

Revised October 9, 2023

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 2

SUBJECT: Reference to Other DOTD Policy Manuals

EFFECTIVE DATE: July 14, 1995

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

In addition to the Secretary's Policy and Procedure Manual, the Department of Transportation and Development (DOTD) has issued and maintains a number of manuals which establish policies and procedures pertinent to a specific area or function. These manuals are available on-line. The purpose of this memorandum is to establish each manual's area of authority and to provide employees with a source of further information.

Although each section/district may issue other operating or procedural manuals, none will conflict with the following manuals, which are considered binding in nature and the overriding authority on their respective area of jurisdiction:

<u>MANUAL</u>	<u>DISTRIBUTION</u>	<u>GOVERNS</u>	<u>RESPONSIBLE DOTD PARTY</u>
<u>Safety Policies and Procedures Manual</u>	Available to all employees on-line	Safety program, work policies, procedures, and practices that affect employees' safety and health.	Loss Prevention Director
<u>DOTD Administrative Manual</u>	Available to all employees on-line	All business activities including accounting, document management, budget, procurement, warehousing, property management, quality and continuous improvement program, human resources, audit, facilities services, finance, legal, business services, information technology, cash handling on ferries, fuel security and distribution procedures, radio station operations, and	Undersecretary of Management and Finance

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equipment management.

<u>State Department of Civil Service Rules</u>	Available to all employees on-line	Human Resources practices for all state classified employees	Human Resources Director
<u>Engineering Directives & Standards Manual</u>	Engineering Sections and Districts	All engineering functions and activities.	Chief Engineer
<u>DOTD Uncrewed Aircraft Vehicle (UAV) Manual</u>	Available to all employees on-line	UAV requirements, procedures, & safe practices	Surveyor Administrator

Each individual listed above as "Responsible DOTD Party" will revise these manuals to maintain current status and distribute accordingly.



Eric Kalivoda
Secretary