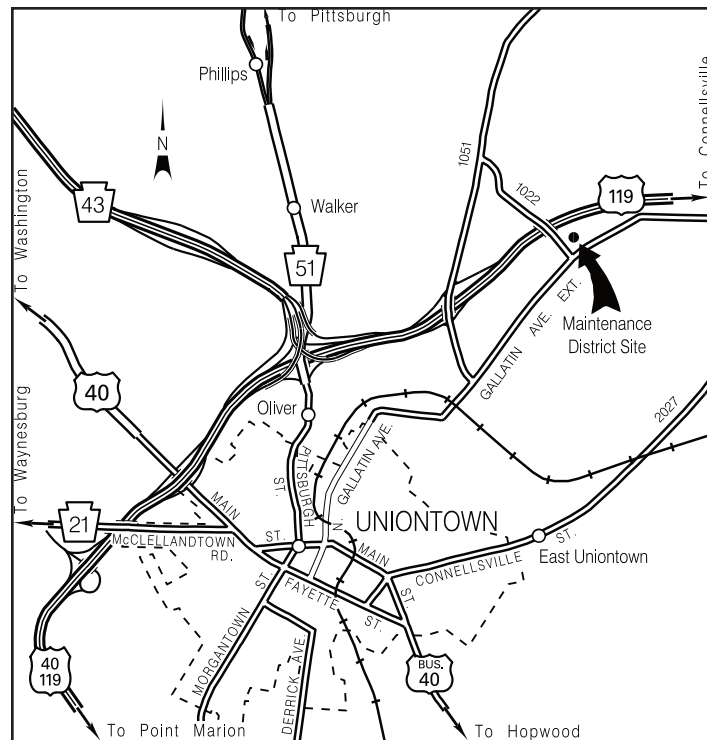
### MAINTENANCE DISTRICT 11-4 • LAWRENCE CO.

1800 Wilmington Road  
 New Castle, PA 16105  
 Phone (724) 498-8421



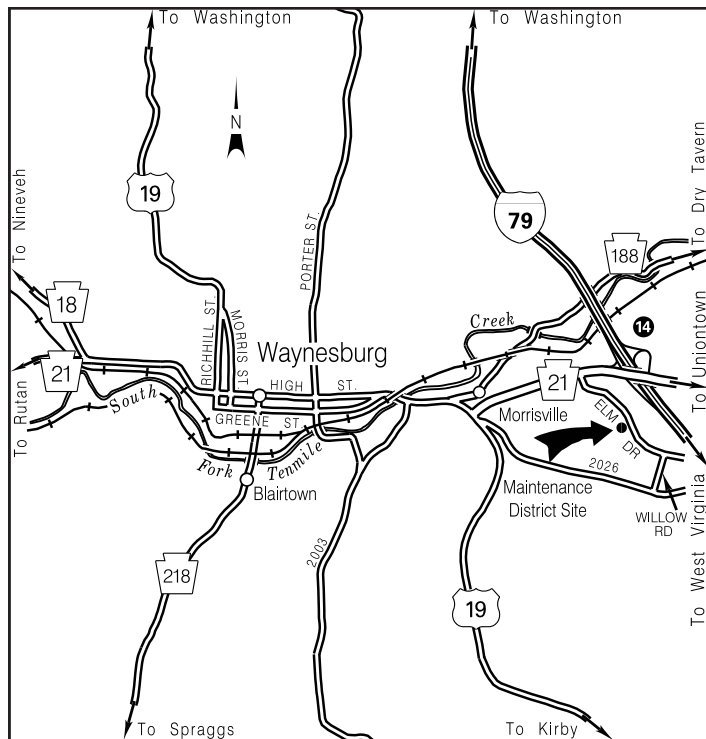
### ENGINEERING DISTRICT 12-0 • FAYETTE CO.

825 North Gallatin Avenue, Ext.  
Uniontown, PA 15401  
Phone (724) 439-7315

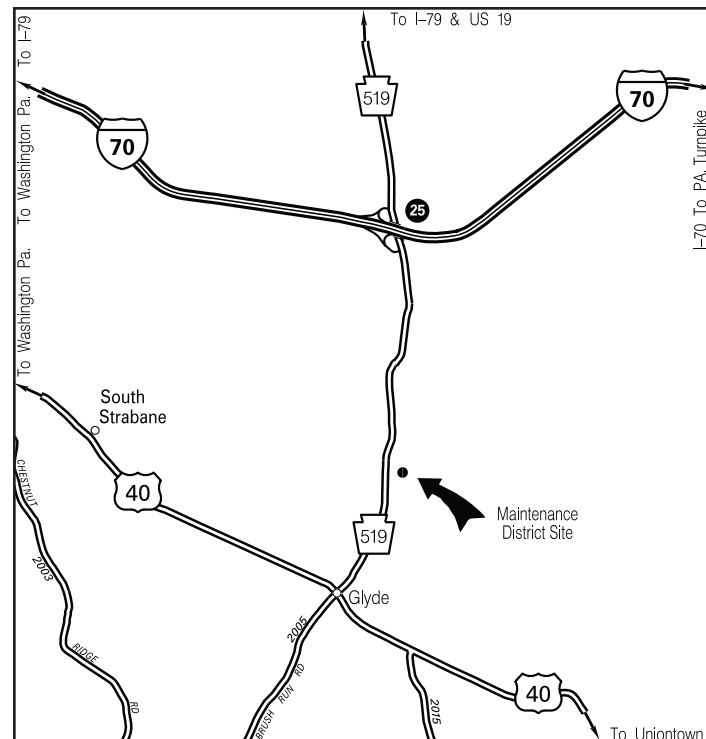


### MAINTENANCE DISTRICT 12-1 • FAYETTE CO.

825 North Gallatin Avenue  
Uniontown, PA 15401  
Phone (724) 439-7470

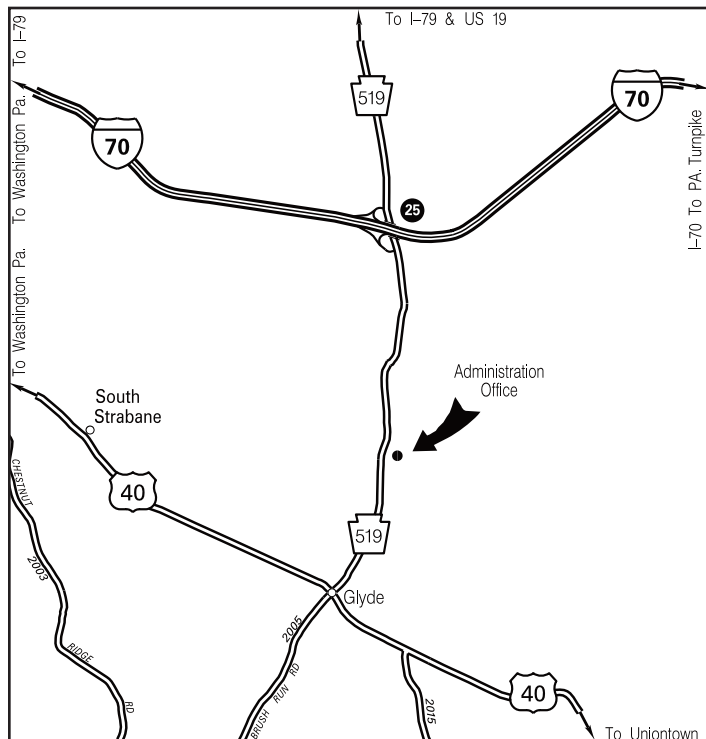


**MAINTENANCE DISTRICT 12-2 • GREENE CO.**  
 (TEMPORARY LOCATION)  
 226 Elm Drive, Suite 102  
 Waynesburg, PA 15370  
 Phone (724) 627-6131



**MAINTENANCE DISTRICT 12-4 • WASHINGTON CO.**  
 160 Route 519  
 Eighty Four, PA 15330  
 Phone (724) 223-4491



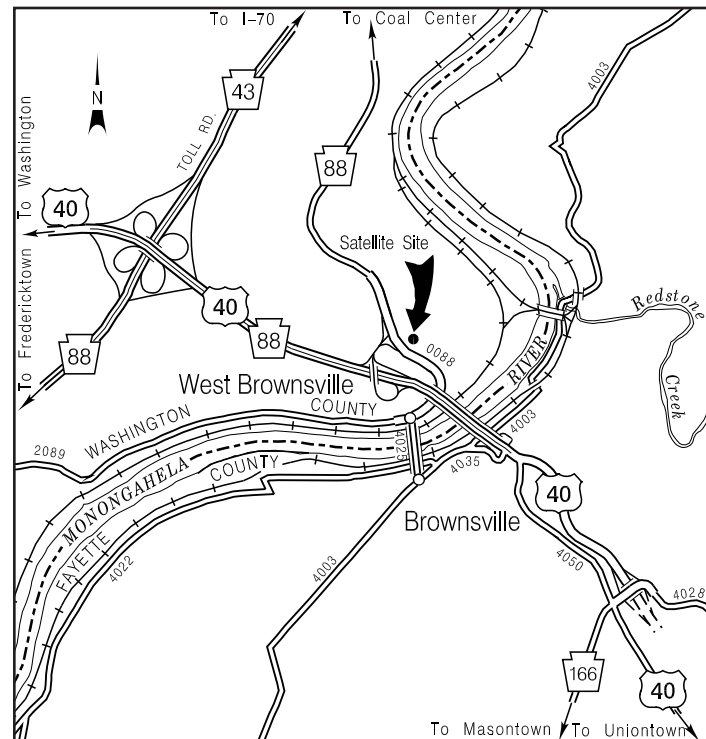


# **MAINTENANCE DISTRICT 12-4 • WASHINGTON CO.**

**(Administration Office)**

170 Route 519 • Eighty Four, PA 15330

Phone (724) 223-4480

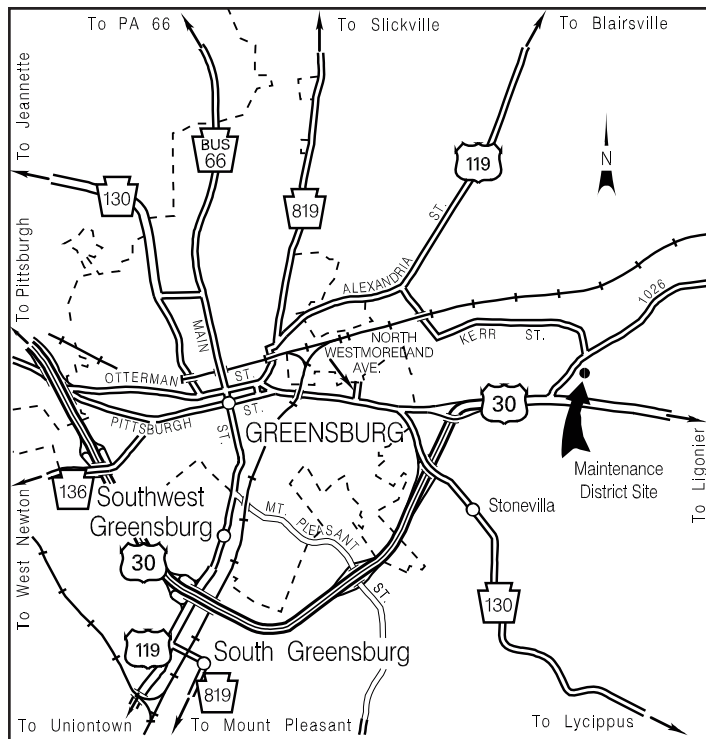


# **MAINTENANCE DISTRICT 12-4 • WASHINGTON CO.**

1 PennDOT Road

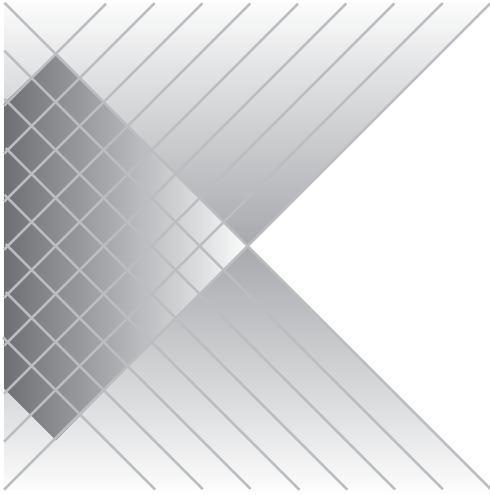
Brownsville, PA 15417

Phone (724) 785-4991



**MAINTENANCE DISTRICT 12-5 • WESTMORELAND CO.**

144 Donohoe Road  
Greensburg, PA 15601  
Phone (724) 832-5387



# **BREAKDOWN INSTRUCTIONS**

## BREAKDOWN INSTRUCTIONS

### 1. During Work Hours:

- Remove vehicle from traffic and secure it.
- Call your supervisor or chain of command for awareness.
- Contact the County Equipment Manager at nearest County office for assistance.
- Replacement parts should come from available inventory at the closest county office if feasible, otherwise coordinate with a purchaser for parts/service needs.

### 2. After Working Hours:

- Remove the vehicle from traffic and secure it.
- Call your supervisor or chain of command who may authorize Fleet Fuel Card for repairs by phone. The Supervisor should notify the responsible Equipment Manager the next day.
- Repairs such as a flat tire, fan belt, radiator hose, etc may be paid with Fleet Fuel Card. If a Fleet Fuel Card is not available, then pay for parts/service out-of-pocket, retain all receipts and seek reimbursement on Form C-62 (Travel Expense Voucher).
- Obtain receipts for all necessary out-of-pocket expense such as towing, storage, authorized repairs, lodging and transportation. Claim reimbursement on Form C-62

### ACCIDENTS – POLICY

Accidents involving maintenance and automotive equipment:

1. After any accident, however minor, involving Department equipment or a motor vehicle (either on or off the highway), the operator and the operator's immediate supervisor are required to report that accident in the manner prescribed below.

2. An accident involving Department equipment or motor vehicles which results in fatality, serious personal injury and/or property damage over \$10,000.00 shall be subject to an immediate investigation. The operator concerned shall be immediately suspended from operating Department equipment/motor vehicles until such time as the Deputy Secretary for Administration acts on the recommendations of the District Engineer/Bureau Director concerned.

### ACCIDENT SCOPE

Applies to all accidents involving Department motor vehicles/equipment (except aircraft) either on or off the highway, regardless of how minor the injury and/or damage involved.

### RESPONSIBILITY

1. Operator of vehicle/equipment involved in accident
  - Notify state or local police (or Capital Police) and request an investigation of the accident. If outside the Commonwealth, request an investigation by local police.
2. **Exception:** A state or local police investigation is **not** required when an accident involves Department equipment **only**, and:
  - A. Involves no personal injury or fatality, and
  - B. Damages are less than \$500.00, and
  - C. The vehicle does not have to be towed away.

### SPECIAL NOTE

A state or local accident report must be submitted whenever Department owned equipment is involved in an accident with another vehicle.

### **Prepare report and notify immediate supervisor as specified:**

1. Operator-Employee's Supervisor
  - Prepare and submit the written reports as specified in the procedure below
2. All Department functions
  - Insure that at least three blank Forms STD-541 (Automobile Accident or Loss Notice), one blank Form P-6175 (Preliminary Accident Report), and the self-insurance identification card are in each assigned vehicle at all times.
3. Employee's Supervisor
  - Within 48 hours, prepare an original and three copies of Form STD-541 (Automobile Accident or Loss Notice).
  - The state or local police must investigate every accident involving Commonwealth vehicles (except as noted above). If for some reason it is not investigated and the accident involved any injury or fatality or any of the vehicles had to be towed, then prepare and submit Form AA-600 (Traffic Accident Report) to the Center for Highway Safety, Harrisburg, Pa 17120, within five days.
4. All Department functions except maintenance districts
  - Forward original and two copies of Form STD-541 to the Bureau of Maintenance and Operations, Equipment Division
  - Upon receipt of Form STD-541, affix a file number and log accident information.
  - File the original STD-541. Send a copy to the Bureau of Risk and Insurance Management and Safety Division.
  - Send written acknowledgement of STD-541 to originating function. In the case of Maintenance Districts, send acknowledgements to Engineering District.
5. Maintenance Districts
  - All forms **must be forwarded** through the Engineering District.
6. All Field Operations
  - File acknowledgement with a copy of STD-541.
  - All invoices for repairs shall be charged to Allotment Code 813 and

Cost Function 8511 with the file number. A copy of all invoices shall be forwarded to the Equipment Division.

### **EMERGENCY INSTRUCTIONS – DEPARTMENT AUTOMOBILES**

1. Seek medical attention for injured persons
2. Call State or Local Police. If out-of-state, call local police
3. Obtain information required on Form STD-541. Copies are in glove compartment.

**If there is a serious injury, fatality or property damage over \$10,000  
CALL**

**Bureau of Risk Management  
Department of General Services  
717-787-1768                      after hours call 717-787-3199**

### **FORMS**

The following forms are required for this procedure and may be ordered from Office Services in the usual manner.

<u>Form</u>	<u>Title</u>	<u>Commodity Code</u>
STD-541	Automobile Accident or Loss Notice	0320-0100-1770

### **REFERENCES**

1. Management Directive 615.2 amended 2/24/1988
2. Administrative Circular 77-33
3. Publications 32, Employee Safety Handbook

## PennDOT

### Fuel Card Policy and Retail Fueling Guidelines

#### Policy

A permanently assigned Fleet Fuel Card should be issued to those employees who operate and refuel Department vehicles more than four times a year.

A temporary/spare Fleet Fuel card should be issued to employees using Department vehicles less than four times per year on an as-needed basis. The temporary card must be logged out on the date it was issued and logged in when the operator returns the vehicle in Pub 539 PennDOT Spare Card Log Book.

Employees with permanently assigned Fleet Fuel cards **SHALL NOT** allow others to use their card.

PennDOT issued fuel cards are for Department business only. ***No personal charges shall be made with PennDOT issued fuel cards.***

WEX and Fuelman are the only fuel card providers authorized by PennDOT. No other fuel cards shall be issued without obtaining written permission from the Fleet Management Division. If permission is granted to use any other fuel card, all policies and instructions regarding PennDOT issued fuel cards shall apply.

The following items are the only products authorized for purchase with PennDOT Issued fuel cards.

Diesel Fuel

Regular Unleaded Fuel (higher octane is not authorized)

Motor Oil (only for emergencies, should normally be obtained at PennDOT garage)

Kerosene (only for emergencies, should normally be obtained at PennDOT garage)

Windshield Fluid (only for emergencies, should normally be obtained at PennDOT garage)

Diesel Exhaust Fluid(DEF) – check ahead to ensure retail station has DEF and accepts the Department Fleet Card

Refer to the Emergency Instructions section of Publication 22 which should be located in the vehicle for procedures to follow in the event of an accident or vehicle breakdown. If, after following the emergency instructions in Pub 22, it is necessary to obtain repairs from a non-PennDOT source, the Fleet Fuel card can be used.

#### Fuel Receipt Policy

Whenever an employee fuels a Department vehicle at a retail station they must get a receipt. They must ensure the receipt has the following information on it.

Equipment Number, Odometer, Product, Quantity, Price, Operator Name, Date of Transaction

Any of the above information that is missing or illegible must be hand written on the receipt.

If the original receipt is lost, the operator shall complete a **Surrogate Receipt** which can be obtained from the Automotive Officer, District Equipment unit, or County Equipment unit as applicable. The PIN number is the first 3 and last 3 digits of the equipment number. Enter the Odometer without tenths.

#### **Retail Fueling Instructions**

PennDOT's Fleet Fuel cards are accepted at many retail gas stations. If you are not sure the card is acceptable where you are fueling, verify with the attendant first, before fueling.

All terminals are different and may prompt you for the fueling information in a different order. Simply follow the prompts to process your transaction.

If the card reader cannot read your card or your PIN Number does not work, ask the attendant to call the toll-free number on the back of the card to verify your information.



**COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF TRANSPORTATION**



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

**PUB 22 (7-22)**