

## DEPARTMENT OF TRANSPORTATION

<http://hidot.hawaii.gov>

The Department of Transportation (DOT), established under section 26-19, HRS, is headed by the Director of Transportation. The Department establishes, maintains, and operates transportation facilities of the State, including highways, airports, and harbors, and such other transportation facilities and activities as may be authorized by law.

The Department is a line-staff organization. The line segments are composed of the following divisions:

- Airports Division
- Harbors Division
- Highways Division

The three divisions are decentralized and operate independently under the general supervision of the Director of Transportation to design, construct, maintain, and operate state airports, harbors, and highways.

The staff segments are composed of the following departmental staff offices:

- Staff Services
- Office of Public Affairs
- Office of Special Compliance
- Rail Transit Safety and Security Oversight Office
- Office of Civil Rights
- Statewide Transportation Planning Office

The departmental staff offices are centralized and grouped by functions. Their basic function is to provide advice, guidance, and support to the three divisions.

## Staff Services

Staff Services is composed of the following segments:

**Personnel Office.** The Personnel Office (PER) administers the Department's comprehensive personnel management program, which includes the civil service system and the provisions of collective bargaining. PER also provides direction and assistance in the various functional areas of the program, such as recruitment, training, and the administration of employee benefit programs.

**Business Management Office.** The Business Management Office (BUS) provides financial management services to the Director and the administrative staff offices. BUS also provides departmental staff services in business process improvement and internal control, systems accounting, and federal aid accounting.

**Contracts Office.** The Contracts Office (CON) administers the Department's contracting activities, including soliciting bids, qualifying prospective bidders, processing bids, and awarding and executing contracts in compliance with Hawaii's Procurement Code. CON 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<sup>1</sup> Management and Analytical Office (PPB) administers the Department's planning, programming, and budgeting activities, as mandated by the Executive Budget Act,<sup>2</sup> which requires PPB to develop and maintain a system of budgetary execution and control procedures. PPB also analyzes and conducts studies to determine the efficacy of the Department's programs, methods, and procedures.

**Computer Systems and Services Office.** The Computer Systems and Services Office (CSS) provides to the Director and the Department full information technology (IT) services, including statewide telecommunication capabilities, comprehensive data center services; technical assistance; and implementation, administration, and maintenance of computer databases and applications. CSS also provides liaison services with the Department of Accounting and General Services' Information and Communication Services Division (DAGS-ICSD), the statewide IT governance committees, other state agencies, the counties, and federal entities.

## Office of Public Affairs

The Office of Public Affairs provides services necessary 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.

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<sup>1</sup> Planning, Programming, Budgeting.

<sup>2</sup> See Act 185, SLH 1970.

## **Rail Transit Safety and Security Oversight Office**

The Rail Transit Safety and Security Oversight Office oversees the safety and security of the Honolulu rail transit system that is under the jurisdiction of the Honolulu Authority for Rapid Transportation (HART). The responsibilities of the Oversight Office include: developing and implementing a System Safety Program Standard (Program Standard) in accordance with the requirements of Title 49, Code of Federal Regulations (hereafter “CFR”), part 659; requiring, reviewing, and approving the HART system safety program plan; requiring HART to conduct on-going safety and security reviews and submit an annual report to the Oversight Office; conducting on-site visits to HART’s rail transit system every three years to perform a formal safety and security review; requiring HART to report the occurrence of accidents and unacceptable hazardous conditions within a specified period of time; investigating rail transit accidents; and requiring HART to develop action plans to correct accident investigation findings.

## **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 all divisions, operational areas, and facilities are in compliance with environmental regulations, including the Resource Conservation and Recovery Act, the Clean Air Act, the Clean Water Act, and their state counterparts. The Hazard Material Program develops, administers, and interprets the regulations relating to the transporting of hazardous materials through areas under the Department's control.

## **Office of Civil Rights**

The primary function of the Office of Civil Rights is to ensure that the Department is in full compliance with the Civil Rights Act of 1964<sup>3</sup> and all related rules, directives, and executive orders in all of its programs and activities. In accordance with this and under the authority of the Department, the Office plans, directs, develops, implements, and administers a department-wide comprehensive civil rights program, which includes Titles VI<sup>4</sup> and VII<sup>5</sup> of the Civil Rights Act of 1964, the Disadvantaged Business Enterprise (DBE) program,<sup>6</sup> and the Americans with Disabilities Act of 1990 (ADA).<sup>7</sup>

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<sup>3</sup> See P.L. 88-352; 42 U.S.C. 1981 et seq.

<sup>4</sup> Nondiscrimination in federally assisted programs; 42 U.S.C. 2000d et seq.

<sup>5</sup> Equal employment opportunity; 42 U.S.C. 2000e et seq.

<sup>6</sup> See P.L. 112-141, section 1101(b), 126 Stat. 414; 49 CFR 26.

<sup>7</sup> See P.L. 101-336; 42 U.S.C. 12101 et seq.

## **Statewide Transportation Planning Office**

The Statewide Transportation Planning Office (STP) coordinates the Department's comprehensive multi-modal transportation planning programs. Working closely with DOT's Airport, Harbors, and Highways planning offices, Oahu Metropolitan Planning Organization, city/county planning departments, Federal Highways Administration, and Federal Transit Administration, STP develops and maintains the statewide transportation planning process. STP ensures that these plans are comprehensive, integrated, and publicly accountable. For example, the Statewide Transportation Plan encompasses Hawaii's entire transportation infrastructure, which is essential for delivering critical commodities from overseas, inter-island, and intra-island transports.

STP also administers the Federal Transit Administration's capital assistance program for mass transit, the elderly, and persons with disabilities.

## **AIRPORTS DIVISION**

The Airports Division administers the statewide airports program. The Division encourages, fosters, and assists in the development of aeronautics in the State. It plans, designs, constructs, maintains, and operates public airports and provides airport facilities that accommodate the safe, orderly, and efficient movement of aircraft, vehicles, and air travelers.

In addition to moneys in the Airport Revenue Fund, under section 248-8, HRS, the Division obtains federal aid for eligible airport projects through the Airport and Airway Improvement Act of 1982.<sup>8</sup> 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 airports and for concession operations within 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.

## **Staff Services Office**

The Staff Services Office advises the Airports Administrator and others on administrative issues. It provides administrative support services and guidance for personnel management; budget; property management and land acquisition; methods, standards, and evaluation; and

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<sup>8</sup> See P.L. 97-248, Title V, 96 Stat. 671. This Public Law enacted no currently effective sections.

financial management. The Office also provides coordination and liaison services for legislative matters.

### **Visitor Information Program Office**

The Visitor Information Program Office (VIP) plans, organizes, coordinates, and administers the statewide Visitor Information Program. It provides visitor information services to the Department and its Airports and Harbors divisions; conducts protocol events, rites, and ceremonies; provides hospitality, information, assistance, and a variety of other services to visitors; and serves as liaison with other governmental agencies and private groups on matters relating to the development of tourism in Hawaii.

### **Engineering Branch**

The Engineering Branch advises the Airports Administrator and others on engineering matters. It provides engineering support, services, and guidance through its Programs Management Office and Planning, Design, Construction, Special Maintenance, and Drafting sections.

### **Information Technology Office**

The Information Technology Office develops and maintains a computerized information systems strategy for the Division. It plans, analyzes, designs, implements, and maintains computer systems that are unique to the administration and operations of the Division. The Office also develops and administers divisional information systems policies and procedures.

### **Airports Operations Office**

The Airports Operations Office serves as the primary staff of the Airports Administrator on matters relating to the operations and maintenance of airports. It provides operational staff support, services, and guidance through its Aircraft Rescue and Firefighting; General Aviation; Certification, Security and Safety; and Compliance Management staffs; and provides advice on compliance with applicable laws, rules, regulations, and standards.

### **District Offices**

The Oahu, Maui, Hawaii, and Kauai District Offices manage, operate, and maintain all state airports in their respective counties in conformity with state and federal laws, requirements, and rules, as well as established policies and procedures of the Department and the Division. The Oahu District Office notably maintains the Honolulu International Airport.

The Division has jurisdiction over 15 airports:

Oahu District: Honolulu International Airport, Kalaheo Airport, Dillingham Airfield  
Maui District: Hana Airport, Kalaupapa Airport, Kahului Airport, Kapalua Airport,  
Lanai Airport, Molokai Airport  
Hawaii District: Kona International Airport, Hilo International Airport, Upolu Airport,  
Waimea-Kohala Airport  
Kauai District: Lihue Airport, Port Allen Airport

## **HARBORS DIVISION**

The Harbors Division directs, coordinates, and maintains the operations of the Commercial Harbors Program of the State by providing for, equipping, and regulating the state system of harbors and related facilities.

The Harbors Division plans, designs, constructs, operates, and maintains state facilities for all modes of water transportation. The Division coordinates with other state, county, and federal programs in order to achieve this objective.

The major activities of the Harbors Program are to maintain, repair, and operate the ten commercial harbors that comprise the statewide harbors system; plan, design, and construct harbor facilities; provide program planning and administrative support; manage vessel traffic into, within, and out of harbor facilities; provide for and manage the efficient utilization of harbor facilities and lands; and maintain offices and facilities to conduct maritime business with the public.

As a self-sufficient enterprise, the Water Transportation Facilities and Services Program derives revenues for its operation, maintenance, and capital improvements program from wharfage, rentals, and dockage, port entry, mooring, demurrage, cleaning, and other harbor fees and charges. Wharfage and rentals are the largest sources of revenues.

### **Staff Services Office**

The Staff Services Office advises the Harbors Administrator and furnishes functional guidance to the heads of the organizational components of the Division by advising and assisting in the development, maintenance, and improvement of plans of management embracing organizational structure and methods; develops, implements, and maintains program planning and management control systems; monitors programs and control systems to ensure their continued effectiveness; provides coordinating and liaison services for legislative and administrative matters; reviews and consolidates the Division's budget; and provides property management, fiscal, personnel, and clerical support services, and computer-based information systems.

## **Engineering Branch**

The Engineering Branch is responsible for the planning, design, construction, and maintenance of facilities for the state commercial harbors system.

## **Security and Emergency Disaster Office**

The Security and Emergency Disaster Office plans and coordinates statewide maritime security for all harbor facilities infrastructure under the Department's control to ensure compliance with security requirements under 33 CFR 105. It is responsible for planning, developing, evaluating, and maintaining the overall emergency disaster preparedness, response, and recovery program for the Harbors Division, in coordination and consistent with county, state, and federal civil defense plans.

The Office assists the Deputy Director of Transportation, Harbors Division, and the Harbors Administrator to formulate, coordinate, evaluate, monitor, and audit new or present district harbor facility security plans to ensure statewide consistency and compliance with applicable state and federal laws.

## **District Offices**

The Oahu, Maui, Hawaii, and Kauai District Offices manage commercial harbors and facilities in their respective counties. They provide for the execution of the Commercial Harbor Program as directed by the Harbors Administrator. They plan, direct, control, and coordinate the activities of district personnel in the management, operations, and maintenance of harbors and related facilities in their respective districts. The offices survey and analyze the needs of major tenants and users of the harbors, such as shipping agents and stevedoring contractors. The offices maintain liaison with public and private organizations in their districts on matters concerning the Division. They consult with other state and federal agencies to develop operational practices and procedures to meet safety and security requirements of all harbors in their districts.

As a port of entry into the United States, the Oahu District Office consults with the U.S. Customs and Border Protection, Public Health Service, Coast Guard, and state Department of Agriculture and, in cooperation with such agencies, works out operational practices and procedures to meet the needs of the District. It provides the focal point of contact for the public in all phases of the Commercial Harbors Program.

The Division has jurisdiction over ten harbors:<sup>9</sup>

Oahu District: Honolulu Harbor, Kalaeloa Barbers Point Harbor  
 Maui District: Kahului Harbor, Kaunakakai Harbor, Kaunalapau Harbor,  
 Hana Harbor  
 Hawaii District: Hilo Harbor, Kawaihae Harbor  
 Kauai District: Nawiliwili Harbor, Port Allen Harbor

## **HIGHWAYS DIVISION**

The Highways Division is charged with planning, design, construction, and maintenance of the State Highway System, established under section 264-41, HRS. The Division designates the highways for federal-aid apportionments and submits to the Federal Highway Administration project statements that 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 improvements and operation maintenance programs for the State Highway System.

### **Project Coordination and Technical Services Office**

The Project Coordination and Technical Services Office coordinates, facilitates, and monitors the development and delivery of programs and projects for the Division. It assists with the implementation of divisional priorities, balancing competing programmatic needs while ensuring overall division goals are met; oversees and manages the federal Local Public Agency Program, coordinating divisional activities with county public works, planning, and transportation agencies; and coordinates divisional activities with the Federal Highway Administration relating to the federal-aid highway program. The Office also manages the statewide engineering technical services program; coordinates and responds to litigation actions filed against the Division; provides technical engineering support and assistance to the Attorney General; provides divisional guidance on legal issues; and seeks opportunities to reduce the Division's exposure and risk to litigation.

### **Engineering Information Technology Office**

The Engineering Information Technology Office plans, organizes, coordinates, and directs the development, implementation, operation, and maintenance of the Division's computerized data processing systems, including the highway financial accounting system, highway maintenance management system, computer-aided drafting system, engineering design programs, infrastructure management systems, federally mandated planning and statistical systems, network communications and data transfer, and PC-based programs.

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<sup>9</sup> In 2008, Hana Harbor was transferred from the Department of Land and Natural Resources to the Division. In 2009, Kewalo Basin was transferred from the Division to the Hawaii Community Development Authority.

The Office prepares, reviews, and updates a detailed program to systematically achieve the established objectives for computer-based information systems; directs, organizes, and coordinates activities to ensure that the Division is in step with all other parts in a unified effort toward an integrated data, network, and telecommunication system; and takes appropriate action to ensure compliance with policies, procedures, and guidelines to achieve the Department's automated data processing objectives.

The Office serves as the on-site technical advisor to management. It provides analyses, recommendations, and technical supervision on matters relating to divisional computer systems and equipment requirements; acts as the Division's liaison with the Department's Computer Systems and Services Office, corresponding offices of the Airports and Harbors Divisions, and the Department of Accounting and General Services' Information and Communication Services Division (DAGS-ICSD).

### **Staff Services Office**

The Staff Services Office develops and maintains program planning and control systems. It provides coordination and liaison services for federal-aid and legislative matters. The Office also coordinates, reviews, and prepares the Division's budget and provides property management, fiscal, personnel, and clerical support services and public information services.

### **Motor Vehicle Safety Office**

The Motor Vehicle Safety Office directs, coordinates, and administers the State's motor carrier safety programs and highway safety programs, activities, and research to meet the requirements of the Hawaii Strategic Highway Safety Plan and the Federal Highway Administration Safety Program. The Office:

1. Establishes, revises, and updates motor carrier and highway safety standards and regulations, including those for motor carrier vehicles and drivers;
2. Coordinates all non-engineering highway safety programs, activities, and research in the State; reviews all non-engineering highway safety projects, programs, and requests for federal highway safety funds;
3. Recommends and aids in the preparation of proposed legislation to implement state motor carrier safety and highway safety programs;
4. Coordinates all motor carrier safety programs and highway safety programs with county agencies;
5. Recommends proposed legislation to implement the state Highway Safety Plan;
6. Makes guidelines, standards, directives, and other information relating to highway safety available to all concerned agencies and groups in the State;

7. Evaluates highway safety programs and activities in the State and makes recommendations;
8. Provides all required statistical, status, and other informational reports; and
9. Maintains an informational exchange program with other state and federal governments as related to highway safety.

### **Planning Branch**

The Planning Branch develops conceptual highway project plans and coordinates route adoption through advance planning procedures in conformity with long-range planning programs and needs inventories. It manages the Division's traffic data collection to meet information and reporting requirements; conducts field surveys of traffic volumes, traffic characteristics, and physical inventory of the State Highway System; provides statistical reports; and prepares maps under the Special Maps Program and for graphic displays. The Branch also coordinates the Division's portion of the urban and rural transportation planning processes and other planning efforts by state and county agencies; coordinates the Division's review of land use change proposals; manages the Division's innovative financing, transportation enhancement, and scenic byways programs; and formulates and coordinates the establishment or revision of the state and federal-aid highway systems.

### **Design Branch**

The Design Branch prepares construction plans, specifications, and estimates for highway projects; conducts location and right-of-way surveys, including preparation of engineering and subdivision maps; and negotiates project agreements with governmental agencies and public and private utilities. It also provides technical services to other branches and district offices.

### **Right-of-Way Branch**

The Right-of-Way Branch acquires and manages lands, rights-of-way, easements, and other real property interests required for the construction of highways and other transportation projects on a statewide basis. It provides advisory relocation assistance and relocation payments to individuals, families, and businesses, including farm operators and non-profit organizations displaced by DOT projects. The Branch dispenses access rights, easements, and airspace within highway rights-of-way and disposes of highway remnants authorized by the Department of Land and Natural Resources. The Branch also monitors right-of-way activities by political subdivisions involved in county federal-aid projects statewide.

## **Materials Testing and Research Branch**

The Materials Testing and Research Branch manages all testing, quality assurance, research and development, soil engineering and pavement design, and special engineering studies. The Branch provides technical and consultative services relating to materials, foundations, pavements, and environmental quality (air, noise, water, and auto exhaust); tests, accepts, and certifies all testing equipment and materials incorporated into all transportation facilities and related developments; conducts soil engineering studies based on field borings, laboratory tests, and engineering analyses for the evaluation and design of pavements, structural foundations, and soil stability; manages applied engineering research and development programs; conducts technical services inspections and testing functions in all aspects of transportation systems, construction, maintenance, and related fields; and participates in activities of national organizations engaged in research and development.

## **Construction and Maintenance Branch**

The Construction and Maintenance Branch provides review and management services on statewide highway construction and maintenance programs and reviews and consolidates district construction and maintenance budgets. It provides services for the review of maintenance procedures, practices, procurement of supplies and equipment, and budgeting, and it prepares specifications for the purchase of materials. It analyzes unit costs by work items and estimates requirements of personnel, material, and equipment budgets submitted by district engineers. The Branch administers the Division's Equal Opportunity/Affirmative Action Plan (EEO/AA), American with Disabilities Act (ADA), Disadvantaged Business Enterprise (DBE) program, and civil rights programs in conjunction with federal-aid program guidelines.

## **Traffic Branch**

The Traffic Branch plans and designs roadway pavement markings and signs, traffic signals, highway lighting, and operational and safety improvements to promote the safe, orderly, and expeditious movement of traffic on the State Highway System. The Branch administers consultant contracts for traffic projects; manages the Traffic Systems Management, Traffic Accident Surveillance, and Traffic Safety Improvement programs; analyzes and monitors operating characteristics, accident records, and statistical reports; provides new and innovative alternatives for problem resolution; and develops and implements highways demand projects as a means of reducing traffic congestion throughout the State. It reviews environmental impact statements, development plans, applications for permits, pending legislation, and other matters for their impact on traffic operations and safety, and it conducts litigation investigations. The Branch manages the Title II Highway Safety Improvement Program and Minor Capital Improvement Project Program; maintains and publishes traffic and accident statistics; provides technical assistance on safety techniques, state-of-the-art safety equipment, devices, and material to the branches and district offices; and acts as State Highways Traffic liaison to federal, county, and other governmental and private agencies.

## **District Offices**

The Oahu, Maui, Hawaii, and Kauai District Offices perform engineering services and field inspections of highway construction projects for conformance with approved plans and specifications, and maintain, alter, and repair roads, highways, and related structures within the State Highway System in their respective counties.

## **ATTACHED FOR ADMINISTRATIVE PURPOSES**

### **Aloha Tower Development Corporation**

The Aloha Tower Development Corporation, established pursuant to sections 206J-1 and 206J-4(a), HRS, undertakes the redevelopment of the Aloha Tower Complex to strengthen the international economic base of the community in trade activities, to enhance the beautification of the waterfront, and in conjunction with the Department of Transportation, to better serve modern maritime uses and provide for public access and use of the waterfront property.

**Board.** Under section 206J-4(b), HRS, the Corporation consists of a Board of Directors with three voting members: the Director of Business, Economic Development and Tourism, Director of Transportation, and Deputy Director of Transportation, Harbors Division. The Board, by a majority vote, elects a Chairperson from its membership. The Board appoints and sets the salary of a chief executive officer.

### **Commission on Transportation**

The last paragraph of section 26-19, HRS, which established the Commission on Transportation, was deleted by Act 285, SLH 2013, section 1, effective July 9, 2013.

### **Hawaii Highway Safety Council**

The Hawaii Highway Safety Council, established under section 286-5, HRS, consists of the Director of Transportation, who serves as Chairperson, and the following, or designees, as members: the Chief Justice, Attorney General, Director of Health, Superintendent of Education, President of the University of Hawaii, chairperson of each of the county highway safety councils established under section 286-6, HRS, and not more than twenty other persons who are appointed by the Governor on the basis of their interest in highway safety. The Council advises 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, established under section 286-4.1, HRS, consists of not fewer than five physicians licensed to practice in the State: one psychiatrist, one neurologist, one orthopedic surgeon, one ophthalmologist or optometrist, and one specialist in cardiovascular disease. The members of the Board are appointed to four-year terms by the Governor with the advice and consent of the Senate. The duties of the Board include: the development of a system for medically evaluating persons who an examiner of drivers has reason to believe may have mental or physical conditions that might impair their driving ability; and the furnishing of advice to examiners of drivers respecting medical criteria and vision standards for motor vehicle drivers.

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