



# **State Transportation Commission Adopted Policies**

**Compiled 07/12/2018**

# STATE TRANSPORTATION COMMISSION

## ADOPTED POLICIES

COMPILED 7/12/2018

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 <b>COMMISSION POLICY</b>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10001	02-24-00
	<b>SUPERCEDES</b>	<b>DATED</b>
	CP 10001	08-26-99
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau		
<b>SUBJECT:</b> Division of Authority (Items Requiring Commission Approval)		

The following items shall be brought to the Commission for review and approval:

Payments for extra work over \$250,000 or 10 percent cumulative of the total contract, and contract overruns which are 15 percent cumulative of the total contract. All extra work between \$100,000 and \$250,000 will be reported to the Commission monthly.

Local agency agreements where the local agency will take bids for the construction, or perform the construction, or where state dollars will be expended on nontrunkline routes.

Policy-related consulting contracts.

Grants (Department grantee) over \$500,000.

State lessee or lessor contracts over \$50,000.

Public transportation facility contracts over \$50,000.

Private carriers/intercity bus capital and operating contracts and agreements.

Public transportation contracts for local (state) match for approved federal funds over \$50,000, and other public transportation contracts except those that distribute a specified total amount of revenue to all eligible agencies and authorities by a statutory method of distribution, and vehicle rehabilitation contracts with less than \$50,000 of state funds.

Water and port facilities' capital contracts over \$50,000, and operating contracts and agreements.

Rail passenger and/or freight capital contracts over \$50,000, and operating contracts and agreements.

Railroad structure(s) contracts and agreements over \$50,000.

Bond issuances.

Establishment and abandonment of state highways, and additions to the interstate system.

Legislative recommendations that deal with policy-related issues, as determined by the Director and the Commission.

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<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau				
<b>SUBJECT:</b> Division of Authority (Items Requiring Commission Approval)				

Submission of the budget to the Governor and the Legislature.

Use of state rights-of-way for nontraditional transportation purposes (as determined by the Department), and leasing of air rights within the right-of-way. (Replaces CP 1100.10 and CP 1100.99.)

Submission of the Transportation Plan to the Legislature.

Other items that are particularly sensitive for political, social, environmental, or other reasons, as determined by the Chairman and the Director.

**Special Provisions:**

1. The Director may not promulgate any rules which would violate policy established by the Commission, and the Director must revise any existing rules when relevant policy is explicitly changed by the Commission.
2. If, in the opinion of the Director, the public interest requires that a certain contract be awarded or an agreement executed prior to approval by the Commission, the Director shall seek a waiver of the required approval from the Chairman of the Transportation Commission. If the request or the approval is verbal, the waiver shall be confirmed in writing within fourteen (14) business days.
3. Contracts dealing with specialized services and programs commonly referred to as 16(b)2 programs will continue to be reviewed by the Commission until such time as the Commission's and the Department's review of the program or programs is completed.

**Advance Commission Approval:**

The Department will present a five-year plan to the Commission. The five-year plan will consist of repairing and rebuilding roads, maintenance, new roads and bridges. Those areas that cannot be planned in five-year increments are enhancement and capital preventive maintenance. These areas have yearly plans that will be approved by the Commission at the beginning of the fiscal year.

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10001	02-24-00	CP 10001	06-08-94	3 3
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau				
<b>SUBJECT:</b> Division of Authority (Items Requiring Commission Approval)				

Prior to the start of each fiscal year the Commission will approve a one-year plan for enhancement, capital preventive maintenance, and one year of the five-year plan for projects. This approval will constitute approval to let and award the projects, subject to the following exceptions:

- A. Projects that are more than ten percent over the engineer's estimate and are over \$500,000 will come to the Commission for review and approval. Justification letters for those under \$500,000 will be prepared and retained in the project file.
- B. Projects that have less than two bidders and are over \$500,000 will come to the Commission for approval. The Department will report to the Commission, on a monthly basis, on all projects with less than two bidders and that are less than \$500,000.
- C. Projects with low bid rejections or other bid issues will come to the Commission for review and approval.
- D. Bureau of Aeronautic projects that are more than ten percent over the engineer's estimate and are over \$500,000 will come to the Commission for review and approval. Justification letters for those under \$500,000 will be prepared and retained in the project file.
- E. Bureau of Aeronautics projects that have less than two bidders and are over \$500,000 will come to the Commission for approval.
- F. Bureau of Aeronautics projects with low bid rejections or other bid issues will come to the Commission for review and approval.

Commission approval must be obtained before awarding a contract for a project which falls within one of these exceptions.

Projects that are proposed to be added to or deleted from the five-year or the one-year plan for enhancement and capital preventive maintenance will be brought to the Commission for approval.

If a project is moved from one fiscal year to another within the five-year plan, it does not need to be brought to the Commission for approval.

Adopted by the State Transportation Commission August 26, 1999; revised February 24, 2000.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10002	06-08-94
	<b>SUPERCEDES</b>	<b>DATED</b>
	CP 1000.02	06-08-94
<b>RESPONSIBLE ORGANIZATION:</b> Bureau of Highways		
<b>SUBJECT:</b> Transportation Safety		

Safety shall be a primary consideration for every project, program, and operation undertaken or sponsored by the Department. The Department shall prepare and submit to the Michigan State Transportation Commission an annual report on transportation safety programs and activities. This report shall include an evaluation of the effectiveness of traffic control practices and devices and shall include a discussion on the effect on safety of any changes in geometric standards on state trunkline highways. This report shall be distributed to the appropriate agencies and organizations, as determined by the Department.

Adopted by the State Transportation Commission June 8, 1994.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10003	06-08-94
	<b>SUPERCEDES</b>	<b>DATED</b>
	CP 1000.03	06-08-94
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau		
<b>SUBJECT:</b> Commission Oversight		

The Commission will review major projects, programs, budgets and performance.

The Department will establish a system to report on performance, as related to the goals and objectives of the Commission and the Department, and will provide analyses and summaries of actions taken or to be taken to effect improvements in performance.

Adopted by the State Transportation Commission June 8, 1994.

 <b>COMMISSION POLICY</b>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10004	07-27-00
	<b>SUPERCEDES</b>	<b>DATED</b>
	CP 10004	06-08-94
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau		
<b>SUBJECT:</b> State Transportation Commission Open Meetings		

Meetings of the Michigan State Transportation Commission shall be held in accordance with the Open Meetings Act, the Americans with Disabilities Act, and all other acts, present and future, which are applicable to the Commission.

Pursuant to the Open Meetings Act, a person may:

1. Attend a meeting of the Commission that is open to the public and shall not be excluded except for a breach of the peace or order committed at the meeting.
2. Electronically record or broadcast the proceedings unless unreasonably disruptive to the order of the meeting.
3. Address the Commission subject to the following provisions:
  - A. For an accurate record in the meeting minutes, each person shall submit a completed Public Comment Card to the Commission Advisor or Commission Secretary prior to speaking.
  - B. The Chairman may limit the time a person may speak.

Adopted by the State Transportation Commission July 27, 2000.

	<p style="text-align: center;"><b>COMMISSION POLICY</b></p>		<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
			10005	06-08-94
			<b>SUPERCEDES</b>	<b>DATED</b>
		CP 1000.05	06-08-94	
<p><b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau</p>				
<p><b>SUBJECT:</b> Commission Policy Proposals - Input from Public/Interest Groups</p>				

Where time permits, the public and interest groups affected by policies proposed by the Department will be asked to comment on the draft policy before the Commission acts on the draft policy. However, the Commission may adopt a policy without regard to whether comments have been solicited. The failure to solicit comments shall neither delay nor invalidate any policy making action taken by the Commission pursuant to Const. 1963, ART. 5, SS 28.

Adopted by the State Transportation Commission June 8, 1994.

	<p style="text-align: center;"><b>COMMISSION POLICY</b></p>		<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
			10006	06-08-94
			<b>SUPERCEDES</b>	<b>DATED</b>
			CP 1000.06	06-08-94
<p><b>RESPONSIBLE ORGANIZATION:</b> Bureau of Highways</p>				
<p><b>SUBJECT:</b> Standard &amp; Supplemental Transportation Construction Specifications</p>				

The publication STANDARD SPECIFICATIONS FOR CONSTRUCTION shall be revised and republished by the Department, as needed, subject to the approval of the Commission. The Department may revise or supplement, in part, the published STANDARD SPECIFICATIONS FOR CONSTRUCTION without Commission approval if the changes present no significant departure from the overall policy of maintaining sound construction and bidding practices. However, the Commission may subsequently reject any revision or supplement to the published STANDARD SPECIFICATIONS FOR CONSTRUCTION if it finds the revision or supplement to be contrary to Commission policy.

Adopted by the State Transportation Commission June 8, 1994.

	<b>COMMISSION POLICY</b>		<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
			10007	06-08-94
			<b>SUPERCEDES</b>	<b>DATED</b>
		CP 1000.07	06-08-94	
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau				
<b>SUBJECT:</b> Rejection of All Bids				

If, prior to the awarding of a contract, the Department determines that the public interest is best served by the rejection of all bids, all bids shall be rejected. The final administrative decision to reject all bids shall be made by the Director or such other person(s) as may be duly designated by the Director to do so, in accordance with Commission Policy. If a contract award has been approved by the Commission prior to the rejection of all bids, the Department shall report to the Commission any determination to reject all bids. This report shall be for informational purposes only.

Adopted by the State Transportation Commission June 8, 1994.

	<b>COMMISSION POLICY</b>		<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
			10008	06-08-94
			<b>SUPERCEDES</b>	<b>DATED</b>
			CP 1000.08	06-08-94
<b>RESPONSIBLE ORGANIZATION:</b> Technological Services Division				
<b>SUBJECT:</b> Directives System				

The Department shall maintain a comprehensive management system for all major programs and processes. Such a system may include Commission Policies, Department Directives, Regulations, and Operating Instructions or other documentation as necessary to provide guidance to Department personnel for carrying out their responsibilities.

Adopted by the State Transportation Commission June 8, 1994.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10009	06-08-94
	<b>SUPERCEDES</b>	<b>DATED</b>
	CP 1000.09	06-08-94
<b>RESPONSIBLE ORGANIZATION:</b> Bureau of Finance and Administration		
<b>SUBJECT:</b> Highway Travel Information Program		

The Department shall provide a comprehensive travel information program. The objectives of the program are to maximize Michigan tourism, provide rest areas for highway travelers, and information and services to the traveling public.

Information dispensed to the traveling public through this program should include, but not be limited to, travel information, maps, information about Michigan, its points of interest, and available accommodations.

The Department shall cooperate with the appropriate state and local agencies, both public and private, in providing space for the purpose of distributing, without charge, agricultural products and information to the traveling public at roadside facilities, such as welcome centers and rest areas, under such terms and conditions and at such facilities as the Department determines are appropriate for this purpose.

The travel information program will be coordinated with the appropriate state and local agencies, both public and private.

Adopted by the State Transportation Commission June 8, 1994.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10010	06-08-94
	<b>SUPERCEDES</b>	<b>DATED</b>
	CP 1000.10	06-08-94
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau		
<b>SUBJECT:</b> Selection of the Transportation Economic Development Fund Office Administrator		

The Michigan State Transportation Commission and the Director of the Michigan Department of Transportation shall work in concert and agree to select the Office Administrator for the Transportation Economic Development Fund. This working relationship may be further detailed in any accompanying document or memorandum executed by the Chairman of the Michigan State Transportation Commission and the Director of the Michigan Department of Transportation.

Adopted by the State Transportation Commission June 8, 1994.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10011	06-08-94
	<b>SUPERCEDES</b>	<b>DATED</b>
	CP 1000.11	06-08-94
<b>RESPONSIBLE ORGANIZATION:</b> Office of Governmental Affairs		
<b>SUBJECT:</b> Legislative Outreach		

The Department shall prepare an annual Legislative Outreach Plan. This plan shall target freshmen legislators and members of those committees in the House and Senate that review transportation issues, and have a direct impact on the operation of the Department.

The plan shall be consistent with directives from the Governor's Office and include a strategy to involve the Transportation Commission in the Outreach program. The Executive for Governmental Affairs, in consultation with the Advisor to the Commission, shall prepare the annual plan for presentation to the Commission for comment and review.

The plan should include, but not be limited to, programs and procedures to introduce new legislators to transportation and the Department, to keep legislators informed of transportation issues, both statewide and local, and to assist the legislators in promoting transportation goals.

The Office of Governmental Affairs shall be responsible for implementing the Legislative Outreach Plan.

Adopted by the State Transportation Commission June 8, 1994.

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	<b>COMMISSION POLICY</b>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>		
		10012	03-29-07		
		<b>SUPERCEDES</b>	<b>DATED</b>		
		10012	08-10-04		
<b>RESPONSIBLE ORGANIZATION:</b>		Bureau of Aeronautics and Freight Services – Freight Services and Safety Division			
<b>SUBJECT:</b>	State Rail Freight Policy				

In accordance with 1976 Public Act (PA) 295, as amended, the Department of Transportation shall divest itself of the segments of state-owned rail property described in Section 474.60(2) of the act. The Department shall not enter into any agreement or arrangement where the state has or will have the potential to own or control additional active freight rail lines, except where the facility in question is directly connected to an existing state-owned rail facility with active rail service, enhances the value and/or marketability of the existing state-owned rail system, and the agreement or arrangement is approved by the State Transportation Commission.

The Department shall maintain an ongoing effort to preserve, support and improve essential and viable rail service through a program of technical assistance, loans, and grants for rail infrastructure. For economic development projects or for the purchase of a rail facility, the Department may grant and/or loan up to 50 percent of the total project cost to transportation companies, other private companies, local units of government, or community-based economic development organizations. For infrastructure improvement projects, the Department may loan up to 90 percent of the total project cost to local governments, railroads, and users of freight railroad services. All loans/grants shall be approved by the State Transportation Commission.

Department-owned rail corridors that do not have existing operating contracts shall be preserved for future rail use or other transportation purposes, including interim use as trails, in accordance with P.A. 295, or disposed of according to state statutes, State Transportation Commission policies, and Department procedures.

Adopted by the State Transportation Commission on March 29, 2007.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10013	06-08-94
	<b>SUPERCEDES</b>	<b>DATED</b>
	CP 1000.13	06-08-94
<b>RESPONSIBLE ORGANIZATION:</b> Real Estate		
<b>SUBJECT:</b> Right-of-Way Acquisition, Management, Clearance and Sale		

I. Acquisition

All real property or such rights therein as may be needed for transportation purposes will be acquired through negotiation and/or eminent domain proceedings and by payment of just compensation.

The Department shall keep property owners informed of program developments during the acquisition process, including their rights and privileges in a condemnation action.

II. Clearance

Improvements and Personal Property

Improvements and items of personal property acquired by the Department within the right-of-way shall be disposed of and removed from the right-of-way in accordance with the right-of-way clearance schedules established in conjunction with the project construction letting schedule.

Construction schedules permitting, improvements to be removed from right-of-way may be rented on a month-to-month basis.

III. Excess Property

Determination

Property shall be declared excess when, in the opinion of the Department, it is not needed for a transportation purpose.

Disposal

1. Long-Term Leasing

Excess realty is to be reviewed against the following criteria to determine if it should be retained and made available for long-term leasing:

- a. Where public benefit of a proposed lease agreement is expected to be greater than the public benefit that would result from the sale of the property.
- b. A reasonable expectation exists that the future public need justifies retention of ownership of the property.

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<b>RESPONSIBLE ORGANIZATION:</b> Real Estate					
<b>SUBJECT:</b> Right-of-Way Acquisition, Management, Clearance and Sale					

- c. Property is zoned commercial or industrial, or reasonable expectations are that the property may be rezoned to such a classification.
- d. The property is estimated to have a minimum appraised value of \$100,000. Exceptions to this criteria would be for those properties in which there is federal participation and it is not economically feasible to pay off said participation.

All long-term leases shall be submitted to the Commission for approval accompanied by an analysis of the reasons for the lease.

## 2. Property Sales

Excess realty not meeting the criteria for long-term leasing will be disposed of as rapidly as possible consistent with sound business practices, including renting or leasing the property on a short-term basis until disposal can be accomplished.

Improvements, personal property, and excess realty may be sold by public auction, sealed bid, or negotiation utilizing the method which is in the best interest of the state.

Negotiated sales of excess realty or subordinate interests therein may be made to other governmental agencies, local governmental units, and public utilities at the appraised value, providing conveyances of realty to local governmental units are restricted to specific public use for a period of 10 years and the conveyance includes a suitable reversionary covenant.

The Department shall modify OI 8506.03 to conform to this policy and shall follow OI 8506.03, as modified. So long as it remains consistent with this policy, OI 8506.03 may be revised from time to time by the Department. The Commission shall be advised of any change in the procedure.

Disposal of excess property shall be approved by the Commission except in the following cases:

- a. Direct sale to an abutting owner for less than \$100,000.
- b. Public auction or sealed bid, purchased at not less than the minimum appraised value.
- c. Over-the-counter sales purchased at the minimum appraised value after auction regardless of price.
- d. Exchanges, if the value of the Department's interest is less than \$100,000.
- e. Relinquishments and easements under \$100,000.

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10013	06-08-94	CP 1000.13	06-08-94	3	3
<b>RESPONSIBLE ORGANIZATION:</b> Real Estate					
<b>SUBJECT:</b> Right-of-Way Acquisition, Management, Clearance and Sale					

- f. Sales to governmental units for less than \$100,000 but including a 10-year reversionary clause.

Negotiated sales for property that is particularly sensitive for political, social, environmental or other reasons shall be approved by the Commission.

3. Equality of Purchase Opportunity

Department employees may purchase excess realty **only** upon full disclosure of all transactions and approval by the Commission. Department employees may also purchase improvements or personal property to be removed from the right-of-way **only** when offered at a public sale and upon full disclosure of all transactions and approval by the Director.

IV. Inventory

A current, complete and accurate inventory record shall be maintained of all improvements and personal property purchased, and of all excess realty owned by the Department. The inventory shall designate those properties determined to be considered eligible for long-term leasing.

Adopted by the State Transportation Commission June 8, 1994.

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	<b>COMMISSION POLICY</b>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>			
		10014	03-31-11			
		<b>SUPERSEDES</b>	<b>DATED</b>			
		10014 10093	02-23-95 07-27-00			
<b>RESPONSIBLE ORGANIZATION:</b>		Bureau of Highways				
<b>SUBJECT:</b>	Utility Accommodation Policy					

## I. PURPOSE

To regulate the accommodation within state highway right-of-way (ROW) of private lines and utility facilities, as defined in Part IV hereof: This policy shall also be the basis for the evaluation and approval by the Michigan Department of Transportation (MDOT) for requests to construct, maintain or operate upon, over, across, or under state highways, private lines, and utility facilities as herein defined. This policy is applicable to state highways under the jurisdiction of MDOT.

Federal and state statutes acknowledge it is in the public interest for utility facilities to be accommodated on state highway ROW. MDOT has statutory authority to regulate utility accommodations within highway ROW through a permit process as governed by *23 Code of Federal Regulations (CFR) Part 645* and state laws. Such use and occupancy shall not adversely affect highway traffic and safety, impair highway aesthetic quality, and shall not conflict with federal, state, and local laws, or regulations.

The criteria under which such facilities will be permitted on state highway ROW are in accordance with:

- American Association of State Highway and Transportation Officials' publication *A Policy on the Accommodation of Utilities within Freeway ROW*, copyright October 2005.
- American Association of State Highway and Transportation Officials' publication *A Guide for Accommodating Utilities within Highway ROW*, copyright October 2005.
- Federal Highway Administration (FHWA) *Program Guide: Utility Relocation and Accommodation on Federal-Aid Highway Projects*, copyright January 2003.

Circumstances where differences arise between the above publications and this policy, the conditions set forth herein shall apply.

It is not intended that this policy serve as the basis for determining financial responsibility for replacing or adjusting facilities. It is limited to matters which are the responsibility of MDOT as jurisdictional authority of the state highway system and its safe operation. This policy will not be interpreted or applied in a manner in violation of, or inconsistent with federal or state law.

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		<b>SUPERSEDES</b>	<b>DATED</b>			
		10014 10093	02-23-95 07-27-00			
<b>RESPONSIBLE ORGANIZATION:</b>		Bureau of Highways				
<b>SUBJECT:</b>	Utility Accommodation Policy					

## II. STATE STATUTE-LEGAL AUTHORITY

The statutory authority of telegraph, telephone, power, and other public utility companies, cable television companies and municipalities to construct and maintain facilities upon, over, across, or under state highway Right-of-Way emanates from Act 368 Public Acts of 1925, MCL 247.171 et seq, available at [www.legislature.mi.gov](http://www.legislature.mi.gov).

## III. TRIBAL GOVERNMENT

Executive Directive No. 2004-5: MDOT reaffirms recognition and fully supports the government-to-government relationship that exists between the State of Michigan, its departments and agencies, and the federally recognized Indian tribes of Michigan. Agreements between MDOT and recognized Indian tribes will be in full accordance with the Executive Directive.

## IV. DEFINITIONS

**License Agreement** - A companion document which specifies a duration and fee to a permit granted to occupy or engage in a specified activity within the ROW.

**Limited Access ROW** - A divided arterial highway with full control of access.

**Permit** - A legal document used to grant permission to private, governmental, and public entities for occupying, constructing, operating, using, or maintaining specified operations or facilities within the state highway ROW.

**Private Lines** - Privately owned facilities which convey or transmit the commodities outlined in the definition of *Utility Facilities and/or Utilities* of this section, but devoted exclusively to private use.

**ROW** - Real property or interests therein, acquired, dedicated, or reserved for the construction, operation, and maintenance of a highway under MDOT's jurisdiction, in which federal-aid or federal highway funds are or may be involved in any stage of development. This includes lands acquired for scenic areas adjacent to highways, rest areas, roadside parks, scenic turnouts or overlooks, or access to lakes and rivers.

**State Highways** - Roadways, regardless of designation, under the jurisdiction of MDOT.

**Utility Facilities and/or Utilities** - Privately, publicly, or cooperatively owned lines, facilities, and systems for producing, transmitting, or distributing communications, cable

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<b>RESPONSIBLE ORGANIZATION:</b>		Bureau of Highways				
<b>SUBJECT:</b>	Utility Accommodation Policy					

television, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water not connected with highway drainage, and other similar commodities, including fire and police signal systems and street lighting systems, which directly or indirectly serve the public. The term utility shall also mean the utility company inclusive of any wholly owned or controlled subsidiary.

## V. APPROVAL

All installation, operation, and maintenance of private lines and utility facilities made on state highway ROW shall be subject to the approval of MDOT. This approval shall be granted in accordance with MDOT permit procedures, as outlined in the Construction Permit Manual, unless otherwise authorized by agreement or property right. It is the responsibility of the party requesting use of the state highway ROW to apply for and obtain the necessary permits from MDOT.

To protect the state highway interest, MDOT will prescribe the following within the conditions of the permit:

- Specifications for and methods of installation.
- Requirements for preservation and restoration of highway facilities, appurtenances, natural features, and vegetation on the state highway ROW.
- Limitations on the activities within the state highway ROW.

In addition to MDOT approval, the following uses of state highway ROW shall be subject to prior review and approval of FHWA.

- Any utility or private line use not in accordance with this policy.
- Breaches of limited access ROW for the purpose of providing access adjacent to public or private lands.
- Situations for which a license agreement is required.

## VI. REQUIREMENTS

1. Use of state highway ROW for any purpose shall require MDOT approval.
2. Consideration shall be given by MDOT to the effect of the requested occupancy and use of the state highway ROW on the following:
  - Structural integrity of the highway.

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- Reasonably safe operation, maintenance, and future use of the highway.
  - Highway aesthetic quality and reasonable protection of roadside vegetation.
  - Environmental impacts.
  - Costs and/or difficulty of highway construction and maintenance.
3. Facilities allowed on state highway ROW will be placed in a manner which will not impair the highway or adversely affect highway or traffic safety.
  4. Landscape plantings or natural trees of value shall be replaced with acceptable species of comparable value and at a location determined by MDOT.
  5. Aboveground facilities shall be in compliance with MDOT's current clear zone guidelines. Longitudinal occupancy of limited access state highway ROW, by aboveground facilities is prohibited.
  6. The party requesting approval shall take, provide, and maintain all necessary precautions to prevent injury or damage to persons and property affected by operations and shall use traffic control devices which are in accordance with the *Manual of Uniform Traffic Control Devices*.
  7. Use of state highway ROW within areas of scenic enhancement, when such ROW has been acquired with federal funds, will be in compliance with 23 CFR 645.209 (h). Areas of scenic enhancement include scenic strips, overlooks, rest areas, recreation areas, the state highway ROW adjacent thereto, and state highway ROW which passes through public parks and historic sites.
  8. Where a utility has a compensable interest in the land occupied by its facilities and such land is to be jointly used for state highway purposes, MDOT and the utility shall agree, in writing, as to the obligations and responsibilities of each party.
  9. Privately owned facilities may be allowed to cross state highway ROW, preferably under the roadway and at a right angle. Crossings should be for the purpose of serving a general area rather than providing individual services, unless extenuating circumstances necessitate such crossings. Longitudinal occupancy of the free access ROW by privately-owned facilities requires a public interest statement and one of the following: a finding of significant economic hardship, unavailability of practicable alternatives, or other extenuating circumstances. Longitudinal occupancy of the limited access ROW will not normally be allowed, unless such occupancy pre-exists

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the establishment of the ROW or is necessitated as a result of a highway construction project.

10. Location of light standards and utility poles on free access roadways will be governed by the current MDOT guideline entitled *Guideline for Placement of Light Standards and Utility Poles on Free Access Roadways*.
11. Maintenance of facilities within limited access highways shall be from city streets, county roads, or service roads, unless such alternatives are not practical as determined by MDOT. When access for facility maintenance must be from the limited access ROW, a permit shall be obtained from MDOT.
12. Longitudinal use of limited access ROW shall comply with the following:
  - Use will be limited to continuous type facilities which will not intermittently extend service outside the limited access ROW. Connections for service, distribution, or any other purpose shall be allowed at grade separations, interchanges, and the facility's entrance and exit point(s) to the limited access ROW.
  - Facilities shall be underground and placed in a manner that will not increase state highway maintenance costs.
  - MDOT may require installation of multi-duct facilities for short distances where justified by field conditions.
  - The preferred location is within an area along the outer 15 feet of the state highway ROW.
    - MDOT may allow facilities to be placed in an alternate location such as outside the top of ditch slope or bottom of slope stake line, median, or as otherwise determined by MDOT.
    - The first facility shall be placed as close as practicable to the ROW line. Successive facilities shall be placed parallel and closer to the roadway than the first facility.
    - Facilities shall be placed within 1½ feet, in either parallel direction of the permitted facility.
  - All facilities shall be placed using installation methods that minimize disruption to the limited access ROW.

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- The top of an access chamber (manhole) shall be at ground surface elevation and shall have the identification marking to indicate the utility ownership.
  - Aboveground facilities requiring regular maintenance shall be placed outside the limited access ROW.
13. Wireless telecommunication service is not a public utility for the purpose of utilization of state highway ROW. However, MDOT may approve the construction and maintenance of wireless telecommunication facilities within state highway ROW upon compliance with MDOT's Construction Permit Manual. All requests for wireless telecommunications facilities shall be processed through the State of Michigan's procedures.
14. Renewable energy facilities may be allowed to occupy state highway ROW, by means of a permit and/or license agreement, dependent upon ownership (public or private), type of state highway ROW, and proposed facility location (aboveground or underground).

## VII. DISCONTINUED USE OF FACILITIES

**Aboveground Facilities** - When a utility discontinues use of an aboveground facility, the facility shall be entirely removed from the state highway ROW within one year. All removal costs are the responsibility of the utility.

**Underground Facilities** - When a utility discontinues use of an underground facility and the facility remains in the state highway ROW, the utility shall retain a record of the out-of-service facility. MDOT may require out-of-service facilities to be completely removed, partially removed, capped, or filled. All removal costs are the responsibility of the utility.

## VIII. EMERGENCY OPERATIONS

When a utility facility is damaged as to constitute a danger to life and/or property, the most expeditious route may be used to access the facility. The work is to be completed in a manner which will provide the traveling public with maximum possible safety. Notice shall be provided to the nearest police authority and MDOT as soon as possible.

Adopted by the Michigan State Transportation Commission on March 31, 2011.

 <b>COMMISSION POLICY</b>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10015	09-25-96
	<b>SUPERCEDES</b>	<b>DATED</b>
	CP 1000.16	09-25-96
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau		
<b>SUBJECT:</b> Consideration of Motorist Delay Cost During Project Scoping		

During the project scoping process, the Department shall consider the impact on motorists, including motorist delay cost, when determining the type of project rehabilitation to be used. Determination of when the work should take place (i.e. days, nights, weekends, off-season) and use of incentives/disincentives shall be made prior to the start of design and calculated as part of the cost of the project.

Adopted by the State Transportation Commission September 25, 1996.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10080	08-26-99
	<b>SUPERCEDES</b>	<b>DATED</b>
	NEW	
<b>RESPONSIBLE ORGANIZATION:</b> Bureau of Finance & Administration		
<b>SUBJECT:</b> Bonding		

The Department shall develop bonding guidelines to standardize and rationalize the issuance of long-term debt for the purpose of building transportation facilities. The ability to issue such long-term debt is authorized under Act 51 of 1951 as amended, and Section 9 Article IX of the Michigan Constitution. Under Act 51 of 1951, the Transportation Commission must review for approval all proposals to issue long-term debt for capital financed transportation projects. The department shall establish general guidelines that, in addition to other information available, consider long-term revenue projections, projected inflation, and the economic needs of the State for the State Transportation Commission to use in planning and reviewing long-term debt proposals for approval.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10083	09-23-99
	<b>SUPERCEDES</b>	<b>DATED</b>
	NEW	
<b>RESPONSIBLE ORGANIZATION:</b> Office of Equal Opportunity		
<b>SUBJECT:</b> Disadvantaged Business Enterprise Program Procedures		

The Department shall establish a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (US DOT), Code of Federal Regulations, 49 CFR Part 26. In as much as the Department receives federal financial assistance from the US DOT, and has signed an assurance that it will comply with 49 CFR Part 26, the Department shall formulate this DBE program consistent with federal regulations and guidelines, soliciting input from transportation industry members and other impacted individuals and groups prior to adopting a program plan.

Federal DBE Program Commitment

It is the policy of the Commission to pursue the US DOT objectives of the DBE program found in 49 CFR 26.1, which are:

- To ensure non discrimination in the award and administration of US DOT-assisted contracts in the Department’s highway, transit, and airport financial assistance programs;
- To create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts;
- To ensure that the Department’s DBE program is narrowly tailored in accordance with the applicable law;
- To ensure that only firms that fully meet federal eligibility standards are permitted to participate as DBEs;
- To help remove barriers to participation of DBEs in US DOT-assisted contracts;
- To assist in the development of firms that can compete successfully in the marketplace outside the DBE program; and
- To provide appropriate flexibility to recipients of federal financial assistance in establishing and providing opportunities for DBEs.

These policies shall be implemented by the Department as follows:

Department Responsibilities

The Director of the Department shall be responsible for implementation of the DBE program. The director shall designate a liaison officer to administer the program.

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10083	09-23-99	NEW	09-23-99	2	2
<b>RESPONSIBLE ORGANIZATION:</b> Office of Equal Opportunity					
<b>SUBJECT:</b> Disadvantaged Business Enterprise Program Procedures					

Goals

The Department shall annually recommend DBE goals to the Commission. The Commission reserves the discretionary authority to review and change said goals prior to adoption of the goals by the Commission.

The Department shall use race neutral and race conscious means to meet the recommended overall goal(s). The Department shall set one combined goal for DBE where federal-aid funds are involved.

Contract goal(s) shall be set for specific US DOT-assisted construction, consulting, procurement, and service contracts or grants with subcontracting opportunities. Prospective recipients of Department contracts must assure the Department of their intent to meet the established goal(s) in order to be eligible for award.

The Department shall not use quotas in any way in the administration of the DBE program.

Adopted by the Michigan State Transportation Commission September 23, 1999.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10099	09-28-00
	<b>SUPERCEDES</b>	<b>DATED</b>
	NEW	
<b>RESPONSIBLE ORGANIZATION:</b> Bureau of Transportation Planning		
<b>SUBJECT:</b> Aesthetics		

The Michigan Department of Transportation (MDOT) (Department) shall protect, preserve and enhance its existing aesthetic resources wherever possible. This will include appropriate maintenance of trunkline roadsides, right-of-way, landscaping and aesthetic improvements, as well as protection of scenic areas and historic, cultural, architectural and environmental resources wherever possible.

As design, construction, improvement or repair of state trunkline roads, bridges and other facilities is undertaken, their aesthetic and visual quality, and that of the adjacent right-of-way, shall be routinely considered. Consideration of the aesthetic issues shall take into account relative factors such as the project context; existing cultural, topographic, architectural and vegetative features; how best to make a positive community contribution; safety; maintenance; and initial and long-term costs and benefits. The Department shall review the projects listed in the Five Year Road and Bridge Program for projects which provide opportunities to make aesthetic improvements.

A corridor approach to aesthetic treatments shall be undertaken where appropriate, working in conjunction with local authorities along the trunkline. Local participation in aesthetic work shall be required through public involvement, financial or in-kind participation and maintenance agreements.

The Department shall keep abreast of national efforts in aesthetic development relating to transportation facilities, in an effort to continue MDOT’s national leadership in this area, and shall provide training in “context-sensitive” design and aesthetic awareness for its personnel.

The Department shall develop guidelines for implementation of this policy.

Adopted by the Michigan State Transportation Commission on September 28, 2000.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10100	09-28-00
	<b>SUPERCEDES</b>	<b>DATED</b>
	NEW	
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau		
<b>SUBJECT:</b> Units of Measurement		

The Michigan Department of Transportation (Department) shall utilize standard English units of measurement at each stage of design, construction, and maintenance for all projects commenced after the effective date of this policy. This policy shall not apply to projects the Department has designed, or substantially begun a design for, in metric prior to the effective date.

Adopted by the Michigan State Transportation Commission on September 28, 2000.

 <p style="text-align: center;"><b>COMMISSION POLICY</b></p>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10135	04-25-02
	<b>SUPERCEDES</b>	<b>DATED</b>
	NEW	
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau		
<b>SUBJECT:</b> Performance Warranties		

The Michigan Department of Transportation (Department) shall continue the development of highway warranties that encourage contractor innovation, as feasible, with an associated and appropriate level of contractor accountability for the performance of the highway. The enhanced opportunity for contractor input and control should be balanced by a greater assumption of warranty liability by the contractor. In general, contractor liability should be with regard to matters over which the contractors have an opportunity to exercise control, including circumstances in which contractors are given the opportunity to enhance a standard highway design to assure that it will meet the Department’s desired performance standards.

Adopted by the Michigan State Transportation Commission on April 25, 2002.

 <b>COMMISSION POLICY</b>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
	10136	July 19, 2002
	<b>SUPERCEDES</b>	<b>DATED</b>
	NEW	
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau		
<b>SUBJECT:</b> Noise Abatement		

Federal environmental law defines two types of noise mitigation. Type I, or mandatory, noise abatement must be entered into in conjunction with “a proposed federal or federal-aid highway project for the construction of a highway on new location or the physical alteration of an existing highway which significantly changes either the horizontal or vertical alignment or increases the number of through-traffic lanes” (23 CFR 772.5(h)). The Michigan Department of Transportation (MDOT) follows all Federal laws, regulations, and guidelines for Type I noise abatement.

Type II, or voluntary, abatement is a proposed federal or federal-aid highway project for noise abatement on an existing highway. This typically occurs when people have somehow contributed to their own problem, usually by moving closer to the highway.

This policy addresses Type II noise abatement to limit the intrusion of highway noise into adjacent residential areas to reasonably achievable levels consistent with the U.S. Department of Transportation’s Code of Federal Regulations (CFR), and taking into consideration MDOT’s life-cycle cost analysis and safety requirements, as well as other technical and financial implications. To achieve this objective the Michigan State Transportation Commission (Commission) supports the following four approaches to alleviate traffic noise impacts:

1. **Reduction of Noise at the Source.** Reduction of traffic noise by design or treatment of the road surface is the most cost-effective noise control available to MDOT. Within the group of noise abatements that are reasonable and feasible under 23 CFR 772, and after MDOT’s life-cycle cost analysis has selected a pavement type and other technical and financial constraints, MDOT will use the quietest surface texture available when repaving/reconstructing a freeway in residential areas.
2. **Noise Abatement.** MDOT will attempt to locate, design, construct and operate state highways to minimize the intrusion of traffic noise into adjacent areas. When noise impacts occur, they may be attenuated by the most reasonable and prudent means.

MDOT will construct Type II sound walls only in years when MDOT’s Road and Bridge Program, excluding maintenance, exceeds \$1.0 billion, adjusted to the Consumer Price Index (CPI) using 2002 as the base year. MDOT will not spend more than one half of one percent of the budget on sound walls. MDOT will give priority to those communities where the freeway was constructed through an existing neighborhood and where 80 percent or more of the existing residential units were there prior to the construction of the freeway. Communities must make application to MDOT and provide a local match of 10 percent of the cost of the sound wall.

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10136	July 19, 2002	NEW		2	2
<b>RESPONSIBLE ORGANIZATION:</b> Executive Bureau					
<b>SUBJECT:</b> Noise Abatement					

3. ***Encouraging Compatible Adjacent Land Use.*** Cities and counties have the power to control development by adoption of land-use plans and zoning, and by subdivision, building or housing regulations. The Commission encourages those who plan and develop land, and local governments controlling development or planning land use near known freeway locations, to exercise their powers and responsibility to minimize the effect of highway vehicle noise through appropriate land-use control. Where such land-use regulations are not in place, cities, townships and counties will not be eligible for MDOT noise mitigation assistance.
4. ***Noise Abatement by Others.*** The Commission encourages developers and local governments to coordinate their efforts to mitigate highway noise. This effort must be done without encroachment of MDOT's property right-of-way unless it is determined to be necessary, and authority granted to permit others to construct a sound barrier in the state's right-of-way. The barrier's design must meet MDOT's geometric, structural, safety and maintenance standards. MDOT shall assume no review authority or responsibility of any kind for the structural integrity or the effectiveness of a sound barrier constructed by others.

MDOT will monitor noise mitigation best practices in other states and provide an activity report to the Commission annually.

The Department shall develop instructions for the implementation of this policy.

Adopted by the Michigan State Transportation Commission on July 19, 2002.

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		NEW	7/26/12		
<b>RESPONSIBLE ORGANIZATION:</b>		MDOT			
<b>SUBJECT:</b>	Complete Streets				

## **Background**

Public Act 135 of 2010 requires the development of a complete streets policy to promote safe and efficient travel for all legal users of the transportation network under the jurisdiction of the Michigan Department of Transportation (MDOT). Public Act 135 defines complete streets as "...roadways planned, designed, and constructed to provide appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods whether by car, truck, transit, assistive device, foot, or bicycle."

The Complete Streets Advisory Council (CSAC) also was created by Public Act 135 of 2010 to advise the State Transportation Commission (STC) as it developed this policy. CSAC members were appointed by the Governor and represent a broad cross-section of transportation system owners, users, and stakeholders, including MDOT and the STC.

The STC is authorized by the State Constitution to set policy for MDOT, and in that role has enacted this Complete Streets policy. MDOT is responsible for implementation of Commission policy for those portions of the transportation system that are under its jurisdiction – about 10,000 of the 110,000 miles of roads, bridges and highways in Michigan. In addition, MDOT, in its role of administering the local federal-aid program in Michigan, can help local jurisdictions understand the provisions of this policy and work with them to further the development of complete streets.

## **Vision**

The STC supports the vision statement as adopted by the CSAC.

- *A transportation network* that is accessible, interconnected, and multimodal and that safely and efficiently moves goods and people of all ages and abilities throughout the State of Michigan.
- *A process* that empowers partnerships to routinely plan, fund, design, construct, maintain and operate complete streets that respect context and community values.
- *Outcomes* that will improve economic prosperity, equity, accessibility, safety, and environmental quality.

## **Purpose**

This policy provides guidance to MDOT for the planning, design, and construction or reconstruction of roadways or other transportation facilities in a manner that promotes complete streets as defined by the law, and that is sensitive to the surrounding context.

MDOT will pursue a proactive and consistent approach to the development of complete streets, in keeping with its mission to provide the highest quality integrated transportation services for economic benefit and improved quality of life. A successful complete streets approach will require mutual commitment and collaboration on the part of transportation agencies, stakeholders and the public to identify appropriate opportunities to plan, develop, construct, operate and maintain infrastructure without undue costs or scheduling burdens.

MDOT will consider complete streets features for roadways and other transportation facility construction or reconstruction projects it undertakes, or permits other public or private entities to construct within the state trunk line right of way, working through its context sensitive solutions process. The department will use this process and work with customers, local residents, road users and stakeholders to analyze proposed projects for

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the opportunity to design and construct facilities that contribute to complete streets. As part of that analysis, the department will consider:

- Local context and recognize that needs vary according to regional urban, suburban, and rural settings;
- The functional classification of the roadway, as defined by the Federal Highway Administration and agreed to by MDOT and local transportation agencies;
- The safety and varying mobility needs of all legal users of the roadway, of all ages and abilities, as well as public safety;
- The cost of incorporating complete streets facilities into the project and whether that cost is proportional to the overall project cost, as well as proportional to the current or future need or probable use of the complete streets facility;
- Whether adequate complete streets facilities already exist or are being developed in an adjacent corridor or in the area surrounding the project;
- Whether additional funding needed to incorporate the complete streets facility into the project is available to MDOT or as a contribution from other transportation or government agencies from federal, state, local or private sources.

MDOT is encouraged to use low-cost solutions to increase safety and mobility where practical, but to recognize that more costly improvements may be needed on some facilities.

MDOT also is encouraged to take a network approach to the provision of multi-modal access, and recognize that improvements to a part of the road network outside MDOT's jurisdiction might provide a more viable alternative and safer access for all users. MDOT will encourage local jurisdictions to develop local and regional transportation plans that ensure projects are consistent and appropriate to the context. MDOT will work with local road agencies and its grant and funding recipients to encourage network continuity. Responsibilities for operation and maintenance of facilities in MDOT right-of-way shall be determined and outlined prior to construction of such facilities, except where a pre-existing maintenance agreement is in place. Maintenance agreements will be required as a provision of the entire project. Local responsibility for complete streets facility maintenance, in particular for facilities outside the travel portion of a street, such as transit and non-motorized facilities, will be critical for many projects.

MDOT will recognize the long-term nature of transportation investment and anticipate not only current transportation demand, but also likely future uses as well, in considering and developing complete streets. Depending on the context and potential use, provisions may be needed to ensure safe and convenient access for all users.

Complete streets and their viability can be impacted by planning and permitting as well as infrastructure. MDOT will work with local governments as needed to encourage thoughtful planning and permitting that supports the goals and the vision of this complete streets policy.

### **Implementation**

By December 31, 2013, MDOT will develop or revise procedures and guidelines needed to implement this policy. As part of that effort, MDOT shall establish a clear procedure for reviewing and approving exceptions to the policy, the conditions under which an exception may be granted, and who may approve such exceptions.

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<b>RESPONSIBLE ORGANIZATION:</b>		MDOT			
<b>SUBJECT:</b>	Complete Streets				

Facilities will be designed and constructed in accordance with current applicable laws and regulations, approved engineering standards and accepted best practices while preserving continued eligibility for federal-aid.

MDOT will report back to the STC annually after the adoption of this policy to: 1) give a progress report on implementation, including any information/examples to gauge MDOT's performance, and 2) to report any exceptions granted and the reasons for those exceptions. This reporting will include the required Context Sensitive Solutions annual review as required by the STC Policy adopted May 26, 2005.

This policy will apply to all projects undertaken by MDOT, large and small, considerate of the level of the proposed project work. As part of MDOT's responsibility to FHWA to administer the local federal-aid program in Michigan, MDOT shall work with local road agencies that are undertaking road or bridge projects with federal funds, and encourage them to observe the provisions of this policy in order to help address the need for a network of complete streets throughout Michigan.

In addition, the STC encourages MDOT to continue its education support programs for staff and partner with others to provide training and information for all legal users and law enforcement regarding shared responsibilities.

This policy on complete streets is intended to supplement Commission Policy Number 10138 on Context Sensitive Solutions.

Adopted by the Michigan State Transportation Commission on July 26, 2012.

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		10237 (was 10137)	10-28-04
		<b>SUPERSEDES</b>	<b>DATED</b>
		NEW	
<b>RESPONSIBLE ORGANIZATION:</b> Intermodal Policy Division			
<b>SUBJECT:</b> Border Crossing Policy			

The world's largest bilateral trade relationship exists between the United States and Canada, with Michigan positioned as a leader in international trade. Goods and people moving across Michigan's borders significantly impact the economies of Michigan and Ontario, and the economies of the United States, Canada, and other nations. Recognizing Michigan's vision and common goals with Ontario to establish and maintain a transportation border that facilitates and encourages the seamless, safe, and secure transport of goods, people, and services in a cost-efficient and timely manner, the Michigan Department of Transportation shall:

1. Work to assure adequate transportation capacity at Michigan's border crossings to facilitate, advance, and in part provide for the seamless movement of people and goods between Michigan and Ontario.
2. Provide for the protection of and upgrade the transportation facilities on our borders through collaborative initiatives with the private sector and other governmental agencies to provide an appropriate level of redundancy among crossings and to ensure continued access for international trade and commerce between the U.S. and Canada.
3. Study needs for improving and expanding the transportation structures and infrastructures, and identify advancing technologies through persistent research and analysis in order to continue to adapt to the demand of international trade and commerce.
4. Work to enhance cooperation, coordination, and communication with U.S. and Canadian border inspection and transportation agencies, local and regional governments, private operators, crossing users, neighborhoods, and other stakeholders affected by border crossings, in order to facilitate continued improvement to both the mobility and safety of border crossings.
5. Collaborate closely with state, local, provincial and private sector partners to proactively address topics of mutual interest that impact border crossings.
6. Work to increase federal funding for border transportation infrastructure capacity and safety improvements, and to use funding effectively to achieve the intent of this policy.
7. Work cooperatively with the other agencies responsible for improvements to border inspection processes, and encourage them to facilitate the movement of low-risk passengers and cargo, provide adequate inspection staffing levels, and implement the utilization of technological advancements that can reduce border transit times while enhancing security.

Adopted by the Michigan State Transportation Commission on October 28, 2004.

MDOT 3903 (3/98)		PAGE 1 OF 2	
	<b>COMMISSION POLICY</b>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
		10238 (was 10138)	5-26-05
		<b>SUPERSEDES</b>	<b>DATED</b>
		NEW	
<b>RESPONSIBLE ORGANIZATION:</b> Bureau of Highway Development			
<b>SUBJECT:</b> Context Sensitive Solutions			

The Governor’s Executive Directive 2003-25 defines context sensitive design as “a collaborative, interdisciplinary approach involving stakeholders for the development of a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic, cultural, and environmental resources, while maintaining safety and mobility.”

The Michigan Department of Transportation (MDOT) will pursue a proactive, consistent, and Context Sensitive Solutions (CSS) process in keeping with its mission to provide the highest quality integrated transportation services for economic benefit and improved quality of life. A successful CSS program will require mutual commitment on the part of both transportation agencies and stakeholders to identify appropriate opportunities to plan, develop, construct, operate, and maintain infrastructure in accordance with CSS principles without undue costs or scheduling burdens.

The Department will incorporate an appropriate level of CSS into its Transportation Program consistent with CSS principles which include:

- Early and Continuous Public Involvement
- Effective Decision Making
- Reflecting Community Values
- Achieving Environmental Sensitivity and Stewardship
- Ensuring Safe and Feasible Integrated Solutions
- Protecting Scenic Resources and Achieving Aesthetically Pleasing Solutions

MDOT will develop or revise procedures and guidelines to expand the use of CSS for state transportation projects. The procedures and guidelines will:

- Promote partnerships with local governments, state agencies, business, community groups, and transportation system users and providers to better coordinate resources.
- Use flexibility within state and federal design standards, and develop alternate state standards where appropriate, without compromising safety and mobility.
- Encourage early and continuous dialog with stakeholders on defining the transportation problems and solutions during project planning and development.
- Use integrated transportation solutions to enhance access to jobs, support economic development activities with local government and other state agencies, and preserve the environment.

	<b>COMMISSION POLICY</b>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
		10238 (was 10138)	5-26-05
		<b>SUPERSEDES</b>	<b>DATED</b>
		NEW	
<b>RESPONSIBLE ORGANIZATION:</b> Bureau of Highway Development			
<b>SUBJECT:</b> Context Sensitive Solutions			

- Consider the need for integrated transportation options in the early planning and development process for transportation improvements, especially for state highway, bridge, and safety projects which construct, reconstruct, or relocate a roadway, bridge, or intersection.
- Promote the use of CSS principals with local land use and transportation agencies.

The Department will report back to the Commission six months after adoption of this policy, to give a progress report on implementation. After the initial report to the Commission, the Department will present an annual review of implementation progress to the Commission.

Adopted by the Michigan State Transportation Commission on May 26, 2005.

Commission Advisor: Frank E. Kelley

Date: May 26, 2005



## COMMISSION POLICY

**IDENTIFIER**

10239 (was 10139)

**SUPERSEDES**

NEW

**EFFECTIVE DATE**

7-28-05

**DATED**

**RESPONSIBLE ORGANIZATION:** Bureau of Finance and Administration

**SUBJECT:** Self-Insurance Program for Mackinac Bridge

A self-insurance program for risk exposures at the Mackinac Bridge may be maintained where such a program will result in long-term cost savings for the State of Michigan. The Department may enter into agreements with the Department of Management and Budget or other parties to structure such programs. To satisfy claims arising out of the maintenance and operation of the Mackinac Bridge, the Department may expend available revenue from the State Transportation Fund that may be used for that purpose augmenting, as may be necessary, a reserve account, the funding of which is worked out with the Mackinac Bridge Authority.

In the event that the Department begins such a self-insurance program and then decides to return to purchasing traditional insurance, it is the intent of the Commission that the Department shall provide notice of the change to the Mackinac Bridge Authority allowing a period of six months, if possible, to take any measures necessary to make the change.

Adopted by the Michigan State Transportation Commission on July 28, 2005.

Commission Advisor: Frank E. Kelley

Date: July 28, 2005

	<b>COMMISSION POLICY</b>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
		10240 (was 10140)	1-25-07
		<b>SUPERSEDES</b>	<b>DATED</b>
		NEW	
<b>RESPONSIBLE ORGANIZATION:</b> MDOT			
<b>SUBJECT:</b> Tribal Affairs Policy			

On May 12, 2004, Governor Granholm signed Executive Directive 2004-5 to carry out commitments from the 2002 Government-to-Government Accord with Michigan's federally-acknowledged Indian tribes. This Michigan Department of Transportation (MDOT) policy ensures that MDOT operates in accordance with the Governor's Executive Directive 2004-5 and federal law. This directive reaffirms the recognition of and fully supports the government-to-government relationship that exists between the State of Michigan and federally-acknowledged Michigan Indian tribes. It aligns with MDOT's mission to provide the highest quality integrated transportation services for economic benefit and improved quality of life. Through this policy, MDOT will pursue a proactive and consistent process in tribal affairs.

1. MDOT shall appoint an individual (Tribal Affairs Coordinator) to be responsible for department-wide coordination of the Tribal Affairs Program, operating under the guidance of the Director and the Chief Administrative Officer. The Tribal Affairs Coordinator shall annually report departmental interaction with the governments of the federally-acknowledged Indian tribes to the Governor's Advisor on Tribal-State Affairs.
2. MDOT shall prepare Tribal Affairs Program procedures/guidelines consistent with directives from the Governor's office, which shall identify the roles and responsibilities of the department and coordinator in the function and administration of these government-to-government relationships. In accordance with federal and state laws, regulations, and policies, the department will incorporate early and continuous government-to-government consultations with federally-recognized tribes into the development of processes and products on any issue that may impact tribal interests including, but not limited to, the following:
  - State Long-Range Transportation Plans
  - Pending and/or Proposed Policies, Rules, Legislation, and/or Regulations
  - Five-Year Transportation Program
  - State Transportation Improvement Program
  - Memorandums of Agreement/Understanding
  - Project Accord Agreements
  - Asset Management
  - Access Management
  - Context Sensitive Solutions
  - Tribal Affairs Annual Report
  - Indian Reservation Roads Inventory

	<b>COMMISSION POLICY</b>	<b>IDENTIFIER</b>	<b>EFFECTIVE DATE</b>
		10240 (was 10140)	1-25-07
		<b>SUPERSEDES</b>	<b>DATED</b>
		NEW	
<b>RESPONSIBLE ORGANIZATION:</b> MDOT			
<b>SUBJECT:</b> Tribal Affairs Policy			

3. The Tribal Affairs Coordinator will be responsible for facilitating the implementation of the Tribal Affairs Program Procedures/Guidelines. The department shall provide the State Transportation Commission with an annual review and report, including an outreach plan.

Adopted by the Michigan State Transportation Commission on January 25, 2007.

Commission Advisor: Frank E. Kelley

Date: January 25, 2007

**COMMISSION POLICY****MICHIGAN DEPARTMENT OF STATE HIGHWAYS  
AND TRANSPORTATION**

EFFECTIVE DATE

4-10-74

NUMBER

1100.01

PREPARING ORGANIZATION

Executive  
BureauComplete Revision  
DPP1100.01 6-21-67  
Supersedes  
DPP1100.11 1-9-68  
DPP3200.01 5-18-71

SUBJECT:

Commission Integrated Transportation  
Systems Policy

The Commission will approve programs to allow the Department to continuously plan, coordinate, construct, operate, and maintain an adequate and integrated transportation system for the State as provided by law.

All efforts of the Department will be directed toward implementing this objective with the most effective and efficient use of resources available for these purposes.

Within this policy the Department will strive to the fullest extent possible to maintain the environment by providing for the minimal interference with existing ecological systems.

Adopted by State Highway Commission

4-10-74  
Date



**COMMISSION POLICY**

**MICHIGAN DEPARTMENT OF STATE HIGHWAYS  
AND TRANSPORTATION**

EFFECTIVE DATE

4-10-74

NUMBER

1100.03

PREPARING ORGANIZATION

Executive Bureau

SUPERSEDES:

NUMBER 1100.03

DATED 6-21-67

SUBJECT:

Commission Long Range Plan Policy

\*The continuing transportation needs and the anticipated  
\*transportation revenues of the State shall be identified  
continuously.

The Governor, the legislature and the citizens of the State  
shall be informed of the financial capacity of the Department  
\*to meet the long range transportation needs with anticipated  
revenue.

\*When developing, monitoring and controlling transportation  
work programs and allocating manpower, material and equipment  
\*resources, the Director shall see that the Department's  
\*efforts are directed toward meeting the State's immediate  
and long range transportation needs.

Adopted by State Highway Commission

4-10-74  
Date

\* Indicates change from previous directive

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 11-28-79	<i>IDENTIFIER</i> CP 1100.05
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> NEW <i>DATED</i>
<i>SUBJECT:</i> Impact of New Highway Construction on Fringe Development		

The Department will coordinate major new construction programs with other State agencies (Departments of Commerce, Natural Resources, Social Services, and Education) to insure insofar as possible that these programs do not encourage fringe development.

Adopted by the State Transportation Commission

11-28-79

Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 01-24-79	<b>IDENTIFIER</b> CP 1100.06
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.06 <b>DATED</b> 04-10-74
<b>SUBJECT:</b> Public Information		

The Director shall insure that the citizens of Michigan shall be kept informed of the plans and programs of the Department and of the progress in accomplishing these goals.

Adopted by the State Transportation Commission

01-24-79  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 01-24-79	<b>IDENTIFIER</b> CP 1100.07
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.07 <b>DATED</b> 04-10-74
<b>SUBJECT:</b> Intergovernmental Relations		

Other governmental agencies and officials affected by plans and programs approved for the Department shall be informed and consulted to insure a high degree of coordination in the development of transportation within the State.

Adopted by the State Transportation Commission

01-24-79  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> June 30, 1981	<i>IDENTIFIER</i> CP 1100.08
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> CP 1100.08 <i>DATED</i> 01-24-79
<i>SUBJECT:</i> Personnel Management		

SEE NOTE\*

The Director shall insure that high professional and ethical standards for employees are maintained throughout the Department.

Personnel management practices must provide for:

Affording employment and advancement opportunities regardless of religion, sex, age, race, color, national origin, or handicap.

Placement and on-the-job training programs to allow persons to advance to higher levels of responsibility.

\* Establish selection criteria that is objective, uniform in application, consistent in effect, have job relatedness and prohibit the review of an employees use of sick leave or annual leave as a primary means of selection.  
\*

Constant effort to increase the utilization of minority and female representation in the work force.

Promotional selections which are based on demonstrated ability, performance, and potential, and which are in accordance with the RULES OF THE CIVIL SERVICE COMMISSION.

Efficient utilization of personnel resources.

To assist in Equal Employment within the Department, the Department Affirmative Action Plan must be reviewed annually.

Adopted by the State Highway Commission

6/30/81

Date

CP 1100.08, dated 06-30-81

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 04-25-79	<b>IDENTIFIER</b> CP 1100.09
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.09 <b>DATED</b> 11-16-77
<b>SUBJECT:</b> Transportation Research		

Transportation research shall be conducted to increase knowledge concerning improvements in methods, materials, and equipment used for developing, constructing, maintaining, and administering transportation facilities and processes.

This research shall be coordinated among the various Bureaus within the Department and other agencies.

Adopted by the State Transportation Commission

04-25-79  
Date

**RECEIVED**

MAY 11 1979

COMMISSION AUDIT  
MICHIGAN DEPT. OF STATE HIGHWAYS

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 07-27-77	<b>NUMBER</b> CP 1100.10
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> 1100.10 <b>DATED</b> 10-26-67
<b>SUBJECT</b> Control of Rights of Way Policy		

The Commission shall control the use of State rights of way, including adjacent scenic rights of way, non-motorized vehicular rights of way and such operating and non-operating railroad rights of way as may be acquired by the Commission.

Such control shall be in accordance with Federal code and regulations and appropriate State of Michigan statutes.

Adopted by the State Highway Commission

07-27-77  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 09-14-77	<b>IDENTIFIER</b> CP 1100.11
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> DPP 5200.04 DATED 06-27-68
<b>SUBJECT: Assistance to Local Government</b>		

Department resources when available may assist and advise local governmental agencies concerning the following areas, in which the Department may be the only readily available organization with whom to consult:

- Transportation Principles and Techniques.
- Interpretation of Transportation Data
- Cooperative Transportation Planning
- Transportation System Implementation Coordination
- Testing Services

Local governmental agencies may be charged for services performed by the Department when appropriate.

Adopted by the State Highway Commission

09-14-77  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 01-24-79	<i>IDENTIFIER</i> CP 1100.14
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> CP 1100.14 <i>DATED</i> 01-25-78
<i>SUBJECT:</i> Employee Liability		

The Department provides for the defense of Department personnel involved in civil litigation matters in accordance with Section 8, Act 170, Public Acts of 1964, (See Exhibit) and may pay judgments as therein provided subject to legislative appropriation of funds therefor.

Adopted by the State Transportation Commission

01-24-79  
Date

RESPONSIBLE ORGANIZATION Executive Bureau	EFFECTIVE DATE 01-25-78	IDENTIFIER CP 1100.14	PAGE 2 OF 2
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EXHIBIT

Action against government officer or employee;  
 attorney; compromise and settlement; indemnity  
 by governmental agency.

Sec. 8. Whenever any claim is made or any civil action is commenced against any officer or employee of any governmental agency for injuries to persons or property caused by negligence of the officer or employee while in the course of his employment and while acting within the scope of his authority, the governmental agency is authorized, but not required, to pay for or engage or furnish services of an attorney to advise the officer or employee as to the claim and to appear for and represent the officer or employee in the action and the governmental agency may compromise, settle and pay such claim before or after the commencement of any civil action. Whenever any judgment for damages is awarded against any officer or employee of any governmental agency as a result of any civil action for personal injuries or property damage caused by the officer or employee while in the course of his employment and while acting within the scope of his authority, the governmental agency is authorized, but not required to indemnify the officer or employee or pay, settle, or compromise the judgment. Nothing in this section shall be deemed to impose any liability on any governmental agency.

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 04-25-79	<b>IDENTIFIER</b> CP 1100.15
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.15 <b>DATED</b> 04-10-74
<b>SUBJECT:</b> Employee Safety		

- \* The Department will provide and maintain safe and healthful working
- \* conditions, and follow operating practices that will safeguard all
- \* employees.
- \* All Federal, State, local, and Department safety and health standards shall be followed.

Supervisors and employees shall exert whatever effort is necessary to attain these objectives.

Adopted by the State Transportation Commission

04-25-79  
Date

Changed

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> <b>01-24-79</b>	<i>IDENTIFIER</i> CP 1100.16
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> CP 1100.16 <i>DATED</i> 04-10-74
<i>SUBJECT:</i> Disbursement of State Grant Funds Policy		

The disbursement of Capital Outlay and Demonstration Grant Funds to agencies or persons outside of State Government shall be formalized by an appropriate written agreement.

Adopted by the State Transportation Commission

01-24-79  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 01-24-79	<i>IDENTIFIER</i> CP 1100.17
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> CP 1100.17 <i>DATED</i> 10-26-77
<i>SUBJECT:</i> Commission Documents		

Contracts, agreements, memorandums of understanding, and similar documents involving the State Transportation Commission and the Transportation Department with outside parties must comply with the rules of the State Administrative Board, Federal requirements, Michigan Public Acts, and Policies adopted by the Commission.

Adopted by the State Transportation Commission

01-24-79  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 02-28-79	<i>IDENTIFIER</i> CP 1100.21
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> CP 1100.21 <i>DATED</i> 04-09-75
<i>SUBJECT:</i> Maps		

\* An Official Transportation Map, plus a Public Transportation Map and Directory, will be prepared biennially for free distribution to the public.

An updated Michigan Aeronautical Chart will be prepared annually.

\* An Official Railway Map will be prepared biennially.

\* Base maps for each county and incorporated city and village will be maintained in a current status.

Other maps will be prepared as needed.

Adopted by the State Transportation Commission

02-28-79  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 02-28-79	<b>IDENTIFIER</b> CP 1100.22
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.22 <b>DATED</b> 07-27-77
<b>SUBJECT:</b> Public Availability of Information		

All people are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with Michigan Act Number 442, Public Acts of 1976, the Freedom of Information Act.

Adopted by the State Transportation Commission

02-28-79  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 04-28-76	<b>NUMBER</b> CP 1100.23
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b>  <b>DATED</b>
<b>SUBJECT</b> Interest Conflict and Disclosure		

In compliance with Michigan Department of Civil Service interest conflict and disclosure rules, employees whose Department duties and/or responsibilities fit any of the following categories must disclose their personal and/or financial interests, such interests of their immediate family members, and such interests of any individual or entity for whom they maintain Power of Attorney, in any business or entity with which they have direct contact because of their Department duties and/or responsibilities.

Employees who have authority to purchase or award contracts.

Employees who, as a part of their official duties, recommend purchase or award of contracts.

Employees who have substantial regulatory or enforcement responsibilities.

Employees who inspect or approve work performed by businesses or people outside of state service.

Employees who audit the financial records of businesses or individuals.

Supervisors of these employees.

Personal/financial interest data may be made available only in a contested case. Further, the Department must make a reasonable effort to assure that information disclosed by an employee under this policy:

Remains confidential,

Is filed separately from the employee's personnel file, and

Is disclosed only to those authorized to make interest conflict determinations.

To avoid situations which could be interpreted as conflicting with their Department duties and responsibilities, employees must shun all of the following, each of which constitutes an interest conflict:

RESPONSIBLE ORGANIZATION Executive Bureau	EFFECTIVE DATE 04-28-76	DIRECTIVE CP 1100.23	PAGE 2 OF 3
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Divulging or releasing, for the purpose of fostering personal financial gain or the financial gain of a Department employee's immediate family member, any confidential information which is precluded by law, rule, regulation, or court order from the general public's availability. However, except where otherwise prohibited by statute, court order, or professional ethics, this provision permits divulging or releasing confidential information regarding violations of rules, regulations, or applicable law.

Engaging in any business transaction or private arrangement, for personal financial gain or the financial gain of a Department employee's immediate family member, which accrues from or is based on the employee's position or on confidential information gained by reason of the employee's position with the Department.

Soliciting, accepting, or agreeing to accept anything of value under any circumstances which could reasonably be expected to influence the manner in which the employee performs work or makes decisions.

Granting or making available to any person any consideration, treatment, advantage, or favor beyond that which is the general practice to grant or make available to others under similar circumstances.

Representing or acting as agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and the employee's Department responsibilities.

Having a personal or financial interest in any business or industry, or in which a Department employee's immediate family member has such interest, concerning which the Department employee directly, in a significant decision-making capacity, participates on behalf of the state in regulating, enforcing, auditing, licensing, or purchasing any goods or services.

Revision or modification of this Policy or its implementing Department Regulation must:

<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>EFFECTIVE DATE</i> 04-28-76	<i>DIRECTIVE</i> CP 1100.23	<i>PAGE 3</i> OF 3
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Satisfy public hearing requirements,

Be certified by the State Personnel Director before being implemented, and

Satisfy publication requirements.

Adopted by the State Highway Commission

04-28-76

Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 02-28-79	<i>IDENTIFIER</i> CP 1100.24
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> CP 1100.24 <i>DATED</i> 08-11-76
<i>SUBJECT:</i> Advertisements on Department Publications		

Advertisements for commercial products or services provided by private industry shall not be placed on publications produced by the Department.

Adopted by the State Transportation Commission

02-28-79  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 6-22-77	<b>NUMBER</b> CP 1100.25
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> DPP 3200.05 <b>DATED</b> 06-21-67
<b>SUBJECT</b> Intergovernmental Planning		

The Department will participate in transportation planning with Federal, State and local agencies, including the State Planning and Development Regions, and will provide these agencies with available information concerning transportation planning.

Adopted by the State Highway Commission

6-22-77  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 07-25-79	<b>IDENTIFIER</b> CP 1100.28
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.28 DATED 05-25-77
<b>SUBJECT:</b> Automatic Data Processing		

The Department will maintain an automatic data processing capability in the form of an Engineering and Scientific Data Center to meet the data processing needs of this Department and assigned users.

- \* Reimbursement for all services relating to data processing will be by grant
- \* or at actual cost including overhead.

Adopted by the State Transportation Commission

07-25-79  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 02-28-79	<b>IDENTIFIER</b> CP 1100.30
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.30 <b>DATED</b> 05-25-77
<b>SUBJECT:</b> Vehicle Occupant Restraint System		

\* To the extent practicable, the Department shall provide every vehicle under the control of the Department with a vehicle occupant restraint system.

All Department employees who are occupants of either State-owned or privately owned motor vehicles being used for State business are responsible for their own proper utilization of the complete occupant restraint system provided.

\* The vehicle operator is responsible for informing non-Departmental employees of the contents of this policy and shall request their compliance.

No occupant restraint system shall be disconnected, altered, or otherwise made inoperable in any State-owned, leased, or rented vehicle.

\* Disciplinary action resulting from violations of this policy will be in  
\* accordance with established Departmental Procedures for failure to use  
\* existing safety equipment.

Adopted by the State Transportation Commission

02-28-79  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 6-22-77	<b>NUMBER</b> CP 1100.31
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> DPP 3230.01 DATED 06-21-67
<b>SUBJECT</b> Financial Planning		

\* A financial plan which relates State transportation revenues to the cost of accomplishing the transportation plan and the cost of maintaining and operating the system will be established and continually updated.

\* The financial plan will incorporate projected net revenues for State transportation purposes from taxes, bond sales, future Federal aid, and legislation affecting the Department's financial position.

\* The financial plan will provide the basis for the establishment of the five-year transportation program and the annual budget request for all Department activities.

Adopted by the State Highway Commission

6-22-77  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 07-25-79	<i>IDENTIFIER</i> CP 1100.33
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> CP 1100.33 <i>DATED</i> 09-14-77
<i>SUBJECT:</i> Employment of Consultant		

Consultants may be employed to perform services where such expertise is required or if the Department's normal work force is unable to meet the need.

Adopted by the State Transportation Commission

07-25-79  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 07-27-77	<i>NUMBER</i> CP 1100.34
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> DPP 2100.10 DATED 05-23-73
<i>SUBJECT</i> Code of Ethics		

\* The State Highway Commission and all employees of the Department  
of State Highways and Transportation shall comply with the provisions  
of the Code of Ethics for Employees and Appointed Officials issued  
\* by the Governor on January 25, 1973.

Adopted by the State Highway Commission

07-27-77  
Date

\* Indicates change

 <p><b>COMMISSION POLICY</b></p>	<p>EFFECTIVE DATE 01-09-68</p>	<p>IDENTIFIER CP 1100.36</p>
	<p>RESPONSIBLE ORGANIZATION Executive Bureau</p>	<p>SUPERSEDES DPP 2320.01 DATED 01-09-68</p>
<p>SUBJECT:      Equipment</p>		

Equipment for the performance of departmental functions shall be acquired and maintained, and rules and regulations governing the acquisition, custody, assignment, usage, inspection, maintenance, and disposal of such equipment shall be promulgated.

All equipment maintenance and repair will be performed by Department personnel except where it is in the best interest to contract for such services.

Adopted by the State Highway Commission

01-09-68  
Date

	<b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 01-30-78	<i>IDENTIFIER</i> CP 1100.38
		<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> DPP 3100.01 DATED 04-20-70
<i>SUBJECT:</i> Highway Planning			

A State highway plan, directed toward achieving an adequate State trunkline system, will be prepared and maintained.

The plan will reflect coordination with State transportation planning and community development objectives through cooperation with local and regional planning agencies in the development of street, road, and highway systems.

The plan will be reviewed and approved periodically by the Commission.

An estimate of total cost of improvements needed to correct existing deficiencies on the State Trunkline System will be prepared periodically taking into consideration emergency and recurring needs as well as long-range improvements required by the plan.

Priority guides will be established for Commission approval to indicate the method of selecting projects for improvements.

Adopted by the State Highway Commission

1-30-78  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 01-09-68	<b>IDENTIFIER</b> CP 1100.39
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> DPP 5300.02 DATED 01-09-68
<b>SUBJECT:</b> Use of Personal Vehicles		

Personal cars may be used for official Department business when in the best interest of the Department.

The Department shall establish rules and regulations governing the use of these vehicles to provide close control over such usage.

Adopted by the State Highway Commission

01-09-68  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 11-10-80	<i>IDENTIFIER</i> CP 1100.40
	<i>RESPONSIBLE ORGANIZATION</i> Bureau of Finance	<i>SUPERSEDES</i> DPP 2400.06 DATED 04-16-68
<i>SUBJECT:</i> Financial Control		

Financial transactions will be reviewed to determine the propriety of the transactions and the availability of funds prior to payment.

The Department will establish regulations regarding financial transactions in compliance with:

- The provisions of the Constitution and statutes of the State of Michigan, and the bond agreements of the Department.
- \* ● Regulations of the Department of Management & Budget and the Federal regulating
- \* agency.

The Department will maintain records of all transactions in accordance with generally recognized principles of governmental accounting.

Adopted by the State Transportation Commission

11-10-80  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 01-24-79	<b>IDENTIFIER</b> CP 1100.41
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.41 DATED 09-27-78
<b>SUBJECT:</b> Affirmative Action		

All Managers, Supervisors, and other officials with responsibility for interviewing and recommending personnel for appointment shall perform that function pursuant to the Department's Affirmative Action Plan and program goals. Further, no pre-selection of any person shall be made until approved by the Director or an official designated by him. ✓

Any employee subverting the goals and activities of the Department's Affirmative Action Program; or harassing co-workers because of age, sex, race, national origin, religion, or handicap shall be subject to disciplinary action.

To assist in providing equal employment opportunity, the Department's Affirmative Action Plan shall be reviewed annually by the Executive Committee.

Adopted by the State Transportation Commission

01-24-79  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 08-22-79	<i>IDENTIFIER</i> CP 1100.42
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> CP 1100.42 <i>DATED</i> 12-20-78
<i>SUBJECT:</i> Performance of Highway Maintenance Operations		

Maintenance activities will be performed by the Department's maintenance organizations, or by county road commissions or municipalities under contract.

\* Work on State trunk lines performed by contract will be under the supervision  
\* of the maintenance organization. Written agreements with local governmental agencies will be executed and reimbursement for the work performed will be at cost.

When maintenance service is interrupted in a contract county or municipality, the Director, upon notification in writing by the contract agency, shall take the necessary action to maintain the State trunk lines in an adequate condition.

Adopted by the State Transportation Commission

08-22-79  
Date

\* Changed

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 09-27-78	<b>IDENTIFIER</b> CP 1100.43
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> NEW DATED
<b>SUBJECT:</b> Equal Rights Amendment Resolution		

Neither the Michigan State Highway Commission nor any employees of the Michigan Department of State Highways & Transportation shall attend any job-related conventions, conferences, or seminars in any State which has refused to ratify the Equal Rights Amendment, unless such non-attendance shall have a serious adverse effect on the State of Michigan.

Adopted by the State Highway Commission

09-27-78  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 09-26-79	<i>IDENTIFIER</i> CP 1100.44
	<i>RESPONSIBLE ORGANIZATION</i> Bureau of Highways	<i>SUPERSEDES</i> DPP 4120.01 DATED 06-27-68
<i>SUBJECT:</i> Roadside Development		

Highways will be developed to fit into their surroundings with consideration given  
\* to relevant factors including engineering principles, economics, and existing  
cultural, topographic, and vegetative features.

Roadside landscaping will be provided at selected locations to enhance the appear-  
ance and operational facility of highways. The Department will regulate all  
planting and removal of vegetation within trunkline rights-of-way.

A system of motorist service facilities consisting of safety rest areas, travel  
\* information centers, roadside parks, scenic turnouts, and picnic table sites,  
will be provided at selected locations along trunkline highways.

Adopted by the State Transportation Commission

09-26-79  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 08-27-80	<i>IDENTIFIER</i> CP 1100.50
	<i>RESPONSIBLE ORGANIZATION</i> Bureau of Highways	<i>SUPERSEDES</i> CP 1100.50 <i>DATED</i> 11-28-79
<i>SUBJECT:</i> Traffic Control		

Control of traffic in a safe and orderly manner shall be accomplished with the traffic control devices specified in the current edition of the Michigan Manual of Uniform Traffic Control Devices; and by provisions of the Michigan Vehicle Code, applicable State and Federal laws; and special criteria, warrants, and regulations authorized by the Department.

An inventory of all signs, signals, and other traffic control devices will be developed and maintained. A periodic evaluation of these devices will be made.

Adopted by the State Transportation Commission

08-27-80  
Date

	<b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 09-28-67	<b>IDENTIFIER</b> CP 1100.51
		<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> DPP 6020.01 <b>DATED</b> 05-11-70
<b>SUBJECT:</b> Traffic Engineering Research			

Research and development in the field of traffic engineering safety and control shall be accomplished as necessary for the operation of the State highway system in a safe and efficient manner.

This traffic engineering research shall include:

- . Research and study of present practices and needs in all phases of traffic engineering pertaining to the driver, driver behavior, vehicles, and the highway;
- . Evaluation and application of new methods and techniques of better traffic operations on the highway system;
- . Development and evaluation of new devices, signs, signals, markings, and equipment for operation, detection, and control of traffic;
- . Investigation and evaluation of new materials, devices, equipment, and instrumentation for application in the field of traffic engineering.

Adopted by the State Highway Commission

09-28-67  
Date

NOT IN 2/66 LISTING

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> <b>04-25-79</b>	<i>IDENTIFIER</i> <b>CP 1100.53</b>
	<i>RESPONSIBLE ORGANIZATION</i> <b>Executive Bureau</b>	<i>SUPERSEDES</i> <b>DPP 5260.01</b> <i>DATED</i> <b>06-21-68</b>
<i>SUBJECT:</i> <b>Highway Geometric Standards</b>		

Optimum highway geometric standards will be established and maintained for all classes of trunkline highways, consistent with present and future traffic requirements.

The results of continuing safety evaluations will be considered in the development and subsequent revision of geometric standards.

Approved geometric standards will serve as guides in the development of the State highway plan, in the evaluation of existing highway and bridge deficiencies, in the preparation of planning reports, and in the design of new facilities.

Adopted by the State Transportation Commission

04-25-79  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 04-25-79	<i>IDENTIFIER</i> CP 1100.54
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> SEE NOTE**  <i>DATED</i>
<i>SUBJECT:</i> Property Management		

- \* Lands, buildings, utilities, and other properties, owned and leased, used for the conduct of Departmental functions will be managed centrally.
- \* Facilities will be provided to serve efficiently and economically.

Adopted by the State Transportation Commission

04-25-79  
Date

\* Changed

\*\* Supersedes: ✓ CP 1100.44 dated 04-16-68  
✓ CP 1100.45 dated 09-28-67

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 04-25-79	<b>IDENTIFIER</b> CP 1100.55
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> DPP 2380.01 <b>DATED</b> 01-09-68
<b>SUBJECT:</b> Publications		

The preparation, distribution, and sale of all Departmental publications and other documents having public distribution and the acquisition of all publications subscribed to, or purchased by, the Department shall be coordinated and controlled.

A documentary retrieval system for pertinent reference materials, Departmental, professional and trade publications, used by Departmental employees shall be maintained.

Adopted by the State Transportation Commission

04-25-79  


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Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 06-27-79	<b>IDENTIFIER</b> CP 1100.56
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.56 DATED 09-28-67
<b>SUBJECT: Regulation of Utilities</b>		

The Department will provide for the regulation or rearrangement of utility installations that interfere with the operation, maintenance, or improvement of state highways and will regulate the installation of any new facilities on highway right-of-way.

Adopted by the State Transportation Commission

06-27-79  
Date

	<b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 10-26-67	<b>IDENTIFIER</b> CP 1100.57
		<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> DPP 4100.03 <b>DATED</b> 10-26-67
<b>SUBJECT:</b> Relocation of Municipal Utilities			

Municipally owned utilities will be relocated as necessary to permit highway construction and reconstruction.

When the utility is on trunkline highway right of way outside municipal limits, the necessary alterations will be made at the owner's expense. The one exception will be for transmission lines serving only the owning municipality.

When the conflict is located within the owner's municipal limits or when the utility is on other than trunkline highway right of way outside of municipal limits, the necessary alterations will be made at project expense.

Any alterations may be made by the Department's contractor or by the utility owner, whichever is in the public interest.

Adopted by the State Highway Commission

10-26-67  
Date

*1007 20 2/86 LIST*

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 11-28-79	<i>IDENTIFIER</i> CP 1100.58
	<i>RESPONSIBLE ORGANIZATION</i> Bureau of Highways	<i>SUPERSEDES</i> DPP 5130.07 <i>DATED</i> 06-27-68
<i>SUBJECT:</i> Pedestrian Bridges		

- \* Pedestrian bridges crossing limited access or free access State trunklines
- \* may be constructed as part of highway projects as a result of changes in traffic patterns.

Local governmental units may construct pedestrian bridges crossing state trunklines upon authorization by the Department. All facilities must comply with Departmental standards.

Pedestrian bridges constructed by the Department will be maintained by the Department except for snow and ice control.

Pedestrian bridges constructed over State trunklines by local governmental units must be maintained by the local authority.

Adopted by the State Transportation Commission

11-28-79  
Date

\* Changed

Z/29

	<b>COMMISSION POLICY</b>	EFFECTIVE DATE 10-26-67	IDENTIFIER CP 1100.59
		RESPONSIBLE ORGANIZATION Executive Bureau	SUPERSEDES DPP 5100.04 DATED 10-26-67
SUBJECT: Maintenance Reporting System			

A system of maintenance reporting will be established to provide records of work accomplished in terms directly relatable to work programs. Summarizations of report data will be made available to management personnel at all levels, in form best designed to serve their needs.

Reports to field operating personnel will be used as guides to improving performance and for reviewing performance standards.

Reports to top level management will relate performance to planned work for the year by districts. These reports will be accompanied by an analysis and a summary of actions taken or to be taken.

Reports to top management will also present trends in performance standard values and other significant statistics demonstrating improvement in performance.

Adopted by the State Highway Commission

10-26-67  
Date

*NOT TO BE USED AS 1100.76*

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 10-26-67	<b>IDENTIFIER</b> CP 1100.60
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> DPP 5100.02 <b>DATED</b> 10-26-67
<b>SUBJECT:</b> Maintenance Performance Standards		

Performance standards will be established to assure the attainment of the desired level of maintenance, to provide uniformity throughout the State and to give quantitative bases on which to plan and carry out the maintenance program. The standards will set the level of service and gauge work requirements for maintenance activities, reflect work requirements for different activities in terms of practical and significant measurements and establish methods of doing work in accordance with the productivity expected.

The approved standards will serve as guides in the development and maintenance of the long-range maintenance plan, maintenance programs, budget allocations and the state-wide application of efficient and economical maintenance and procedures.

Adopted by the State Highway Commission

10-26-67  
Date

*ABF:DJ 2/86 LISTED AS 1100.75*

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 06-27-79	<b>IDENTIFIER</b> CP 1100.61
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.61 DATED 10-26-67
<b>SUBJECT: Long-Range Maintenance Plan</b>		

Forecasts of maintenance requirements will be made to provide estimates of long-term requirements for manpower, equipment, materials and finances, as well as plant facilities. These estimates will conform with the time period of the long-range highway construction and financing plans.

Adopted by the State Transportation Commission

06-27-79  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 12-12-79	<i>IDENTIFIER</i> CP 1100.62
	<i>RESPONSIBLE ORGANIZATION</i> Bureau of Highways	<i>SUPERSEDES</i> DPP 4400.02 DATED 09-28-67
<i>SUBJECT:</i> Materials Control		

- \* Control of all materials used in the construction of transportation facilities will be maintained to assure high quality and substantial conformity to the requirements of the specifications.

- Testing of materials may be carried out in field facilities and laboratories maintained by Department or in other facilities and laboratories approved by the Department.

Adopted by the State Transportation Commission

12-12-79

\_\_\_\_\_  
Date

\* Changed

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 10-24-79	<b>IDENTIFIER</b> CP 1100.64
	<b>RESPONSIBLE ORGANIZATION</b> Bureau of Highways	<b>SUPERSEDES</b> DPP 4110.01 DATED 10-26-67
<b>SUBJECT: Participation Agreements with Municipalities</b>		

- \* The Department shall enter into agreements with municipalities for participation
- \* in the cost of construction or reconstruction for transportation facilities within the boundaries of the local unit of government.

The percent of participation by the municipalities will be not less than required by the Michigan Highway Law.

Adopted by the State Transportation Commission

10-24-79

                      
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 11-28-79	<b>IDENTIFIER</b> CP 1100.66
	<b>RESPONSIBLE ORGANIZATION</b> Bureau of Highways	<b>SUPERSEDES</b> DATED <b>NEW</b>
<b>SUBJECT: Highway Signing</b>		

The Department will install official signs on State trunklines in accordance with the Michigan Manual of Uniform Traffic Control Devices, provisions of the Michigan Vehicle Code, and Federal standards.

Individual requests for installation of various directional signs will be evaluated in accordance with approved Departmental guidelines, in addition to the aforementioned manuals.

Adopted by the State Transportation Commission

11-28-79

                      
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i>	<i>IDENTIFIER</i>
	<i>RESPONSIBLE ORGANIZATION</i>	<i>SUPERSEDES</i>
<i>SUBJECT:</i> Safety and Convenience of Motoring Public During Construction and Maintenance Operations		01-09-68 CP 1100.68 Bureau of Highways DPP 4300.01 DATED 01-09-68

Construction and maintenance work on state trunkline facilities, including work authorized within the right of way by permit, will be performed in a manner to assure maximum practical safety and a minimum of inconvenience to the motoring public.

This will include the establishment of temporary roads and detours when necessary to meet these criteria.

Adopted by the State Highway Commission

01-09-68  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 09-14-77	<i>IDENTIFIER</i> CP 1100.71
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> CP 1100.02 <i>DATED</i> 09-14-77
<i>SUBJECT:</i> Organization		

The responsibilities, authority, and principal relationships of management positions shall be clearly defined in writing and each person shall be familiar with these aspects of his/her position.

Department organization adjustments will be made to efficiently use available resources for workloads and functions to achieve Department objectives.

Supervisors at each level, insofar as possible, will delegate to their subordinates responsibility and authority which will permit decisions to be made at the lowest practicable level.

Procedures and practices which foster coordination and communication throughout the organization shall be implemented.

A geographic organization of districts will be maintained to implement the Department's programs.

These functions will be performed uniformly and efficiently.

Adopted by the State Highway Commission

09-14-77  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 04-10-74	<i>IDENTIFIER</i> CP 1100.72
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i> CP 1100.05 DATED 04-10-74
<i>SUBJECT:</i> Commission Administrative Improvement Policy		

The Commission, through its Director, shall insure that the performance of the Department and of individual units within the Department shall continuously be compared with planned performance and efforts made to correct and adjust deviations from planned performance.

Everyone in a supervisory capacity will be expected to keep abreast of the best management practices and to recommend the development and improvement of methods and techniques.

Periodic analysis and appraisal of functions and activities will be made to eliminate nonessential work, expense, and manpower.

Continual efforts will be made to establish the most efficient methods of activities against optimum performance standards, and to correct deficiencies by taking appropriate action.

Improvements shall be reflected in the reduction of resources required to perform work and in increased production directed toward overall objective.

Adopted by the State Highway Commission

04-10-74  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 12-21-77	<b>IDENTIFIER</b> CP 1100.73
	<b>RESPONSIBLE ORGANIZATION</b> Executive Bureau	<b>SUPERSEDES</b> CP 1100.19 DATED 12-21-77
<b>SUBJECT:</b> Executive Committee		

There shall be a Department Executive Committee comprised of the Director as Chairman, the Chief Deputy Director, Deputy Directors, and the Administrative Assistant to the Director.

Ex officio membership includes the Commission Auditor, the Commission Secretary (who serves as secretary for the Executive Committee), and any other personnel designated by the Commission.

The Assistant Attorney General attends Executive Committee meetings to advise on legal matters.

Executive Committee responsibilities include:

Review major objectives for the Department's Divisions, the plans for achieving the objectives, and evaluate performance for Executive Committee or Commission action;

Review long-range plans and operational matters affecting the entire Department and matters of mutual concern to the Executive Committee members; and

Advise the Director in decision-making, as authorized by the Commission.

Adopted by the State Highway Commission

12-21-77  
Date

 <b>COMMISSION POLICY</b>	<b>EFFECTIVE DATE</b> 06-27-68	<b>IDENTIFIER</b> CP 1100.74
	<b>RESPONSIBLE ORGANIZATION</b> Bureau of Highways	<b>SUPERSEDES</b> DPP 3300.02 DATED 06-27-68
<b>SUBJECT:</b> Production Scheduling		

A production schedule will be developed and continuously maintained to advance all projects in the approved construction program to the letting stage.

Target dates will be approved by the State Highway Director for the commencement and completion of each major activity required for each project to define the production responsibilities of all Department organizational units engaged in scheduled activities.

Progress will be reported and controlled against the established target dates; problem areas identified, analyzed and resolved; and future workloads predicted.

Adopted by the State Highway Commission

06-27-68  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 09-30-82	<i>IDENTIFIER</i> CP 1100.77
	<i>RESPONSIBLE ORGANIZATION</i> Executive Bureau	<i>SUPERSEDES</i>  <i>DATED</i>
<i>SUBJECT:</i> Contract Extras and OVERRUNS		

It is the policy of the State Transportation Commission to provide payment for work performed under the terms of the contract.

Payment for Extra Work and Contract OVERRUNS shall be in accord with terms of the appropriate State Administrative Board Resolution relating to Department of Transportation Construction and Maintenance Contracts and will be processed through appropriate Administrative procedures.

All payments for extra work and contract overruns shall be approved by the State Transportation Commission prior to payment, except those payments permitted by statute or State Administrative Board Resolution.

Adopted by State Transportation Commission

09-30-82

                      
Date

5-12-89

3519 (2/79)

	<p>COMMISSION POLICY</p>	<p>EFFECTIVE DATE</p> <p>04-26-89</p>	<p>IDENTIFIER</p> <p>1100.85-1</p>
		<p>RESPONSIBLE ORGANIZATION</p> <p>Real Estate Division</p>	<p>SUPERSEDES</p> <p>1100.13</p> <p>DATED 02-26-75</p>
<p>SUBJECT: Right of Way Clearance and Excess Realty</p>			

Improvements and items of personal property acquired by the department within the right of way shall be disposed of and removed from the right of way in accordance with right of way clearance schedules established in conjunction with the project construction letting schedule.

Excess realty is to be reviewed against established criteria to determine if it should be retained and made available for long term leasing. Excess realty not meeting the criteria for long term leasing will be disposed of as rapidly as possible consistent with sound business practices.

The following criteria should be considered when determining whether to propose the long term leasing of excess property:

1. where the public benefit of a proposed lease agreement is expected to be greater than the public benefit that would result from a sale of the property,
2. that a reasonable expectation exists that the future public need justifies retention of ownership of the property,
3. property is zoned commercial or industrial or reasonable expectations are that the property may be rezoned to such classification, and
4. the property is estimated to have a minimum appraised value of \$100,000.00. Exceptions to this criteria would be for those properties in which there is federal participation and it is not economically feasible to pay off said participation.

All long term leases shall be submitted to the commission for approval accompanied by an analysis of the reasons for the lease.

A current, complete and accurate inventory record shall be maintained of all improvements and personal property purchased and of all excess realty owned by the department. The inventory will designate those properties determined to be considered eligible for long term leasing.

Short term and long term leasing of air rights above, below and across the actual surface of the travelled portion of the highway as well as portions of non-operating right of way may be considered in line with Federal Highway Administration procedures manual 7-4-3.

RESPONSIBLE ORGANIZATION	EFFECTIVE DATE	IDENTIFIER	PAGE 2
Real Estate Division	04-26-89	1100.85-1	OF 2

Construction schedules permitting, improvements to be removed from the right of way may be rented on a month-to-month basis. Excess realty not designated for long term leasing may be rented or leased on a short term basis until disposal can be accomplished.

Improvements, personal property, and excess realty may be sold by public auction, sealed bid, or negotiation, utilizing the method which is in the best interest of the state.

Negotiated sale of excess realty or subordinate interests therein may be made to other governmental agencies, local governmental units, and public utilities at the appraised value, providing conveyances of realty to local governmental units are restricted to specific public use for a period of 10 years and the conveyance includes a suitable reversionary covenant.

Absolute equality of opportunity to purchase will be provided to potential purchasers of improvements, personal property, and excess realty. Department employees may purchase excess realty upon full disclosure of all transactions and approval by the commission. Department employees may also purchase improvements or personal property to be removed from the right of way when offered at public sale and upon full disclosure of all transactions and approval by the director.

An annual report on the sale and status of excess realty will be provided to the commission.

Adopted by the State Transportation Commission April 26, 1989

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> 03-03-82	<i>IDENTIFIER</i> CP 1100.90
	<i>RESPONSIBLE ORGANIZATION</i> Bureau of Finance	<i>SUPERSEDES DATED</i> NEW
<i>SUBJECT:</i> Bid Guarantee Forfeiture		

Requests by "determined" low bidders to be released from their bids, without forfeiture of bid guarantees, shall be considered individually, based on the merits of each particular situation. A request for release must be in writing, relate to bid contents, be timely presented, and be verifiable. The Department will submit its findings and its recommendation for acceptance or rejection of such a request to the Commission which at its sole discretion shall make the final determination.

Adopted by the State Transportation Commission

03-03-82  
Date

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> May 22, 1986	<i>IDENTIFIER</i> CP 1100.91
	<i>RESPONSIBLE ORGANIZATION</i> Bureau of Administration	<i>SUPERSEDES</i>  <i>DATED NEW</i>
<i>SUBJECT:</i> Distribution of Agricultural Products and Information		

The Department shall cooperate with appropriate state and local agencies, both public and private, in providing space for the purpose of distributing, without charge, agricultural products and information to the traveling public at roadside facilities, such as Welcome Centers and Rest Areas, under such terms and conditions and at such facilities as the Department determines are appropriate for this purpose.

Adopted by the State Transportation Commission

May 22, 1986  
Date

*JH*  
3-24-92

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> <b>November 18, 1992</b>	<i>IDENTIFIER</i> <b>CP1100.97</b>
	<i>RESPONSIBLE ORGANIZATION</i> <b>Engineering Services</b>	<i>SUPERSEDES</i> <b>New</b> <i>DATED</i>
<b>SUBJECT: Longitudinal Use of Limited Access Right-of-Way by Utilities</b>		

**I. GENERAL CONDITIONS**

- A. Longitudinal occupancy of limited access right-of-way of the following two corridors may be allowed with due regard for traffic and necessary preservation of roadside space and aesthetic quality:
1. I-96 from US-31 in the City of Muskegon to I-75 in the City of Detroit.
  2. I-69 from the state line to US-27, US-27 from I-69 to I-75, and I-75 from US-27 to I-75 Business Route south of the City of Grayling.

**II. REQUIREMENTS**

- A. In addition to requirements generally applicable to occupancy of the right-of-way by utilities, any use of that designated limited access right-of-way will be in compliance with such special requirements as the department may determine, including, but not limited to:
1. A land use agreement which includes an appropriate charge to offset a portion of the capital and maintenance expense of the limited access highway and otherwise protect the needs of the transportation system. To avoid loss of restricted transportation funds, the charge shall be sufficient to offset the costs which would not have been incurred but for the utility being allowed to occupy limited access right-of-way as well as to make a positive contribution toward the capital and maintenance expenses of those limited access highways, provided that the department may base such charges on marketplace information, if satisfied that the resulting charge would reasonably fulfill those purposes.
  2. Use will be limited to only continuous type facilities which will not intermittently extend service outside the limited access right-of-way.
  3. Facilities allowed longitudinally within limited access right-of-way shall be underground.

<i>RESPONSIBLE ORGANIZATION</i> Engineering Services	<i>EFFECTIVE DATE</i> 11-18-92	<i>IDENTIFIER</i> CP1100.97	<i>PAGE</i> 2 <i>OF</i> 2
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- B. The terms and conditions of longitudinal occupancy of the limited access right-of-way and of the leases for that purpose, shall be designed to avoid diversion of restricted funds to non-transportation purposes, to facilitate efficient and rational use of the right-of-way where multiple utilities may need to coexist and to otherwise protect the department's transportation interests.
  
- C. The department shall evaluate applications for occupancy to determine whether it would be in the best public interest to require that a multi-duct system be installed. If such an installation may be justified, the department shall recommend to the commission criteria and procedures for making a final determination on the matter. Without seeking further commission approval, the department may require installation of multi-duct facilities for short distances where justified by field conditions.

Adopted by the State Transportation Commission 11/18/92.

5-24-93

 <b>COMMISSION POLICY</b>	<i>EFFECTIVE DATE</i> <b>March 24, 1993</b>	<i>IDENTIFIER</i> <b>CP1100.99</b>
	<i>RESPONSIBLE ORGANIZATION</i> <b>Real Estate</b>	<i>SUPERSEDES</i> <b>See Note</b> <i>DATED</i>
<b>SUBJECT: Leasing of Airspace Rights</b>		

The Department, upon receiving approval from the Commission, may enter into short and long-term leasing of air rights within the travelled portion of the highway as well as portions of the nonoperating right of way consistent with Federal Highway Administrative Procedures Manual 7-4-3.

Adopted by the State Transportation Commission on 3/24/93.

**Note:** Supersedes part of CP1100.13