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This booklet can be accessed by going to the District 12 website at www.penndot12.com.
Thank you for wanting to learn more about PennDOT's District 12 which includes Fayette, Greene, Washington, and Westmoreland counties. Our District contains over 3,630 miles of state-owned highways and 2,332 state-owned bridges. We also assist several local municipalities with the inspection of their bridges and roadways. In our 4 county area spanning nearly 3,250 square miles, we have 32 different stockpile locations to help us better serve our 760,000 customers. We employ nearly 800 people in our district to meet the needs and demands of our roads and bridges and to ensure that District 12 continues to operate on a highly efficient level to keep it among the best in the State.

The intent of this booklet is to provide information regarding the transportation services we deliver in Pennsylvania Department of Transportation Engineering District 12. We hope that it will help you understand how we handle various situations and also let you know the appropriate unit to contact if additional information is needed.

The Department is organized into a District Office and 4 County Maintenance Offices. Their numbers are as follows:

- Community Relations Coordinator    (724) 439-7375
- Fayette County Manager     (724) 439-7470
- Greene County Manager     (724) 627-6131
- Washington County Manager    (724) 223-4480
- Westmoreland County Manager    (724) 832-5357

We are always available to answer questions.

We hope you find this booklet useful in working with District 12.

Joseph J. Szczur, P.E.
District Executive

Revised December 2014
By the very nature of our business and the size of the roadway network we manage, we receive inquiries from legislators, county and municipal officials, business people, and citizens. They can be in the form of either a phone call, an issue raised during a meeting or written correspondence. The following identifies our process on how we handle different types of inquiries:

**Verbal/Phone Inquires**

Verbal or Phone inquires on road concerns are first logged into our new Customer Care Center electronic system. This system requires some specific information regarding location, nature of the problem, name, address, and phone number of the individual making the contact. The concern will then be assigned to the proper area of the organization and responses are tracked. Depending on the severity of the concern, every effort is made to contact the complainant within 2 days to gain more information regarding the concern. Emergency situations are addressed immediately.

**Written Inquires**

When written inquires are received from our customers, our objective is to collect the appropriate information on the concern and respond in writing within 10 calendar days. During this period, we attempt to investigate the concern to determine corrective action and; if possible, remedy the situation.

**Website Inquires**

If you have a road concern, the District 12 website is [www.penndot12.com](http://www.penndot12.com). Once there, click on the Customer Care Center icon, click on the Submit New Concern button, and fill out the information for your concern. It will be sent electronically. PennDOT will investigate the concern to determine corrective action and; if possible, remedy the situation.

If information is incorrect on our website you can click on the webmaster name, and email the concern directly to our webmaster for correction.

Revised December 2014
Beginning in late 1994 and early 1995, the Pennsylvania Department of Transportation began a statewide realignment of its drivers’ licensing and exam centers to combine the activities into single centralized locations in each county, making them more user-friendly and accessible to our customers.

A listing of the locations and hours of operation of the sites in the 4 county PennDOT District 12 area are listed below. Each combines photo licensing and driver-testing functions under one roof and includes the digitized “credit card-type” driver license photo equipment.

❖ **FAYETTE COUNTY:**

| Location: North Gallatin Avenue Extension  
| 825 North Gallatin Avenue  
| Uniontown, PA 15401  
| Open 8:30 a.m. to 4:15 p.m. - Tuesday through Saturday |

❖ **GREENE COUNTY:**

| Location: Arbor Terrace  
| 1164 Willow Street  
| Waynesburg, PA 15370  
| Open 8:30 a.m. to 4:15 p.m. – Thursday/Saturday |

❖ **WASHINGTON COUNTY:**

| Location: Oak Spring Center  
| 250 Oak Spring Road  
| Washington, PA 15301  
| Open 8:30 a.m. to 4:15 p.m. - Tuesday through Saturday |
WESTMORELAND COUNTY:

PennDOT provides some same-day, on-site vehicle registration and driver licensing and online services. Each center’s location, and times of operation, can be found at www.dmv.state.pa.us.

Drivers over age 55 may qualify for a 5% reduction in their auto insurance rates by successfully completing 1 of any three PennDOT approved driver improvement courses.

The courses are entitled “Safe Driving for the Mature Operator”, “Coaching the Mature Operator”, and “55 Alive” and are offered by AAA, National Safety Council and the American Association of Retired Persons respectively.

More information can be obtained by calling, or writing:

Location: Tri-County Plaza
960 Rostraver Road
Belle Vernon, PA 15012
Open 8:30 a.m. to 4:15 p.m. - Tuesday through Saturday
Open 8:30 a.m. to 8:00 p.m. - Thursday

Location: The Davis Center
770 East Pittsburgh Street
Greensburg, PA 15601
Open 8:30 a.m. to 4:15 p.m. - Tuesday through Saturday
Open 8:30 a.m. to 8:00 p.m. - Thursday

Revised December 2014
In most cases, classes can be arranged in local areas where sufficient interest is expressed. Because the programs are self-supporting, a nominal fee may be charged.
Any alteration in a speed limit on a state-maintained roadway must be made upon the basis of an Engineering and Traffic Study performed by the Department. Requests should be made in writing from the local municipality. The Department is responsible for the installation and maintenance of the necessary signs for speed limits of 40 mph and greater. Responsibility for purchasing, installing and maintaining speed limit signs on all roads, including state-maintained roadways, below 40 mph lies with the local municipality.

**FEE:** None  
**STATUTORY CITES:** Statute: 75 PA C.S. Motor Vehicle Code  
Subsection 3363  
Regulations: Manual on Uniform Traffic Control Devices (MUTCD)  
Title 67, Chapter 212  
**RENEWAL PERIOD:** None  
**PRIMARY CONTACT:** Assistant District Traffic Engineer - Studies/Safety  
Telephone: (724) 439-7271  
**PROCESSING TIME:** Approximately 1 month

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The Department has no authority in the enforcement of speed limits. Authority for speed limit enforcement lies with the Pennsylvania State Police on all roadways and the local police enforcement agency within municipal boundaries.

**STATUTORY CITE:** 75 PA C.S. Motor Vehicle Code  
Chapter 33, Subchapter F  
**PRIMARY CONTACT:** The respective PA State Police Barracks, or  
The respective local Municipal Police Department  

Revised December 2014
Any alteration in a traffic control restriction for stop or yield control at intersections, stop or yield control at locations other than intersections, no-passing zones and turn restrictions on a state-maintained roadway must be made upon the basis of an Engineering and Traffic Study performed by the Department. The local municipality will be responsible for submitting a Traffic and Engineering Study to the Department for approval prior to any change in traffic patterns involving state roadways; e.g., one-way streets. Requests should be made in writing by the local municipality. The Department is responsible for the installation and maintenance of the necessary signs along state-maintained roadways and intersections.

**FEE:** None

**STATUTE:** 75 PA C.S. Motor Vehicle Code

**SUBSECTIONS:**
- One-way streets/3308 and 6109 (a) (4)
- Stop or yield control at intersections/3323, 6109 (a) (b) and 6124
- Stop or yield control other than intersections/6122 and 6123
- No-passing zones/3307 and 6109 (a) (12)
- Turn restrictions/3331, 3332 and 6109 (a) (7), (9) and (13)

**REGULATIONS:** Manual on Uniform Traffic Control Devices (MUTCD)

**RENEWAL PERIOD:** None
Information and data compiled from crash reports is used for traffic safety related research, design and planning of highway projects, and scheduling of highway maintenance activities. Because this type of information is often interpreted as notification of a hazard, it can leave the Department vulnerable to a potential lawsuit. The Department is very cautious in releasing this type of information.

**PRIMARY CONTACT:**

**PA Department of Transportation**  
Center for Highway Safety  
6th Floor, Keystone Building  
Harrisburg, PA 17101  
Telephone: (717) 787-7350

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**Guide Rail Standards**

Requests for the placement or alteration of guide rail require a detailed Department review of the location. If the location meets the Department’s criteria, the Department will place the guide rail on highway right-of-way. If the location requires an alteration of an existing installation due to the construction of a driveway or similar facility, the property owner will be responsible for having the work done after first obtaining a permit from the Department. A property owner for the protection of personal property can place guide rail off of highway right-of-way.

**FEE:** None

**STATUTORY/REGULATORY CITE:**  
Regulation: PADOT Publication 13, Chapter 12

**RENEWAL PERIOD:** N/A

**PRIMARY CONTACT:**  
District Safety Engineer  
Telephone: (724) 439-7370

**APPROXIMATE PROCESSING TIME:** 1 month

**OTHER APPROVALS, WHICH ARE OR MAY BE NEEDED:** Driveway Permit (fee issued)

Revised December 2014
**Traffic Count Requests**

Any person requesting traffic volume information on state roadways for business purposes can receive any information that is currently available to the Department. Requests for single locations are available by telephone. Requests for multiple locations should be in writing, must describe the requested information and locations as specifically as possible, and include the reason for the request and a telephone number. Traffic count information is also available online at www.dot.state.pa.us following More Links under the heading Transportation Planning (Traffic Information).

**FEE:**
For extensive requests, there is a fee of $6 per quarter-hour for research.

**PRIMARY CONTACT:**
Assistant District Traffic Engineer - Safety/Studies
Telephone: (724) 439-7271

**APPROXIMATE PROCESSING TIME:**
5 days (written request)

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**Placement of Convex Mirrors**

The Department may issue a permit to local officials or private individuals to install a mirror intended for traffic on a local roadway, or a private driveway. Any person requesting the placement of a mirror must agree in writing to purchase, erect, and maintain the mirror. Also, a “VEHICLES ARE CLOSER THAN THEY APPEAR.” sign must be placed and maintained in satisfactory condition; save harmless the Department in the event of an accident; and remove the mirror and sign if directed by the Department. Mirrors should be placed only if there are no other practical alternatives for improving the sight distance or providing an alternate method of traffic control.

**FEE:**
None

**RENEWAL PERIOD:**
N/A

**PRIMARY CONTACT:**
Assistant District Traffic Engineer - Studies/Safety
Telephone: (724) 439-7271

**APPROXIMATE PROCESSING TIME:**
1 month

**OTHER APPROVALS WHICH MAY BE NEEDED:**
Driveway Permit (fee issued)

Revised December 2014
There are approximately 530 traffic signals in District 12. They are owned, operated, and maintained by the municipality in which they are located. If a municipality wishes to install a new traffic signal, a study must be completed to determine if a traffic signal is warranted. Before the study is conducted, the municipality must commit in writing to fund both the installation and future maintenance costs of the traffic signal. The study takes into consideration such elements as traffic volume, accident history, speed data, sight distance, vehicular movements, and intersection geometry. Approval must be granted by the Department for a municipality to revise the signal permit drawing.

Please contact your local municipality if you want to request installation of a new traffic signal or recognize that a traffic signal is malfunctioning.

If one of the traffic signal warrants is satisfied, the signal may be designed and PennDOT will issue a traffic signal permit to the municipality. Once the traffic signal is installed, the Department will inspect the installation to determine that the traffic signal is operating in accordance with the approved traffic signal permit.

**PRIMARY CONTACT:**

*Assistant District Traffic Engineer – Signals*  
Telephone: (724) 439-7268

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Flashing beacons are operated and maintained by the municipality in which they are located. Generally PennDOT does not own or maintain flashing beacons however; the Department does regulate the installation of flashing beacons. At the request of a municipality, the Department will perform a study to determine if a flashing beacon is warranted after first receiving written verification that the municipality will assume all costs associated with the installation and maintenance of the flashing beacon.

The elements considered in the study may be different for each type of beacon but generally include traffic volume, accident history, speed data, sight distance, vehicular movements, roadway geometry, and intersection alignment. Once the flashing beacon is installed, the Department will inspect the installation to determine that the flashing beacon is operating in accordance with the approved permit.

**PRIMARY CONTACT:**

*Assistant District Traffic Engineer - Signals*  
Telephone: (724) 439-7268

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*Revised December 2014*
Permitted Signs

There are various types of signs that can be placed by others, after first receiving a permit from the Department. They include the following: cattle crossing, farm machinery, equestrian crossing, fire station, emergency vehicle entrance, handicapped area, plant entrance, park entrance, hospital, church, driveway, and deaf child area. Installation and replacement are the responsibility of the permittee.

FEE: None
REGULATORY CITE: 67 PA Code, Section 211.6 (b)
RENEWAL PERIOD: None
PRIMARY CONTACT: Assistant District Traffic Engineer - Safety/Studies
Telephone: (724) 439-7271
APPROXIMATE PROCESSING TIME: 2 weeks

Campaign Signing

POLICY: No signs, banners, or advertising material of any kind may be placed within, or across, the legal right-of-way of any state highway without having first obtained the written approval of the Department. Any of the above that are placed without consent of the Department, may be removed without prior notice to the owner.
The purpose of Hazardous Walking Route Studies is to determine if a designated school student walking route along a public highway is hazardous, as the defined term is used in section 1362 and 2541 of the Public School Code. A study and data sheet must be submitted by the school district for review by the Department.

**STATUTORY/REGULATORY CITES:**
- **Statute:** None
- **Subsection:** None
- **Regulation:** Title 67, Chapter 447

**RENEWAL PERIOD:** None

**PRIMARY CONTACT:**
Assistant District Traffic Engineer - Studies/Safety
Telephone: (724) 439-7271

**PROCESSING TIME:** Approximately 1 month

The procedures for acquiring a “Road Closure” are changing. Under the new guidelines, the permit request must be made in writing by the sponsor of the event and be received by the district executive at least 3 weeks before the proposed event. A copy of all information submitted to the District Executive must also be submitted to the Commissioner of State Police.

**REGULATORY CITE:** 67 PA Code, Chapter 212, Section 212.701

**PRIMARY CONTACT:**
Assistant District Traffic Engineer - Studies/Safety
Telephone: (724) 439-7271
(724) 439-7366

Revised December 2014
Logo Signing

Logo signing along interstate highways for gas, food, lodging, attraction, and camping services, is permitted as a public service to the motorist. Only those services that are readily available at the interchange may be signed.

**PRIMARY CONTACT:**
**PA Logos LLC**
Telephone: 1 (877) 272-1332

**APPROXIMATE PROCESSING TIME:**
1 month

Wayfinding Signing Program

Signs can be placed to enhance tourism within the Commonwealth for a business or facility that derives the majority of its income or visitors from motorists who are not local residents. Criteria exist to qualify for placement.

**PRIMARY CONTACT:**
**PA Logos LLC**
Telephone: 1 (877) 272-1332

**APPROXIMATE PROCESSING TIME:**
1 month
The municipality and/or school district is responsible for conducting an Engineering and Traffic Study to determine if a school speed zone can be established, with the Department having final approval. The study considers:

- Arrival and departure times of students
- Geometric review of roadway cross sections, horizontal and vertical alignment
- Pedestrian (school children) volumes
- School route plan

If school zones can be established, the district will arrange for a meeting with the municipality and school district to discuss details for the school zone. The municipality will then be responsible to submit a prepared condition diagram to the District Traffic Signals Section. Within two months of receipt of the completed condition diagram, the Department will prepare and return the completed permit drawings to the municipality. The Department should be notified prior to any activation of the flashing warning devices. Once the flasher is activated, a permit will be issued to the municipality.

The jurisdictional municipality is responsible for funding the installation and subsequent maintenance of any flashing school speed limit signs and/or flat sheet aluminum signs.

**FEE:** None

**REGULATORY CITE:** 67 PA Code, Chapter 212

**PRIMARY CONTACT:**

- Assistant District Traffic Engineer - Signals (Flashing Devices)
  - Telephone: (724) 439-7268
- Assistant District Traffic Engineer - Studies/Safety (Non-flashing devices)
  - Telephone: (724) 439-7271

**RENEWAL PERIOD:** None

**APPROXIMATE PROCESSING TIME:** 3 months

Revised December 2014
School Signs

The Department does not place school signs. Any person wishing to erect a School sign (S1-1); School Crossing sign (S2-1); School Bus Stop sign (S3); School Bus Stop Ahead sign (S3-1); School Bus Turn Around sign (S3-11); School Children Bus Stop Ahead sign (S3-2); or School Bus Crossing sign (S3-3), must first receive a permit from the Department. Permits are normally issued to the school district but can be issued to the local municipality. A request for review by the Department to determine if conditions warrant the placement of the sign can be made in writing.

FEE: None
REGULATORY CITE: PennDOT Publication 236
PRIMARY CONTACT: Respective School District or Assistant District Traffic Engineer - Studies/Safety Telephone: (724) 439-7271
APPROXIMATE PROCESSING TIME: 1 month

Bicycle Races

A Bicycle Race Agreement between the Sponsoring Agency and the Department must be executed prior to the event. The agreement processing time requires a request to be submitted 2 months in advance of the event. The request must include the following:

- A letter from each municipality through which the race will traverse stating concurrence with the event.
- A detailed map showing the race course and indicating the start and finish locations.
- A Certificate of Insurance and endorsement of the same, naming the Commonwealth of Pennsylvania, Department of Transportation, as an additional insured of public liability insurance for bodily injury and property damage in the minimum amount of $250,000 each person, and $1,000,000 each occurrence.

Revised December 2014
A cover letter stating an overview of pre-race and race-day activities. This should include, as a minimum, the beginning and ending times; proposed safety precautions and traffic control; and any proposed road closures with their detour routes, number of participants, and details of any professional and/or volunteer assistance.

The sponsoring corporation’s Federal I.D. Number. If the sponsoring organization is not a corporation, the cover letter must have the signature of every member.

Note: Cyclists may not congregate prior to 1 hour after dawn, and subsequent to 1 hour before dusk.

FEE: None
REGULATORY CITE: Section 3367 (c) of the PA Code
PRIMARY CONTACT: Assistant District Traffic Engineer for Operations
Telephone: (724) 415-1027

Banner Permits

A written request must be submitted to the Department by the municipal officials, indicating the following, for devices to be suspended across the roadway:

- Description of the device being used (sign, banner, etc.)
- Size of the device (length and width)
- Proposed location of the device
- Approximate date of device installation and removal
- A statement from the municipality assuming responsibility for erecting, maintaining and removing the devices, and any liability that might result therefrom

The municipality must receive written consent from the Department before installing the devices. The Department will respond within 2 weeks of receipt of the request.

FEE: None
REGULATORY CITE: Section 211.10 of the PA Code
PRIMARY CONTACT: Assistant District Traffic Engineer - Safety/Studies
Telephone: (724) 439-7271
(724) 439-7366

Revised December 2014
MAINTENANCE OPERATION
RESOURCE INFORMATION SYSTEM
SAP PLANT MAINTENANCE
AGILITY
SURFACE IMPROVEMENT
STRATEGIES
DAMAGE CLAIMS
SHOULDER MAINTENANCE AT
DRIVES
MAILBOXES
DEER REMOVAL
PIPES AND DRAINAGE DITCHES
SNOW AND ICE REMOVAL
PURCHASING USED EQUIPMENT
REIMBURSEMENT OF DAMAGED
HIGHWAY FACILITIES BY
MOTORISTS
MUNICIPAL SERVICES
MUNICIPAL (ROADWAY)
COMPLAINTS
RAILROAD
STRUCTURES/CROSSINGS
HIGHWAY BEAUTIFICATION
ENVIRONMENTAL ISSUES

Assistant District Executive for Maintenance
Telephone: (724) 439-7256

Revised December 2014
The Department planning effort begins with an Annual Work Plan establishing goals and priorities to be implemented.

The Annual Work Plan is organized into three period plans: July to October, November to March, and April to June. The Annual Work Plan is reconciled at this time for monetary, personnel, material, and equipment needs.

Work activity and State Routes (SR) break down period plans. From this step, weekly plans are developed which include the scheduling of personnel, materials, and equipment for foremen to complete the work activities.

The following information is available from SAP Plant Maintenance:

**HIGHWAY**
- Planning by work activity, what, when, and where
- Total quantities by work activity by month and fiscal year
- Highway work activity “history”
  - Type of work
  - Cost
  - When

**INVENTORY MATERIALS**
- Amounts
- On hand
- Usage prior 3 years
- Cost

**OTHER INFORMATON NEEDED**
- Maintenance History
- State Route
- Segment

**PRIMARY CONTACT:**

*Plant Maintenance Coordinator*

*Telephone: (724) 439-7161*

Revised December 2014
Agility is a program introduced by PennDOT, which makes it possible to work with our customers to provide additional services to all residents of Pennsylvania. This means that we share our work plans and schedules with all the cities, townships, municipalities, and other entities within the county. This gives them input into our future plans for state roadways within their municipality, and enables them to plan work on their roads utilizing services that we can provide. This also permits us to make agreements with our partners to share services, equipment, commodities, and human resources.

The real winners in this arrangement are the taxpayers of Pennsylvania.

**How Does Agility Work?**
- A meeting is scheduled with the PennDOT representative and our potential partners.
- Each partner offers suggestions or a “wish list” for services, equipment or resources.
- A dollar value is assigned for these services, equipment, or resources.
- Each partner reviews the items, and an agreement for an equal value of services is reached.
- Each partner becomes a winner. These services are provided with no additional monetary expense.

**Who Are Our Partners?**
- Our partners include AFSCME, local municipalities, businesses, civic organizations, other state agencies, etc.

**Examples of Agility Projects:**
- Local municipalities cleaning bridges or mowing along state highways in exchange for crack sealing on township roads.
- Township employees attending Department training in exchange for sweeping state highways.

**Agility Contacts:**

| District 12 Agility Coordinator | (724) 439-7333 |
| Fayette County Agility Coordinator | (724) 439-7470 |
| Greene County Agility Coordinator | (724) 627-6131 |
| Washington County Agility Coordinator | (724) 223-4480 |
| Westmoreland County Agility Coordinator | (724) 832-5387 |

Revised December 2014
Surface Improvement Strategies

❖ **SEAL COAT (OIL AND CHIP)**

**PURPOSE:** A very effective preventative maintenance technique to seal pavement cracking and reduce potholes. The objective is to obtain a 5-year cycle.

❖ **LEVEL AND SEAL COAT**

**PURPOSE:** To level existing pavement and reestablish cross sections and to seal bituminous material as stated above. This treatment is applied on a 12-year cycle. Projects normally involve 100% State funds from the County maintenance budget.

❖ **ONE INCH OVERLAY (PAVING)**

**PURPOSE:** This treatment is used to level and seal higher volume roads. The cycle is every 10 years.

❖ **RESTORATION, REHABILITATION, RESURFACING (3R’s)**

**PURPOSE:** To reconstruct surface, drainage, shoulders and guide rail on our highest volume roads. This treatment is on a 30-year cycle with interim repaving at 10-15 years.

Yearly, the Districts are allocated a portion of the statewide Federal dollars for 3R construction. Projects are selected based on rehabilitating the District’s most important corridors and overall need. Projects normally involve Federal and State funds and the match rates vary.

**PRIMARY CONTACT:**

*Maintenance Support Services Engineer*
*Telephone: (724) 430-4499*
Contact the County Office in which the incident occurred. Phone numbers are as follows:

Fayette County   (724) 439-7470
Greene County    (724) 627-6131
Washington County (724) 223-4480
Westmoreland County (724) 832-5357

**Shoulder Maintenance at Drives**

**POLICY:** At the entrances to private drives, the owner is responsible for highway shoulder maintenance. The proper shoulder slope must be maintained to prevent shoulder washout damage and roadway icing caused by water being diverted onto the road. Although the owner may have secured a permit for the driveway, he is still responsible for maintenance to assure compliance with the permit.

**PRIMARY CONTACT:** County Maintenance Office

**Mailboxes**

**POLICY:** Mailboxes may be placed within the Department right-of-way, but they are not covered by a permit regulation and are placed at the owner’s risk. The Department is not liable for damages to mailboxes, fencing, shrubbery, trees, etc., within the legal right-of-way caused by maintenance activities.

**PRIMARY CONTACT:** County Maintenance Office

Revised December 2014
**Deer Removal**

**POLICY:** The Department will remove and dispose of dead deer from the roadway and shoulders on all interstates and expressways in all 67 counties. To report dead deer, you should contact your local County Maintenance Office at 1 (800) FIX-ROAD - 1 (800) 349-7623. Other locations should be reported to the Game Commission’s Regional Office by calling (724) 832-5316 or (717) 787-4250.

**Pipes and Drainage Ditches**

**POLICY:** By law, Section 417, State Highway Act of 1945, P.h. 1242, gives the Department the right to enter private property to clean drainage facilities. The Department is authorized to enter upon any private property if necessary to correct, maintain, or restore any existing drainage facility. Property owners may not physically block any pipes or ditches. The placement of additional pipe by the Department on private property to eliminate ditches is not permitted.

**PRIMARY CONTACT:**  
County Maintenance Office

**Snow and Ice Removal**

**POLICY:** Department equipment and personnel are never permitted to clean private driveways or business parking areas. Snow can be pushed from in front of driveways and mailboxes as long as the truck does not leave the highway, or perform backup or turning maneuvers. Note: When plowing snow, push the snow to the far side of the driveway to prevent Department plows from re-depositing the snow at the driveway entrance.

**PRIMARY CONTACT:**  
County Maintenance Office

Revised December 2014
Used vehicles are sold at auction by the Department of General Services. Locations and conditions of the auctions are advertised in the Pennsylvania Bulletin. Successful bidders must pay an immediate $100 cash security deposit for each unit. Final payments must be made within 5 days thereafter. Payment must be made by Cashier’s Check, Certified Check, or Postal Money Order.

Surplus Equipment like typewriters, chairs, and desks are available through the State Surplus Store at 2221 Forster Street, Harrisburg, PA 17125. The store is open to the public, and all items are discounted.

**PRIMARY CONTACT:**

(717) 787-5940

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**Reimbursement for Damaged Highway Facilities Caused by Motorists**

The Department seeks reimbursement from the responsible party for the repair of roadway facilities damaged as a result of crashes. Common types of damages are:

- Guide Rail
- Signs
  (These items are frequently hit as a result of automobile crashes. The owner of the vehicle, determined by police to be responsible for the crash, will be sent a bill for the costs incurred by the Department to make the repairs. The motorist receives the bill directly from the Department and is instructed to forward it to his/her insurance carrier. The average bill is $425.)
- Spill Cleanups
- Bridge or Pavement Damage
  (These high cost items are frequently billed as a result of a crash involving a large trailer truck or other commercial vehicle. Labor, materials, engineering, and construction can drive these costs into the thousands of dollars. The wide variation in costs for these special repairs makes an “average” cost meaningless.)

**PRIMARY CONTACT:**

*Damage Claim Coordinator*

(724) 439-7366

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*DOING BUSINESS WITH PENNDOT*

*Engineering District 12*
Requests for information or problems regarding railroad crossings and railroad structures, should be referred to:

**PRIMARY CONTACT:**

*District Grade Crossing Engineer*

(724) 439-7190

The following information will help process your request: name of railroad, State Route, location.

Other information can be obtained from:
Public Utility Commission
400 North Street
Keystone Building
Harrisburg, PA 17120
Telephone: (717) 787-9732

**PLEASE NOTE:** The Department is only responsible for the pavement 2 feet outside of the rails. The railroad is responsible for the pavement at the tracks.

The Pennsylvania Department of Transportation continues to assume a leadership role in the beautification of its roadsides. Under the umbrella of the “Keep Pennsylvania Beautiful” (KPB) program, PennDOT has spawned many citizen involvement efforts ranging from classroom instruction for elementary and high school students, to litter pick-up along roadsides for individuals and groups through KPB, Litter Brigade (LB), and the Adopt-A-Highway (AAH) program.
The Pennsylvania Department of Transportation continues to assume a leadership role in the beautification of its roadsides. Under the umbrella of the “Keep Pennsylvania Beautiful” (KPB) program, PennDOT has spawned many citizen involvement efforts ranging from classroom instruction for elementary and high school students, to litter pick-up along roadsides for individuals and groups through KPB, Litter Brigade (LB), and the Adopt-A-Highway (AAH) program.

❖ **KPB DAY/ GREAT PA CLEAN UP:**
   Usually the 4<sup>th</sup> Saturday in April, Keep Pennsylvania Beautiful Day is a day when scouting groups, civic, and fraternal organizations, senior citizens, and the general public participate in litter pick-up activities along state-maintained roadways. PennDOT provides trash bags and collection of filled bags.

❖ **ADOPT-A-HIGHWAY (AAH):**
   More formal than KPB, Adopt-A-Highway involves private groups or individuals entering a formal agreement with the Department to pick-up litter along roadsides 4 times each year, for 2 years. PennDOT provides participants with litter bags, pick-up of filled bags, safety-training material, and specially designed name signs posted at each end of the adopted 2-mile section of roadway.

❖ **ADOPT AND BEAUTIFY:**
   Additionally, citizens may opt to participate in the "Adopt And Beautify" program in which designated areas of roadside or median are formally adopted for the planting of wildflowers. Specially designed signs, bearing the participant’s name, are posted at each location.

❖ **LITTER BRIGADE:**
   The respective county must execute an Agreement with the Department for this service. Litter Brigade is a sentence assigned by the Court for adults and youths to fulfill community service requirements.

**PRIMARY CONTACTS:**

*Highway Beautification Coordinator in the respective county office, or:*

*District KPB Coordinator (724) 439-7340*

*District AAH Coordinator (724) 439-7340*

*District Roadside Specialist (724) 439-7374 or (724) 223-4938*

Revised December 2014
TRANSFER OF STATE HIGHWAYS ROAD TURNBACK PROGRAM (PennDOT PUBLICATION 310)

Act 1983-32, legislation dedicates funding for roads that are considered for turning back to local governments. These roads are those which mainly serve a local, rather than a state function, and have an MFC of D or E. In accordance with the Vehicle Code (75 PA C.S.), Section 9201-9208, shall not be used by the Department as a means or method for the mass Turnback of state highway routes or municipalities. The primary objective of the program is to be a cooperative and voluntary transfer program and to provide additional funding to municipalities. The program’s intent is to benefit the municipalities and the Department by transferring roads that can be economically managed and maintained by local governments; therefore, effectively serving community needs and eliminating mileage from the state system allowing Department Forces to concentrate on the remaining state roads.

An annual list of candidates (due May 1) is developed and prepared by the County Maintenance Manager, Assistant County Maintenance Manager, the Turnback Coordinator, and the Municipal Services Specialist; once prepared, the Assistant District Executive-Maintenance and the District Executive must approve. The list is then submitted to the municipality, and the following information is required:

1. The name of the municipality
2. The state route number and former legislative route
3. Beginning and ending termini’s (segment, offsets, and LR stations)
4. Number of miles

- **The Department**, usually the Municipal Services staff, notifies the municipalities (in writing) of their readiness to negotiate the transfer of a functionally-local state highway.

- **The Municipality** may also notify the Department (in writing) of their readiness to negotiate the transfer of a functionally-local highway onto their road system.

- **General Rule**: The Department and the municipality jointly determine whether any rehabilitative work is required to place the road in a satisfactory condition. The work may be done by department, or municipal forces, or by contract. If the rehabilitative work is performed by the

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Department or contract, the road transfer shall not be effective until all work has been completed. If the rehabilitative work is performed by the municipality, the transfer date will be upon receipt of payment. The municipality is normally granted 2 years to complete all items of work.

- **Funding** comes from the State Highway Transfer Restoration Restricted Account (Appropriation 286) within the Motor License Fund. This fund allows for the rehabilitation cost not to exceed $80,000 per mile, unless justified. Maintenance funds (Appropriation 187) can be used under limited circumstances, and the Department must exercise caution to avoid intentional programming of maintenance work solely to fund the Turnback program. This would violate Act 1983-32. If challenged, such action could constitute abuse of discretion by using already scarce allocations to fund the Turnback program.

- **Upon transfer**, the municipality assumes public liability under their municipal jurisdiction. Transfer dates are based on completion of Department Force work, or upon receipt of payment.

**COUNTY LIQUID FUELS TAX ACT OF 1931 (PennDOT PUBLICATION 9)**

This Act provides all counties, which are in compliance with the Department’s guidelines, with semi-annual allocations in June and December of each year. The Department allocates one-half cent of the tax collected on each gallon of liquid fuels to a special fund known as the Liquid Fuels Tax Fund for distribution to counties. The Act provides that these funds be used for road and bridge construction, reconstruction, and maintenance projects, or may be allocated to their political subdivisions for these same purposes. The Act also provides that payments may be made from this fund for property damages that result from road or bridge construction, certain equipment, and bonds becoming due within the current calendar year. In order to receive their Liquid Fuels Tax Fund each county must submit an annual report showing the receipt, expenditure and encumbrances for the preceding 12 months. The Municipal Services Unit assists the county in the appropriate use of the funds, (i.e., investments, transfer of funds, loans, bond issues, receipts, expenditures, and reporting). All funds are audited annually by the Department of the Auditor General’s Office in accordance with the Fiscal Code.
THE LIQUID FUELS TAX ACT 655, DATED 1956 AND AS AMENDED (PennDOT PUB.)

This Act provides all municipalities, which are in compliance with the Department’s guidelines, with annual allocations on April 1st of each year from the state’s Motor License Fund. The Act provides that these funds be used for road and bridge construction, reconstruction, and maintenance projects. The funds are based on ratios of mileage and population of the municipality to the state totals. That is, 50% is based on a municipality’s local road mileage to the total local road mileage in the state, and 50% on the proportion of a municipality’s population to the total population of the state. A municipality’s local road mileage is verified by periodic road surveys conducted by the Municipal Services Unit. Population is based on official United States Census Reports conducted every 10 years and reported to the Director of the Bureau of Municipal Services before December 31st. The Municipal Services Unit assists the Municipality in the appropriate use of the funds, (i.e., eligibility to receive funds, deposit of funds, investment of funds, loan and bond issues, receipts and expenditures, and repaying bank loans). The Municipal Services Unit must review and inspect that the project was completed in accordance with the scope of work described on the MS-329 (Project Approval Form) and a MS-999 (Final Completion Report) will be signed and a copy returned to the municipality for future audit purposes by the Department of the Auditor General’s Office.

INFORMATION SOURCE

The Pennsylvania Association of Township Supervisors publishes the Township News magazine monthly. The last page is devoted to questions and answers and is a good source for information on local government. Also, once a year, the magazine includes an index of the various subjects covered during the past year along with the month and page number for the article.

The Pennsylvania Association of Boroughs (PSAB) also publishes a monthly magazine called the Borough News. PSAB also has a website at www.boroughs.org. The State Township Association website is www.psats.org.

PRIMARY CONTACT: Municipal Services Supervisor:
(724) 439-7270

Revised December 2014
GENERAL ROADSIDE VEGETATION CONTROL
CLEARING TREES/BRUSH AT PUBLIC ROAD INTERSECTIONS
GENERAL ROADSIDE VEGETATION CONTROL ALONG THE STATE HIGHWAY SYSTEM

EXPLANATION: The Department’s goal is to maintain desirable vegetation along the roadways and arrest the natural succession of plant growth by controlling woody and herbaceous plant species and encouraging low growing grasses that are compatible to maintenance practices. This is achieved through the utilization of department revitalization efforts or natural conversion by removing the grasses competition. If left unchecked this natural succession would result in a highway system that would become overgrown, thus compromising safety, roadway integrity, and increasing maintenance costs.

The District in an effort to arrest this natural succession has been practicing the Integrated Vegetation Management approach for many years. The IVM system combines cultural, mechanical, biological, and chemical controls in an effort to manage rights-of-ways in an effective manner. The Department’s IVM program incorporates a variety of coordinated programs which are developed to provide a synergistic relationship between activities. Incorporating herbicides into this effort increases the ability to extend maintenance cycles as well as stretch the available maintenance dollars.

DEPARTMENT FORCE, SERVICE PURCHASE CONTRACTS, OR RENTAL EQUIPMENT

- Mowing
- Herbicide Spraying
- Manual Brushing
- T-Lift Tree Crew Herbicide Treatment with Backpack Sprayers
- Boom Arm and Ditch Bank Mowing
- Slope Revitalization (Seeding)

Since 1948, the Department has been safely using herbicides to cost effectively complement the roadside vegetation control program. The materials used are registered by the Environmental Protection Agency (EPA) and have undergone a vigorous testing program to demonstrate that they are safe to people, wildlife, and the environment. The people applying the materials are thoroughly trained and are licensed by the PA Department of Agriculture. In addition, the Department has a Revised December 2014
long-term contract with Penn State University to conduct research on safe, effective herbicide treatments for roadside vegetation control.

**PRIMARY CONTACT:**

*District Roadside Specialist:*

(724) 439-7374 or (724) 223-4938

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**CLEARING TREES/BRUSH AT PUBLIC ROAD INTERSECTIONS TO PROVIDE ADEQUATE SIGHT DISTANCE**

**POLICY:**

Section 6112 of the PA Motor Vehicle Code gives the Department-wide ranging authority to trim or remove any vegetation, which, by obstructing the view of motorists, constitutes a traffic hazard.

The first step in invoking these provisions is to determine whether a traffic hazard exists. Measuring the available sight distance in the field and comparing it with minimum standards does this. If the minimum safe stopping sight distance is achieved, then a traffic hazard has been demonstrated.

If the vegetation, which restricts sight distance, is within the right-of-way, the Department has the absolute right to trim or remove it; regardless of who planted it, or what landscaping function it serves.

Should the obstructing vegetation be on private property, it must be trimmed or removed by the property owner within 10 days of receipt of written notice from the Department. If the owner fails to remove the traffic hazard within the time given, he or she is guilty of a summary offense, which is punishable by a fine of $10 a day until the vegetation is cleared.

**PRIMARY CONTACT:**

*District Roadside Specialist:*

(724) 439-7374 or (724) 223-4938

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**CLEARING TREES/BRUSH AT DRIVEWAYS AND PRIVATE ROAD INTERSECTIONS TO PROVIDE ADEQUATE SIGHT DISTANCE**

**POLICY:** Department personnel, equipment, and funds are not to be used in improving visual clearance at business and private drive intersections. When vegetation is within the highway right-of-way limits sight distance from the drive, Department permission must be obtained before the property owner can trim or remove it. The District Roadside Specialist does this through a no cost “Vegetation Management Permit” issued.

If the obstructing vegetation is on private property, the matter becomes a civil issue between the individuals involved.

**PRIMARY CONTACT:**

*District Roadside Specialist:*

(724) 439-7374 or (724) 223-4938

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Revised December 2014
Why are highways posted?

Many of the Commonwealth’s older secondary and rural highways were not designed to support the heavy truckloads they presently carry. Consequently, many of these highways are being damaged. The Department’s posting and bonding policies require heavy haulers to be financially responsible for excess maintenance on the highways they use. In this way, the Department can maintain its rural highways for simultaneous use by both passenger vehicles and heavy haulers.

Who determines if a highway must be posted?

The posting authority for state-owned highways is the Pennsylvania Department of Transportation. Local governments are the posting authority for locally owned highways. Generally, traffic routes and primary routes are not posted.

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When a hauler bonds a highway, it agrees to be responsible for excess maintenance costs arising from its heavy hauling. The amount of security that must be provided for bonding posted highways is as follows:

- $6,000 per linear mile for unpaved highways
- $12,500 per linear mile for paved highways
- $50,000 per linear mile for a paved highway which the posting authority allows to revert to an unpaved highway
- $10,000 for each county or municipality involved

The hauler is responsible for restoration of damages before the agreement can be terminated and the security released.

Currently Bonded Roads

What recourse does a heavy hauler have if another heavy hauler is traveling over a highway the first hauler has under agreement?

The Department and State Police are responsible for administrating and enforcing the programs and will contact any haulers committing possible violations. In addition, the first hauler may also contact the second hauler and try to mutually agree on sharing responsibility for repairing the highway.

Who may be exempt from the Department’s bonding weight limits?

All emergency vehicles and school buses are exempt. Government-owned and utility-owned vehicles and any vehicle owned by their contractors may be exempt only when constructing or maintaining a facility on a posted highway, or when traveling over a posted highway to a destination reachable only by a posted route. In addition, vehicles including farm equipment traveling to or from a residence, commercial establishment, or farm located on a posted highway, or on a route which can only be reached by using a posted highway, may be exempt unless the posting authority feels the highway will be damaged.

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Underground Utility Permits

Examples: Gas, water, and sewer lines

Who needs a permit?
Utility companies apply for permits for an installation within the highway right-of-way, including service lines to the property lines.

Overhead Utility Permits

Examples: Telephone, electric, and cable television

- Only Public Utility Commission (PUC) controlled companies can apply.
- A permit is required for the placement, or replacement of utility poles.
- Minimum height required on all overhead lines is 18 feet.

Driveway Permits

Who needs a permit?
A permit is required for any driveway accessing onto a state highway. Application can be made at our District office, or at any of our County Maintenance offices.
Permits are required to ensure that the Department has control over the location and size of driveways to provide maximum safety for persons using the drive, and the traveling public.

- **SIGHT DISTANCE**: The Department has requirements that driveways meet minimum sight distance measurements for users to safely exit and enter.

- **DRAINAGE**: The site is reviewed to ensure a drainage problem is not created as a result of the driveway construction.

- **GUIDE RAIL**: If a guide rail is involved within the location of a driveway, the permittee must remove the guide rail and reconstruct end treatments meet Department safety regulations at his/her expense. The removed guide rail is then to be delivered to the nearest PennDOT stockpile location.
The 1978 Transportation Act passed by the Congress of the United States mandated that all bridges, 20 feet and greater, in the nation must be inspected on a 2-year frequency. The inspection data is computerized and forwarded yearly to the Federal Highway Administration (FHWA). This information is then used to establish distribution of funds to the states based on actual conditions and needs.

**STATE SYSTEM**

PennDOT has established a bridge inspection and operations section within each District Bridge Unit. District 12 has 3 full-time inspection teams, which inspect all bridges with spans 8 feet and greater on a 2-year frequency. All bridges posted for a weight limit or with critical structural problems are also inspected on a more frequent basis. Total bridges: 2,341.

**LOCAL SYSTEM**

All owners of bridges on the local system (county, city, township, and borough) must also inspect their bridges in accordance with Federal law. PennDOT is charged with the responsibility of administering the inspection program for the FHWA and works with local municipalities to assure the inspections are completed.
Eighty percent (80%) of the bridge inspection cost is funded with Federal funds with a twenty percent (20%) match from local government.

District 12, works directly with the bridge owners to have the bridges inspected. The most efficient method of completing the required inspections is for the local owner to request that the District utilize a consultant hired by PennDOT, rather than a consultant hired by the owner directly. This eliminates the extensive administrative work that is associated with preparing a third party federal aid engineering agreement between the owner and their selected consultant and the corresponding reimbursement agreement between the owner and PennDOT for the federal share of the inspection cost. When the inspections are completed by a PennDOT consultant, the owner does not need to pay the entire consultant invoice up front and await reimbursement from PennDOT for the federal share. The owner is still responsible for the local share which is deducted directly from their Liquid Fuels Tax Funds in the calendar year following the inspection.

Only bridges with spans of 20 feet and greater, are inspected under this program.

Total bridges: 538.

**PRIMARY CONTACT:**  
*District Bridge Engineer (724) 439-7311*

Pennsylvania Act 120 was passed by the Legislature and signed by Governor Shaffer in 1970. It established the Department of Transportation, State Transportation Commission, and the 12-Year Transportation Program. The Act requires PennDOT to “prepare and submit every even numbered year prior to the first day of September, to the State Transportation Commission for its consideration, a program which it recommends to be undertaken by the Department of Transportation during the following twelve fiscal years.”

**UPDATE PROCESS**

- During the summer of the odd numbered years (e.g., 2015, 2017), the Department provides, in cooperation with our planning partners, a schedule for the new program update, procedural guidance, and financial guidance to our partners.

- During the fall of the odd numbered years, The State Transportation Commission, the Department, MPOs (Metropolitan Planning Organizations) and RPOs (Rural Planning Organization) conduct public involvement activities to identify candidate projects for consideration in the upcoming program cycle.

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During the winter, the Department updates estimated costs and schedules for all candidate projects and projects to be carry-over projects onto the new program.

The Department finalizes project priorities and project information. Likewise, MPOs and RPOs establish their project priorities and project information.

The MPOs, RPOs, and the Department share candidate lists of highway, bridge and transit projects for possible inclusion into the new program.

During the spring of the even numbered years, MPOs and RPOs meet individually with the Department to review all candidate projects and to negotiate and resolve any remaining issues. All project data is stored in a database (MPMS) and is shared with all planning partners.

The MPOs and RPOs develop a Preliminary Draft Transportation Improvement Program (highway/bridges and transit) and submit that information to the Department and appropriate negotiations are concluded. MPOs, RPOs, the Department and the State Transportation Commission reach agreement on the respective portions of the program, perform air quality analyses and open 30-day public comment periods.

In late spring, the MPOs and RPOs close 30-day public comment periods, formally approve individual portions of the program, and submit their portions of the program to the Department.

During the summer of the even numbered years, the State Transportation Commission approves the 12-Year Program. On behalf of the Commonwealth, the Governor and the Secretary of Transportation submit the STIP (State Transportation Improvement Program), which is the first 4-year period of the 12-Year Program to the FHWA (Federal Highway Administration) and FTA (Federal Transportation Authority) for approval.

In the fall of the even numbered years, the Department obtains joint approval from the FHWA and the FTA for the new program.

**IMPORTANT POINTS CONCERNING 12-YEAR PROGRAM**

- The District usually cannot work on any phase (engineering, right-of-way, or construction) until that phase is in the first, 4-year period of the 12-Year Program. However, the Secretary of Transportation can approve advance design for projects listed in the second, 4-year period.
- Large projects can be split-phased (i.e., Design first 4 years, Right-of-Way second 4 years, Construction third 4 years).
TYPES OF PROJECTS ON 12-YEAR PROGRAM

- Safety Corridors
- Interstate Restoration
- Major Capital Improvements (Reconstruction)
- State and Local Bridge Replacements, Rehabilitations, and Preservations
- Park ‘N’ Ride Facilities
- Traffic Signal Upgrades
- Enhancement Projects

BRIDGE BILL PROJECTS

Beginning in 1982, the Department began a program to replace or rehabilitate functionally obsolete and structurally deficient bridges. The Legislature passed legislation establishing the funding and generated a list of numerous bridges in District 12 that were to be included under what became Bridge Bill I. Additional Bridge Bills have been passed in subsequent sessions. The legislative action provides capital budget approval for the Department to proceed. Bridges included in any Bridge Bill must be approved on the Department’s 12-Year Program before design can be started. Construction funds are allocated annually.

LINKING, PLANNING, AND NEPA

In 1969, NEPA, or the National Environmental Policy Act, was one of the first laws ever written that establishes a broad national framework for protecting our environment. NEPA’s basic policy is to assure that all branches of government give proper consideration to the environment prior to undertaking any major federal action that could significantly affect the environment.

Linking, Planning, and NEPA focuses on identifying infrastructure needs early in the planning process and provides a consistent means of collecting key information relating to project purpose and need; potential project limits and context; public participation elements; and potential environmental resource impacts that will provide a better understanding of the key issues that may affect the project delivery schedule and budget.

Linking, Planning, and NEPA processes include:

- Integrated collaboration and decision-making
- Early problem analysis and planning
- Fiscally sound project selection
- Well-defined and consistent project scopes, cost estimates, and schedules

The Linking, Planning, and NEPA (LPN) process is centered on a series of screening forms designed to produce enough consistent, accurate, and comparable
information in the planning phases to deliver a better defined and more predictable program. The process also helps assure that the Twelve-Year Program (TYP) is aligned with national, state, regional, and local land use and transportation policies and vision by identifying the relationships of the project proposal alternatives to Metropolitan Planning Organizations/Rural Planning Organizations (MPOs/RPOs); Long Range Transportation Plan (LRTP) goals, Pennsylvania Department of Transportation (PennDOT) policies; Governor’s directives; and national policies and laws. The goal of the process is delivery of the right projects, in the right places, at the right times, and harnessing the right resources, from the right partners, in the process.

**Act 89 - Pennsylvania’s Comprehensive Transportation Funding Plan**
On Nov. 25, 2013, Governor Tom Corbett signed into law House Bill 1060, Pennsylvania’s most comprehensive piece of state transportation legislation in decades. This legislation will invest an additional $2.3 to $2.4 billion into transportation by the fifth year of the plan. Partial funding for the new transportation package is being derived from the elimination of the flat 12-cent gas tax and modernizing an outdated transportation financing structure through the uncapping of the wholesale, Oil Company Franchise Tax.

A $2.3 billion dollar investment will generate a net of 62,000 jobs. 50,000 new jobs will be created, and 12,000 additional jobs will be preserved. Thousands of bridges and more than 10,000 roadway miles will be improved or rebuilt with new investment.

More than $800 million in projects started construction due to Act 89 in 2014, including more than 200 projects to improve 83 bridges and pave nearly 1,600 roadway miles.

**PRIMARY CONTACT:**

*Transportation Planning Manager:*
*(724) 439-1891*
Environmental Unit Design Issues

The District 12-0 Environmental Unit is responsible to assure that our highway projects advance in a timely, cost effective and environmentally sensitive manner.

- The Environmental Unit has responsibility for the development, review, and approval of highway and bridge projects which utilize Federal and State transportation design funds.

- Appropriate environmental documentation is conducted in accordance with the National Environmental Policy Act (NEPA) of 1969 and Pennsylvania Act 120 of 1970, with all associated law, policies, and guidelines.

- Subject areas studied with the NEPA/Act 120 documents may include: natural resources (streams, wetlands, endangered species); cultural resources (historic structures, archeological resources); social resources (public facilities, businesses, parks); and other features (hazardous or residual waste, air quality and noise). Public involvement is defined and completed as a component of each environmental project clearance.

- Appropriate mitigation for unavoidable impacts are defined and coordinated as a part of the proposed construction project. In addition, waterway permits for anticipated stream and wetland impacts are completed by the Environmental Unit.

Wetlands

Wetlands are protected by State and Federal laws. Following are the basic procedures in projects, which involve wetlands:

- All wetlands within the project area are identified by Federal and State mandated delineation methods.

- An alternative analysis is performed to determine if the project can avoid, or minimize impacts to the wetlands.

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• All impacts to wetlands that cannot be avoided must have their function and values mitigated.

• The Department must mitigate wetland impacts. Mitigation can be in the form of a replacement site; paying into the wetland fund, if applicable; or receiving credits from a previously constructed wetland bank.

• Generally, the Pennsylvania Department of Environmental Protection and the U.S. Army Corps of Engineers permits are required when wetlands are impacted. The U.S. Environmental Protection Agency, U.S. Fish & Wildlife Services, Pennsylvania Fish & Boat Commission, Pennsylvania Game Commission, Pennsylvania Historical and Museum Commission, and County Conservation Districts may also be involved in the permit process.

**Environmental Concerns Archaeological Studies**

- Archaeological studies or coordination with the State Historic Preservation Officer (Pennsylvania Historic and Museum Commission) are required on all projects except those that are within the existing graded/ previously disturbed right-of-way.

- Archaeology studies consist of three basic levels:
  - Phase I: Discovery of cultural deposits within a given area by literature search and fieldwork.
  - Phase II: Identification and size of the site. The significance of the site is determined by the fieldwork and literature research.
  - Phase III: Data recovery: If the site is significant only for the information it contains, it can be recorded and removed. If the site is significant and must be preserved in place, the project must be altered to avoid impact.

**PRIMARY CONTACT:**  
*Environmental Manager: (724) 439-7155*
The District’s Construction Unit inspects, coordinates, and oversees construction activities by Department contractors in all 4 counties.

The Construction Unit primarily ensures that roadway and bridge construction projects are conducted in such a way that they comply with Department specifications and policy.

Information regarding construction activities, detours, and traffic restrictions are released periodically. Specific information can be obtained more immediately by contacting the following:

- Community Relations Coordinator: (724) 439-7375
- Assistant District Executive for Construction: (724) 439-7153
Section 102.01 of the Department’s Specifications requires that contractors become pre-qualified before the date fixed for the opening of bids for state highway construction work. In order to become pre-qualified, contractors must establish proof of competency and responsibility in accordance with 67 PA Code Chapter 457, Regulations Governing Pre-qualification of Prospective Bidders. Subcontractors must pre-qualify in the same manner if they intend to undertake partial, or total, construction of 1 or more items of work. To obtain a complete set of application forms, or additional information, contact the Pre-qualification Office, Bureau of Construction and Materials, Pennsylvania Department of Transportation, Harrisburg, PA at (717) 787-7032.

The application consists of 3 parts: Part 1 is the Contractor’s financial Statement; Part 2 is the Contractor’s Organization and Experience Statement; and Part 3 is the Contractor’s Affirmative Action Statement. In order to become eligible for prime contractor status, all 3 parts of the application must be completed and approved. Additionally, Part 1 requires the submission of an audited financial statement (review statements are not acceptable). Bids on Department projects are accepted only from prime contractors.

For subcontractor status, only Parts 2 and 3 of the application need be completed and approved. Bids on Department projects are not accepted from subcontractors; subcontractors may quote prices to prime contractors.

Bulletin 15 is a listing of approved construction materials. These materials are used by contractors doing work for the Department and also by Department forces. Nearly every item in a contract or bid document requiring materials other than bituminous concrete, ready-mix concrete or raw aggregates can be found in Bulletin Revised December 2014
15 and the corresponding approved vendors of these materials. Producers of the previously mentioned bituminous & cement concrete and aggregates are found in other Department publications.

Eligible firms who wish to have a product(s) listed in this publication should initiate the approval process for their product(s) by contacting the Bureau of Construction and Materials, Engineering Technology and Information (ETI) Division, at (717) 783-8368 and request Form CS-4170, “Preliminary Product Evaluation Application”.

**PRIMARY CONTACT:**

**ETI Division:** (717) 783-8368

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Disadvantaged Business Enterprise or (DBE) is defined in the Federal Regulation as a small business concern, which is owned and controlled by one or more disadvantaged individuals. DBE firms may apply for certification with the PA Department of Transportation by submitting a Disadvantaged Business Enterprise Certification Affidavit (EO-351) and supporting documentation. To obtain an application for DBE certification, correspondence should be addressed to:

**Chief, DBE Division**  
**Bureau of Equal Opportunity**  
**PA Department of Transportation**  
**P.O. Box 3251**  
**Harrisburg, PA 17101**  
(717) 787-5891  
800-468-4201

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**Disadvantaged Business Enterprise Certification**

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The Finals Unit & Documentation

**Revised December 2014**
The Finals Unit utilizes the PennDOT Finals Unit Manual, Project Office Manual, and PUB 408 Specifications to assist project managers, contractors and local officials in understanding the documentation required when spending taxpayer dollars.

The records for each project begin and end here. Contracts are maintained, changed by work order, and paid by estimate through this unit. The documentation for these payments and changes are reviewed and verified. This information is incorporated into the ECMS (Engineering Contracts Management System) for payment to contractors doing business with PennDOT. Final notification of contract quantity is sent to contractors at the close out of every project, as well as Acceptance Certificates.

Local municipalities utilize the services of the Department to complete local bridge projects, enhancement projects, and other specially funded projects, within their jurisdiction. The Department assists in the administration of these projects by processing estimates/work orders, auditing records, providing guidance for reimbursement, etc.

**PRIMARY CONTACT:**

*Finals Unit Supervisor:* (724) 439-7384

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Surface Mining Variances and Deep Mining Monitoring

The Construction Unit’s Geotechnical section processes and approves the surface mining variance requests for the District. A surface mine roadway variance is required any time mining activities are proposed for the area within 100 feet of the roadway right-of-way. Deep mines are required to notify PennDOT of any proposed deep mining activities beneath highway right-of-ways and submit six-month maps indicating mining progress. All roadway variance requests, deep and surface mine notifications, DEP mining correspondence, and 6-month monitoring maps should be submitted to:

*Engineering District 12-0 Geotechnical Engineer*
*825 North Gallatin Avenue Extension*
*Uniontown, PA 15401*

Revised December 2014
If you have any questions about the review procedure for surface mining variances or deep mining submittals, please contact the Geotechnical Unit at (724) 439-7245.

Damage Claims in Construction Work Areas

If a motorist’s vehicle is damaged while traveling through a construction zone, the motorist needs to contact the contractor of that project for information to file an insurance claim. If the motorist does not know the contractor involved, they may contact PennDOT.

**PRIMARY CONTACT:**  
**Assistant District Executive for Construction:**  
(724) 439-7137