

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION

CONSTRUCTION DIVISION MEMORANDUM

GENERAL SUBJECT: INSPECTOR VEHICLES

NUMBER: CD-99-1

SPECIFIC SUBJECT: TRAVEL

SUPERSEDES: CD-94-19

DATE: February 8, 1999

Original w/Signature on file in Construction
Division

C. F. GEE
CONSTRUCTION ENGINEER

DIRECTED TO: DISTRICT ADMINISTRATORS

The purpose of the CD is to provide implementation guidance for VDOT DPM 1-4, which establishes VDOT's policy on maximum level of employment, and DPM 1-16 (revised), which establishes VDOT's policy on commuter vehicles as related to construction inspector personnel. The following policy on inspector vehicle assignment will apply effective April 5, 1999. This policy also replaced CD-94-19 dated December 20, 1994. This policy will result in continuing to provide a flexible construction inspection force that accomplishes the objective of proper Contract Quality acceptance.

1. The Construction Division will establish the inspector MEL for each district by considering the Construction Manpower Management System and other statewide construction and maintenance contract inspection requirements. Each District will assign the inspectors to either a Residency or District Office.
2. In order to effectively and efficiently manage its contract construction and maintenance programs, each district will assign inspectors as required to projects and specific contracts. These assignments will be made with consideration given to the Residency or District to which the inspector is assigned and both the project and contract requirements to achieve the proper level of Contract Quality Control, Acceptance, and Assurance.
3. If transfers of inspectors are necessary due to workload requirements between residencies or districts, the transfers will be handled in accordance with applicable personnel regulations and requirements.
4. Assignment of vehicles to inspector personnel will be made in accordance with DPM 1-16 (revised) and/or other applicable policies after assurance that the vehicle is needed for duties associated with managing projects, contracts, and/or other work responsibilities that are essential to the functions of VDOT.
5. Inspectors who are assigned vehicles will store the vehicle at the Residency office or District office to which they are assigned. The District Administrator, after discussions with the District Construction Engineer and Resident Engineer, may, if it is deemed more economically advantageous to VDOT, allow the vehicle to be stored on the project site to which the inspector is assigned. If storage on the project site is not deemed to be sufficiently secure, then storage may be allowed at an approved VDOT facility nearest the project site. These storage locations are temporary for only the duration of the project. Upon project completion the vehicle will be stored at either the Residency or District office as appropriate with inspector assignment. Each inspector will arrange his own transportation to

the location he is assigned since state-owned vehicles assigned for inspection purposes shall not be used for commuting.

6. An inspector's workday will start when the vehicle departs the assigned facility for his assigned project/work location or when reporting to the assigned project/work location if a vehicle is not assigned or the vehicle is stored on the project site. The workday will end when the vehicle is returned to the assigned facility or when leaving the project/work location if a vehicle is not assigned.
7. In accordance with Department policy, overtime is to be closely monitored and kept to a minimum. District and residency management should ensure overtime is only worked when necessary to accomplish VDOT's objective of obtaining a high quality product in accordance with the terms of the contract.
8. The Construction Division will meet, at a minimum, annually with the District Construction Engineers to review manpower, redistribute MEL, determine consultant and hourly inspector requirements, and to work with districts in assigning personnel without regard to district boundaries.
9. Project engineers who are assigned vehicles will store the vehicle at the office/location to which they are assigned.

CFG/rg