

## GENERAL

## CHAPTER 1

## ORGANIZATION OF THE DEPARTMENT OF TRANSPORTATION

[Prior to 6/3/87, Transportation Department[820]—(01,A)Ch1]

**761—1.1(307) Definitions.**

“*Commission*” means the state transportation commission.

“*Department*” means the Iowa department of transportation.

“*Director*” means the director of transportation or the director’s designee.

**761—1.2(17A) Mission.** The department is responsible for the planning, development, regulation and improvement of transportation in Iowa. The mission of the department is “getting you there safely, efficiently and conveniently.”

[ARC 2889C, IAB 1/4/17, effective 2/8/17]

**761—1.3(17A) Location and business hours.** The department’s main office is located at 800 Lincoln Way, Ames, Iowa 50010; telephone (515)239-1101. The department’s business hours are 8 a.m. to 4:30 p.m. Monday through Friday, excluding legal holidays.

[ARC 2889C, IAB 1/4/17, effective 2/8/17]

**761—1.4(17A) Information and forms.** Information, applications and forms may be obtained from the department or from the division or office which is responsible for the area of concern. Specific instructions may also be given in administrative rules. The department’s Web site at [www.iowadot.gov](http://www.iowadot.gov) provides additional information about departmental organizational units, services and forms.

[ARC 2889C, IAB 1/4/17, effective 2/8/17]

**761—1.5(307) History.** The Sixty-fifth General Assembly created the department as of July 1, 1974, and transferred to it the duties and responsibilities formerly administered by the state highway commission; the Iowa aeronautics commission; the Iowa reciprocity board; the department of public safety relating to motor vehicle registration, motor vehicle dealer licensing, and operator and chauffeur licensing; and the Iowa state commerce commission relating to the regulation of railroads and motor carrier transportation. Certain duties and responsibilities relating to river transportation and public transit were also assigned to the department.

**761—1.6(17A,307A) Commission.** A seven-member transportation commission develops a comprehensive transportation policy and plan for the state, approves the five-year transportation improvement program, and is responsible for other statutory duties listed in Iowa Code section 307A.2. Inquiries and requests may be submitted to the commission at the address given in rule 761—1.3(17A).

[ARC 2889C, IAB 1/4/17, effective 2/8/17]

**761—1.7(17A,307) Director of transportation.** The director of transportation is based in Ames and serves as the chief administrative officer of the department. The director is responsible for the management of the department and for statutory duties including but not limited to those listed in Iowa Code section 307.12.

[ARC 7909B, IAB 7/1/09, effective 7/1/09; ARC 2889C, IAB 1/4/17, effective 2/8/17]

**761—1.8(17A,307) Divisions.** The department shall operate under the following divisions, which report to the director:

**1.8(1) Highway division.**

*a.* The highway division’s headquarters are located in Ames; the telephone number is (515)239-1124.

*b.* The highway division manages the preservation and operation of the transportation system to ensure safe travel and is responsible for maintenance and construction of the interstate and primary highway systems. The division is responsible for preliminary engineering, environmental clearances

and permits; design and plan development for roadways, structures and other transportation mode improvements; acquisition of right-of-way; letting and awarding of contracts; contract administration and material compliance for highway projects; statewide maintenance and emergency operations; research and higher level technology (such as intelligent transportation systems); and local systems support and oversight.

c. Responsibilities for highway division operations are divided among six districts. Each district has maintenance garages, maintenance offices and construction offices, which are listed in local telephone directories. The six district offices are as follows:

- (1) District 1, 1020 S. Fourth Street, Ames, Iowa 50010; telephone (515)239-1635.
- (2) District 2, 428 43rd Street SW, Mason City, Iowa 50401; telephone (641)423-7584.
- (3) District 3, 2800 Gordon Drive, P.O. Box 987, Sioux City, Iowa 51102-0987; telephone (712)276-1451.
- (4) District 4, 2210 E. Seventh Street, Atlantic, Iowa 50022; telephone (712)243-3355.
- (5) District 5, 307 W. Briggs Avenue, P.O. Box 587, Fairfield, Iowa 52556-0587; telephone (641)472-4171.
- (6) District 6, 5455 Kirkwood Boulevard SW, Cedar Rapids, Iowa 52404; telephone (319)364-0235.

**1.8(2) Information technology division.**

a. The information technology division is based in Ames; the telephone number is (515)239-1284.

b. The information technology division provides internal support services, automation support, and facilities and equipment support. The division assists internal and external customers in applying technology to meet the business needs of the department; collects, processes, and disseminates information throughout the department; monitors the constantly changing business and information environment; maximizes current investments in technology; implements new technologies and new directions; and coordinates information sharing.

**1.8(3) Motor vehicle division.**

a. The motor vehicle information center telephone number is 1-800-532-1121. The motor vehicle division's headquarters are located at 6310 SE Convenience Boulevard, Ankeny, Iowa; the telephone number is (515)244-8725. The mailing address is P.O. Box 9204, Des Moines, Iowa 50306-9204.

b. The motor vehicle division administers and enforces federal and state motor vehicle laws and regulations. The division issues driver's licenses and nonoperator's identification cards; suspends, revokes or disqualifies the driving privileges of drivers as required by state and federal law; lifts suspension or revocation of driving privileges when compliance is achieved; and administers the commercial driver, graduated driver, driver education, driver improvement, and motorcycle rider programs. The division administers the titling and registration of noncommercial motor vehicles and intrastate commercial motor vehicles; the production and issuance of license plates, including specialty and personalized license plates; and the issuance of parking permits for persons with disabilities. The division administers fuel tax and unified carrier registration for Iowa-based carriers that operate in interstate commerce and administers financial responsibility laws applicable to motor carriers. The division titles and registers vehicles which operate interstate and routes over-dimension vehicles on Iowa's primary and interstate highways. The division issues intrastate authority to for-hire carriers and trip permits for temporary travel in Iowa. The division enforces federal motor carrier safety standards and hazardous materials regulations and size, weight, authority, fuel, and registration laws. The division investigates title and odometer fraud, fraud in driver's license and vehicle title applications, and identity crimes and theft. The division performs salvage and vehicle theft examinations; regulates transportation network companies conducting business with the state; and regulates all dealer, manufacturer, wholesaler, recycler, and leasing licensing programs.

**1.8(4) Operations and finance division.**

a. The operations and finance division is based in Ames; the telephone number is (515)239-1340.

b. The operations and finance division provides internal support services for the department. The division is responsible for facilities management, procurement and distribution activities, equipment and supplies management, federal and state legislative coordination, and human resource management. The

division administers the internal and external civil rights program and disadvantaged business enterprise program. The division provides financial management including budget development, monitoring and presentation of the budget to the commission and conducts external and motor carrier audits.

**1.8(5) *Performance and technology division.***

*a.* The performance and technology division is based in Ames; the telephone number is (515)239-1124.

*b.* The performance and technology division provides services focused on analysis of department performance and management of transportation assets, facilitates the coordination and management of departmental research activities in collaboration with others, guides the process improvement and strategic planning initiatives, and provides media and marketing services including, but not limited to, media relations and development of marketing and communications plans.

**1.8(6) *Planning, programming and modal division.***

*a.* The planning, programming and modal division is based in Ames; the telephone number is (515)239-1664.

*b.* The planning, programming and modal division develops both long- and short-range transportation system plans, the Iowa statewide transportation improvement program, and the department's five-year transportation improvement program; administers economic development and modal funding programs; manages the traffic count program; and develops city, county and state transportation maps. The division serves as an aviation, transit and rail advocate and as liaison to the Federal Aviation Administration, Federal Transit Administration and Federal Railroad Administration. The division delivers programs and services to promote a safe and efficient multimodal transportation system, promotes transportation on Iowa's navigable rivers, and represents Iowa's navigation interests with other state and federal agencies.

[ARC 7909B, IAB 7/1/09, effective 7/1/09; Editorial change: IAC Supplement 2/23/11; ARC 2889C, IAB 1/4/17, effective 2/8/17]

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