

**CHAPTER 1A**  
**ADMINISTRATION, ORGANIZATION**  
**AND MANAGEMENT**

**Authority**

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

**Source and Effective Date**

R.1994 d.348, effective June 13, 1994.  
See: 26 N.J.R. 2797(a).

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

Chapter 1A, Administration, Organization and Management, expires  
on June 13, 1999.

**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 was readopted as R.1994 d.348. 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**

(a) It is the mission of the Department of Transportation to provide transportation systems for the citizens of New Jersey by using its resources in a coordinated, balanced, cost effective manner. Consistent with this mission statement, the Department has established the following objectives:

1. Plan, design, construct, maintain and manage an efficient, balanced Statewide transportation system which promotes the State's economic development goals;
2. Seek cost effective solutions to transportation problems while promoting the conservation of non-renewable resources and minimizing adverse environmental impacts;
3. Promote efficient land development patterns based on existing transportation facilities;

4. Develop and maintain a safe, efficient passenger and freight transportation system which provides essential connections within the State and the region;

5. Enhance access to the State transportation system for all people, including the transportation disadvantaged;

6. Encourage involvement in decision-making by including local governments, advisory committees, commuter groups, and employees in the process;

7. Provide the opportunity for employees to develop professionally; and

8. Coordinate the activities of the Department with those of other State agencies and public authorities, regional and national organizations, and other agencies with transportation responsibilities within the State.

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

(a) The Department of Transportation is organized as indicated in the Organizational Chart (see Appendix A) 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.

2. The Deputy Commissioner reports to the Commissioner. The Deputy Commissioner oversees the general operations of the Department, as directed by the Commissioner.

3. The Assistant Commissioner for Policy and Planning reports to the Commissioner with principal responsibilities in the following areas:

- i. Transportation Assistance (including Outdoor Advertising);
- ii. Transportation Research and Data Technology;
- iii. Policy and Capital Programming;
- iv. Transportation Systems Planning;
- v. Project Planning and Development; and
- vi. Capital Management.

4. The Assistant Commissioner for Design and Right of Way reports to the Commissioner, is designated the "State Transportation Engineer", with principal responsibilities in the following areas:

- i. Regional Design;
- ii. Bridge Design;
- iii. Roadway Design;
- iv. Traffic Engineering and Local Aid; and
- v. Right of Way.

5. The "State Transportation Engineer" may designate such "Deputy State Transportation Engineers" as necessary.

6. There are five Executive Directors for Regional Operations reporting to the Commissioner. Each Executive Director has a principal responsibility in the following areas:

i. Region I—Construction Operations, Maintenance Operations, Materials Operations, and Electrical Operations;

ii. Region II—Construction Operations, Maintenance Operations, Materials Operations, Electrical Operations, and Traffic Operations North;

iii. Region III—Construction Operations, Maintenance Operations, Materials Operations, and Electrical Operations;

iv. Region IV—Construction Operations, Maintenance Operations, Materials Operations, Electrical Operations, and Traffic Operations South; and

v. Region V—Construction Engineering, Materials Engineering and Testing, Equipment Engineering and Operations, Maintenance Engineering and Operations, and Project Support and Engineering.

7. The Assistant Commissioner for Finance and Administration reports to the Commissioner with principal responsibilities in the following areas:

- i. Accounting and Auditing;
- ii. Budget and Management Support;
- iii. Support Services;
- iv. Human Resources;
- v. Procurement;
- vi. Civil Rights; and
- vii. Appeals and Hearings.

8. Other officials within the Department report to the Commissioner. These officials include the:

- i. Director of External Affairs and Intergovernmental Relations;
- ii. Director of Communications;
- iii. Inspector General;
- iv. Director of Affirmative Action; and
- v. Executive Director of the Division of Aeronautics.

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).

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

(a) Unless otherwise provided in Title 16 of the New Jersey Administrative Code, this section shall constitute the Department of Transportation's rules regarding the disposition of all requests for rulemaking under N.J.S.A. 52:14B-4(f).

(b) 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 relevant organization, affiliation or 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.

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

(d) Any document submitted to the Department of Transportation that is not in substantial compliance with this section shall not be deemed to be a petition for rulemaking requiring further departmental action.

(e) Upon acceptance of a petition which satisfies the requirements of (b) above, the Department shall file a notice of the petition within 15 days of receipt of the petition with the Office of Administrative Law for publication in the New Jersey Register.

(f) Within 30 days following receipt of a petition, the Department shall mail to the petitioner and file with the Office of Administrative Law for publication in the New Jersey Register, a notice of action on the petition which shall contain the information prescribed by N.J.A.C. 1:30-3.6(b).

(g) The Department's notice of action may include:

1. A statement denying the petition;
2. A notice of proposed rule or a notice of pre-proposal for a rule for publication in the New Jersey Register; or

3. A statement that the matter is being referred for further deliberations, the nature of which shall be specified and which shall conclude upon a certain date. The results of these further deliberations shall be mailed to the petitioner and shall be submitted to the Office of Administrative Law for publication in the New Jersey Register.

(h) The procedures outlined in this section to petition the Department for the promulgation, amendment or repeal of a rule shall apply to all Department rules, except in those cases where a special or alternative petition procedure is specifically designated.

New Rule, R.1989 d.525, effective October 16, 1989.  
See: 21 N.J.R. 2233(b), 21 N.J.R. 3312(a).

#### 16:1A-1.4 Public information requests

(a) Members of the public may obtain general information from the Department of Transportation by writing to or telephoning the Public Information Officer, Department of Transportation, 1035 Parkway Avenue, CN 600, Trenton, New Jersey 08625, (609) 530-2124.

(b) The cost for copies of documents to a member(s) of the public is:

1. First page to 10th page, \$0.50 per page;
2. Eleventh page to 20th page, \$0.25 per page;
3. All pages over 20, \$0.10 per page.

(c) Government agencies are exempt from cost for copies of documents.

#### APPENDIX A

##### ORGANIZATION CHART DEPARTMENT OF TRANSPORTATION

OAL NOTE: As part of this readoption, a new Organization Chart, dated November, 1993, is added as Appendix A. The chart cannot be reproduced in the New Jersey Register or the New Jersey Administrative Code. Copies may be obtained from the Office of Administrative Law, Quakerbridge Plaza, Bldg. 9, CN 049, Trenton, NJ 08625.