

# **DEPARTMENT OF TRANSPORTATION**

*<http://www.hawaii.gov/dot/>*

The Department of Transportation is established under Section 26-19, Hawaii Revised Statutes. By law, it is headed by the Director of Transportation.

The Department is responsible for the establishment, maintenance, and operation of transportation facilities for the State. The activities of the Department are aimed at providing a system of integrated transportation facilities which include highways, airports, and harbors. The Department is involved in the continuous task of determining statewide transportation needs through ongoing surveys and the inventory of planned resources. The Department also creates plans for statewide inter-modal and multi-modal transportation systems, and conducts research and development projects and periodic review of new technologies in transportation systems.

## **Office of Public Affairs**

The Office of Public Affairs is responsible for providing the necessary services to implement the Department's program of public information and public relations, including media relations, reference and informational services, public and community relations, intra-departmental communications, and transportation demand management services.

## **Office of Special Compliance Programs**

The Office of Special Compliance Programs provides department-wide functional direction for the federal and state regulatory programs relating to environmental compliance and hazardous materials. The Environmental Compliance Program ensures that program areas and facilities are in compliance with environmental regulations. The Hazard Material Program develops, administers, and interprets hazardous material regulations in the State.

## **Office of Civil Rights**

The Office of Civil Rights consists of the following programs: Americans with Disabilities Act, Disadvantaged Business Enterprises, Equal Employment Opportunity/Affirmative Action, and Title VI. The primary function of the Office is to assure that the Department is in full compliance with the Civil Rights Act of 1964 and all related regulations, directives, and executive orders in all of its programs and activities. Under the Director of Transportation, the Office is the focal point for civil rights compliance activities and functions conducted through the multi-modal transportation divisional programs and staff offices statewide.

## **Statewide Transportation Planning Office**

The Statewide Transportation Planning Office is responsible for developing long-range transportation plans and concepts for the Department and for establishing a comprehensive, multi-modal statewide transportation planning process which involves all levels of government and the community. It performs research for and tests new transportation concepts and creates statewide, inter-, intra-, and multi-modal transportation systems plans and networks.

## **SUPPORT SERVICES DIVISION**

### **Personnel Office**

The Personnel Office plans, develops, and provides department-wide functional direction to the comprehensive personnel management program for the Department.

### **Business Management Office**

The Business Management Office provides financial management services to the Director and the administrative staff offices. The Office also provides departmental staff services in business process improvement and internal auditing, systems accounting, and federal aid accounting. The Office Services Section provides printing and mail and messenger services and maintains the central files for the Department.

### **Contracts Office**

The Contracts Office administers the Department's contracting activities, including soliciting bids, qualifying prospective bidders, processing bids, and awarding and executing contracts. The Office also establishes contract procedures, develops contract documents, and maintains a complete record of contracts and their current status.

### **PPB Management and Analytical Office**

The PPB Management and Analytical Office administers the Department's planning, programming, and budgeting, and program performance activities, including the development, preparation, and maintenance of programs and financial plans related to transportation. In addition, the Office provides staff assistance in obtaining allotments and approvals required for the implementation of capital improvement projects approved by the Legislature, constantly monitors the availability of funds, and maintains information on the status of all capital improvement projects. The Office also handles the departmental staff manual, administrative rules, and reorganizations, and provides legislative support for the Department as it relates to the budget process.

## **Computer Systems and Services Office**

The Computer Systems and Services Office provides the Department with information technology services, which include such areas as information data management, telecommunications and network administration, office automation, and computer operation service work area.

## **AIRPORTS DIVISION**

The statewide airports program is directed by the Airports Division. It is responsible for the planning, design, construction, operation, and maintenance of the state airport system. In addition to moneys in the Airport Revenue Fund, the Division obtains federal aid for eligible airport projects through the Airport and Airway Improvement Act of 1982 (Public Law 97-248, Title V). Long-range airport master plans are prepared and periodically updated by the Division. It directs the work of consultants in the preparation of plans and the supervision of construction. To operate the system on a financially self-sustaining basis, the Division establishes a program of fees and charges for the use of the airports and for concession operations within the terminal buildings. It is responsible for the granting of leases, licenses, and permits for persons conducting businesses at airports. To finance the construction of new facilities, airport revenue bonds are issued by the Division. It prepares administrative rules for the management and control of activities at airports. Assistance to state and county planning agencies is provided for land use compatible with aircraft operations through a federally assisted program for noise measurement. The Division also cooperates with state and private tourism agencies in promoting new airlines and routes to Hawaii.

## **Visitor Information Program Office**

The Visitor Information Program Office provides visitor information services at state airports and harbors. These services include conducting protocol events, furnishing bilingual and multilingual personnel, cooperating with the Hawaii Visitors Bureau, the Department of Business, Economic Development and Tourism and its Tourism Branch, and federal agencies such as the U.S. Public Health Service and U.S. Customs and Border Protection in developing comprehensive tourism programs; distributing promotional tourist publications regarding Oahu and all neighbor islands; and providing information on flights, terminals, gate assignments, baggage, ground transportation, hotel accommodations, and points and events of interest to visitors. The Office also coordinates ceremonies, meetings, and conventions for the Department.

## **HARBORS DIVISION**

The Harbors Division is responsible for the operations, planning, design, construction, and maintenance of the State's commercial harbor system. The costs of the commercial harbor system is funded primarily through user fees (wharfage, dockage, port entry, and other services)

and property rentals. Harbor revenue bonds are issued to finance large capital improvement projects. The Division has developed administrative rules (tariffs) for the management and control of all state commercial harbor facilities.

## **HIGHWAYS DIVISION**

The Highways Division is charged with the planning, design, construction, and maintenance of the State Highway System. It designates the highway systems for federal-aid apportionments and submits project statements to the Federal Highway Administration which include planning, design, right-of-way, and construction program information. The Division also negotiates for and supervises engineering consultant contract work. It administers the Capital Improvement and Operation Maintenance Programs for the State Highway System.

### **Motor Vehicle Safety Office**

The Motor Vehicle Safety Office (MVSO) consists of two major sections, Highway Safety and Motor Carrier Safety. The Office also includes smaller sections dealing with Motorcycle Safety, Driver Licensing, Education, Vehicle Registration, and Vehicle Equipment. In addition to Oahu, Motor Vehicle Safety Offices are located on the islands of Hawaii, Maui, and Kauai.

The Motor Vehicle Safety Office:

- Administers the State's motor carrier safety programs and the State's highway safety programs. MVSO ensures that these programs meet the requirements of the State and Federal Highway Safety Programs' standards and regulations.
- Promulgates administrative rules to further implement the State's motor carrier and highway safety programs.
- Coordinates all motor carrier safety programs and highway safety programs with county agencies.
- Evaluates highway safety programs and activities within the State.
- Provides guidelines, standards, directives, and other information relating to highway safety, including all required statistical, status, and other informational reports.

**ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Commission on Transportation**

The Commission on Transportation, established under section 26-19, Hawaii Revised Statutes, sits in an advisory capacity to the Director of Transportation and reports on matters falling within the jurisdiction of the Department. The Commission consists of not more than eleven members, with the number of members from each county approximately proportional as the population of the respective counties is to the population of the State, provided that each of the four counties is represented by at least one member.

**Highway Safety Council**

The Director of Transportation serves as the Chairperson of the State Highway Safety Council, established under section 286-5, Hawaii Revised Statutes. Other members include the Chief Justice, Attorney General, Director of Health, Director of Transportation, Superintendent of Education, President of the University of Hawaii, Chairperson of each of the county Highway Safety Councils, established under section 286-6, Hawaii Revised Statutes, and not more than twenty other persons who are appointed by the Governor on the basis of their interest in highway safety. The Council serves in an advisory capacity to the Governor on matters relating to the programs and activities of the State in the field of highway safety.

**Medical Advisory Board**

The Medical Advisory Board, under section 286-4.1, Hawaii Revised Statutes, is established in the office of the Director of Transportation. The duties of the Board include the development of a system for medical evaluation of persons whom examiners of drivers suspect have mental or physical conditions which may potentially impair driving ability. The Board advises the examiners of drivers on medical criteria and vision standards of drivers of motor vehicles. The Board consists of not fewer than five licensed physicians appointed by the Governor, including one psychiatrist, one neurologist, one orthopedic surgeon, one ophthalmologist or optometrist, and one specialist in cardiovascular disease.

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