

1.30 MISCELLANEOUS**1.31 RESERVED FOR FUTURE USE****1.32 CARS-511**

Information regarding construction projects that impact traffic are included in the CARS-511 system. CARS-511 is a road reporting system that was developed through a multi-state effort and intended to provide timely information of road conditions and restrictions, including construction projects and detours. Users access the information via a telephone by dialing "5-1-1" or accessing <http://511ia.org> on the internet.

Project Engineers are responsible for submitting and maintaining traffic conditions for construction projects that they administer. A link to the "CARS User's Guide" is available on DOTNET at: http://dotnet/construct/construct_body_index2.asp

1.33 RESERVED FOR FUTURE USE.**1.34 MANUAL OF OPERATING PROCEDURES**

It is recommended, but not required, that office procedures and controls be formalized and documented in a Manual of Office Procedures. The Manual of Office Procedures should be periodically reviewed for relevance to current processes.

This section is intended to identify general areas that are suggested to be included in an office's manual. Each of the items should address the process flow and who is responsible for the item:

General Office Procedures

- Office table of organization
- Time sheet policy
- Vehicle assignment policy
- Employee safety and training

Project Administration Procedures

- Preconstruction – checklist, meeting format, etc.
- Project file
- Haul roads
- Change orders
- Project related correspondence
- AA/EEO and DBE compliance
- Material certifications and reports
- Progress vouchers
- Contractor certified payrolls
- Contractor evaluations
- Project final
- Office audit
- Project records, as-built plans, retention of files

