

# How DOTD Works



**Sponsored Jointly by:**

Louisiana State University and the Louisiana Department of Transportation and Development

Technology Transfer and Training

DOTD Employee Manual

# How DOTD Works

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# How DOTD Works

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## Introduction

As you view “How DOTD Works”, you may have questions about some of the information presented. This handbook was designed as a quick reference to explain the topics further and provide links to related DOTD websites for you to explore.

The links in the handbook are attached to DOTD’s two websites: *Intranet* and *Internet*.

DOTD’s Intranet provides information for *staff only* and requires special logon rights. On the *Intranet* you will find:

- Information about our Administration and Offices, Sections, and Districts
- Bulletin Board Announcements
- Resource Center – (letterhead, forms and business cards)
- Phone lists
- Organizational charts
- Training information
- Human Resources information
- DOTD A-Z

The *Internet* is DOTD’s public website and provides information on what we do and who to contact, travel and traffic updates, and the projects we are working on, etc. The Internet provides information on:

- Residents – In My Community
- Businesses – Working with DOTD
- Government – State and Local Resources
- Inside – DOTD

Throughout this document, you will find hyperlinks that will bring you to various webpages that will expand upon the discussions of the various aspects of DOTD. Please click on these as you go through this document to learn more about your organization.

# How DOTD Works

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## Louisiana Department of Transportation and Development

### About DOTD:

DOTD serves the transportation and water resource needs of Louisiana residents, businesses, and government partners. We are committed to teamwork, quality, integrity, professionalism, innovation and excellence in serving our customers.

**Our Vision:** To move Louisiana onward by delivering a safe and innovative multimodal transportation and infrastructure system.

**Our Mission:** Plan, design, build, and sustain a safe and reliable multimodal transportation and infrastructure system that enhances mobility and economic opportunity.

### **Our Values:**

- **Efficiency** – Ability to accomplish goals with the minimal use of resources
- **Honesty** – Moral character connoting integrity, truthfulness, and straightforwardness
- **Inclusion** – Valuing the perspectives and contribution of all people and striving to incorporate the needs and viewpoints of diverse communities into all aspects of the organization
- **Quality** – The degree of excellence by which an individual, object, or project meets or exceeds requirements
- **Dedication** – A complete and wholehearted devotion to a task or organization
- **Commitment** – Being bound or obligated to a particular cause, action, or attitude

DOTD is divided into six offices:

- Office of the Secretary
- Office of Management & Finance (OMF)
- Office of Operations
- Office of Engineering
- Office of Multimodal Commerce
- Office of Planning

# How DOTD Works

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## **Office of the Secretary**

The Office of the Secretary provides administrative direction and leadership, which will ensure that subordinate DOTD programs are managed to provide the optimum benefits and services to the public within the constraints of available funding and applicable regulations, and perform all operational functions with safety as a priority.

The Office of the Secretary is made up of the following Sections:

- Section 01 – Secretary’s Office/Administration
- Section 09 – Public Affairs/Customer Service
- Section 17 – Quality and Continuous Improvement Program
- Section 31 – Audit and Quality Control
- Section 37 – Compliance Programs
- Section 47 – Executive Counsel/Legal

### **Secretary’s Office/Administration (Section 01)**

The Office of the Secretary are the primary contacts for DOTD serving the transportation and water resource needs of the public.

### **Public Affairs/Customer Service (Section 09)**

Public Affairs/Customer Service responsibilities are:

- Improving customer satisfaction and DOTD’s public image by developing and managing communications and customer service
- Developing new programs to communicate with the public about DOTD issues and activities
- Leading the Department’s efforts regarding media relations, community affairs and public outreach

### **Quality and Continuous Improvement Program (Section 17)**

The Quality and Continuous Improvement Program (QCIP) (pronounced “Q-SIP”) focuses on the improvement of DOTD’s processes. The primary responsibilities of the section are to:

- Identify areas of DOTD where efficiencies could be enhanced
- Lead teams seeking solutions to agency issues
- Prepare, update, and publish the Department’s Strategic Plan
- Prepare and submit agency reports, as applicable

# How DOTD Works

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## **Audit & Quality Control** (Section 31)

The Audit Section responsibilities are:

- Audits
- Financial reviews
- Related services

## **Compliance Programs** (Section 37)

Compliance Programs implement and manage federally funded and regulated civil rights programs including:

- Disadvantaged Business Enterprise (DBE): Certification and Contract Administration
- Small Business Element (SBE): Certification and Contract Administration
- Title VI – ensures that no person be excluded from participation in, denied benefits of, or be subjected to discrimination under any program
- Americans with Disabilities Act (ADA)
- Contractor Compliance
- Labor Compliance
- On-the-Job Training (OJT)
- Title VII/Affirmative Action

In addition, Section 37 ensures that DOTD is in compliance with the Federal Highway Administration (FHWA) Federal Aviation Administration (FAA), and the Federal Transit Authority (FTA) requirements.

## **Legal Section** (Section 47)

The Legal Section provides legal services to DOTD and defends and advances the Department's interests through in-house advice and litigation involving construction disputes, expropriation, tort damages, and employment law. The Section is responsible for:

- Issuing legal opinions for the Department, its officers, and employees
- Preparing and distributing Chief Engineer orders
- Reviewing and advising on legislation

The section is divided into three units:

- General Law Administration
- Contracts and Public Works
- Property Litigation

# How DOTD Works

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## **Office of Management and Finance**

The Office of Management and Finance (OMF) provides department-wide support through its sections and programs and other management services.

The Office of Management and Finance is comprised of the following Sections:

- Section 10 – Office of Management and Finance
- Section 13 – Information Technology
- Section 14 – Procurement
- Section 15 – Financial Services
- Section 16 – Human Resources
- Section 26 – Enterprise Support Services
- Section 38 – Budget and Management

## **Office of Management and Finance (Section 10)**

The section provides the administrative functions of the Office of Management and Finance. The purpose of this section is to support the Undersecretary and Deputy Undersecretary.

## **Information Technology (IT) (formerly Section 13)**

The Information Technology Section is no longer within DOTD but handled statewide through Department of Administration's (DOA) [Office of Technology Services](#).

## **Procurement (Section 14)**

The Procurement Section is responsible for obtaining all of DOTD's materials, supplies, equipment and services (tools, equipment, travel, power, e.g.) following all state guidelines, and rules and regulations. This section helps DOTD staff with the bid process and/or assists the districts and sections through guidance, direction, and training. For the external customers (vendors), Section 14 makes sure all bidders are treated fairly and equally in the evaluation and award of all bids. Where the Procurement Section obtains DOTD's goods and services; Financial Services physically pays for the goods and services through DOTD's accounting processes.

## **Financial Services (Section 15)**

The Financial Services Section is responsible for providing fiscal control Capital and Operating expenditures. This includes functional authority over the accounting operations of the nine Districts and fifty-seven sections throughout the State of Louisiana.

## How DOTD Works

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The section is divided into three units:

- **General Accounting** – prepares financial statements reflecting the financial activity of the Department. General Accounting is responsible for the reconciliation of the two major accounting systems: (1) ISIS and (2) LaGov. This unit maintains the General Ledger Accounts and deposits funds from the sale of permits, reimbursable damages, overweight and overload penalties, and other miscellaneous revenue. General Accounting is charged with the overall cash management function providing oversight cash flow. The unit is also responsible for the Asset Accounting function of the Department.
- **Federal Compliance** – administers the Progress, Incidental, and Equipment Billing to the Federal Highway Administration and five grant agencies. The unit is responsible for developing an indirect cost proposal to bill and recoup departmental overhead costs and compliance related to financial reporting for the Department.
- **Accounts Payable** – administers the disbursement of nearly 100,000 checks annually to an estimated 5,000 contractors and vendors. The unit is also responsible for:
  - Accurate management of complex disbursements of Capital Outlay funds
  - Daily Operating expenditures
  - Project Management Financing activities
  - Administration of the State's P and T Card Programs
  - Internal reporting relating to all disbursements

### Human Resources (Section 16)

The Human Resources Section provides services and programs that enable DOTD to attract, develop, and retain a productive and diverse workforce. Their services include:

- Performance management
- Employee relations
- Compensation benefits and payroll administration
- Recruitment and selection
- Employee recognition and retention programs
- Employee orientation and supervisory development
- Employee assistance programs
- Personnel transaction processing



# How DOTD Works

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## **Enterprise Support Services (Section 26)**

The Enterprise Support Services (ESS) Section provides enterprise level business service solutions and decision support and analysis to all of DOTD. ESS manages the following:

- Business Services
- Decision Support
- Records Management Modernization

## **Budget and Management (Section 38)**

The Budget Section is responsible for compiling and managing DOTD's authorized operating and capital outlay budgets, along with the administrative management of the FHWA federal program budget. This includes:

- Short- and long-term financial analysis and budget development
- Monitoring and control
- Planning accountability
- Managing requests for federal authorization of project budget funding

# How DOTD Works

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## Office of Engineering

The Office of Engineering, headed by the Chief Engineer, is responsible for the divisions and sections that preside over:

- Design of roads and bridges
- Bridge load rating
- Research to determine best practices and best materials to use
- Project management
- Surveying
- Right-of-way
- Training
- Environmental
- Public works and water resources

The Office of Engineering includes the following:

- **Construction Division**  
Section 40 - Construction
- **Traffic Engineering Division**  
Section 27 – Traffic Engineering Development  
Section 77 - Traffic Engineering Management
- **Project Development Division**  
Section 23 – Real Estate  
Section 24 – Road Design  
Section 25 – Bridge Design  
Section 30 – Location and Survey  
Section 34 – Project Management  
Section 67 – Pavement and Geotechnical
- **Louisiana Transportation Research Center (LTRC) Division**  
Section 33 – Technology Transfer and Training  
Section 19 – Research  
Section 22 – Materials Laboratory
- **Section 80** - Contract Services
- **Section 28** - Environmental
- **Section 64** - Public Works and Water Resources

# How DOTD Works

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## Research (Section 19)

The Research Section conducts short-term and long-term research and provides technology assistance, technology transfer, and problem-solving services to DOTD and others in the transportation community. Louisiana Transportation Research Center conducts applied research through its in-house staff and external contracts with universities and the consultant community by identifying, developing, and implementing new technology to improve the state's transportation systems. Its research program is developed with the specific intent to move results into practice. The section performs research and technical assistance through the following units:

### **Pavement Unit**

- Pavement Design
- Pavement Management Systems
- Pavement Forensic Analysis
- Pavement Preservation
- Pavement Performance
- Pavement Accelerated Load Testing

### **Geotechnical Unit**

- Bridge and Structural Foundations
- Embankment and Earthworks
- Pavement Subgrade and Sub-base
- Geosynthetic Applications
- Mechanical and Chemical Stabilization
- Soils and Geo-Materials Testing and Analysis

### **Concrete Materials Unit**

- Concrete Materials
- Concrete Properties
- Concrete Mix Design
- Rigid Pavement Systems
- New Concrete Test Methods
- Concrete Forensic Analysis

# How DOTD Works

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## **Asphalt Materials Unit**

- Asphalt & Bituminous Materials
- Flexible Pavement Properties
- Asphalt Mix Design
- Flexible Pavement Systems
- Flexible Pavement Forensic Analysis
- Sustainable Pavement Materials

## **Special Studies Unit**

- Traffic Engineering
- Transportation Planning
- Transportation Safety
- Environmental
- Policy
- Ports, Waterways, and Economic Development

## **Structures**

- Bridge Structures
- Bridge Hydraulics
- Hydraulic Structures
- High Performance Concrete
- Girder Details

## **Materials Laboratory (Section 22)**

The Materials and Testing Section develops, administers, and regulates the Department's Materials Quality Assurance Program, Environmental Compliance Programs, and Geotechnical Testing Programs in cooperation with our public and private partners.

Materials Quality Assurance Program includes:

- Evaluation and Design
- Materials Specification Development and Review
- Conformance Programs
- Material Sampling and Testing Requirements
- System Independent Assurance
- District Laboratory Accreditation Review
- Field and District Laboratory Materials Assistance

## How DOTD Works

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Environmental Compliance Programs includes:

- Indoor Air Quality and Asbestos Analysis
- Vibration Monitoring and Abatement
- Water and Wastewater Monitoring
- Storm Water Run-off
- Solid and Hazardous Material/Waste
- Non-Active Underground Storage Tanks
- Active Underground and Aboveground Storage Tanks

### **Real Estate (Section 23)**

The Real Estate Section acquires and clears right-of-way on projects being developed to construct and improve the transportation and public works infrastructure of Louisiana. The section is made up of three sub-units:

- Production
- Appraisal
- Support Services

### **Road Design (Section 24)**

The Road Design Section's primary responsibility is delivering roadway construction plans to provide comprehensive and cost-effective design solutions. The section is made up of the following units:

- In-house Design
- Consultant Coordination
- Quality Assurance/Quality Control & CAD Standards
- Pavement Preservation/Rehabilitation/Replacement Programs
- Transportation Systems Management (TSM) Program
- Urban System Programs
- Headquarters Utility Relocation
- Right-of-Way Permits
- Joint Use Agreements
- Railroad Safety Programs
- Railroad Construction
- General Technical Experts

# How DOTD Works

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## **Bridge Design** (Section 25)

The primary function of the Bridge Design Section is to provide the necessary program management, project management, engineering, and plan preparation expertise for design and analysis of various types of fixed and movable bridges.

This includes project types for:

- New bridge construction
- Bridge replacement
- Bridge rehabilitation
- Bridge repairs

The Section is responsible for program management of the Bridge On-System Preservation Program, Bridge Off-System Preservation Program, Interstate Lighting Program and Bridge Load Rating Program for all existing bridges. Bridge Design provides:

- Technical and feasibility studies
- In-house design engineering and plan preparation
- Roadside and bridge safety hardware standards (barriers, bridge railing, crash cushions)
- Permanent overhead signs and small roadway sign standards
- Bridge special details and standard plans
- Technical legal support
- Bridge load rating and instrumentation
- Bridge permit analysis and bridge load posting
- Consultant coordination
- Construction and operations support
- Mechanical and electrical plans for movable bridges, roadway lighting systems and building projects
- Research support

# How DOTD Works

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## **Traffic Engineering Development (Section 27)**

The Traffic Engineering Development Section's primary responsibilities are:

- Design Guidelines & Geometric Policy
- Temporary Traffic Control Standards
- Pavement Marking Standards
- Review of Construction Plans for Geometric Standards, Temporary Traffic Control, Traffic Signals and Permanent Signing
- Interstate Sign Design
- Traffic Signal Design
- Transportation Management Plan Coordination

## **Environmental (Section 28)**

The Environmental Section's responsibilities are: environmental planning, and analysis and documentation in accordance with the National Environmental Policy Act (NEPA). It is responsible for Stage 1 of the project delivery process, which includes compliance with NEPA and many other environmental laws, rules and regulations, and obtaining federal and state permits for projects. Examples of permits are:

- Bridge
- Wetland
- Coastal Use
- Scenic Stream

## **Location and Survey (Section 30)**

The Location and Survey Section provides:

- Aerial photography
- Topographic survey information
- Property surveys
- Drainage maps
- Right-of-Way maps

Aerial photography is also provided for tasks such as Department court exhibits, project planning, drainage maps for design, and environmental studies. Location and Survey provides these products through means such as in-house staff, design consultants, or retainer contracted consultants.

## How DOTD Works

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### **Technology Transfer and Training (Section 33)**

Technology Transfer and Training Section provide training for the Department. This section trains all levels of DOTD, including engineering technicians, maintenance personnel, and engineers. Industry customers are also trained. This section is also responsible for the implementation of research through training and educational activities. These functions are accomplished through the following programs:

- Structured Training Programs
- External Educational Resources
- Technology Transfer and Development
- Local Technical Assistance Program (LTAP)

### **Project Management (Section 34)**

The Project Management Section manages DOTD projects to maximize efficiency, value, and quality while minimizing associated costs and risks. The section coordinates with the Chief Engineer and the Project Delivery Steering Committee to ensure consistent and timely project delivery and management processes as related to the delivery of the Statewide Transportation Improvement Program (STIP).

DOTD's Project Management Section oversees the following programs:

- Paths to Progress Phase II,
- Submerged Roads Phase I (complete)
- Value Engineering
- Cost Estimating
- Enhancement
- Capital Outlay
- Capacity Programs



# How DOTD Works

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## **Construction** (Section 40)

The Construction Section serves as a liaison between the contracting community, Federal Highway Administration (FHWA), DOTD design sections, and district contract administration personnel. This section sets Construction Contract Administration policies and procedures by providing the following:

- Sampling and testing
- Fabrication inspection
- Facilitating the processing of payments of contracts statewide

These projects are also audited, finalized, and prepared for final recordkeeping.

## **Chief Engineer Construction and Maintenance** (Section 53)

The section is the administrative section of the Office of Engineering. The purpose of this section is to support the Chief Engineer.

## **Public Works & Water Resources** (Section 64)

Public Works and Water Resources provide engineering and technical assistance to eight non-coastal levee districts and oversight for their levee inspection activities through the following programs:

- Dam Safety
- Levee Safety Program
- Reservoir Development Program
- DOTD/USGS Water Resources Co-op Program
- Flood Plain Management
- Hydraulics
- Levee Permit Advisory Program Federal Projects (U.S. Corps of Engineers)

## **Pavement & Geotechnical Engineering** (Section 67)

The primary functions of the Pavement and Geotechnical Design Section are to design:

- Pavement structures
- Foundations for bridges
- Retaining walls
- Embankments

This section also monitors the construction of these facilities as related to pavement performance, pile driving, drilled shafts, settlement monitoring, and embankment stability problems.

# How DOTD Works

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## **Traffic Engineering Management (Section 77)**

The primary functions of the Traffic Engineering Management Section are:

- Interpret and implement state and federal laws, national standards, administrative code, policies, manuals, and guidelines
- Provide traffic engineering direction through planning, study, modeling, and design
- Improve the safety and operation of corridors through speed studies, signal retiming, and access management projects
- Assist district implementation of standards and policies by providing training and technical assistance
- Develop training materials and coordinate training events
- Provide technical support and testimony in legislative development and legal expertise in litigation
- Evaluate new products, techniques and concepts
- Publish information beneficial to our customers

## **Contract Services (Section 80)**

The Contract Services Section handles the proposal and contract preparation for all DOTD consultants, professional services, construction projects, and development and updating of construction specifications. The work conducted by this section is performed by the following units and their respective duties:

### **Consultant Contract Services**

- Manages contract actions including advertisement for consultant and professional services
- Provides short lists for the Secretary's selections, agreements, processing invoices, consultant contracts, task orders, and supplements
- Processes agreements, invoices, consultant contracts, task orders, and supplements
- Serves as Chairman of DBE Committee and facilitator of Claims Committee

### **Contracts and Specifications**

- Handles and develops construction proposals through various stages of completion (ready for advertisements for solicitation of bids from private contractors)
- Issues changes to proposals and plans during the advertisement period
- Maintains and updates construction specifications (maintenance of DOTD Standard Specifications for Roads and Bridges)

## How DOTD Works

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### **Project Control Group**

- Conducts the bidding activities on the letting dates and bid review
- Develops the award list and letting schedules
- Handles bid dispute cases

# How DOTD Works

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## Office of Operations

The Office of Operations oversees all district activities, Intelligence Transportation Systems (ITS) operations, Louisiana Tolling Operations, maintenance sections, and emergency operations.

Each District is responsible for preparing for and responding to emergencies and disasters affecting the highway infrastructure, and assisting state and local levee officials in flooding events. Districts are also responsible for organizing and operating vehicle staging areas for mass evacuation scenarios.

The Office of Operations is made up of:

- Nine District Offices
- Maintenance Division
- Section 42 – Maintenance Management
- Section 45 – Traffic Services
- Section 50 – Loss Prevention
- Section 51 – Bridge Maintenance and Facilities Maintenance
- Section 55 - Emergency Operations
- Section 56 – Intelligent Transportation Systems
- Section 70 – Louisiana Tolling Operations

## Districts:

Each district office is responsible for the planning, designing, building, operating, and maintaining of the state transportation system for their parishes.

In addition, districts are responsible for preparing for and responding to emergencies and disasters affecting the highway infrastructure, and assisting state and local levee officials in flooding events. Districts are also responsible for organizing and operating vehicle staging areas for mass evacuation scenarios.

### **District 02 – Bridge City**

District 02 is responsible for Orleans, St. Bernard, Plaquemines, Jefferson, Lafourche, St. Charles and Terrebonne parishes. District 02 Headquarters is located in Bridge City, Jefferson Parish.

### **District 03 – Lafayette**

District 03 is responsible for Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary and Vermilion parishes. District 03 Headquarters is located in the city of Lafayette, Lafayette Parish.

## How DOTD Works

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### **District 04 – Shreveport**

District 04 is responsible for Bienville, Bossier, Caddo, Claiborne, Desoto, Red River, and Webster parishes. District 04 Headquarters is located in Bossier City, Bossier Parish.

### **District 05 – Monroe**

District 05 is responsible for Ouachita, Union, Lincoln, Jackson, Morehouse, Richland, Madison, and East and West Carroll parishes. District 05 Headquarters is located in the city of Monroe, Ouachita Parish.

### **District 07 – Lake Charles**

District 07 is responsible for Allen, Beauregard, Calcasieu, Cameron, and Jefferson Davis parishes. District 07 Headquarters is located in the city of Lake Charles, Calcasieu Parish.

### **District 08 – Alexandria**

District 08 is responsible for Avoyelles, Grant, Natchitoches, Rapides, Sabine, Vernon and Winn parishes. District 08 Headquarters is located in the city of Alexandria, Rapides Parish.

### **District 58 – Chase**

District 58 is responsible for Caldwell, Franklin, Tensas, LaSalle, Catahoula, and Concordia parishes. District 58 Headquarters is located in the city of Chase, Franklin Parish.

### **District 61 – Baton Rouge**

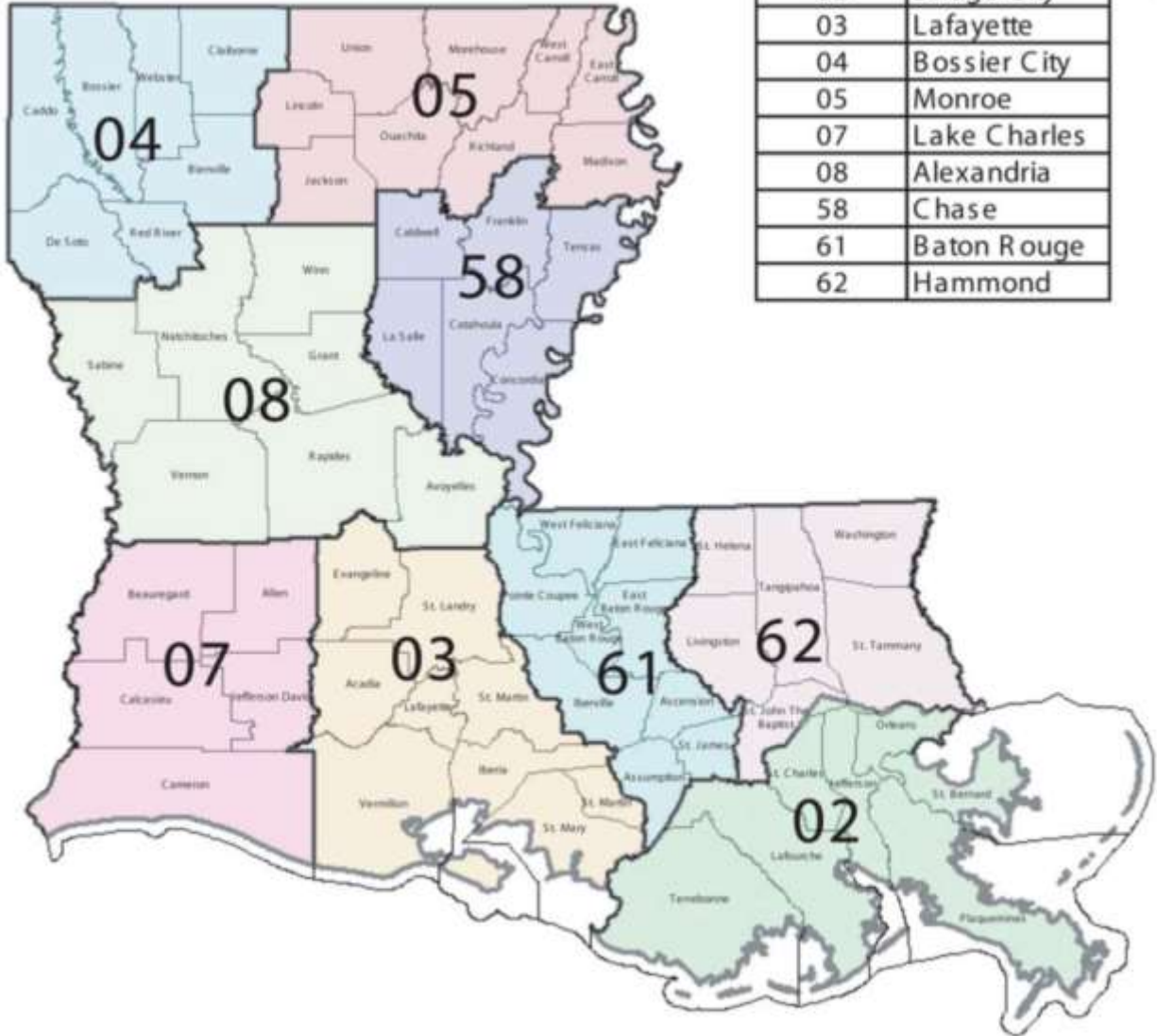
District 61 is responsible for Ascension, Assumption, East and West Baton Rouge, Iberville, Pointe Coupee, St. James, and East and West Feliciana parishes. District 61 Headquarters is located in the city of Baton Rouge, East Baton Rouge Parish.

### **District 62 – Hammond**

The District 62 is responsible for Livingston, St. Helena, St. John the Baptist, Tangipahoa, St. Tammany and Washington parishes. District 62 Headquarters is located in the city of Hammond, Tangipahoa Parish.

# How DOTD Works

## DOTD Districts



# How DOTD Works

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## Maintenance Management (Section 42)

The Maintenance Management Section responsibilities are:

- Agile Assets Program
- Contract Maintenance Program
- Central repair shop
- Statewide equipment crews
- Statewide equipment unit
- Facilities and roadside management
- Adopt-A-Road Program
- Wildflower Program
- Rest Area Program
- Enterprise Rent-A-Car Program
- Headquarters' buildings and grounds
- Property management

## Traffic Services (Section 45)

Traffic Services Section provides and/or installs traffic control devices for sections and districts throughout the state of Louisiana including signals, signage and pavement markings, and expertise as to their installation. They also serve as the Department's traffic construction and quality assurance section.

## Loss Prevention (Section 50)

Loss Prevention provides the following safety services for DOTD:

- **Training** – Defensive Driving, Blood Borne Pathogens, First Aid, and CPR
- **Audits** – Works with FARA (F.A. Richard & Associates, Inc.) and the Office of Risk Management (ORM) on the annual loss prevention audit. This includes monthly safety meetings and safety inspections, annual review of official driving records, and walkthroughs of all DOTD facilities.
- **Accident/Incident reporting** – Investigates all motor vehicle, off-road equipment, marine vessel, and personal injury accident/incidents.
- **A safety office in each District**

## How DOTD Works

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### **Bridge Maintenance and Facilities Maintenance (Section 51)**

The Bridge Maintenance and Facilities Maintenance Section manage the following programs:

- Bridge Inspection Program
- Bridge Maintenance
- Truck Permits
- Building Maintenance
- Facilities (DOTD buildings and structures including rest areas)
- Landscape Architecture

### **Emergency Operations (Section 55)**

The Emergency Operations Section's responsibilities are:

- Review and update the DOTD Emergency Operations Plan
- Provide training for all personnel assigned an emergency position
- Participate in local, state, and federal exercises
- Conduct a during action review and/or an after action review of an actual event
- Execute plans for the protection of life and property in response to emergencies/disasters
- Document emergency response, emergency repairs, and permanent work to facilitate reimbursement
- Protect critical transportation infrastructure against threats

### **Intelligent Transportation Systems (ITS) (Section 56)**

This section implements the statewide ITS and Traffic-Incident Management (TIM) Programs, with the goal of improving safety and traffic operations and informing the motoring public on traffic conditions. These programs involve:

- Plan, design, construction, and operation of real-time advanced traffic management and traveler information systems
- Transportation management centers
- Roadway safety and incident patrols



## How DOTD Works

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### **Louisiana Tolling Operations (Section 70)**

DOTD's Tolling Operations Program includes the delivery of the following business functions:

- Toll Collections
- Customer Service Center operations
- Call Center/Back Office operations

The Tolling Operations Section are responsible for performing business functions, and overseeing the management and operation of the Department's Integrated Electronic Toll Collection System (IETCS-II). The IETCS-II is currently in operation at the Department's only toll facility, which is LA 1 (Leeville Bridge) in Lafourche Parish.

The purpose of the Tolling Operations Program is to enable and support DOTD in the collection of toll revenue on behalf of the Louisiana Transportation Authority (LTA) necessary to pay off debt incurred from the construction of the LA 1 facility or any other applicable transportation infrastructure.

# How DOTD Works

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## Office of Multimodal Commerce

The Office of Multimodal Commerce is responsible for the administration and management of section budgets, federal programs, and planning funds related to Intermodal and Multimodal Transportation. Multimodal includes highway related projects. Intermodal includes projects that are non-highway related (aviation, public transportation, marine, and rail).

The Office of Multimodal Planning is made up of the following Sections:

- Section 65 – Ports & Waterways
- Section 66 – Freight and Passenger Rail Development
- Section 72 – Commercial Trucking
- Section 88 - Aviation

## Ports and Waterways (Section 65)

The purpose of the Ports and Waterways Section is to continuously improve the maritime transportation infrastructure for freight movement and the sea and river cruise industry, by nurturing economic development and enhancing quality of life through the implementation of efficient, safe, and seamless intermodal transportation system in accordance with the Louisiana Statewide Transportation Plan.

## Commercial Trucking (Section 72)

The Commercial Trucking Section's responsibilities are:

- Formulate the state commercial trucking transportation policies, goals, and objectives for the state of Louisiana
- Coordinate the Department's \$10 million Connector Program
- Advise the Department's Secretary, Multimodal Commissioner, Deputy Commissioner, and executive decision-makers on national and state issues related to commercial trucking

## How DOTD Works

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### Aviation (Section 88)

The Aviation Section oversees the following programs, reports, and investigations:

- Program development for Title 2 and Title 70
  - Title 2 identifies DOTD as the supervising entity and provides the rules and regulations over the following:
    - Aeronautical activities
    - Facilities including all airports
    - Landing fields landing strips
    - Air instruction
    - Air marking
    - Air beacons
    - All other air-navigation facilities
  - Title 70 outlines the “Transportation” laws, rules, and regulations under The *Louisiana Administrative Code* (set of rules formally adopted by Louisiana state agencies) that DOTD must follow
  - Pavement Condition Index (PCI) system standards for the runway pavement at our airports and lighting standards
  - Programs with the state and Federal Aviation Administration (FAA)
  - Air Carrier and General Aviation Maintenance Program
  - Obstruction Removal Program
  - Identification and removal of potentially hazardous obstructions to aircraft (trees, power lines, cell towers, etc.)
  - Certification of all new landing strips and helicopter sites
  - Administration aviation accident/incident investigations

# How DOTD Works

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## Office of Planning

The Office of Planning is comprised of the following Sections:

- Section 12 – Office of Planning
- Section 21 – Data Collection and Management Systems
- Section 49 – Louisiana Offshore Terminal Authority
- Section 81 – Public Transportation
- Section 82 – Traffic Safety
- Section 95 – Transportation Planning

### **Office of Planning (Section 12)**

Section 12 is the administrative section of all sections of the Office of Planning.

### Data Collection and Management Systems (Section 21)

The Data Collection and Management Systems Section responsibilities are to collect and analyze public road data for use in improving the performance, planning, design, and maintenance and rehabilitation of our transportation network of roads and bridges.

### Louisiana Offshore Terminal Authority (LOTA) (Section 49)

The Louisiana Offshore Terminal Authority is the licensing authority for the Louisiana Offshore Oil Port (LOOP) and is responsible for protecting public health/safety and Louisiana's coastal environment from harm or damage caused by the operations of offshore terminal facilities, which currently includes only the (LOOP).

LOOP is America's first and only deep-water port. LOOP provides tanker offloading and temporary storage services for crude oil transported on some of the largest tankers in the world. Most tankers offloading at LOOP are too large for U.S. inland ports.

### Public Transportation (Section 81)

Public Transportation provides project oversight, technical assistance, and training for nine Federal Transit Administration (FTA) programs. The goals for the programs are to:

- Promote and provide the use of public transportation services
- Maximize program resources
- Improve public transit in all areas of the state

# How DOTD Works

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## **Highway Safety Section (Section 82)**

The Traffic Safety Section's mission is to save lives and reduce injuries on Louisiana's highways by continually improving the safety of users of Louisiana's highway system through implementation of the highway safety program. This section's responsibilities are:

- Review and approve Stage 0 Safety Studies
- Manage and analyze the state's crash data
- Identify and treatment of high crash locations
- Conduct public awareness programs/campaigns (partnering, summits/conferences, etc.)
- Implement the Department's FHWA and AASHTO's strategic plan initiatives
- Develop, implement and update the following programs:
  - Highway Safety Improvement Program
  - Louisiana Strategic Highway Safety Plan
  - Safe Routes to School Program
  - Local Road Safety Program
  - Bicycle/Pedestrian Program
  - Tort Reduction Program
  - Management of the Fatality Analysis Reporting System
  - Operation Lifesaver Program

## **Transportation Planning (Section 85)**

The Transportation Planning Section responsibilities are:

- Highway Program and State Transportation Improvement Program
- Statewide Urban Planning and Coordination
- Highway Needs Study
- Highway Performance Monitoring System
- Project Scoping
- Federal Earmark Program Management
- Intermodal Program Management
- Road Transfer Program Management
- Mapping

# How DOTD Works

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## **Other websites/links:**

[Louisiana.gov](#) – Official State of Louisiana website.

[LaGov](#) – LaGov is a well-managed, centralized data-storage system that uses a universal computing platform, thereby allowing its users to track various types of data using one, single system Louisiana state government. Many of you use this tool every day in your work.

[MyDOTD](#) – My DOTD is a new way to stay connected with DOTD and get up-to-date information on local projects, lane and road closures, and other DOTD activities.

[Employee Portal](#) - DOTD staff and vendors can use this portal for easy access to LaGOV, Remote Systems/Citrix, State Email/Outlook and DOTD's Virtual Private Network.

## **About DOTD:**

[How Do I?](#) - How Do I can be found under each orange section on our website: Residents, Business, Government and Inside. You will find a variety of topics on how to stay informed about projects, view traffic conditions, get a permit, find a form, find a section and contact information for DOTD.

[News and Events](#) - Find out what is new at DOTD. From press releases to travel information, public service announcements and innovative projection videos. See links for live traffic cameras, road conditions and other information about projects in your area.

## **DOTD's Social Media:**

[Twitter](#) – DOTD has several Twitter accounts. Click here to find the one that best fits your needs. Twitter is different from Facebook in that it is micro-blogging. It is a place for keeping people informed on what you or a business is doing without spending a lot of time crafting an entire post on the subject. You just say what's up and leave it at that. DOTD has several Twitter accounts.

[Facebook](#) - Facebook is a social networking website and service where people and business can post comments, share photographs and links to news or other interesting content on the world-wide-web.

[YouTube](#) - Youtube is a popular free video sharing website that lets users upload and share video clips. You probably associate youtube to music videos, but it is a lot more. This is a great place to find how-to-videos, training, infomercials and how stuff works.

## How DOTD Works

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### **Organizations:**

[USDOT](#) – United State Department of Transportation

[FHWA](#) – Federal Highway Administration

[AASHTO](#) – American Association of State Highway and Transportation Officials

[SASHTO](#) – Southeastern Association of State Highway and Transportation Officials

[NHI](#) – National Highway Institute

[TRB](#) – Transportation Research Board

## How DOTD Works

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