

**CHAPTER 1A**

**ADMINISTRATION, ORGANIZATION,  
RECORDS MANAGEMENT AND  
INFORMATION REQUESTS**

**Authority**

N.J.S.A. 27:1A-5, 27:1A-6 and 52:14B-4.

**Source and Effective Date**

R.1999 d.206, effective June 10, 1999.  
See: 31 N.J.R. 840(a), 31 N.J.R. 1950(a).

**Executive Order No. 66(1978) Expiration Date**

Chapter 1A, Administration, Organization, Records Management and Information Requests, expires on June 10, 2004.

**Chapter Historical Note**

Chapter 1A, Administration, Organization and Management, was adopted as R.1989 d.366, effective June 16, 1989. See: 21 N.J.R. 2049(a).

Pursuant to Executive Order No. 66(1978), Chapter 1A, Administration, Organization and Management, was readopted as R.1994 d.348, effective June 13, 1994. See: 26 N.J.R. 2797(a).

Chapter 1A, Administration, Organization and Management, was renamed "Administration, Organization, Records Management and Information Requests" by R.1996 d.366, effective August 5, 1996. See: 28 N.J.R. 2510(a), 28 N.J.R. 3807(a).

Pursuant to Executive Order No. 66(1978), Chapter 1A, Administration, Organization, Records Management and Information Requests, was readopted as R.1999 d.206, effective June 10, 1999. See: Source and Effective Date. See, also, section annotations.

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**SUBCHAPTER 1. OPERATION AND  
PROCEDURES OF THE DEPARTMENT OF  
TRANSPORTATION**

**16:1A-1.1 Mission statement of the Department**

The Department of Transportation's mission is to provide reliable, environmentally and socially responsible transporta-

tion and motor vehicle networks and services to support and improve the safety and mobility of people and goods in New Jersey.

Repeal and New Rule, R.1996 d.366, effective August 5, 1996.  
See: 28 N.J.R. 2510(a), 28 N.J.R. 3807(a).

Rewrote the section.

Amended by R.1999 d.206, effective July 19, 1999.

See: 31 N.J.R. 840(a), 31 N.J.R. 1950(a).

Rewrote the section.

Amended by R.2001 d.457, effective December 3, 2001.

See: 33 N.J.R. 3412(a), 33 N.J.R. 4149(b).

Rewrote the section.

**16:1A-1.2 Organization of Department**

(a) The Department of Transportation is organized as indicated in the Organizational Chart (see chapter Appendix, incorporated herein by reference) and the functions and responsibilities of its officers are as follows:

1. The Commissioner of Transportation is the Chief Executive officer of the Department and oversees all functions of the Department of Transportation.

i. The Director of Design Services is designated the State Transportation Engineer.

2. The Deputy Commissioner reports to the Commissioner with principal responsibilities in the following areas:

i. Capital Program Management—the Assistant Commissioner of Capital Program Management has principal responsibilities in the following areas:

- (1) Quality Management;
- (2) Project Management;
- (3) Design Services;
- (4) Construction Services and Materials; and
- (5) State Transportation Engineer.

ii. Operations—the Assistant Commissioner of Operations has principal responsibilities in the following areas:

- (1) Operations North;
- (2) Operations Central;
- (3) Operations South;
- (4) Traffic Operations;
- (5) Traffic Engineering and Safety; and
- (6) Operations Support.

iii. Planning and Development—the Assistant Commissioner of Planning and Development has principal responsibilities in the following areas:

- (1) Capital Investment Planning and Development;
- (2) Local Aid and Economic Development;
- (3) Systems Planning and Research;
- (4) Transportation Services; and
- (5) Project Planning and Development.

iv. Chief Financial Officer—the Chief Financial Officer has principal responsibilities in the following areas:

- (1) Budget;
- (2) Information Technology;
- (3) Accounting and Auditing; and
- (4) Procurement.

v. Administration—the Assistant Commissioner for Administration has principal responsibilities in the following areas:

- (1) Employee Support;
- (2) Human Resources;
- (3) Support Services; and
- (4) Ethics and Appeals.

vi. Interagency Coordination—the Assistant Commissioner for Interagency Coordination has principal responsibilities in the following area:

- (1) Authorities Coordination.

vii. Legal Services;

viii. Affirmative Action and Civil Rights; and

ix. Maritime Resources.

3. The Chief of Staff reports to the Commissioner with principal responsibilities in the following areas:

i. Intergovernmental Relations—the Assistant Commissioner of Intergovernmental Relations has principal responsibilities in the following areas:

- (1) Legislative Relations;
- (2) Customer Advocacy and Project Outreach;
- (3) Policy, Legislation and Regulatory Actions; and
- (4) Federal Liaison.

ii. Inspector General; and

iii. Communications.

4. The Assistant Commissioner of Motor Vehicle Services, who by statute is the Director of the Division of

Motor Vehicles, reports to the Commissioner with principal responsibilities in the following areas:

- i. Customer Service;
- ii. Driver Control and Regulatory Affairs;
- iii. Customer Operations Support;
- iv. Business Partner Management; and
- v. Program Management and Systems Development.

Amended by R.1994 d.348, effective June 13, 1994.

See: 26 N.J.R. 2797(a).

Amended by R.1994 d.453, effective August 12, 1994.

See: 26 N.J.R. 3740(a).

Amended by R.1999 d.206, effective July 19, 1999.

See: 31 N.J.R. 840(a), 31 N.J.R. 1950(a).

Rewrote (a).

Amended by R.2001 d.457, effective December 3, 2001.

See: 33 N.J.R. 3412(a), 33 N.J.R. 4149(b).

Rewrote the section.

Amended by R.2003 d.50, effective December 30, 2002.

See: 35 N.J.R. 621(a).

Rewrote the section.

### 16:1A-1.3 Procedure for filing a rulemaking petition

(a) Any interested person may petition the Department of Transportation for the promulgation, amendment or repeal of any rule of the Department of Transportation. Such petition shall be in writing, signed by the petitioner and must state clearly and concisely:

1. The full name and address of the petitioner;
2. The substance or nature of the rulemaking which is requested;
3. The reasons for the request;
4. The petitioner's interest in the request, including any economic interests;
5. The statutory authority under which the Department of Transportation may take the requested action; and
6. Existing Federal and State statutes and rules which the petitioner believes may be pertinent to the request.

(b) The petition shall be addressed to the Commissioner, Department of Transportation, ATTN: Administrative Practice Officer, 1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600.

(c) Upon acceptance of a petition which satisfies the requirements of (a) above, the Department shall file a notice of receipt of the petition within 15 days with the

Office of Administrative Law for publication in the New Jersey Register.