Maryland Department of Transportation | **Policy No.: MDOT 001**
Original Date: May 7, 1979 | Revised: October 1, 2015
Effective Date: October 1, 2015

Approved by: _____ Date: 9-23-15
Secretary

Policy Formulation and Management

Purpose
The purpose of this Policy is to:

1. Re-establish and maintain the Maryland Department of Transportation's (MDOT) policy formulation and management system;
2. Assign and direct responsibilities to propose, modify, and rescind MDOT policies;
3. Adopt a timeline and process to review, approve, and implement MDOT policies; and
4. Define certain terms within the context of the MDOT policy systems.

Reference(s)
Transportation Article, § 2-102(b)(2)

Scope:
This Policy is applicable to all MDOT employees in all MDOT transportation business units. DOT Policy 001.1 dated July 30, 2001 is rescinded and replaced with this Policy.

Definitions
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Responsible Party:
Deputy Secretary of Policy, Planning, and Enterprise Services

POLICY

I. Policy Statement

A. All MDOT policies, including directives and supporting documents, shall be consistent with:
   1. Existing State and federal laws and regulations applicable to MDOT;
   2. MDOT goals, objectives, plans, and programs; and
   3. Procedures outlined in this Policy.

B. Only the Secretary may approve new or revised and rescind policies, which will include the Responsible Party designation and authorized supporting documents.

C. Within their area of responsibility, a designee (Responsible Party) may approve new or revised and rescind existing directives, guidelines, guides, procedures, rules, and plans to support MDOT policies.

D. For the purposes of this Policy, the Deputy Secretary of Policy, Planning, and Enterprise Services shall designate one or more individuals to be responsible for:
   1. Directing and coordinating the review of proposed policy actions;
   2. Promulgating policy action approvals;
   3. Updating the master policy list and maintaining related records; and
   4. Re-establishing and maintaining the MDOT Policy naming and numbering conventions.

E. MDOT Policies shall be collected, archived, and maintained in an official MDOT Policy Manual.
   1. All policies shall be signed by the Secretary. Signed originals shall be maintained by the Deputy Secretary of Policy, Planning, and Enterprise Services or his/her designee. PDF versions of signed documents will be available from the MDOT Online Policy Manual.
   2. Approved policies, including directives and supporting documents, shall be posted on the MDOT Online Policy Manual, which shall serve as the only official reference source for all approved MDOT policies, directives, and supporting documents.
   3. Original signed documents shall always have primacy over printed or web-based versions. Any printed versions of a policy from the MDOT Online Policy Manual shall be date stamped with the date printed and be valid only for the date printed.

II. Definitions

For the purposes of this Policy, the following words have the following meanings:

A. Administrator or Executive Director means t a Transportation Business Unit head.
B. Assistant Attorney General means an Assistant Attorney General assigned to the MDOT Secretary's Office or one of its Transportation Business Units.
C. Business Unit means a unit assigned a specific title, organizational placement, and function under MDOT.
D. Department or MDOT means the Maryland Department of Transportation.
E. Departmental Element means the Secretary's Office, including the Executive and Operating Staffs, and Transportation Business Units, including their respective organizational or business units.
F. Deputy Secretary means the MDOT Deputy Secretary of Operations and the MDOT Deputy Secretary of Policy, Planning, and Enterprise Services.
G. Directive means supplementary guidance to implement an approved MDOT policy provided by a designated Responsible Party within their jurisdictional area.
H. Directive Authority means the Responsible Party.
I. General Counsel means the Assistant Attorney General to MDOT.
J. Policy means a definite course of action, a method, or a principle established by the Secretary to guide MDOT or determine future decisions within MDOT.
K. Responsible Party means the Directive Authority, MDOT Deputy Secretaries, Administrators, or Executive Directors within their jurisdictions.
L. Secretary means the MDOT Secretary.
M. Transportation Business Unit means MDOT Administrations and The Secretary's Office. These include the Maryland Aviation Administration (MAA), Maryland Port Administration (MPA), Maryland Transit Administration (MTA), Motor Vehicle Administration (MVA), State Highway Administration (SHA), Maryland Transportation Authority (MDTA), and The Secretary's Office (TSO).

III. Authorized/Supporting Documents

MDOT 001.1 Proposing, modifying, or rescinding MDOT Policies
MDOT 001.2 Proposing, modifying, or rescinding MDOT Supporting Documents
MDOT 001.3 MDOT Policy Guidelines