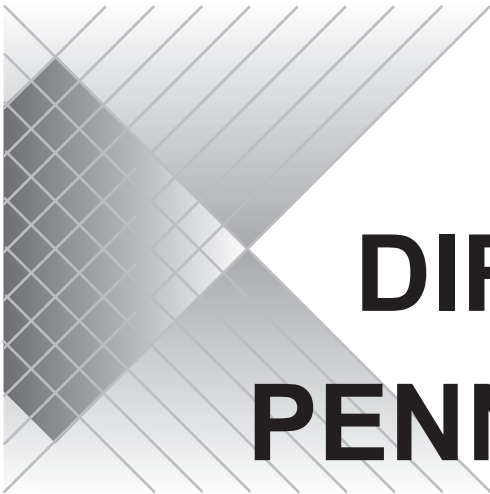




DIRECTORY OF PENNDOT OFFICES

(INCLUDES LOCATION MAPS)

FACILITIES MANAGEMENT

A division of Bureau of Office Services PENNDOT

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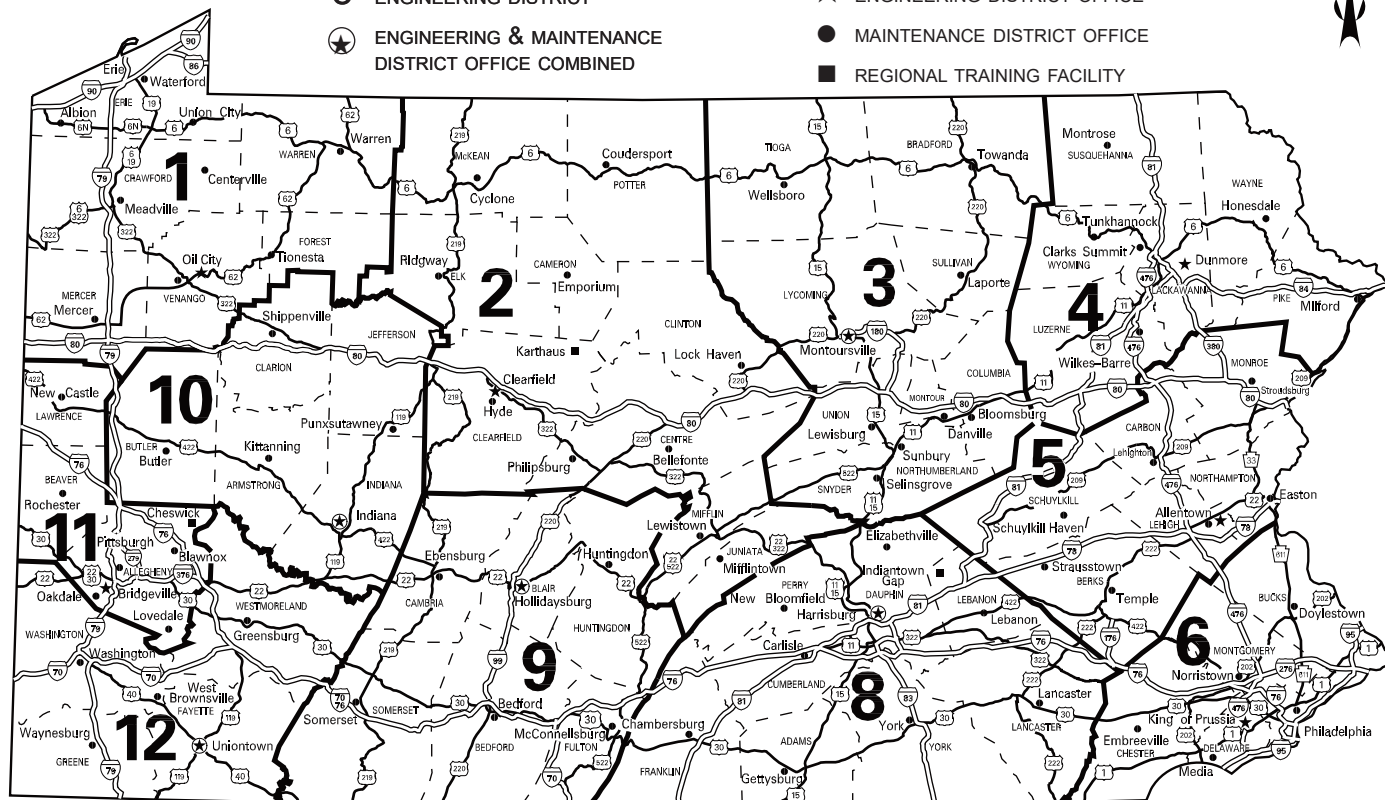
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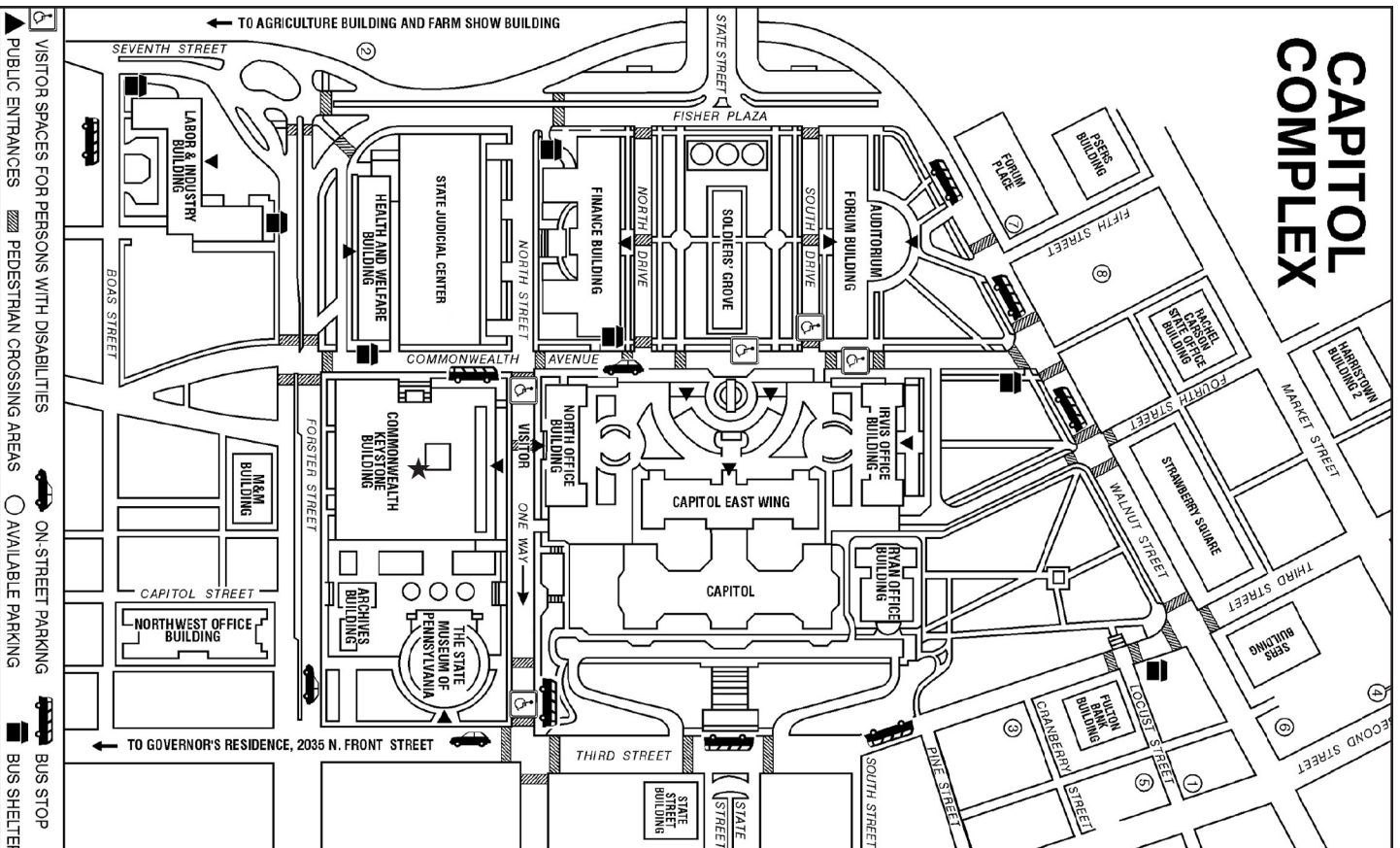
STATEWIDE KEY MAP

- 8** ENGINEERING DISTRICT
-  ENGINEERING & MAINTENANCE DISTRICT OFFICE COMBINED

-  ENGINEERING DISTRICT OFFICE
-  MAINTENANCE DISTRICT OFFICE
-  REGIONAL TRAINING FACILITY



CAPITOL COMPLEX

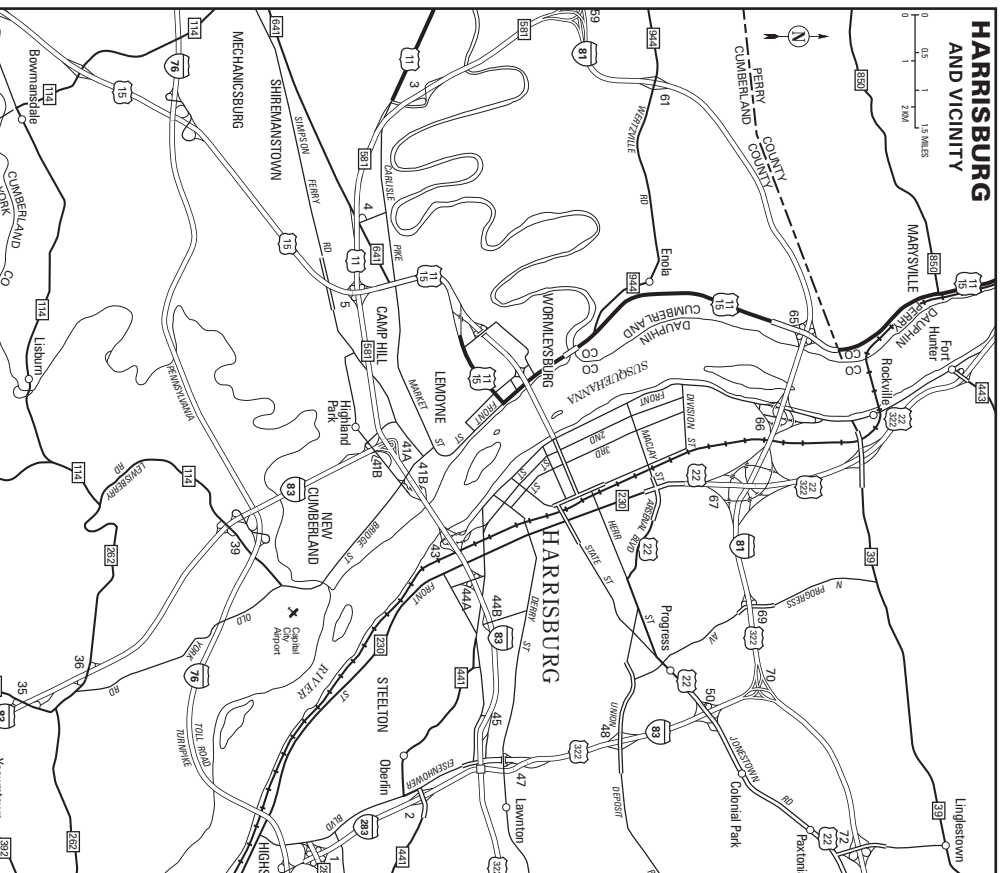


Commonwealth Keystone Building • 400 North Street - 5th Floor

Harrisburg, PA 17120 • Phone (800) 228-0676

AVAILABLE PARKING IN HARRISBURG FREE AND METERED PARKING

There are several visitor spaces on Commonwealth Avenue between North Drive and Walnut Street. All Capitol Complex visitors' spaces have a one-hour limit; designated spaces for individuals with disabilities have a two-hour limit.



PARKING LOTS & GARAGES AROUND THE CAPITOL COMPLEX

See map on page 3 for locations.

ADDITIONAL PARKING Located Beyond the Capitol Complex Map

- ① **Locust St. Surface Parking**
PRK-MOR, Inc.
2nd & Locust Streets • 236-8283
- ② **Seventh St. Garage**
Harrisburg Parking Authority
7th & Forster Streets • 255-3099
(Directly off the State St. Bridge)
- ③ **Third & Cranberry Streets**
PRK-MOR, Inc. • 236-8283
(Across from the Capitol Bldg.)
- ④ **Third & Chestnut Streets**
PRK-MOR, Inc.
220 Chestnut Street • 236-8283
- ⑤ **Locust Street Garage**
Harrisburg Parking Authority
214 Locust Street • 255-3099
- ⑥ **Walnut Street Garage**
Harrisburg Parking Authority
215 Walnut Street • 255-3099
- ⑦ **Forum Place**
PRK-MOR, Inc.
5th & Walnut Streets • 236-8283
- ⑧ **Fifth Street Garage**
Harrisburg Parking Authority
5th & Market Streets • 236-8283

Chestnut Street Garage
4th & Chestnut

Market Square Garage
2nd & Chestnut

River Street Garage
218 North 2nd St.

City Island Parking Lot

Mulberry Street Parking Lot
3rd & Mulberry Streets

4th & Market Streets Parking Lot
439 Market St.

Valet Parking Lot
17-27 North 2nd Street

PRK-MOR, Inc. • 236-8283

10th & Mulberry Sts.
(behind old Post Office)

Penn National Insurance Garage
2nd & Walnut Streets (monthly only)

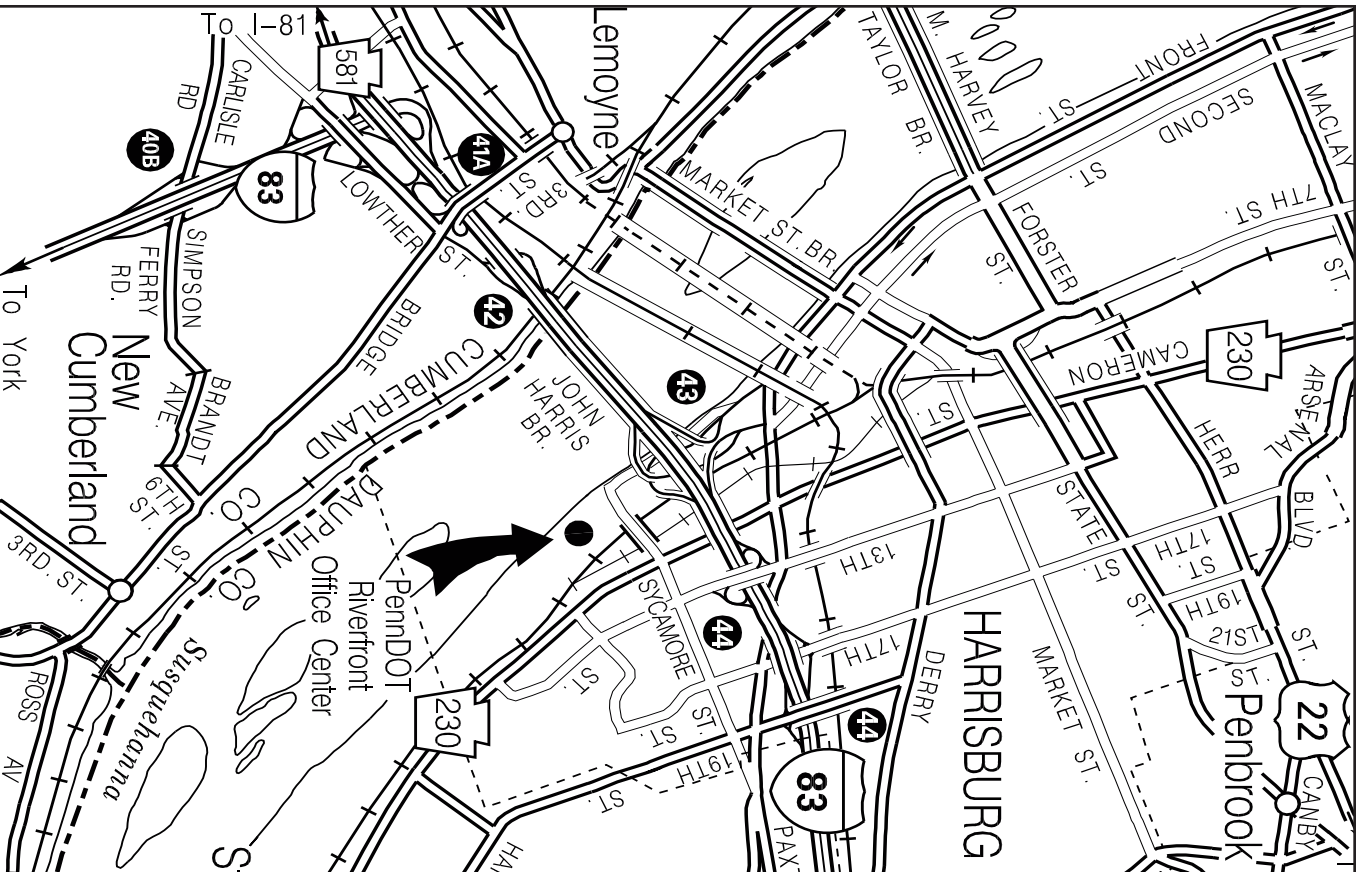
305 North Front Street

ALLFIRST Bank Garage
210 Chestnut St.

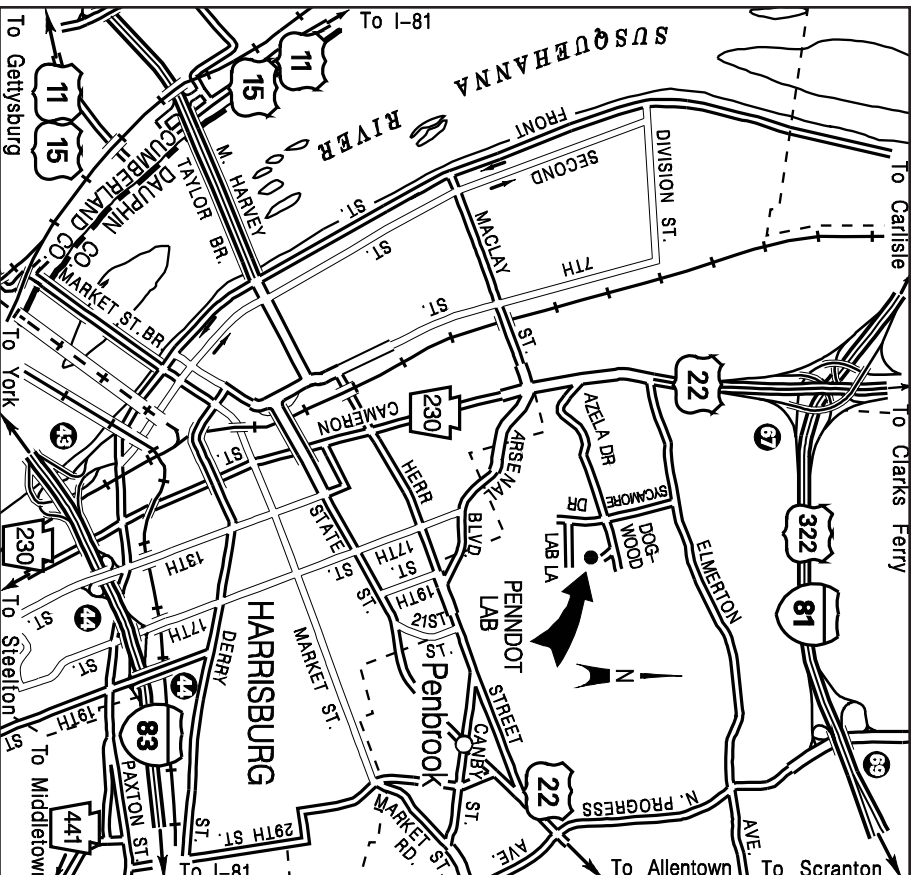
Pennsylvania Place Garage
301 Chestnut St.

3rd & Mulberry Streets

Surface Lot • 7th & Reily Streets
(Across from Bertolino Bldg.)



RIVER FRONT OFFICE CENTER
1101 South Front Street • Harrisburg, PA 17104
Phone (800) 932-4600



BOCM - MATERIALS TESTING LABORATORY

Mailing Address:

PA Dept. of Transportation
Bureau of Construction Materials
Materials Testing Laboratory
DGS Annex Complex
81 Lab Lane
Harrisburg, PA 17110-2543

Deliveries:

PA Dept. of Transportation
Bureau of Construction Materials
Materials Testing Laboratory
DGS Annex Complex
82 Dogwood Avenue
Harrisburg, PA 17110

Phone #: (717) 787-1037

LEGEND FOR ALL MAPS



Controlled Access Highways



Divided Highways



Other Roads



Interstate Traffic Routes



U.S. Traffic Routes



PA Traffic Routes



City Boundary

2086

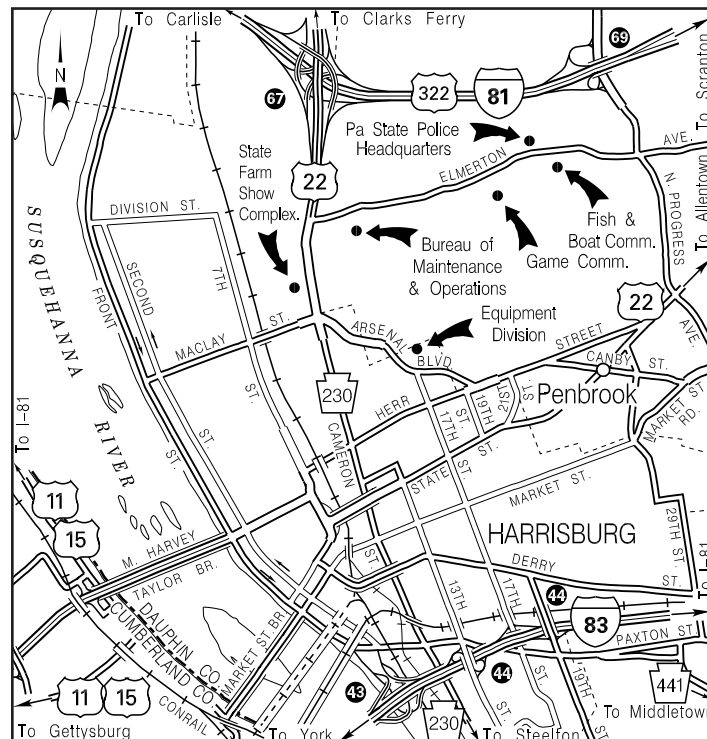
State Route Number



Building Location

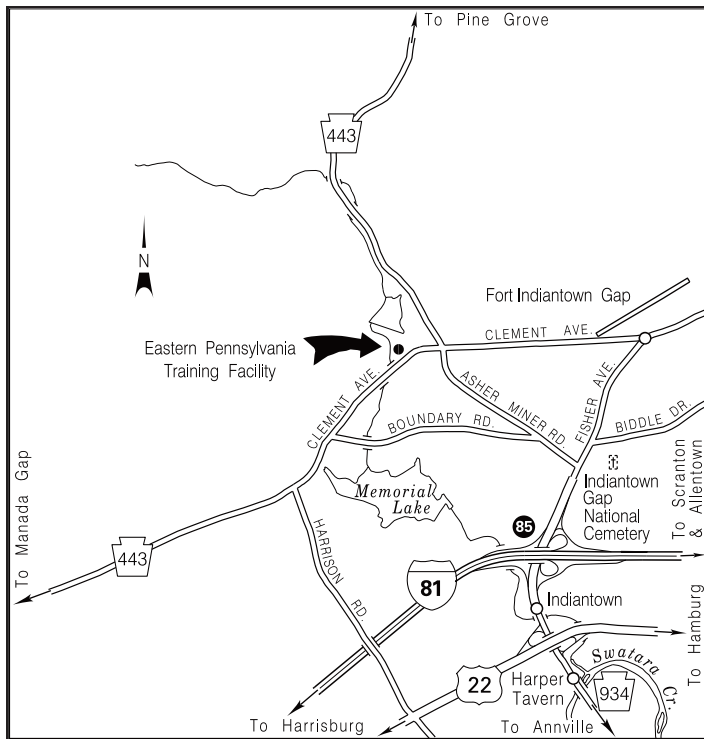
43

Exit Number



FLEET MANAGEMENT DIVISION (4910)

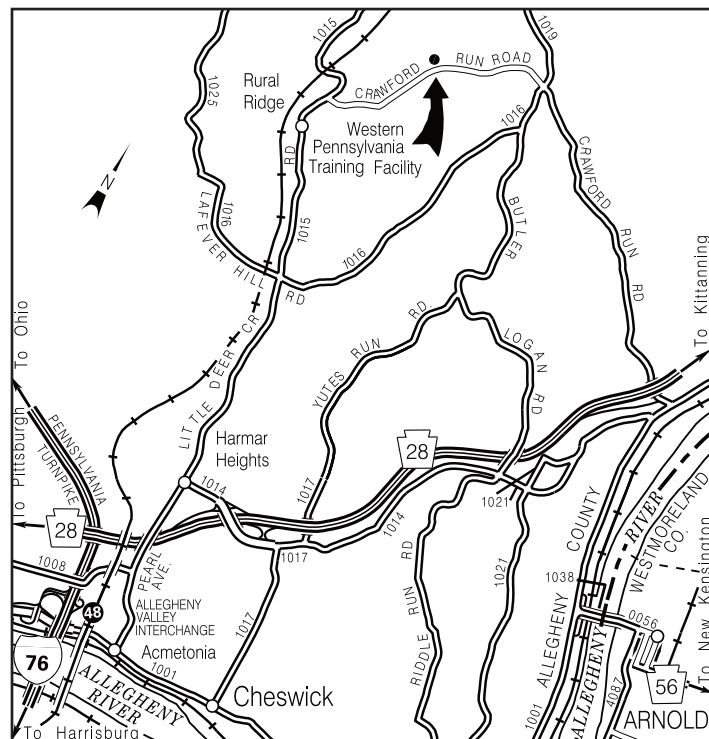
17th Street and Arsenal Blvd. • Harrisburg, PA 17120
Phone (717) 787-2110



**FLEET MANAGEMENT DIVISION
Eastern PA Training Facility (EPTF)**

Bureau of Maintenance and Operations

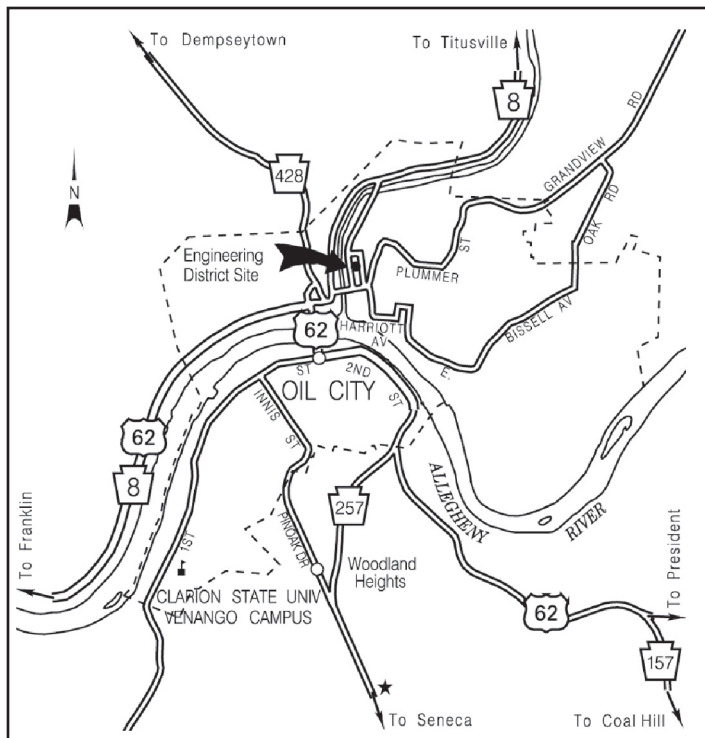
5 Mountain Road • Grantville, PA 17028 • Indiantown Gap
Phone (717) 865-5553



**EQUIPMENT DIVISION
WESTERN PA TRAINING ACADEMY (WPTA)**

Bureau of Maintenance and Operations

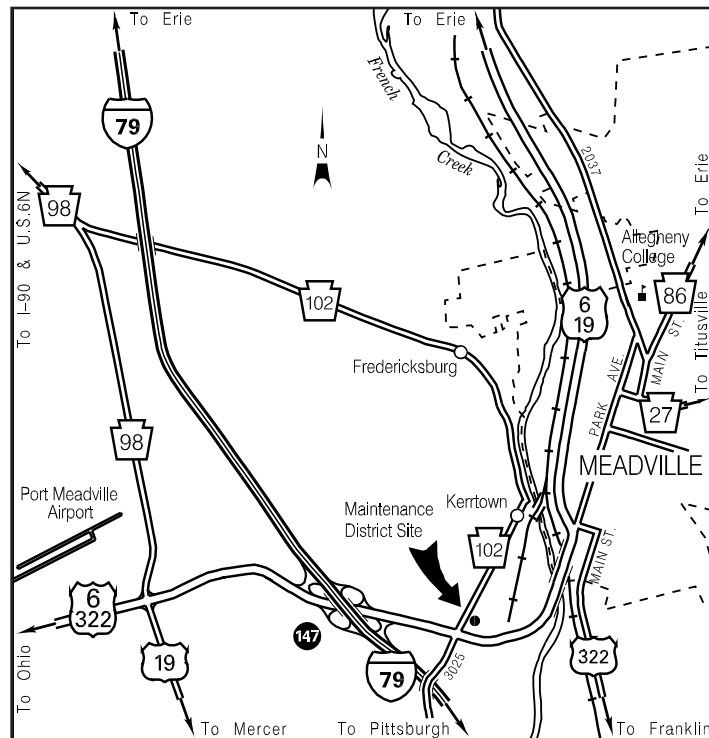
38 Academy Lane • Cheswick, PA 15024
Phone (724) 265-4980



ENGINEERING DISTRICT 1-0 • VENANGO CO.

255 Elm Street • Oil City, PA 16301

Phone (814) 678-7085

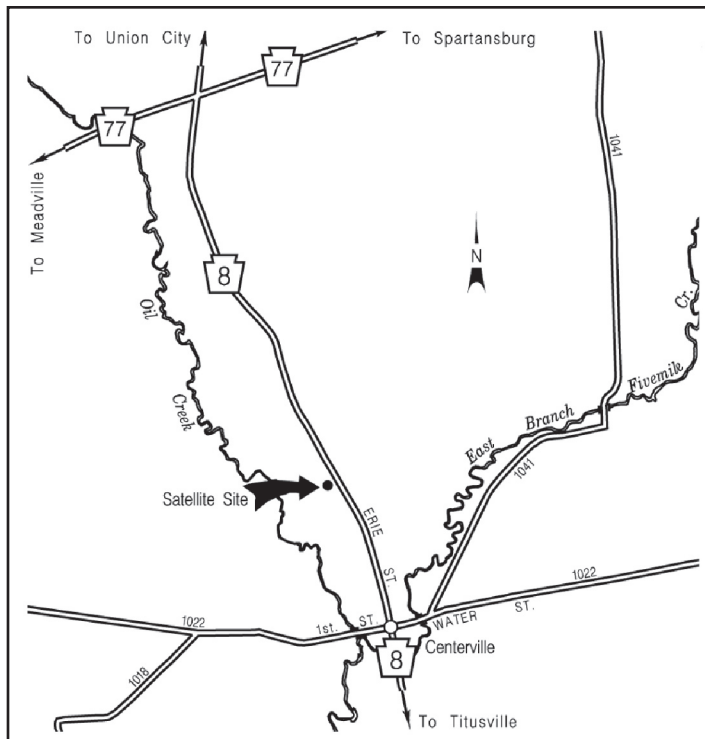


MAINTENANCE DISTRICT 1-1 • CRAWFORD CO.

18492 Smock Highway

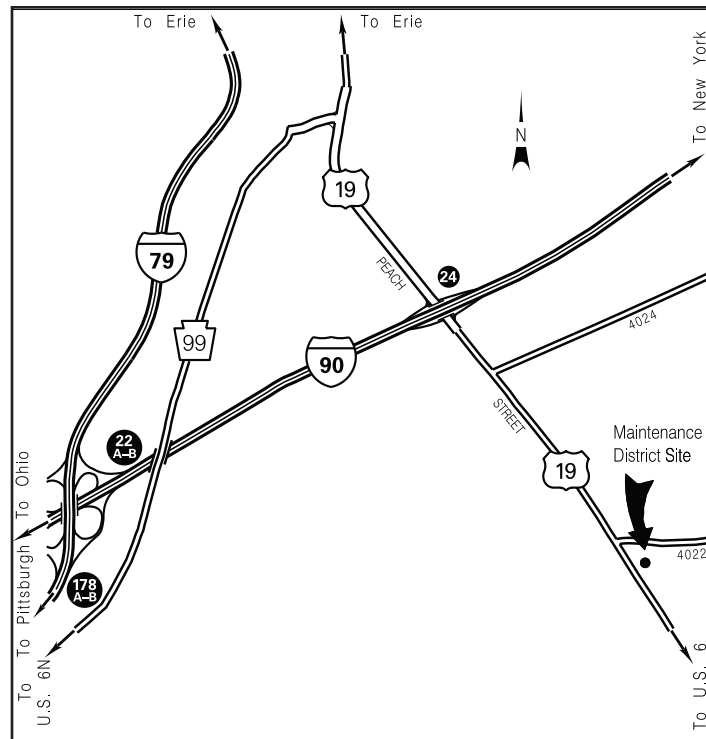
Meadville, PA 16335

Phone (814) 332-6880



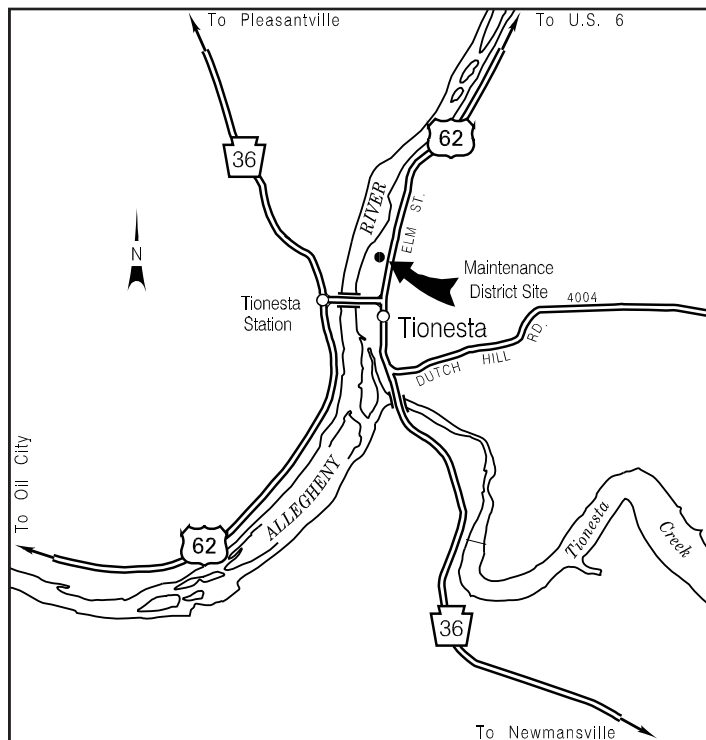
MAINTENANCE DISTRICT 1-1 • CRAWFORD CO.

Centerville Satellite
Phone (814) 654-7312



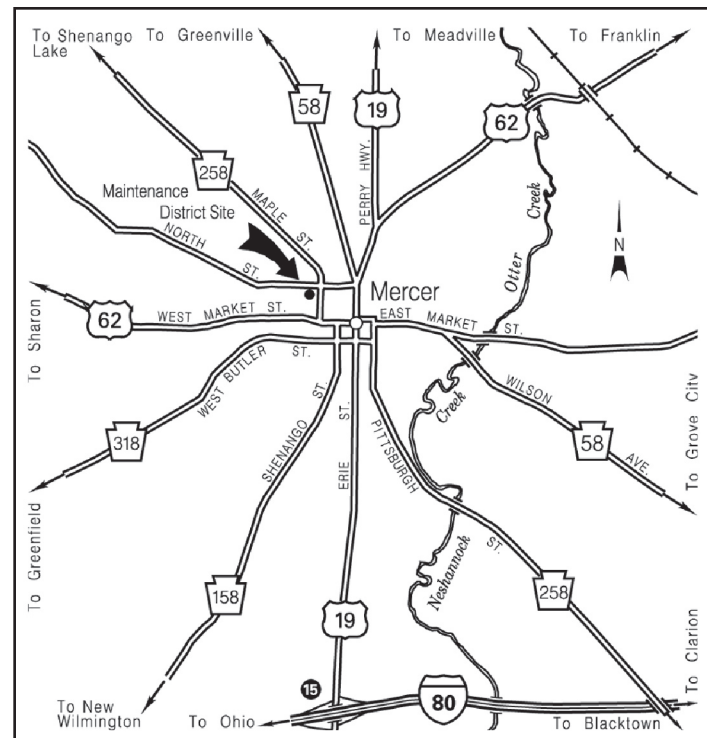
MAINTENANCE DISTRICT 1-2 • ERIE CO.

9031 Peach Street
Waterford, PA 16441
Phone (814) 871-4411



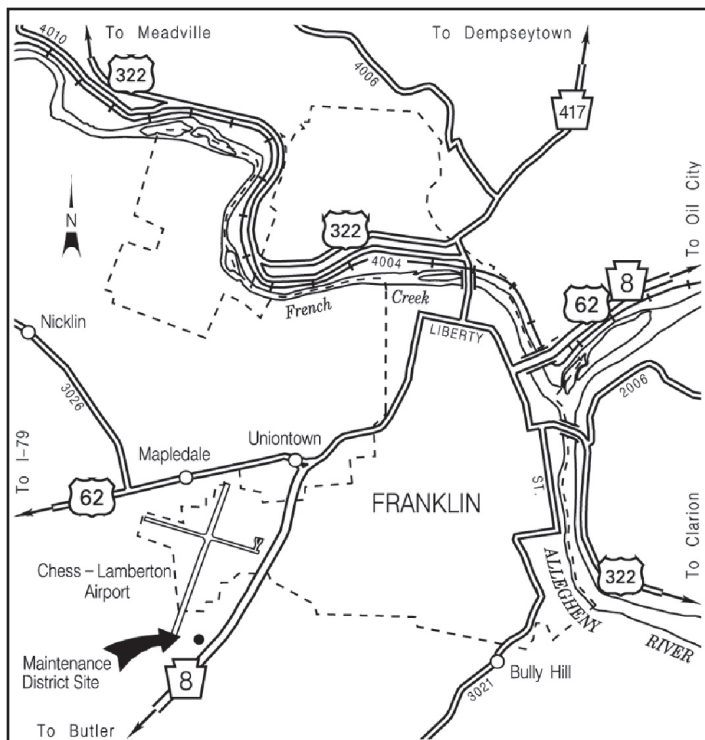
MAINTENANCE DISTRICT 1-3 • FOREST CO.

645 Elm Street
Tionesta, PA 16353
Phone (814) 755-3580



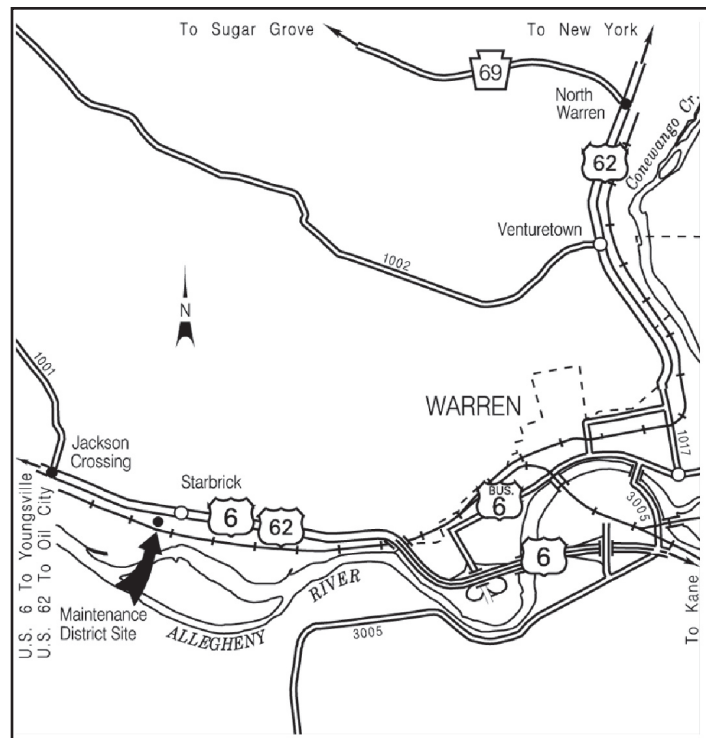
MAINTENANCE DISTRICT 1-4 • MERCER CO.

215 North Maple Street
Mercer, PA 16137
Phone (724) 662-5350



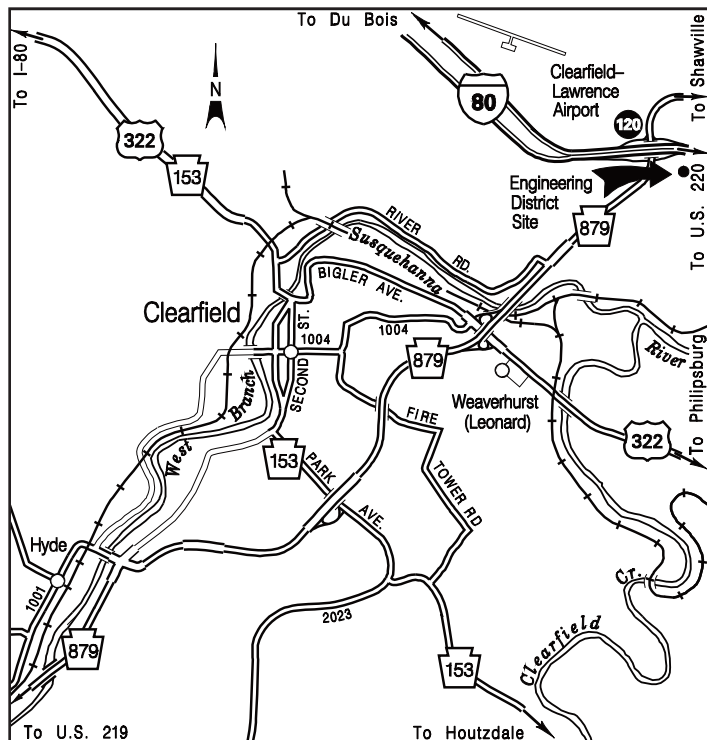
MAINTENANCE DISTRICT 1-5 • VENANGO CO.

1460 Pittsburgh Road
Franklin, PA 16323
Phone (814) 432-3115



MAINTENANCE DISTRICT 1-6 • WARREN CO.

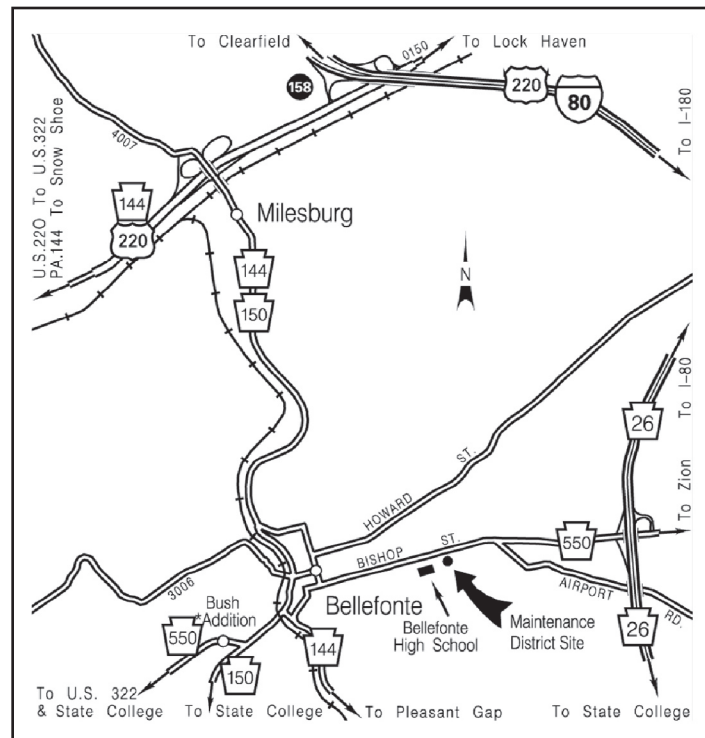
20745, Route 6
Warren, PA 16365
Phone (814) 723-3500



ENGINEERING DISTRICT 2-0 • CLEARFIELD CO.

70 PennDOT Drive • Clearfield, PA 16830

Phone (814) 765-0400

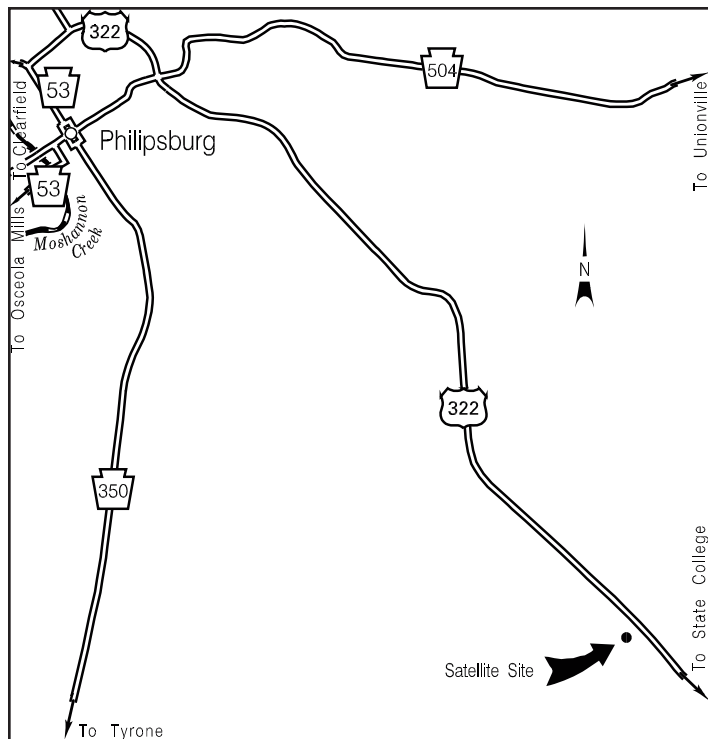


MAINTENANCE DISTRICT 2-1 • CENTRE CO.

1000 East Bishop Street

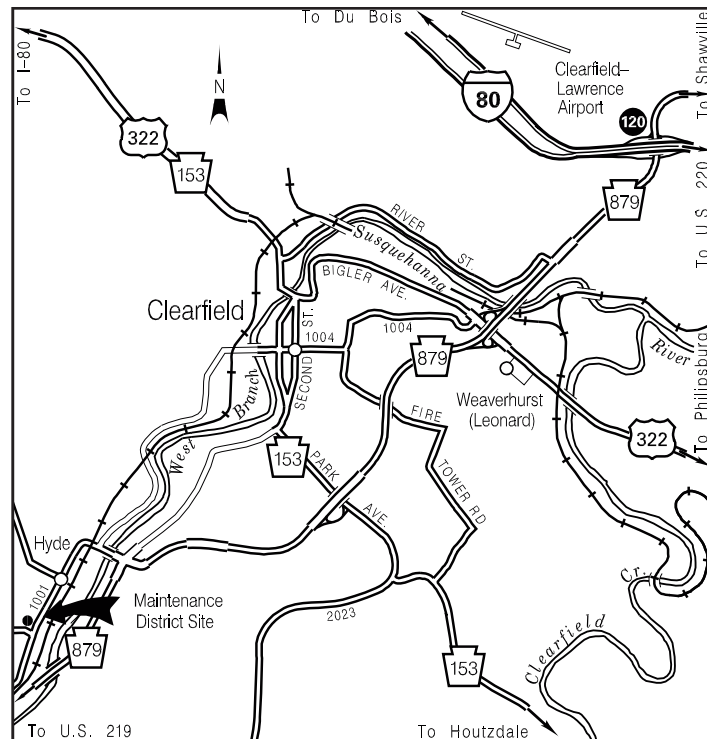
Bellefonte, PA 16823

Phone (814) 355-4731



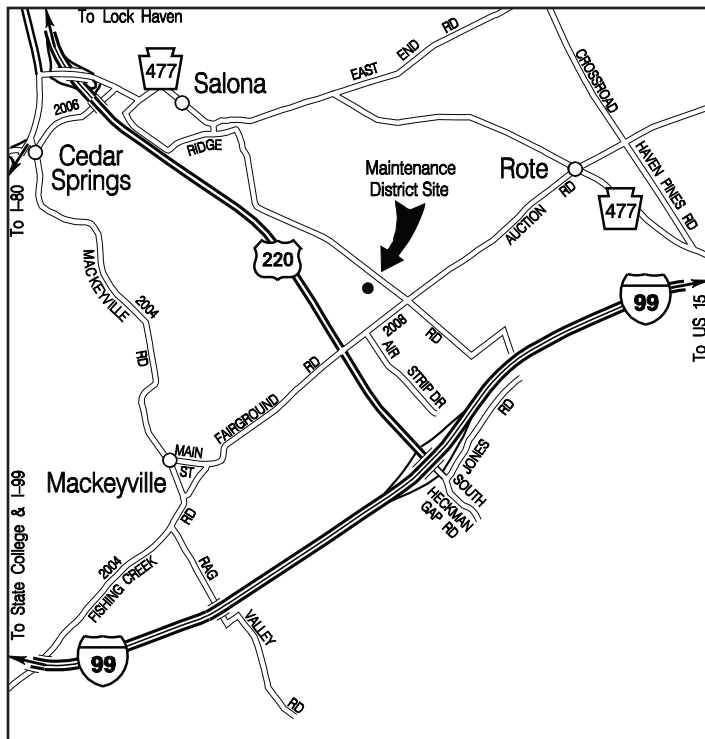
MAINTENANCE DISTRICT 2-1 • CENTRE CO.

3534 Port Matilda Highway • Phillipsburg, PA 16866
 Phillipsburg Satellite
 Phone (814) 342-5605



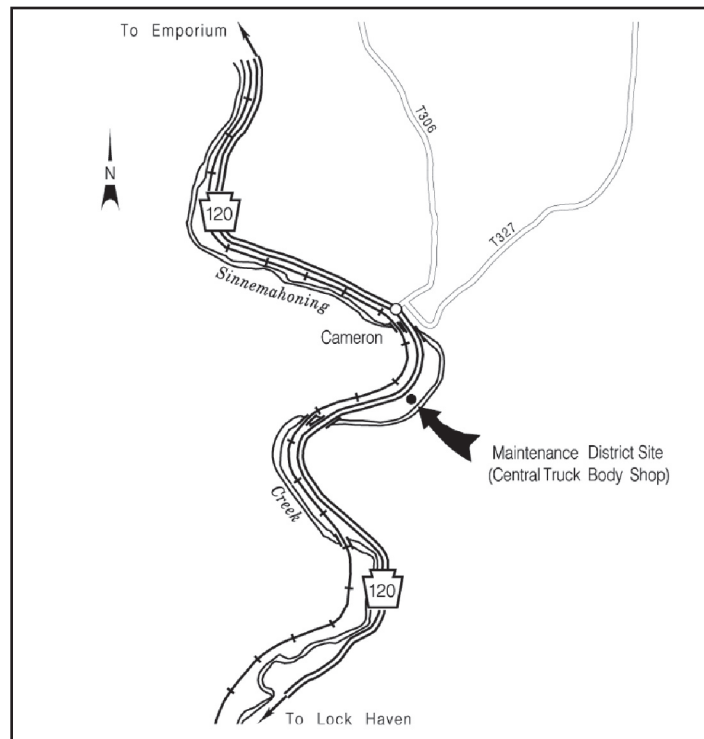
MAINTENANCE DISTRICT 2-2 • CLEARFIELD CO.

P.O. Box 245 • 1905 Washington Avenue
 Hyde, PA 16843
 Phone (814) 765-0524



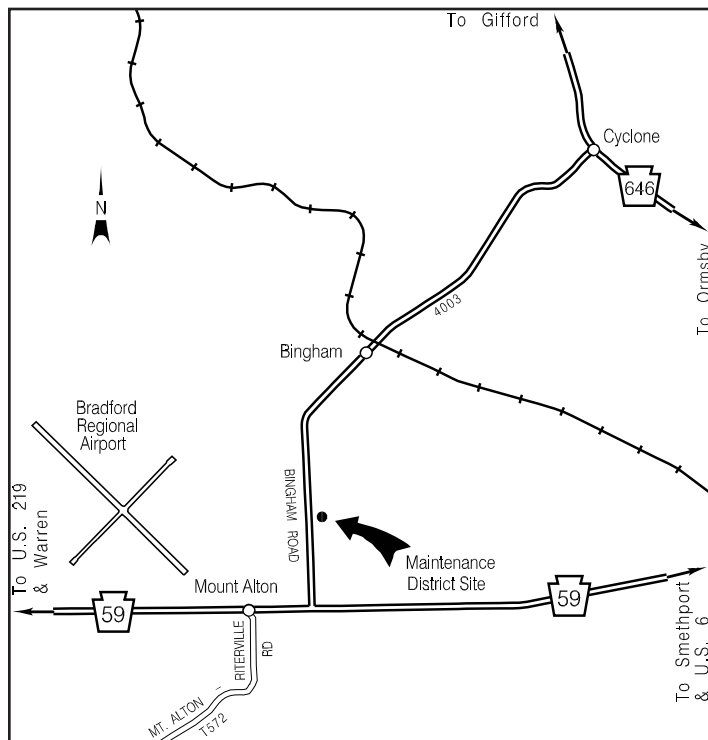
MAINTENANCE DISTRICT 2-3 • CLINTON CO.

1054 Ridge Road
 Mill Hall, PA 17751
 Phone (570) 726-2200



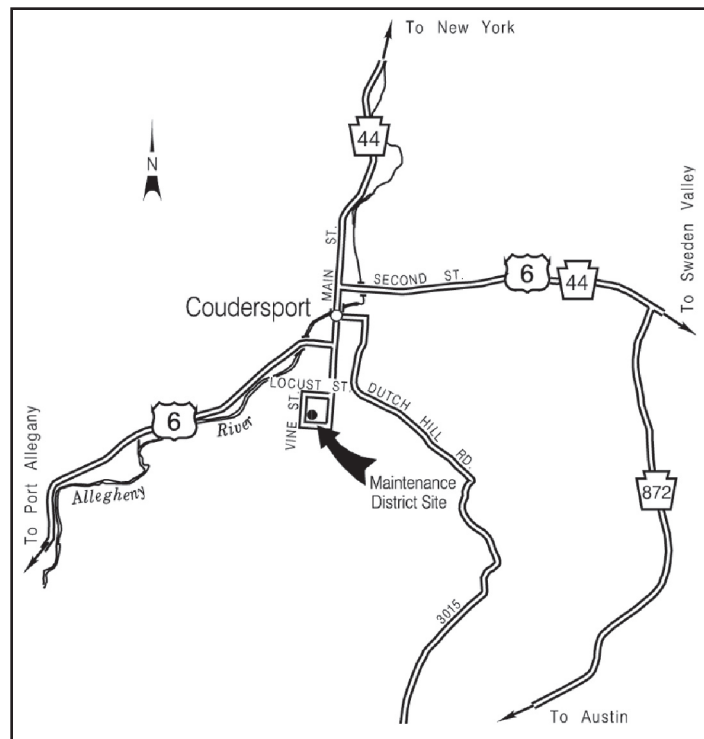
MAINTENANCE DISTRICT 2-4 • CAMERON CO.

21013 CCC Memorial Highway
 Emporium, PA 15834
 Phone (814) 486-1643



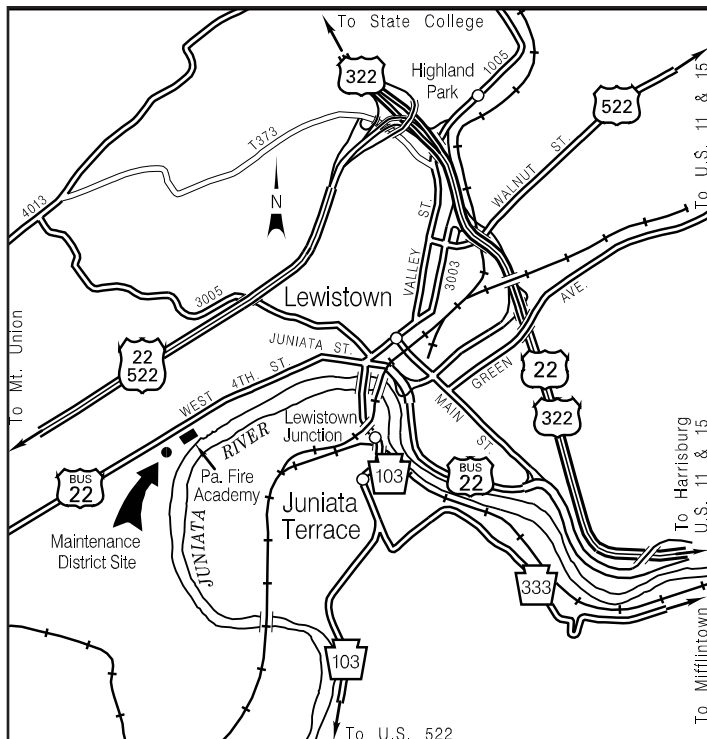
MAINTENANCE DISTRICT 2-5 • McKEAN CO.

300 Bingham Road
Cyclone, PA 16726
Phone (814) 465-7754



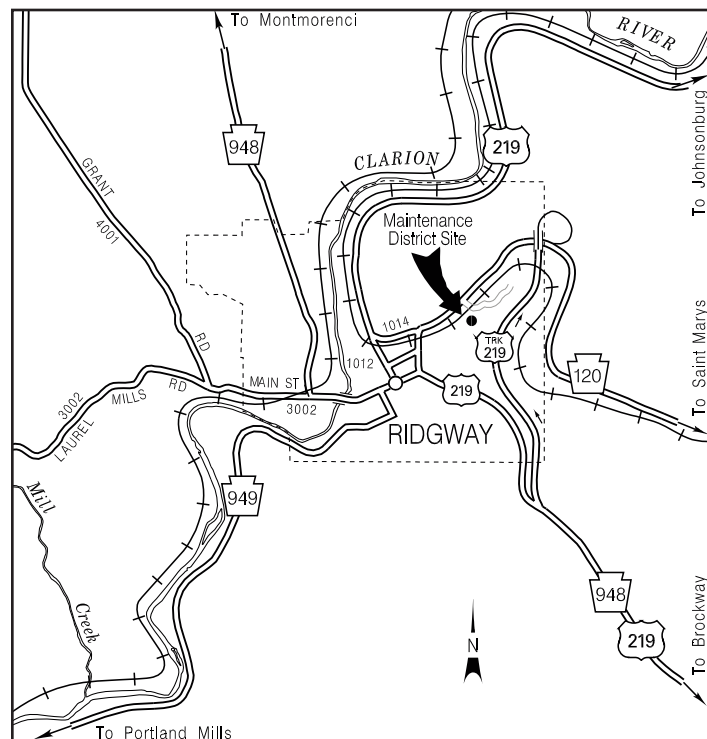
MAINTENANCE DISTRICT 2-6 • POTTER CO.

7 West Locust Street
Coudersport, PA 16915
Phone (814) 274-9181



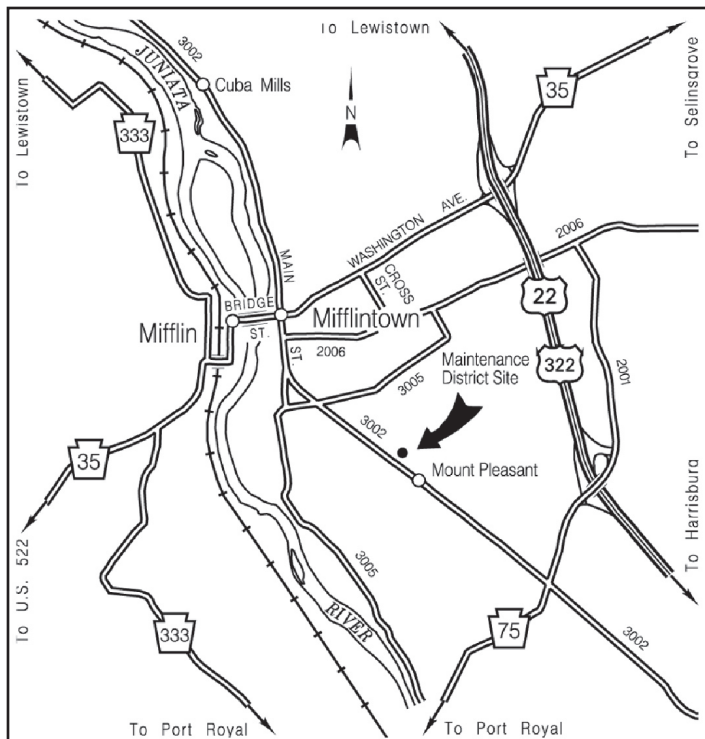
MAINTENANCE DISTRICT 2-7 • MIFFLIN CO.

1200 West Fourth Street
Lewistown, PA 17044
Phone (717) 248-7851



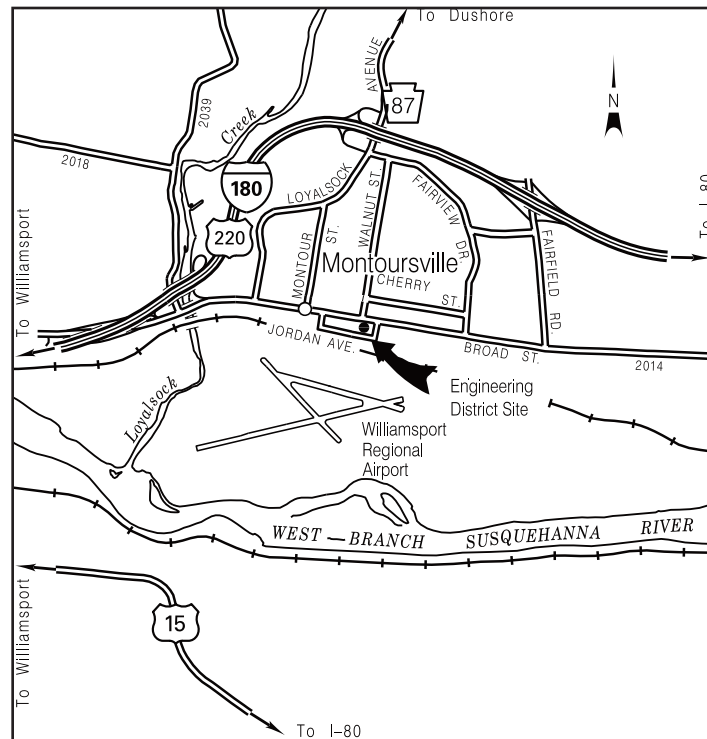
MAINTENANCE DISTRICT 2-8 • ELK CO.

32 Saint Leo Avenue
Ridgway, PA 15853
Phone (814) 772-0038



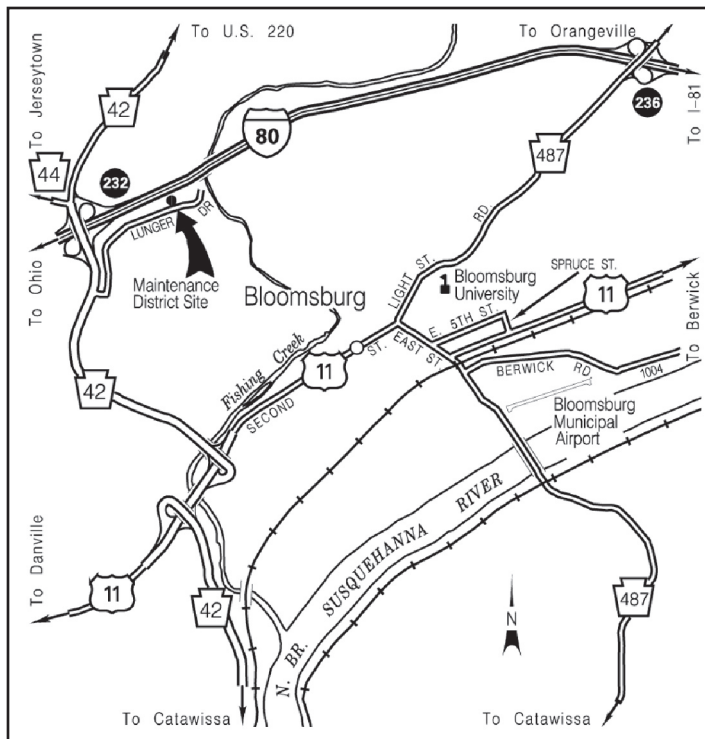
MAINTENANCE DISTRICT 2-9 • JUNIATA CO.

4373 William Penn Highway
Mifflintown, PA 17059
Phone (717) 436-2187



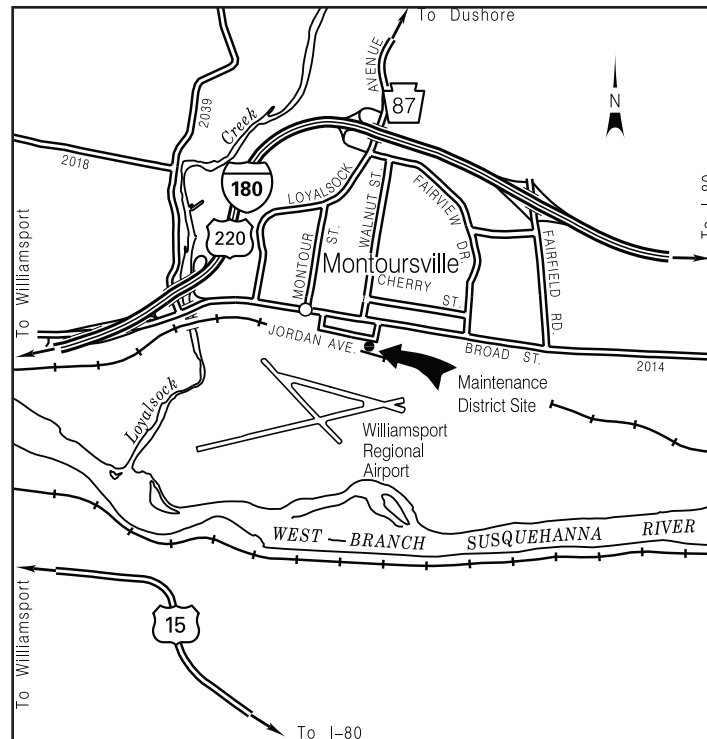
ENGINEERING DISTRICT 3-0 • LYCOMING CO.

P. O. Box 218 • 715 Jordan Avenue
Montoursville, PA 17754
Phone (570) 368-8686



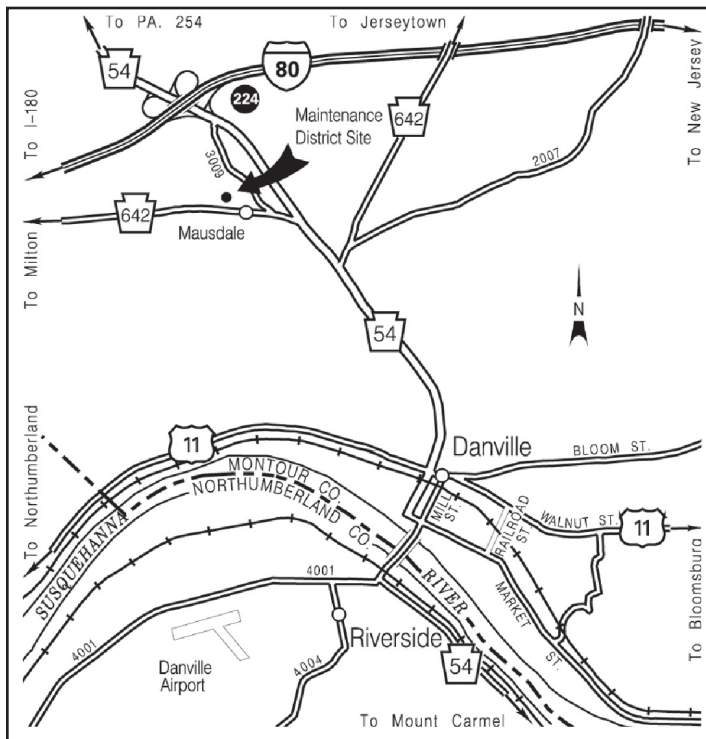
MAINTENANCE DISTRICT 3-1 • COLUMBIA CO.

45 Lunger Drive
 Bloomsburg, PA 17815
 Phone (570) 387-4250



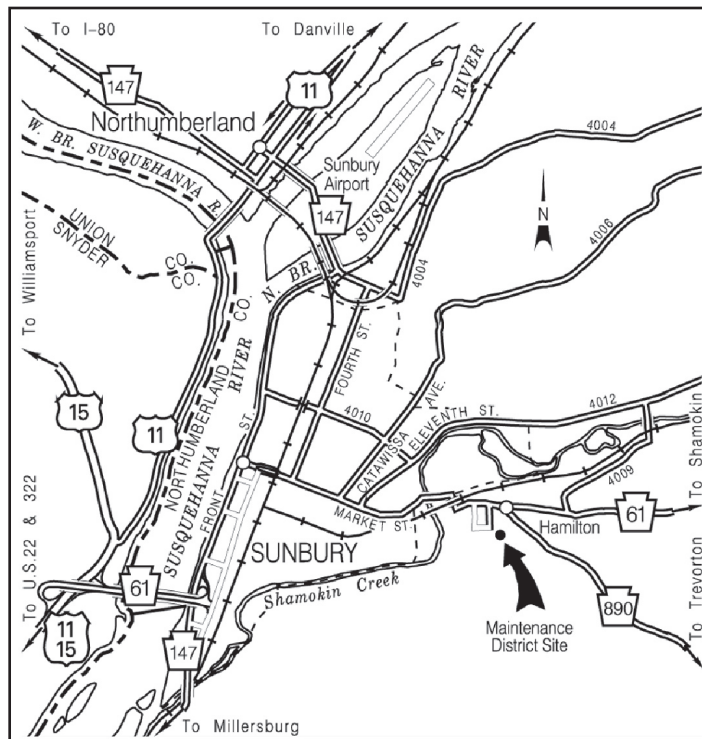
MAINTENANCE DISTRICT 3-2 • LYCOMING CO.

716 Jordan Avenue • P. O. Box 218
 Montoursville, PA 17754
 Phone (570) 368-4281



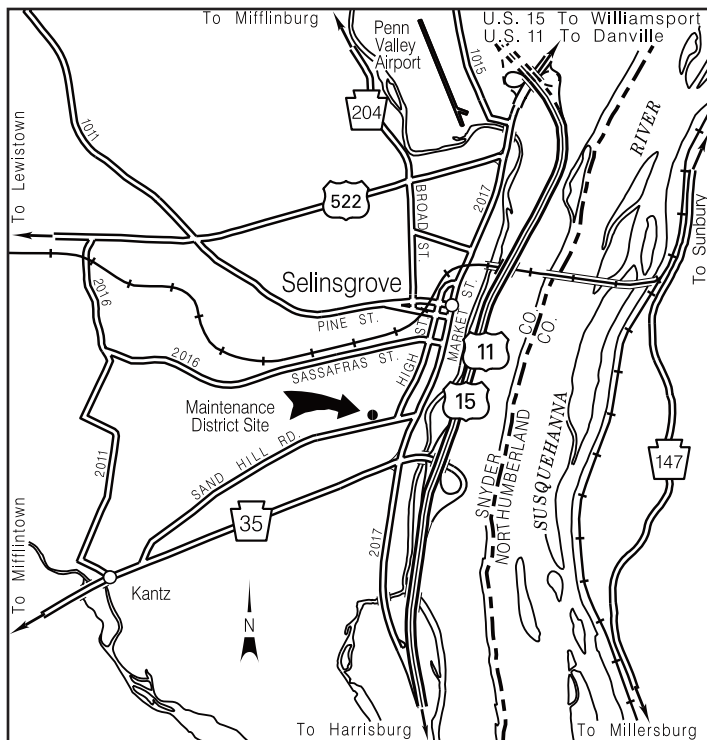
MAINTENANCE DISTRICT 3-3 • MONTOUR CO.

45 Lunger Drive
 Bloomsburg, PA 17815
 Phone (570) 275-7440



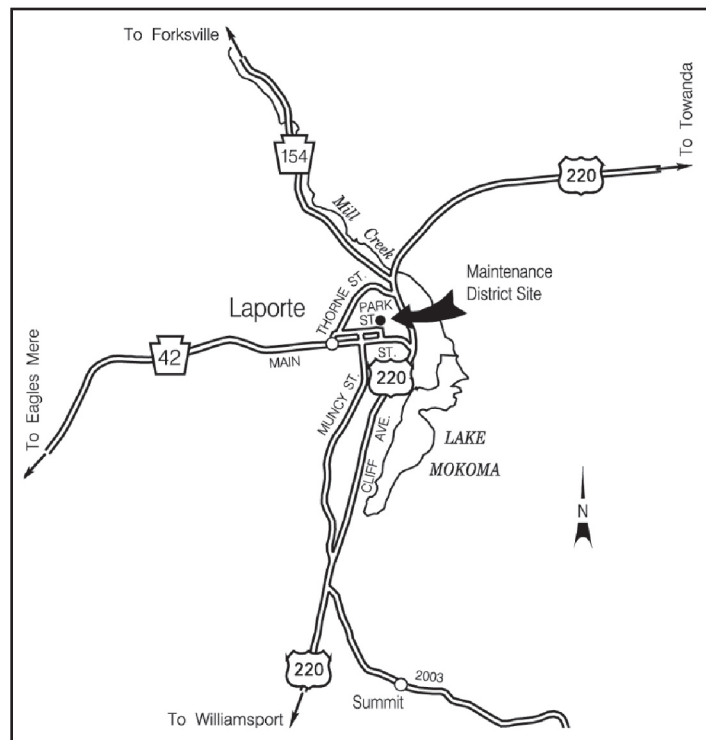
MAINTENANCE DISTRICT 3-4 • NORTHUMBERLAND CO

355 Dewart Street
 Sunbury, PA 17801
 Phone (570) 286-7178



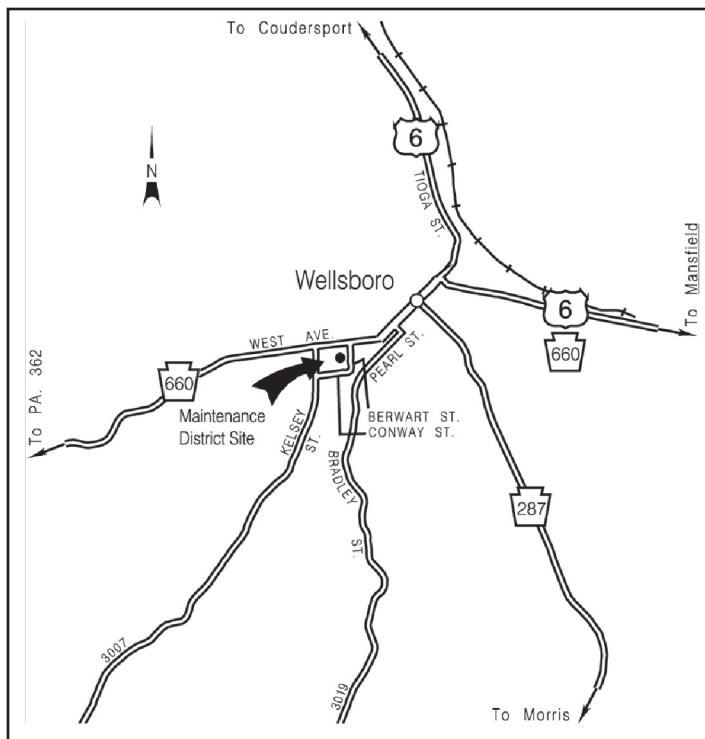
MAINTENANCE DISTRICT 3-5 • SNYDER CO.

45 Industrial Park Road
Selinsgrove, PA 17870
Phone (570) 372-9100



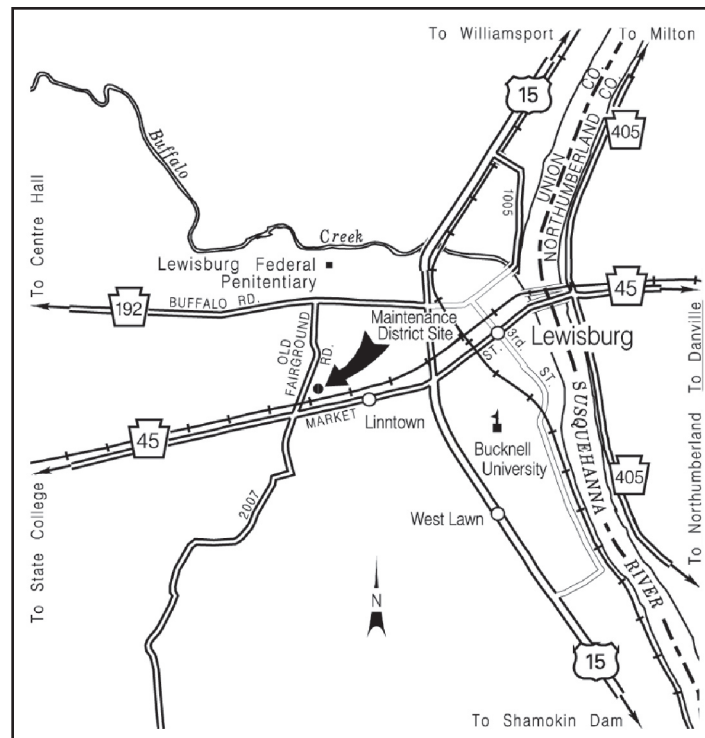
MAINTENANCE DISTRICT 3-6 • SULLIVAN CO.

322 Park Street
Laporte, PA 18626
Phone (570) 946-4031



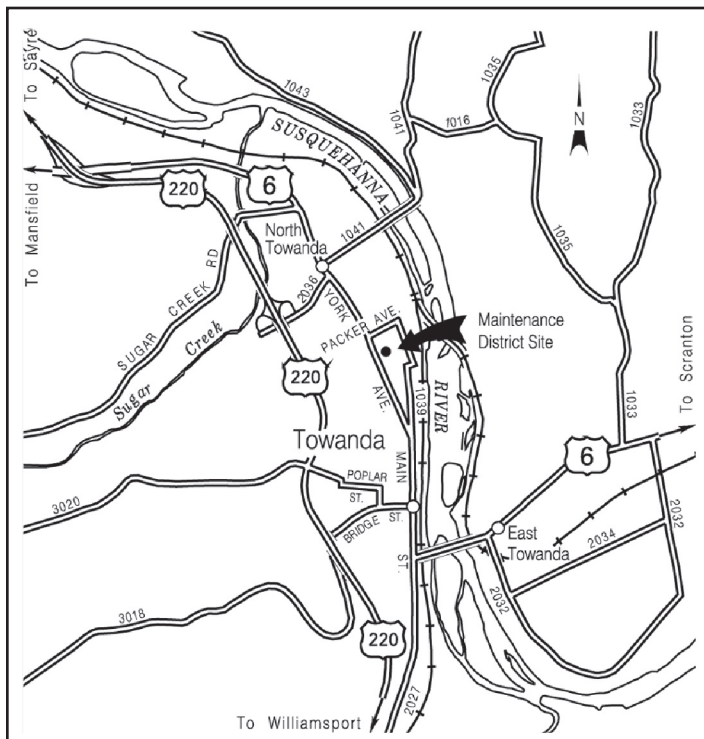
MAINTENANCE DISTRICT 3-7 • TIOGA CO.

6 Berwart Street
Wellsboro, PA 16901
Phone (570) 724-4142



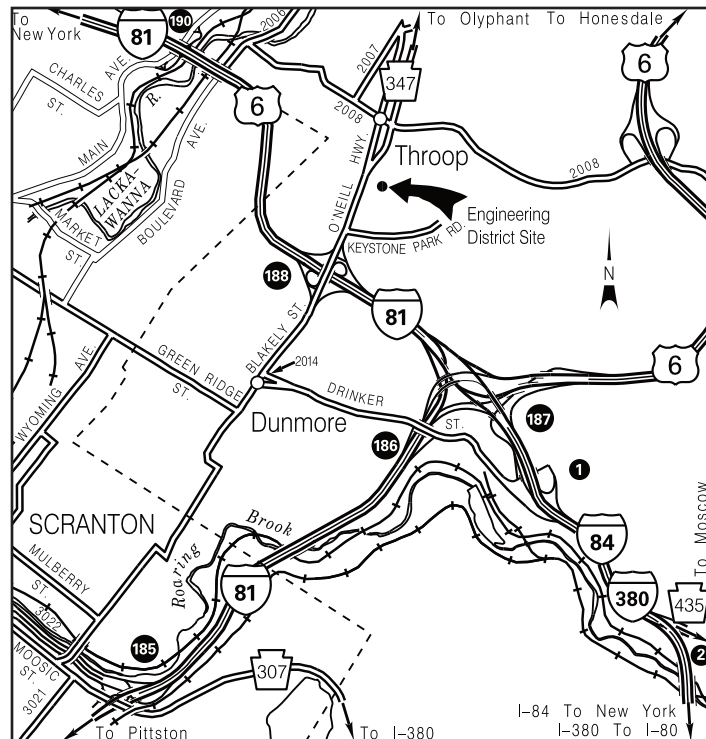
MAINTENANCE DISTRICT 3-8 • UNION CO.

612 Fairground Road
Lewisburg, PA 17837
Phone (570) 524-0547



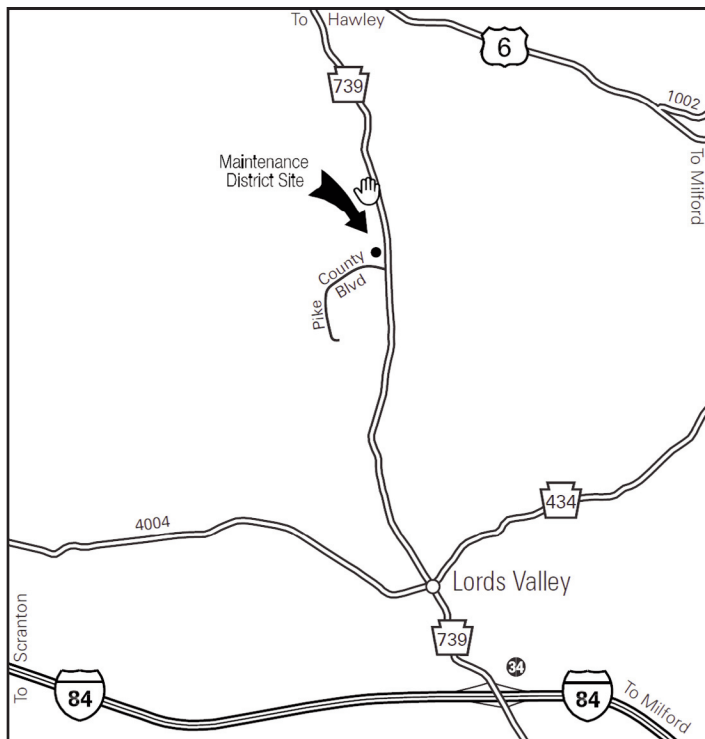
MAINTENANCE DISTRICT 3-9 • BRADFORD CO.

340 York Avenue
Towanda, PA 18848
Phone (570) 265-2181



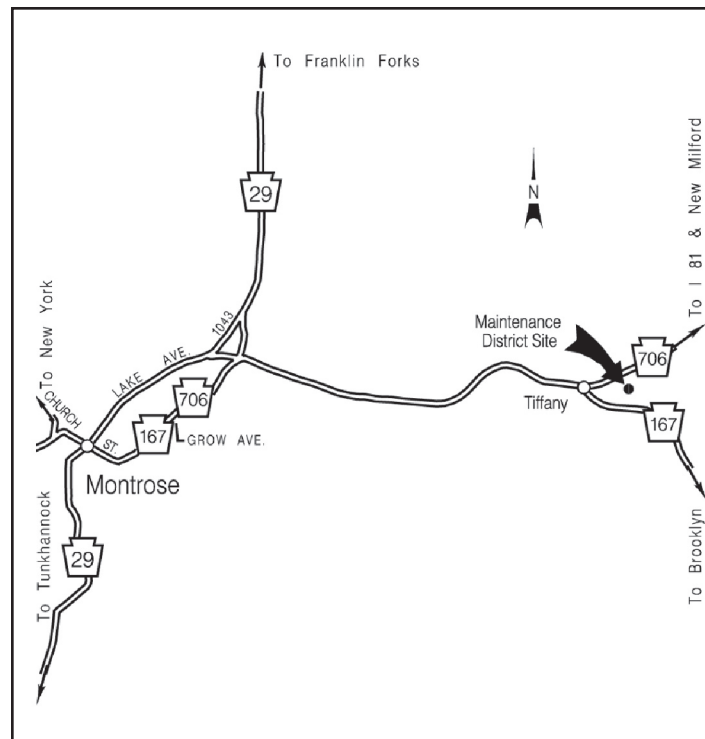
ENGINEERING DISTRICT 4-0 • LACKAWANNA CO.

55 Keystone Industrial Park
Dunmore, PA 18512
Phone (570) 963-4061



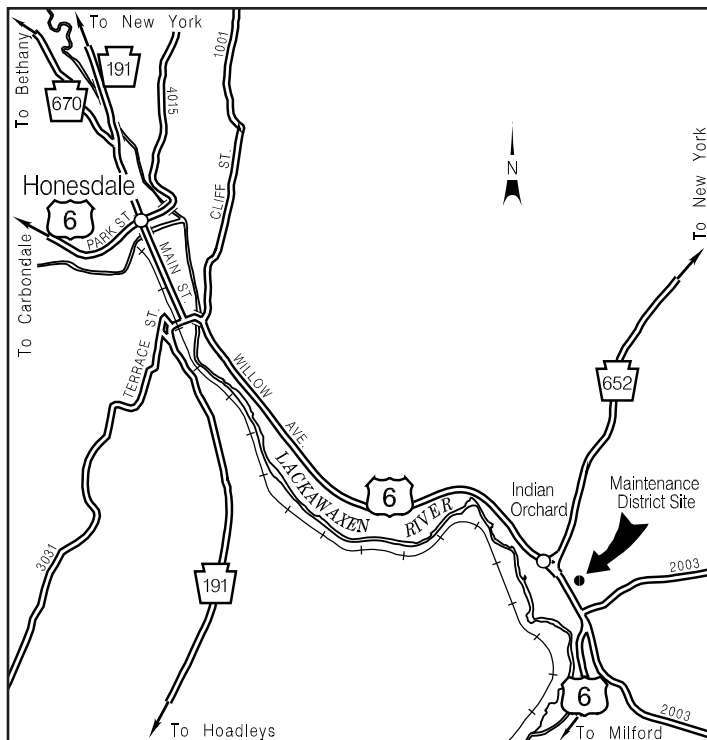
MAINTENANCE DISTRICT 4-4 • PIKE CO.

291 State Route 739
Hawley, PA 18428
Phone (570) 576-3924



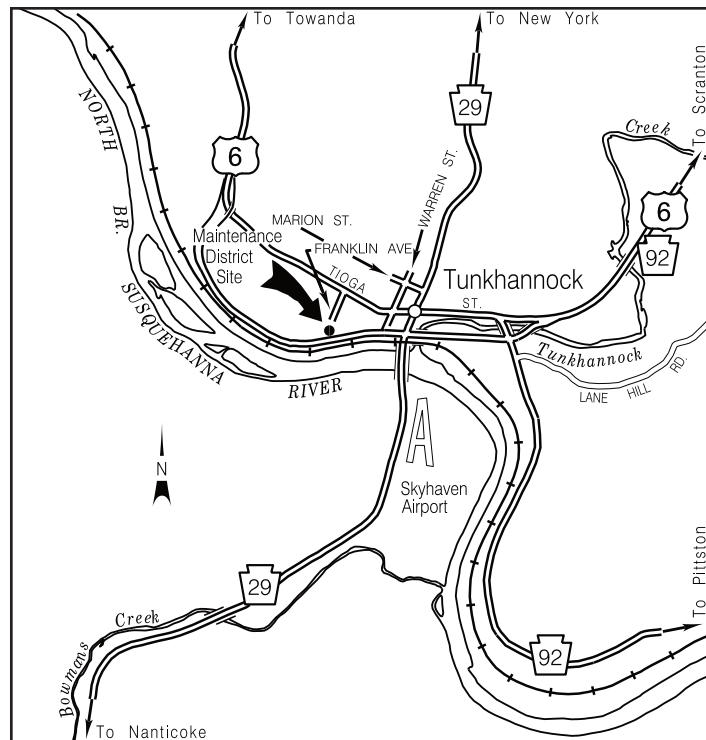
MAINTENANCE DISTRICT 4-5 • SUSQUEHANNA CO.

18786 State Route 706
Montrose, PA 18801
Phone (570) 278-1171



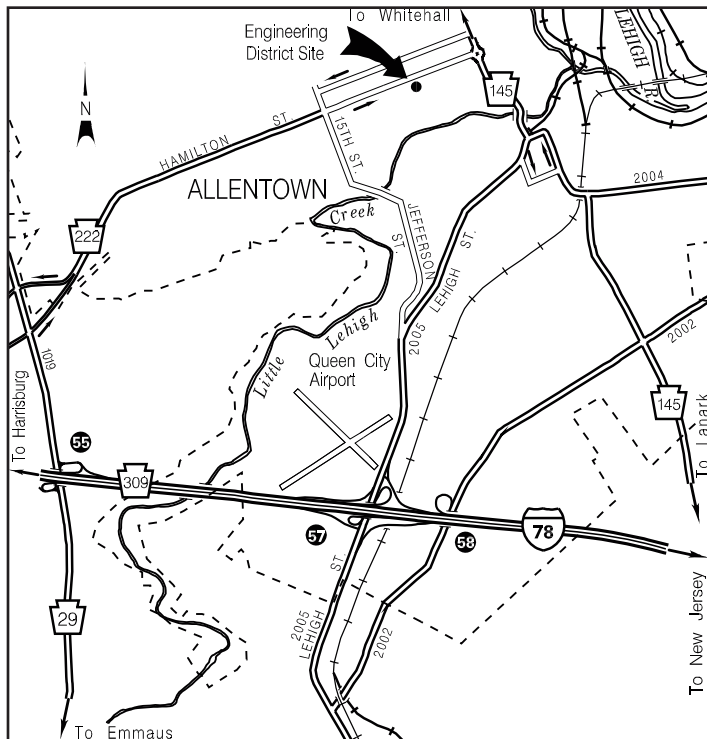
MAINTENANCE DISTRICT 4-6 • WAYNE CO.

984 Texas Palmyra Highway
Honesdale, PA 18431
Phone (570) 253-3130



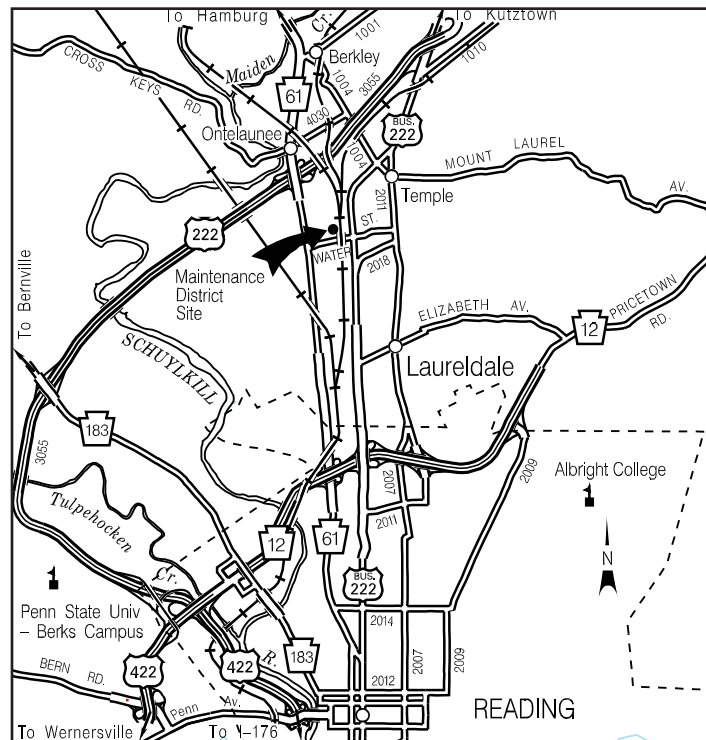
MAINTENANCE DISTRICT 4-7 • WYOMING CO.

One Franklin Avenue
Tunkhannock, PA 18657
Phone (570) 836-3141



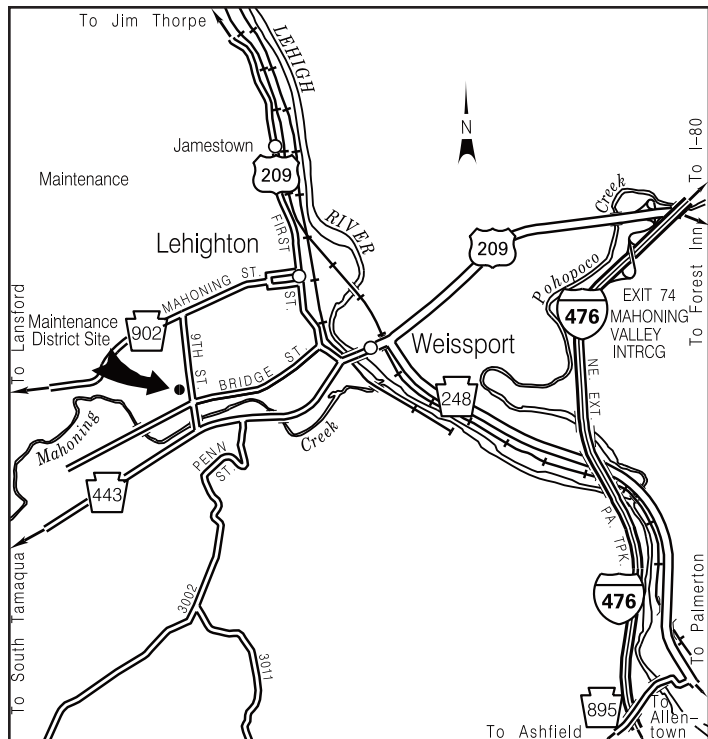
ENGINEERING DISTRICT 5-0 • LEHIGH CO.

1002 West Hamilton Street
Allentown, PA 18101
Phone (610) 871-4100



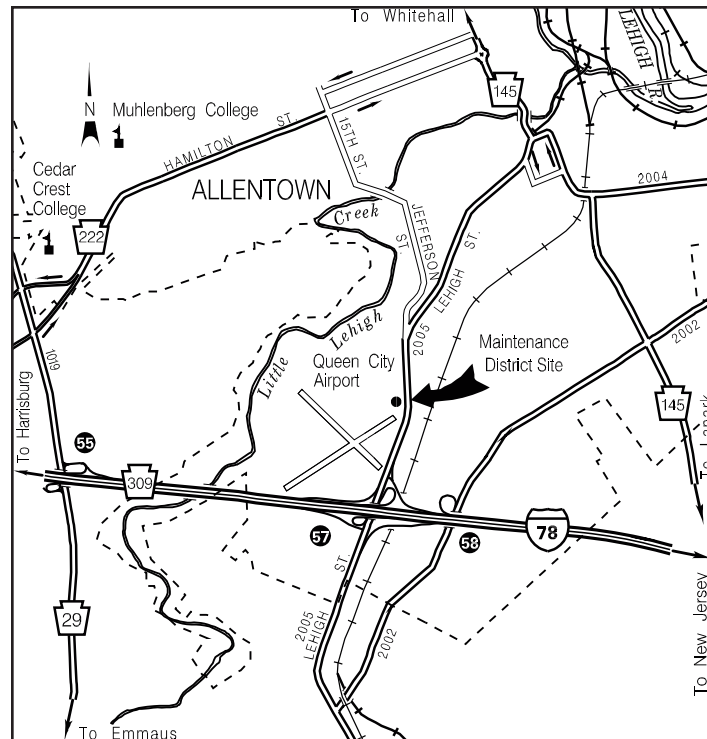
MAINTENANCE DISTRICT 5-1 • BERKS CO.

4680 5th Street Highway
Temple, PA 19560
Phone (610) 929-0766



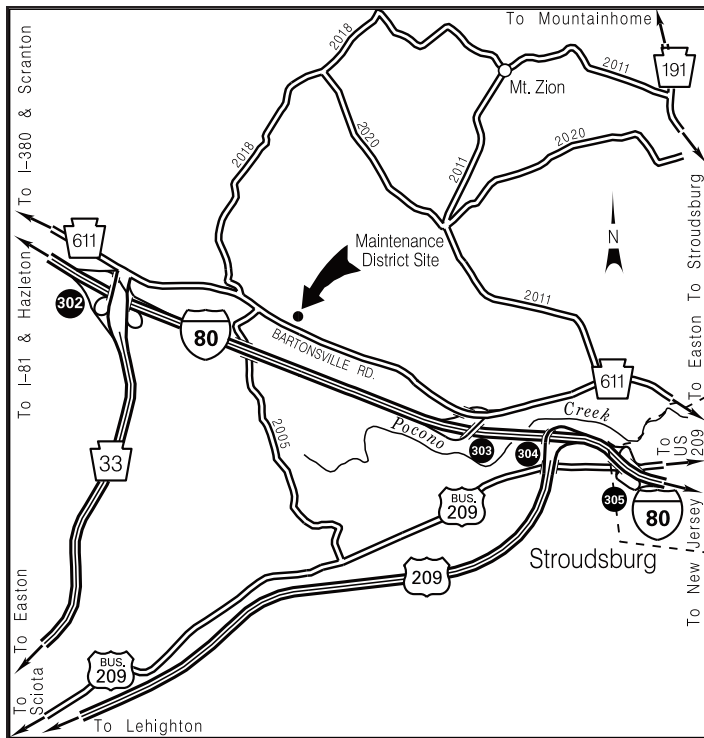
MAINTENANCE DISTRICT 5-2 • CARBON CO.

930 Bridge Street
Leighton, PA 18235
Phone (610) 377-1880



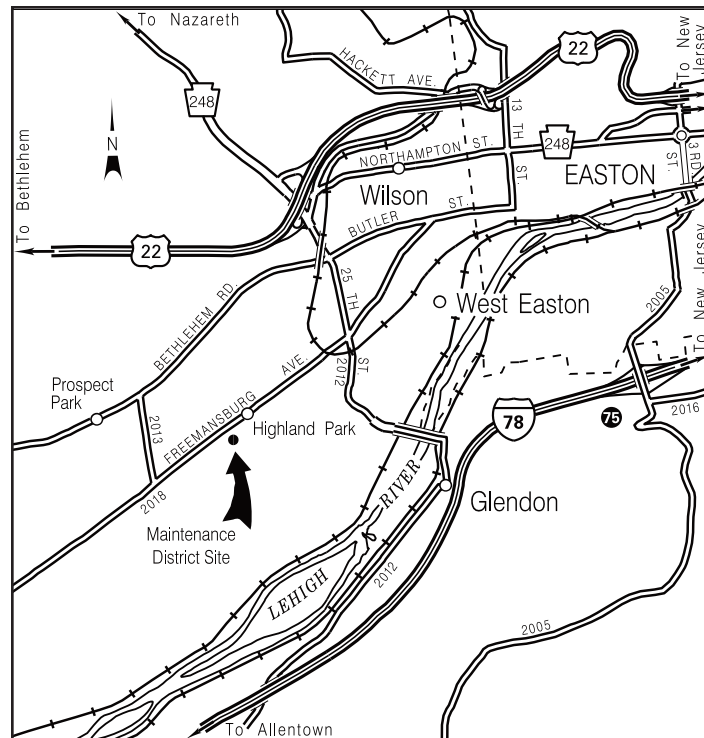
MAINTENANCE DISTRICT 5-3 • LEHIGH CO.

1712 Lehigh Street
Allentown, PA 18103
Phone (610) 798-4280



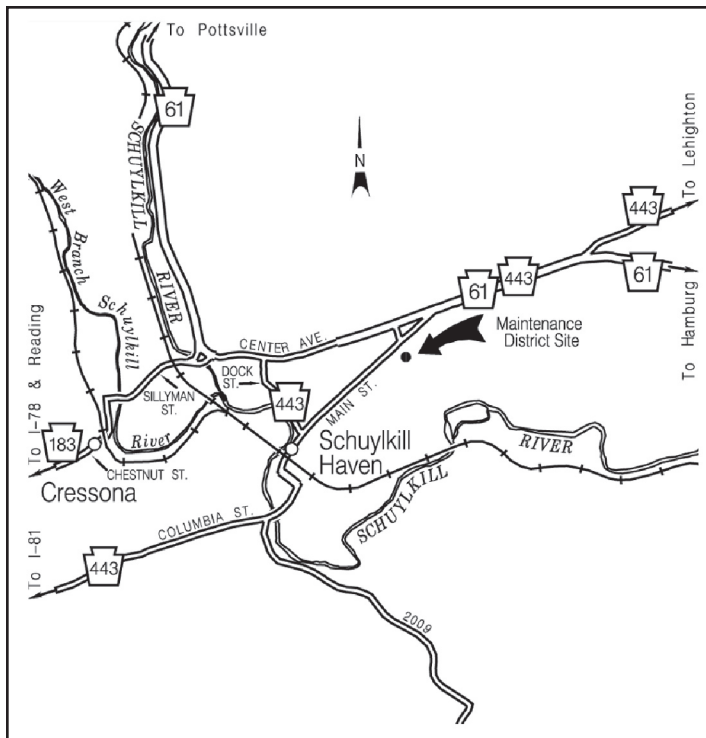
MAINTENANCE DISTRICT 5-4 • MONROE CO.

1586 North 9th Street
Stroudsburg, PA 18360
Phone (570) 424-3024



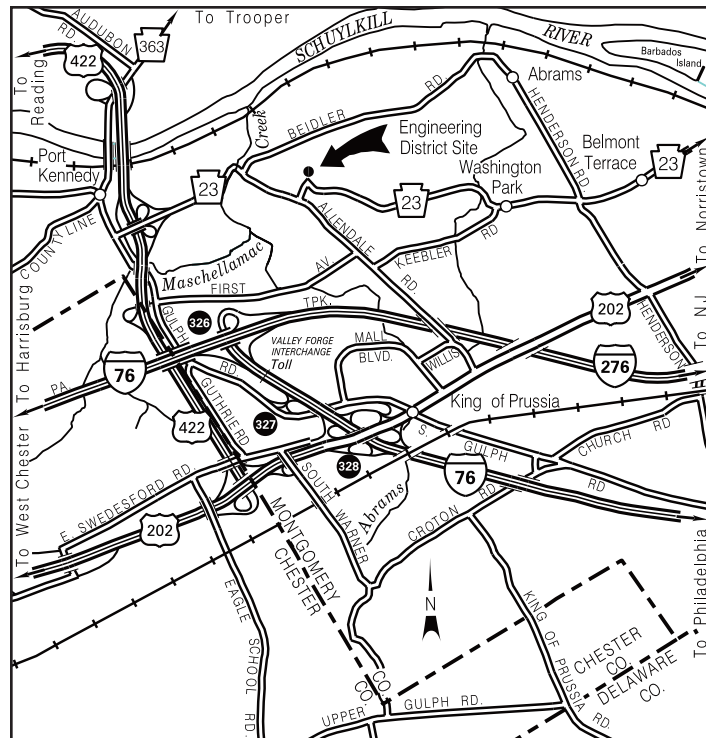
MAINTENANCE DISTRICT 5-5 • NORTHAMPTON CO.

3300 Freemansburg Avenue
Easton, PA 18045
Phone (610) 250-1840 or 250-1841



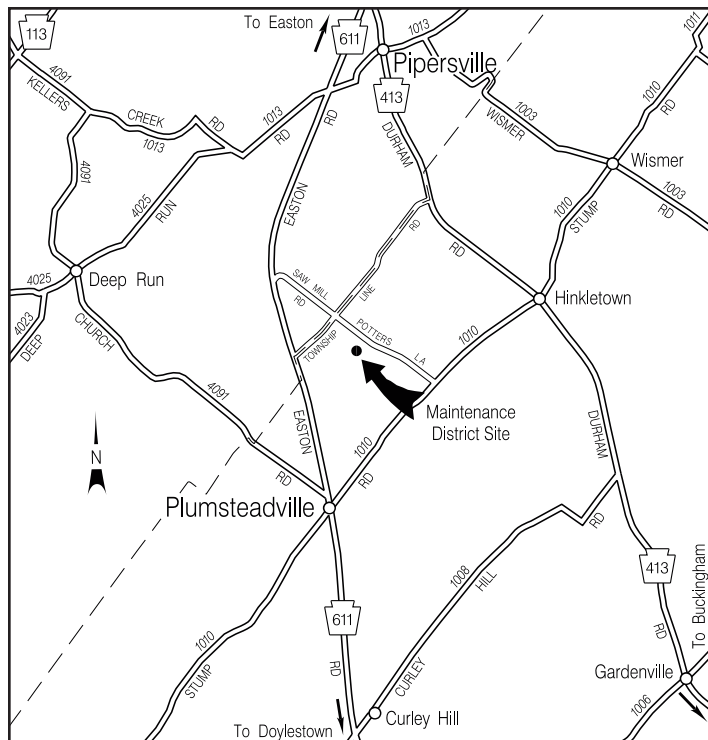
MAINTENANCE DISTRICT 5-6 • SCHUYLKILL CO.

970 East Main Street
Schuylkill Haven, PA 17972
Phone (570) 385-7812



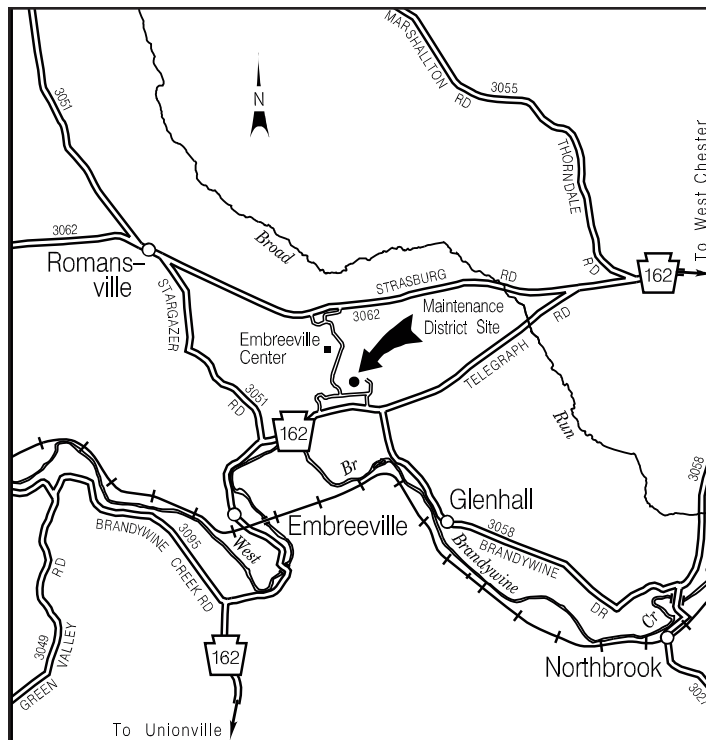
ENGINEERING DISTRICT 6-0 • MONTGOMERY CO.

7000 Geerdes Boulevard
King of Prussia, PA 19406-1525
Phone (610) 205-6700



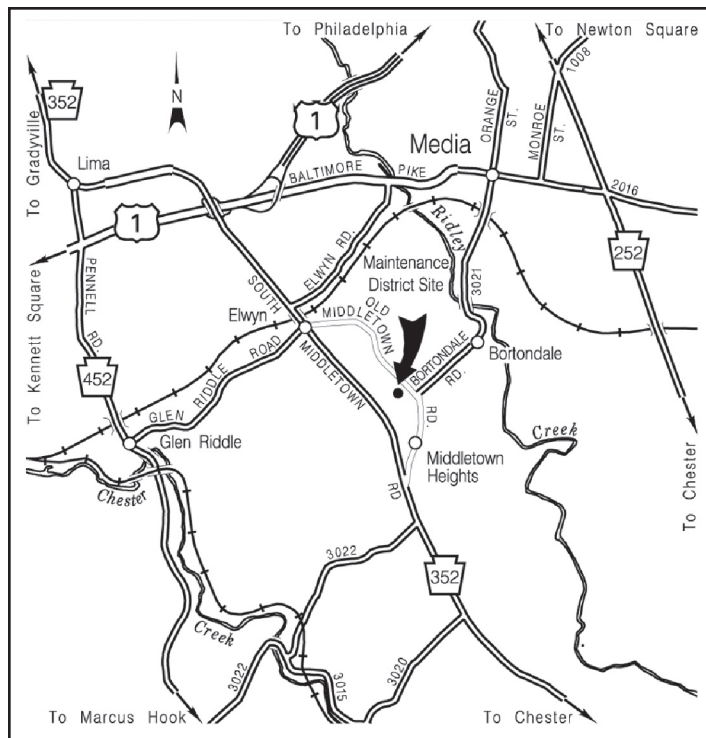
MAINTENANCE DISTRICT 6-1 • BUCKS CO.

6160 Potters Lane
Pipersville, PA 18947
Phone (215) 345-6060



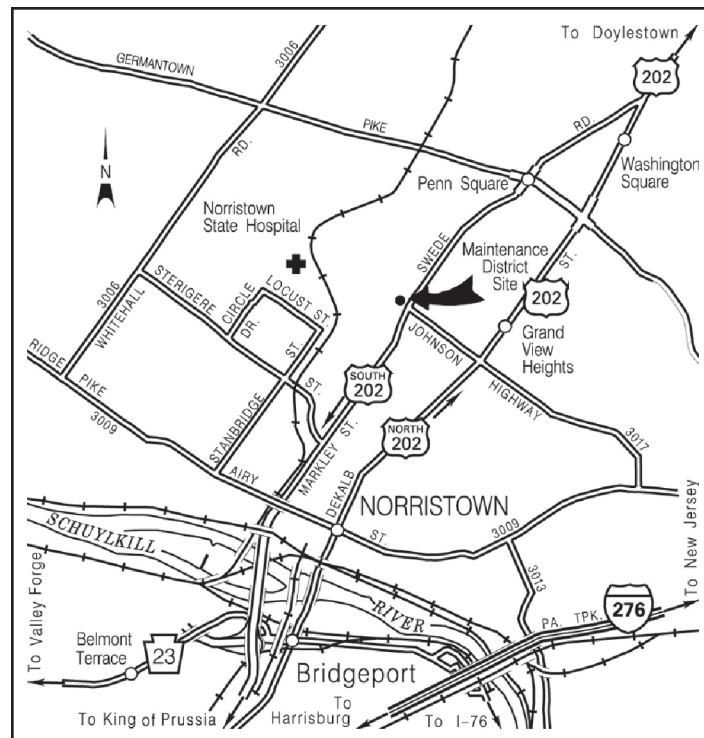
MAINTENANCE DISTRICT 6-2 • CHESTER CO.

711 Ryan Boulevard
Coatesville, PA 19320
Phone (484) 340-3200



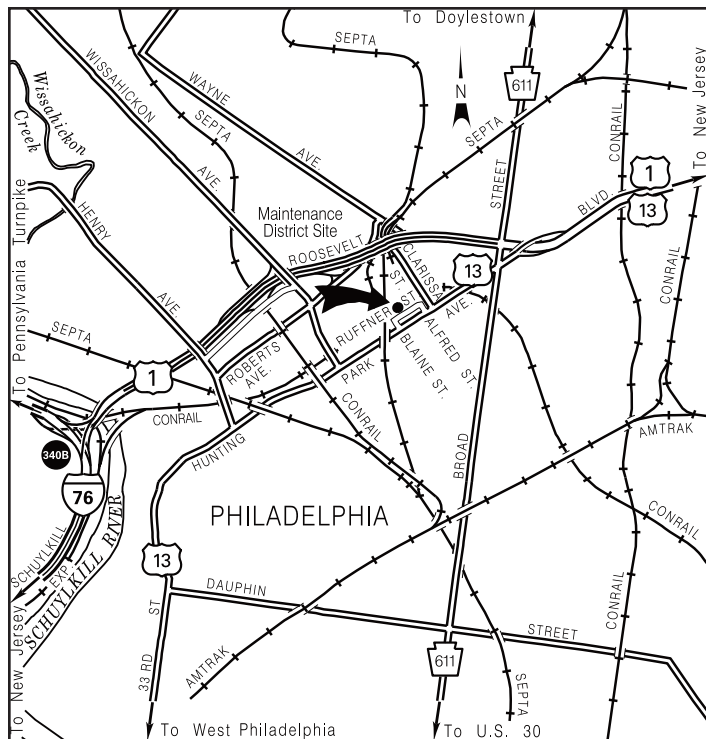
MAINTENANCE DISTRICT 6-3 • DELAWARE CO.

426 Old Middletown Road
Media, PA 19063
Phone (610) 566-0972



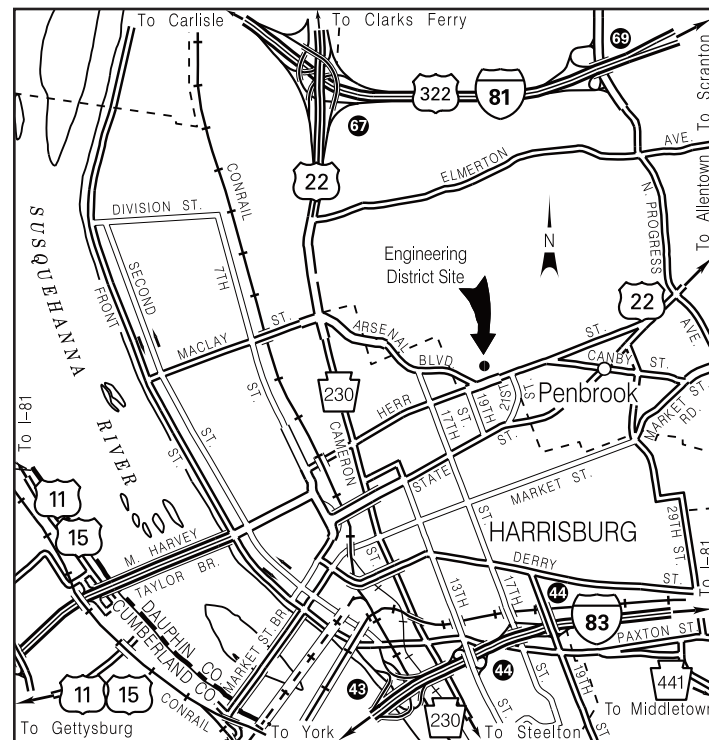
MAINTENANCE DISTRICT 6-4 • MONTGOMERY CO.

2005 Swede Road & Johnson Highway
Norristown, PA 19404
Phone (610) 275-2368



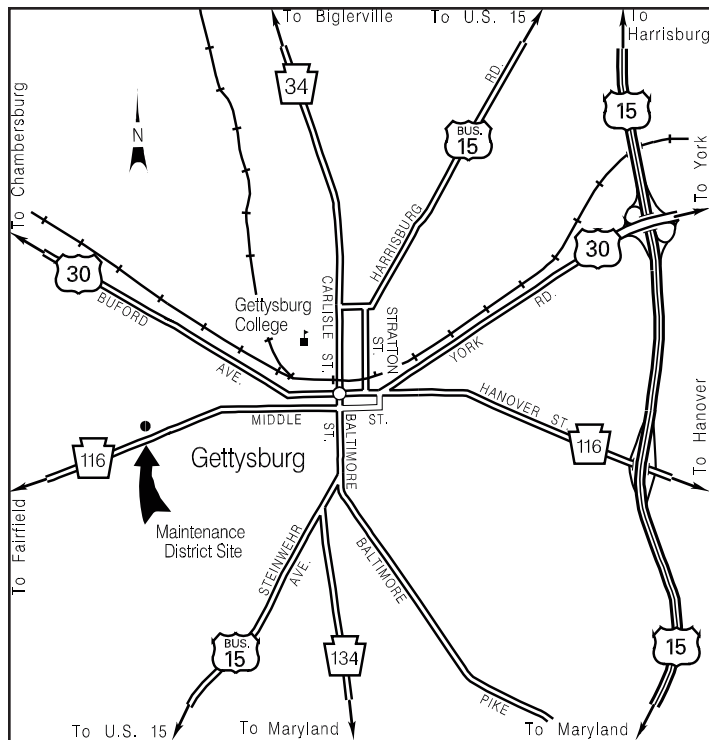
MAINTENANCE DISTRICT 6-5 • PHILADELPHIA CO.

1901 Ruffner Streets
Philadelphia, PA 19140
Phone (215) 225-1415



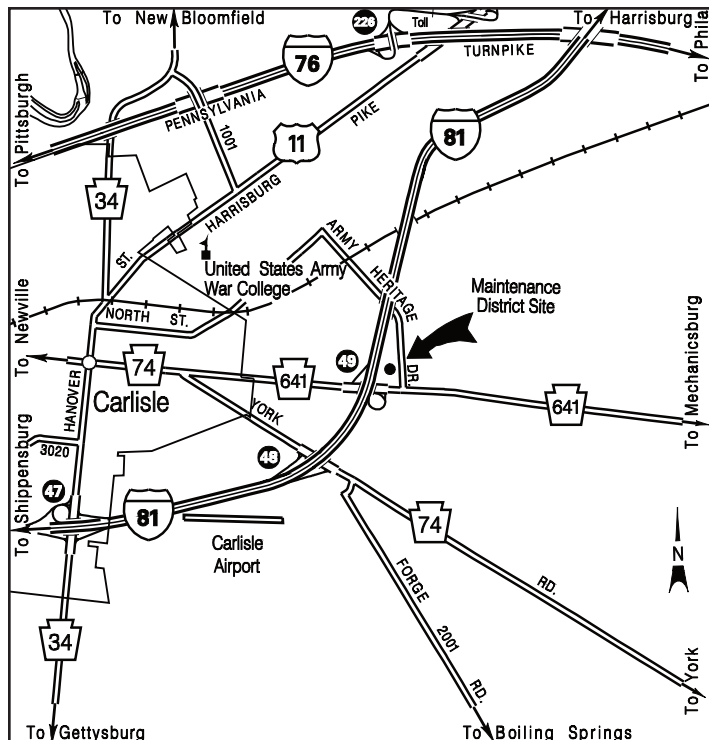
ENGINEERING DISTRICT 8-0 • DAUPHIN CO.

2140 Herr Street
Harrisburg, PA 17103-1699
Phone (717) 787-6653



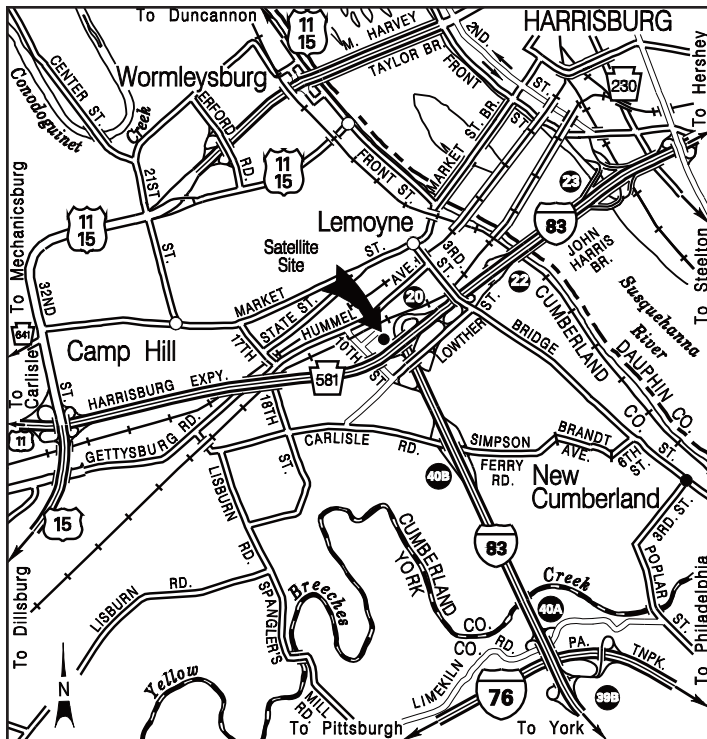
MAINTENANCE DISTRICT 8-1 • ADAMS CO.

1185 Fairfield Road
Gettysburg, PA 17325
Phone (717) 334-3155



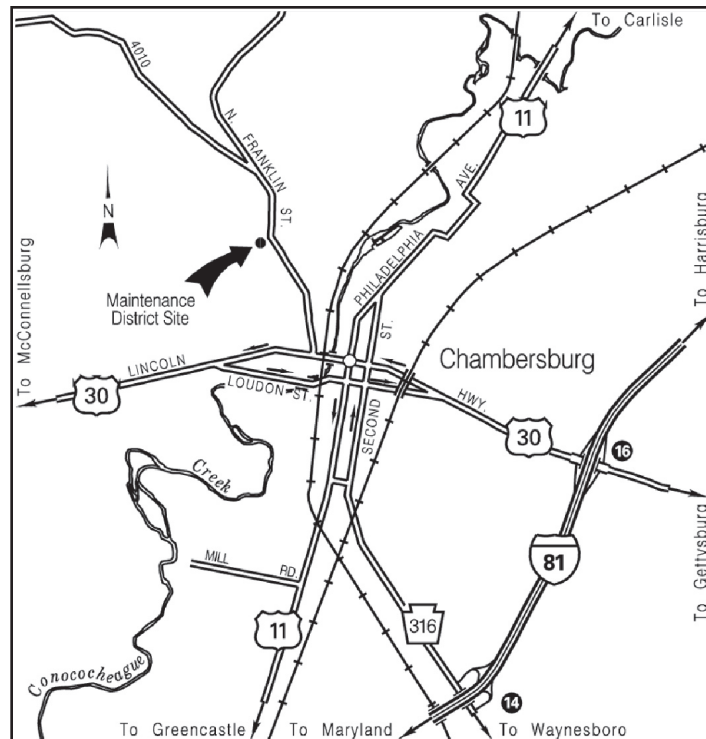
MAINTENANCE DISTRICT 8-2 • CUMBERLAND CO.

40 Army Heritage Drive
Carlisle, PA 17013
Phone (717) 243-5414



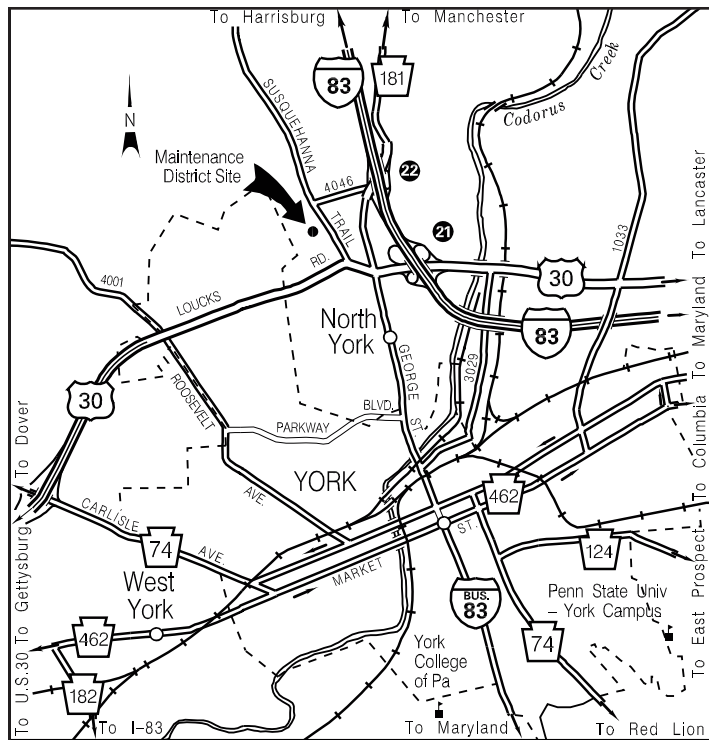
MAINTENANCE DISTRICT 8-2 • LEMOYNE SATELLITE

10th and Ayers Avenue
Lemoyne, PA 17043
Phone (717) 731-7144



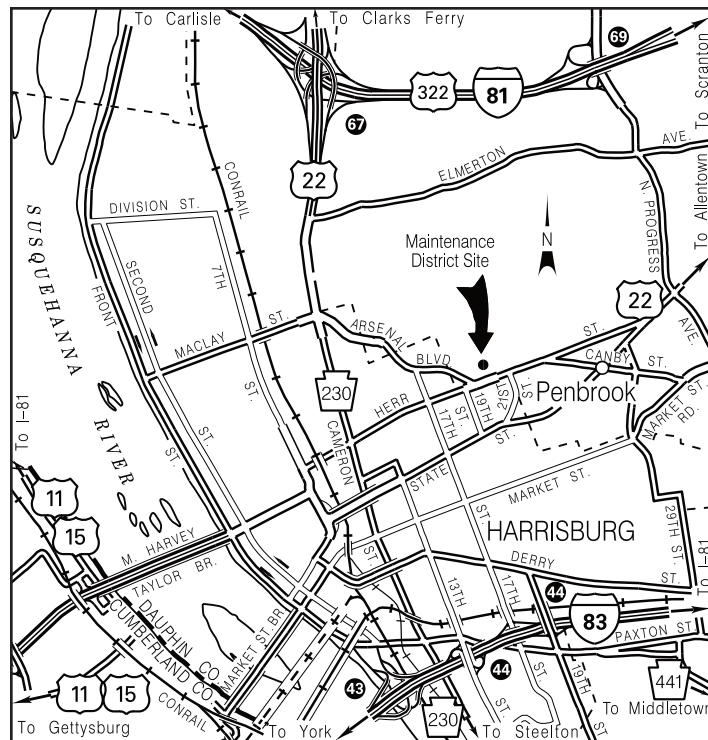
MAINTENANCE DISTRICT 8-3 • FRANKLIN CO.

619 North Franklin Street
Chambersburg, PA 17201
Phone (717) 264-4171



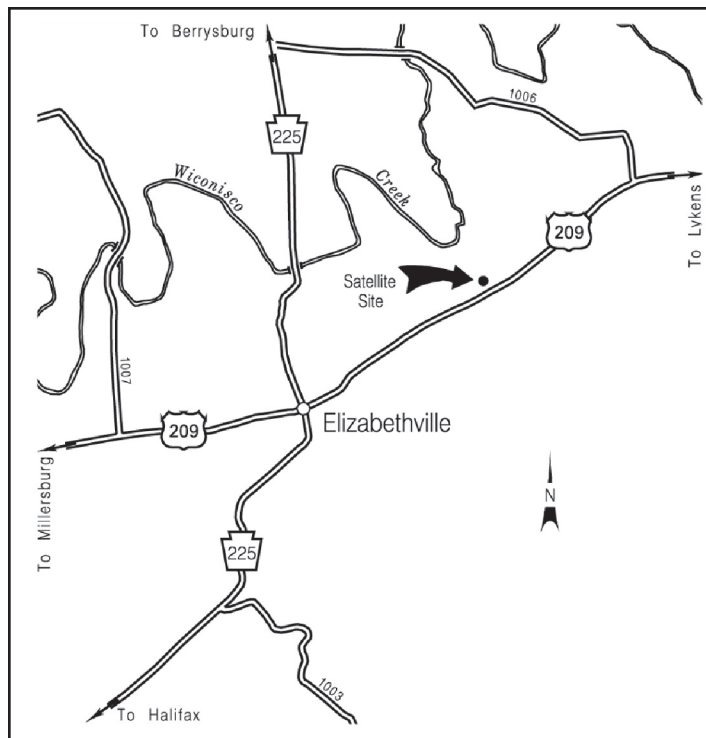
MAINTENANCE DISTRICT 8-4 • YORK CO.

1920 Susquehanna Trail North
York, PA 17404
Phone (717) 848-6230



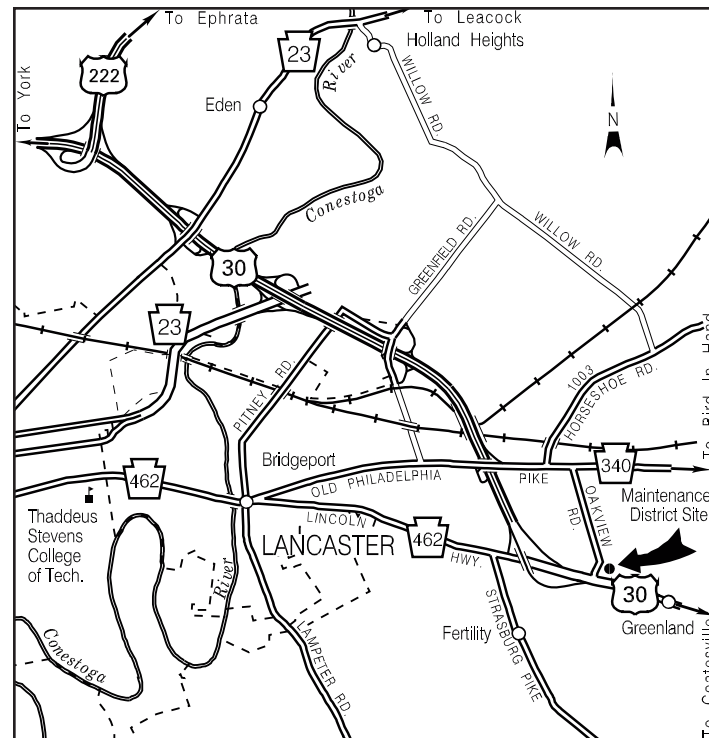
MAINTENANCE DISTRICT 8-5 • DAUPHIN CO.

2140 Herr Street
Harrisburg, PA 17103-1699
Phone (717) 787-5391



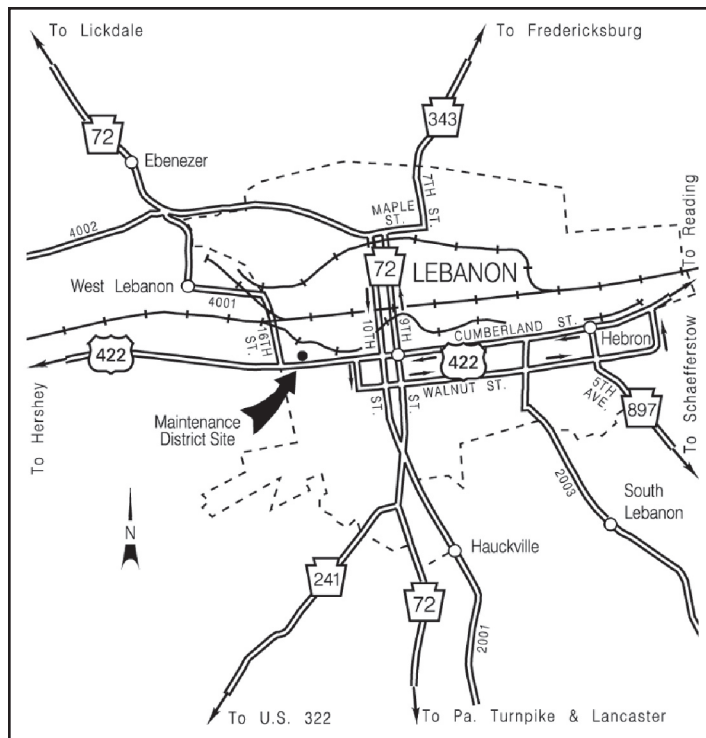
MAINTENANCE DISTRICT 8-5 • DAUPHIN CO.

Elizabethville Satellite
Phone (717) 362-8445



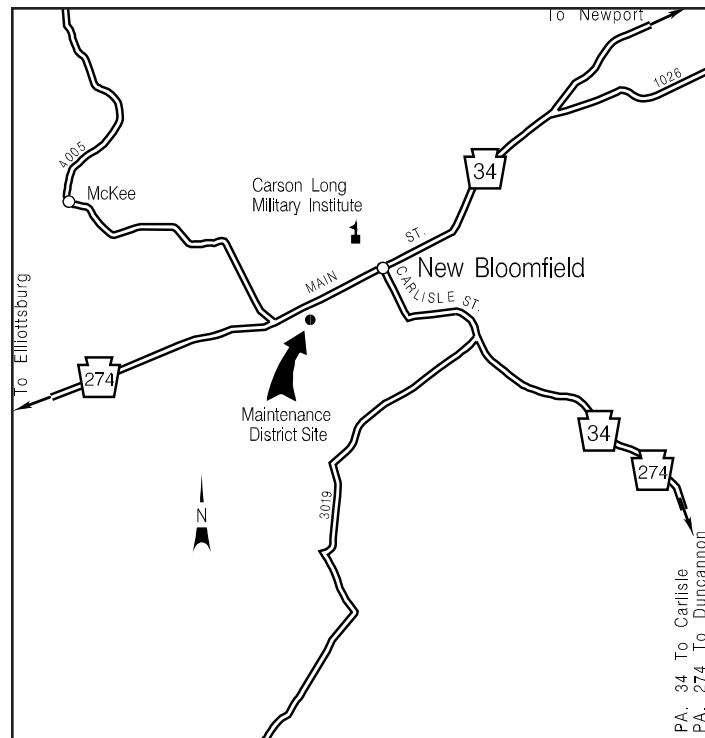
MAINTENANCE DISTRICT 8-7 • LANCASTER CO.

2105 Lincoln Highway East
Lancaster, PA 17602
Phone (717) 299-7621



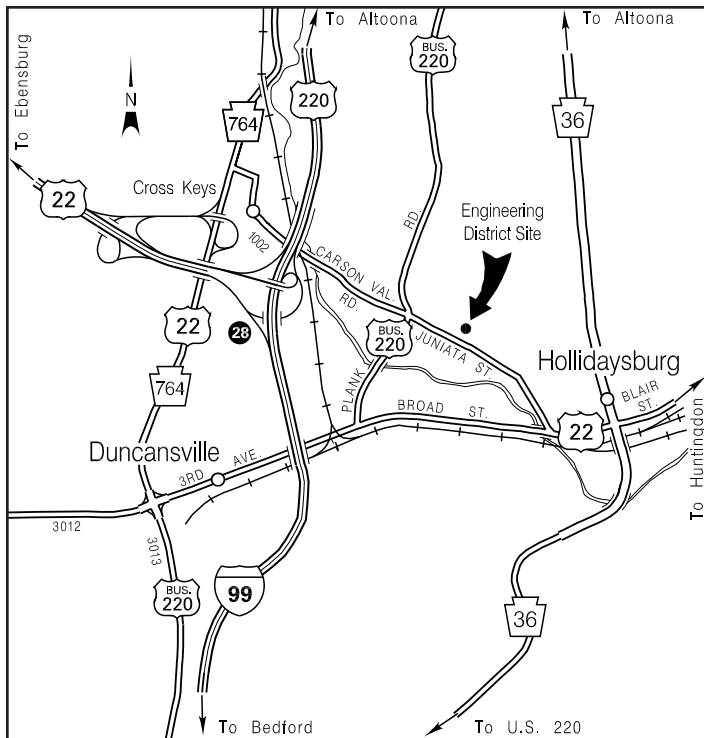
MAINTENANCE DISTRICT 8-8 • LEBANON CO.

1445 Cumberland Street
 Lebanon, PA 17042
 Phone (717) 272-6637



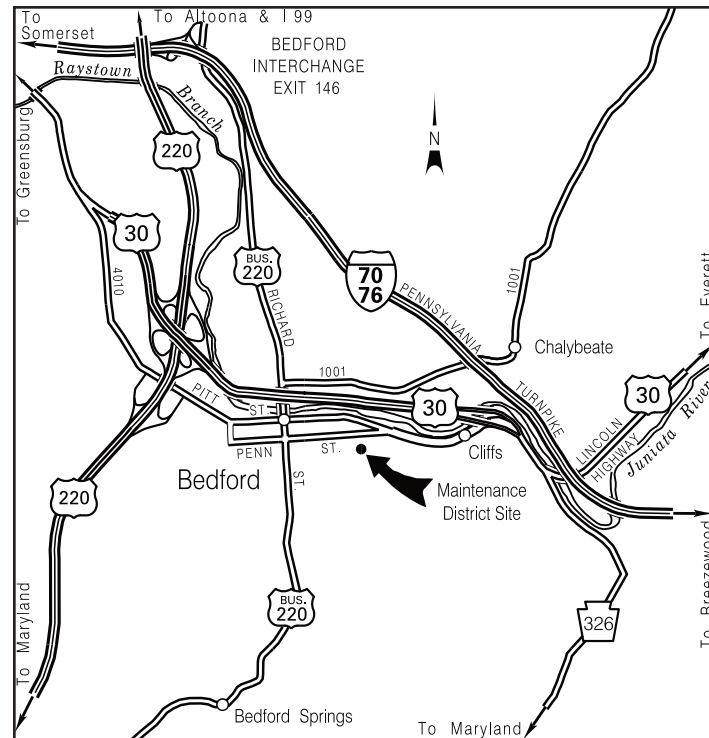
MAINTENANCE DISTRICT 8-9 • PERRY CO.

421 West Main Street
 New Bloomfield, PA 17068
 Phone (717) 582-2191



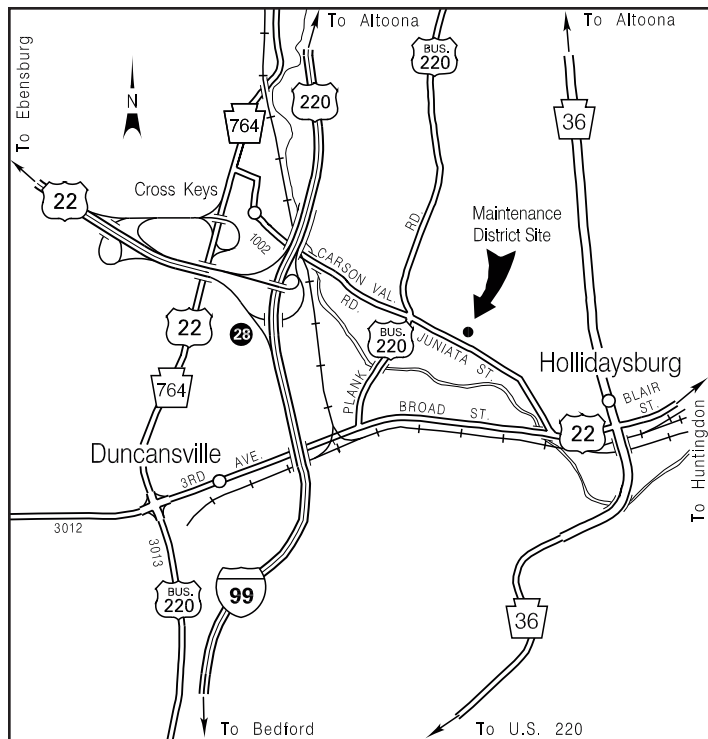
ENGINEERING DISTRICT 9-0 • BLAIR CO.

1620 North Juniata Street
Hollidaysburg, PA 16648
Phone (814) 696-7250



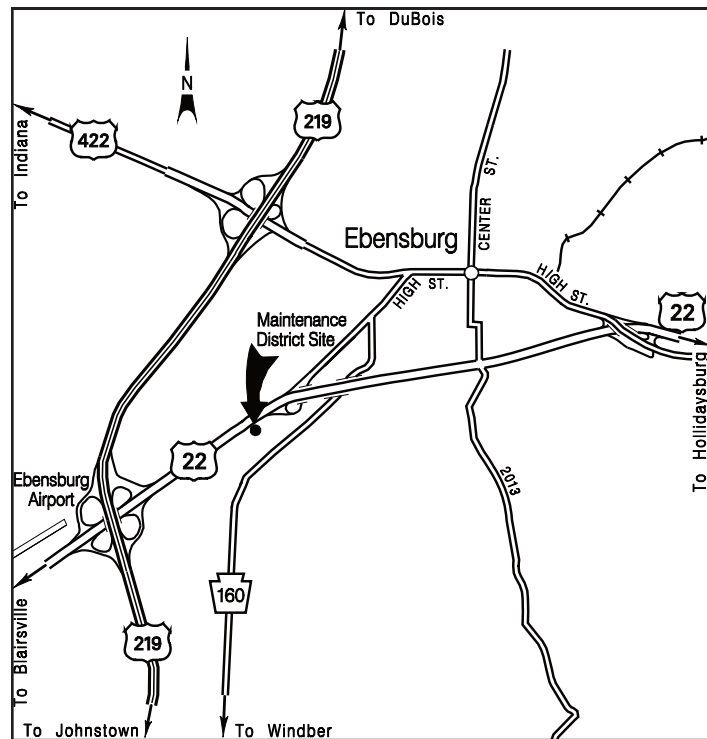
MAINTENANCE DISTRICT 9-1 • BEDFORD CO.

630 East Penn Street
Bedford, PA 15522
Phone (814) 623-6144



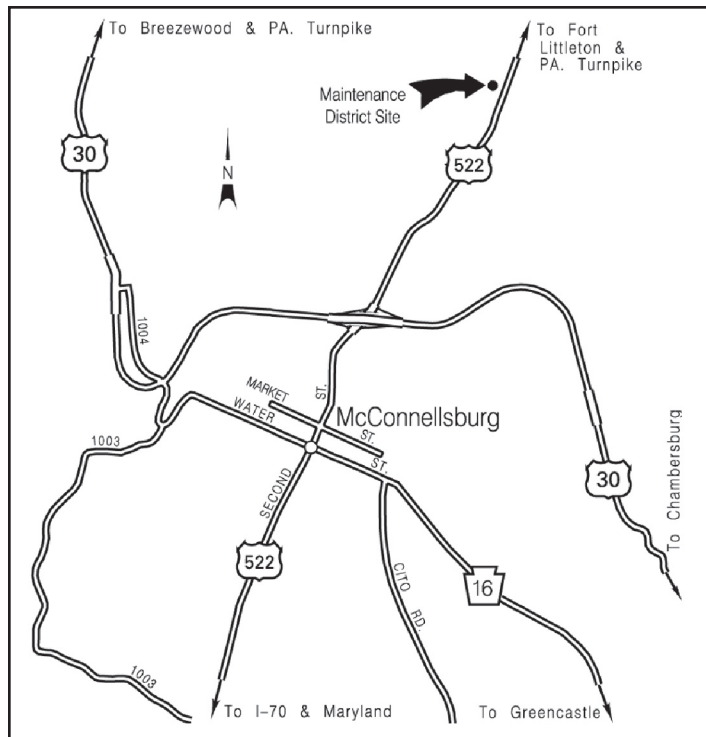
MAINTENANCE DISTRICT 9-2 • BLAIR CO.

1598 North Juniata Street
Hollidaysburg, PA 16648
Phone (814) 696-7271



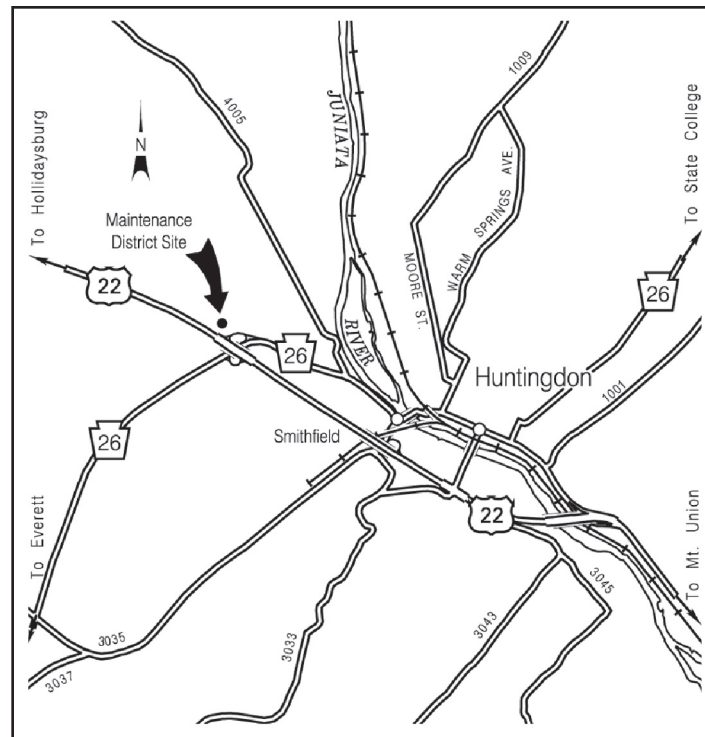
MAINTENANCE DISTRICT 9-3 • CAMBRIA CO.

4595 Admiral Peary Highway
Ebensburg, PA 15931
Phone (814) 472-7100



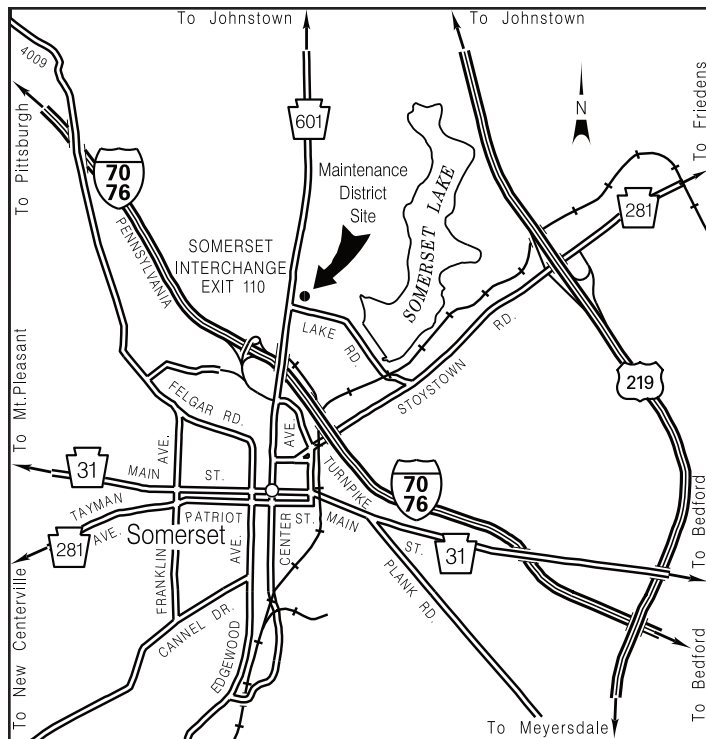
MAINTENANCE DISTRICT 9-4 • FULTON CO.

22907 Great Cove Road
McConnellsburg, PA 17223
Phone (717) 485-3816



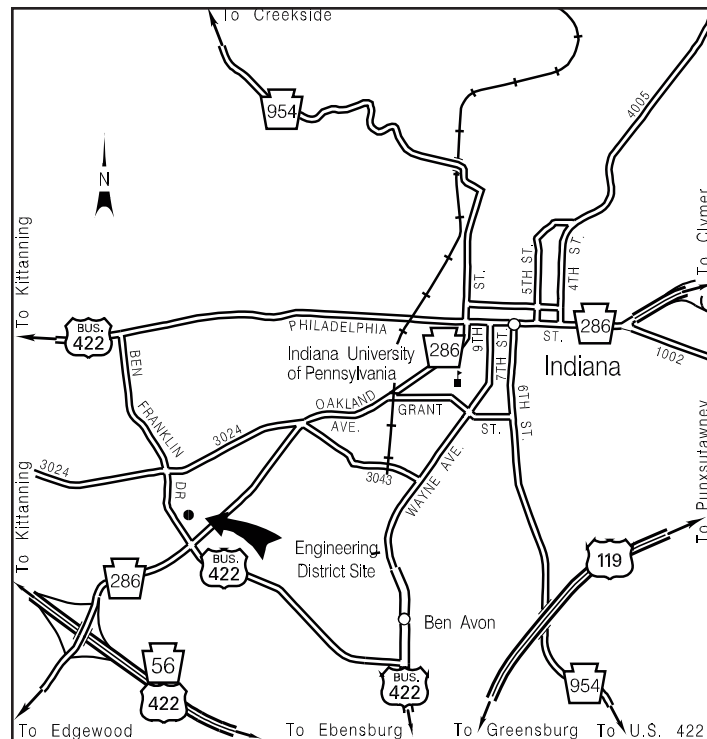
MAINTENANCE DISTRICT 9-5 • HUNTINGDON CO.

8763 William Penn Highway
Huntingdon, PA 16652
Phone (814) 643-0150



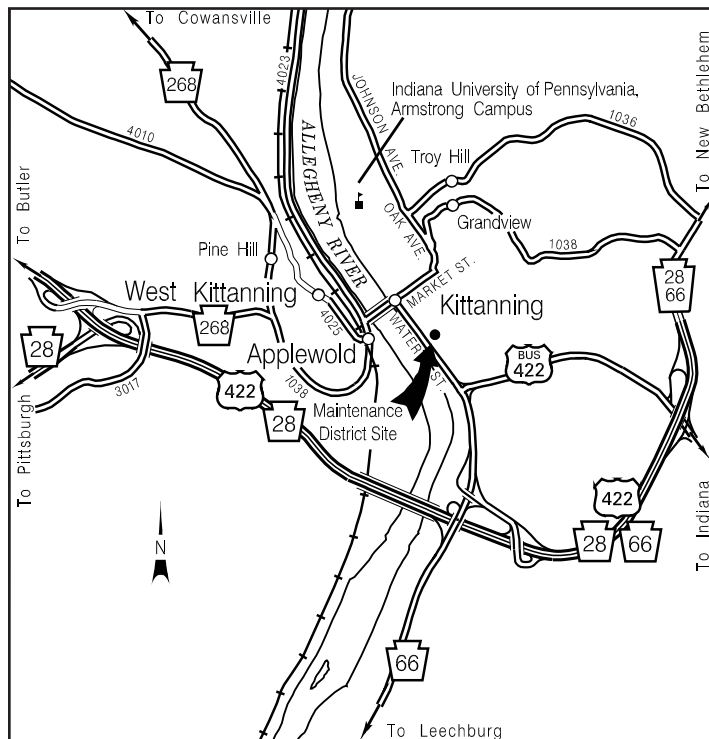
MAINTENANCE DISTRICT 9-7 • SOMERSET CO.

1312 North Center Avenue
Somerset, PA 15501
Phone (814) 445-7905



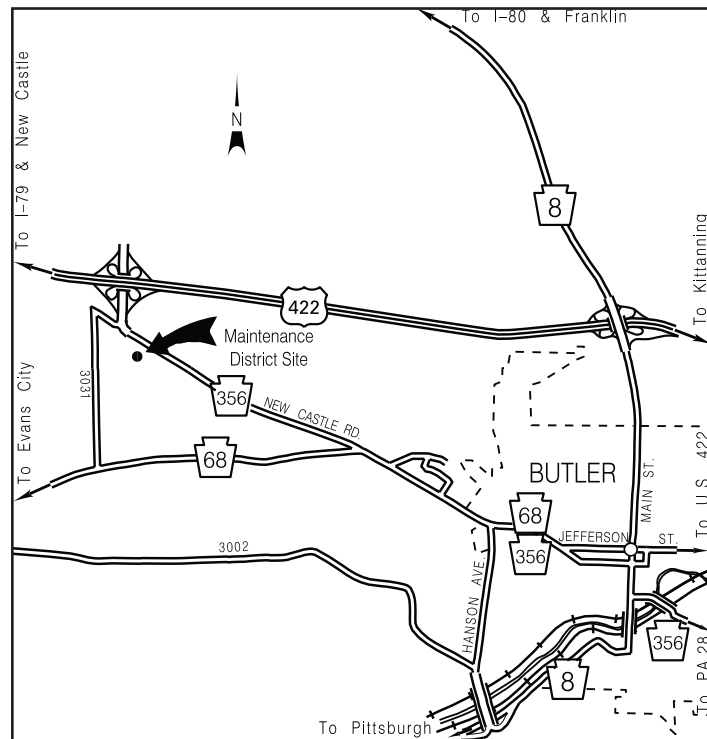
ENGINEERING DISTRICT 10-0 • INDIANA CO.

2550 Oakland Avenue
Indiana, PA 15701
Phone (724) 357-2800



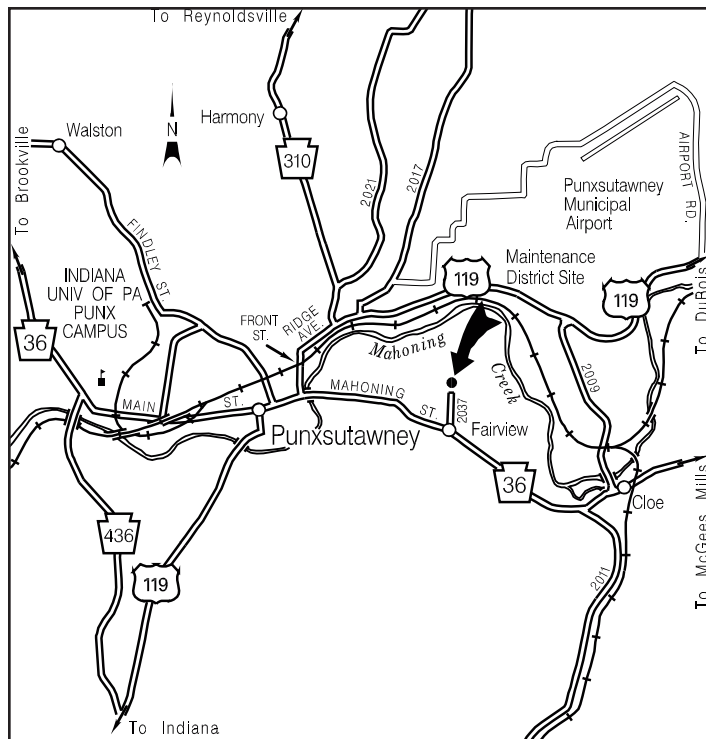
MAINTENANCE DISTRICT 10-1 • ARMSTRONG CO.

504 South Water Street
Kittanning, PA 16201-1016
Phone (724) 543-1811



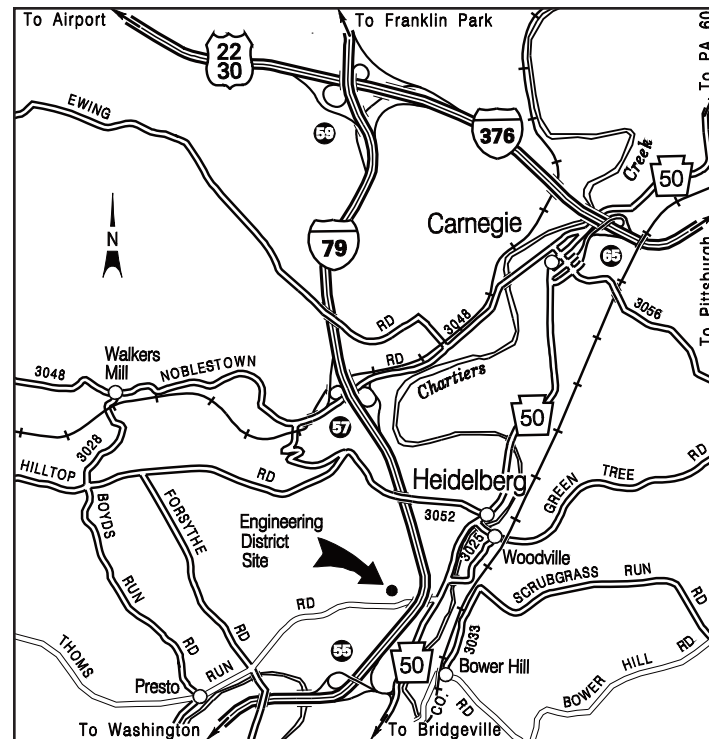
MAINTENANCE DISTRICT 10-2 • BUTLER CO.

351 New Castle Road
Butler, PA 16001
Phone (724) 284-2800



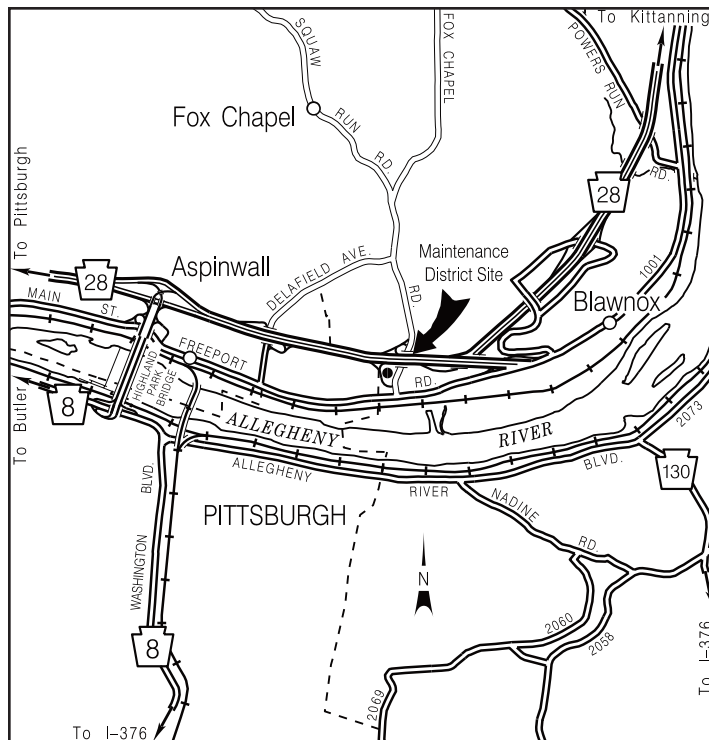
MAINTENANCE DISTRICT 10-5 • JEFFERSON CO.

205 Witherow Street
Punxsutawney, PA 15767
Phone (814) 938-6300



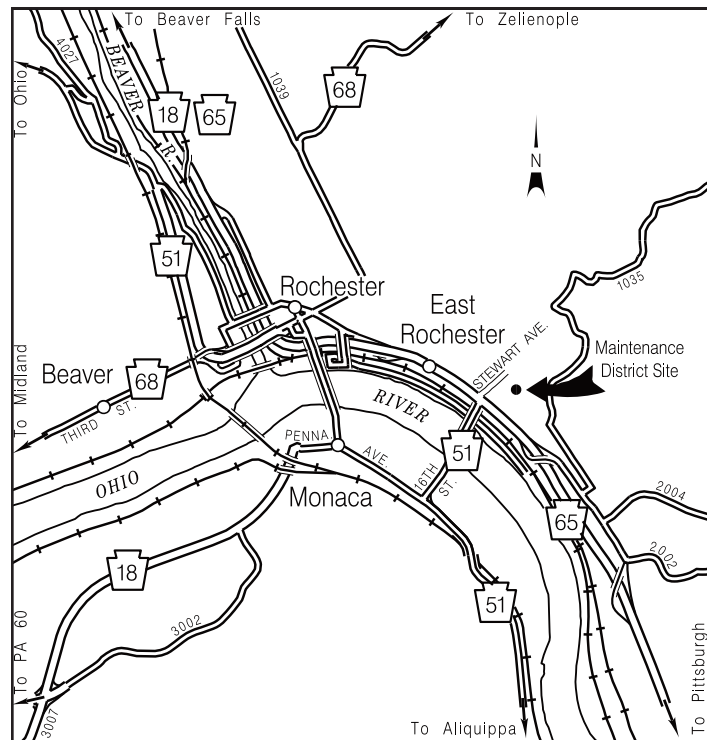
ENGINEERING DISTRICT 11-0 • ALLEGHENY CO.

45 Thoms Run Road
Bridgeville, PA 15017
Phone (412) 429-5000



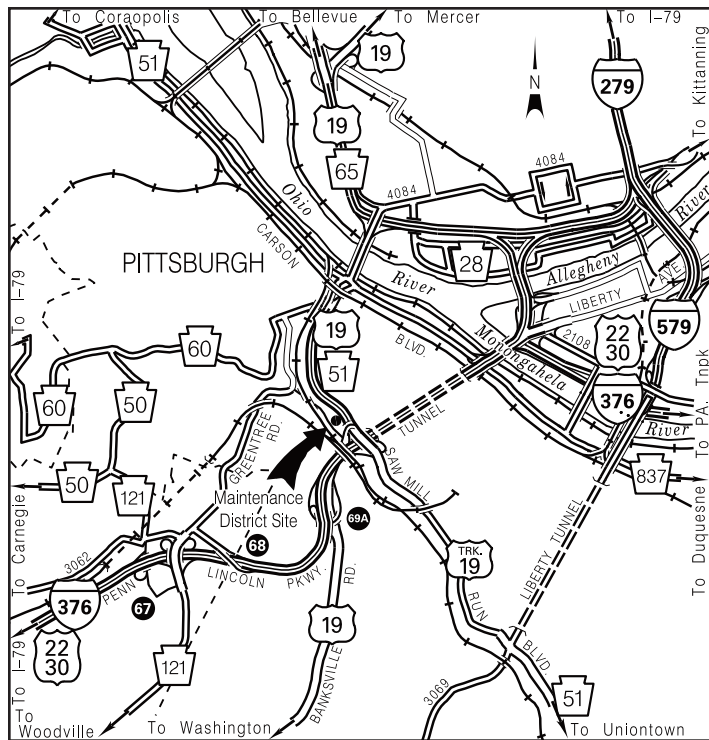
MAINTENANCE DISTRICT 11-1 • ALLEGHENY CO.

51 Fox Chapel Road
Pittsburgh, PA 15238
Phone (412) 781-3260



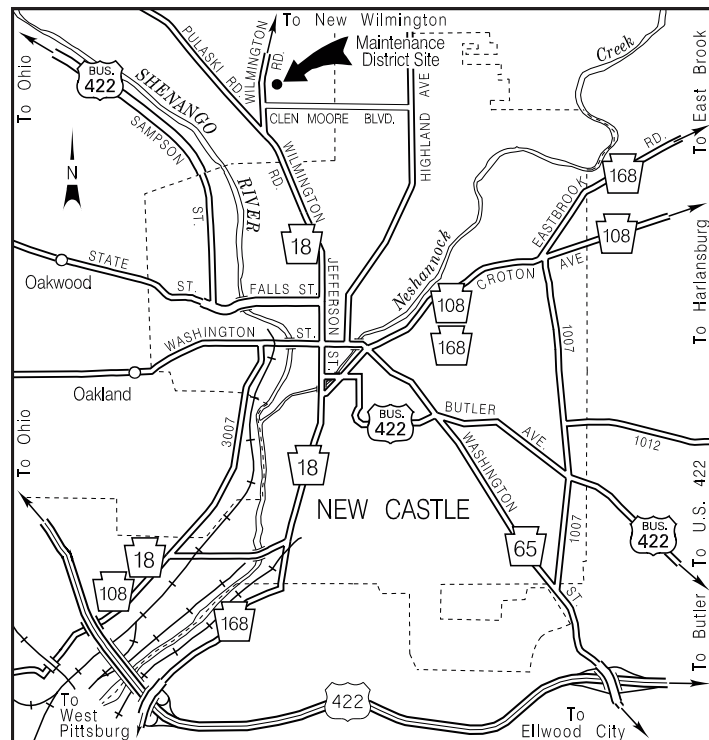
MAINTENANCE DISTRICT 11-2 • BEAVER CO.

155 Stewart Avenue
Rochester, PA 15074
Phone (724) 774-6610



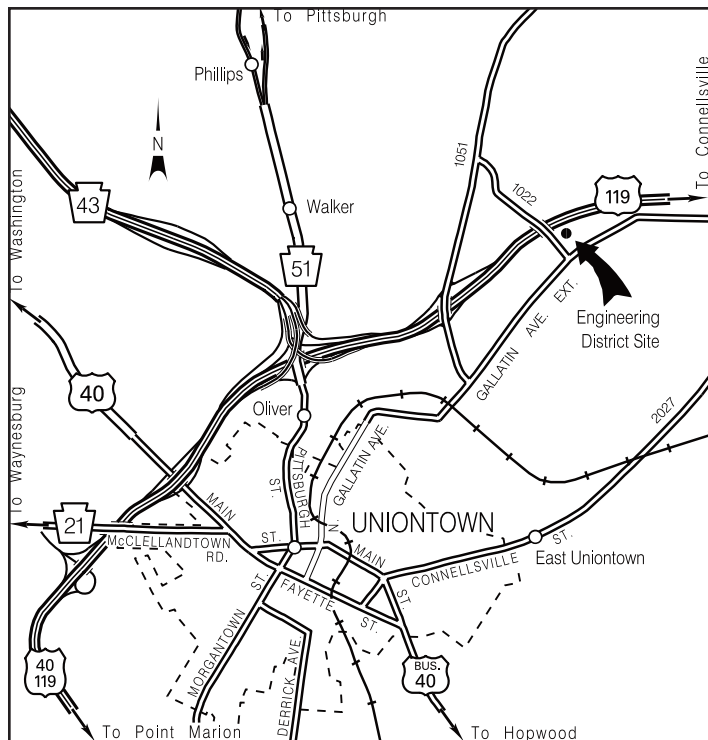
MAINTENANCE DISTRICT 11-3 • ALLEGHENY CO.

Pittsburgh Tunnels
 45 Thoms Run Road • Pittsburgh, PA 15017
 Phone (412) 381-1815



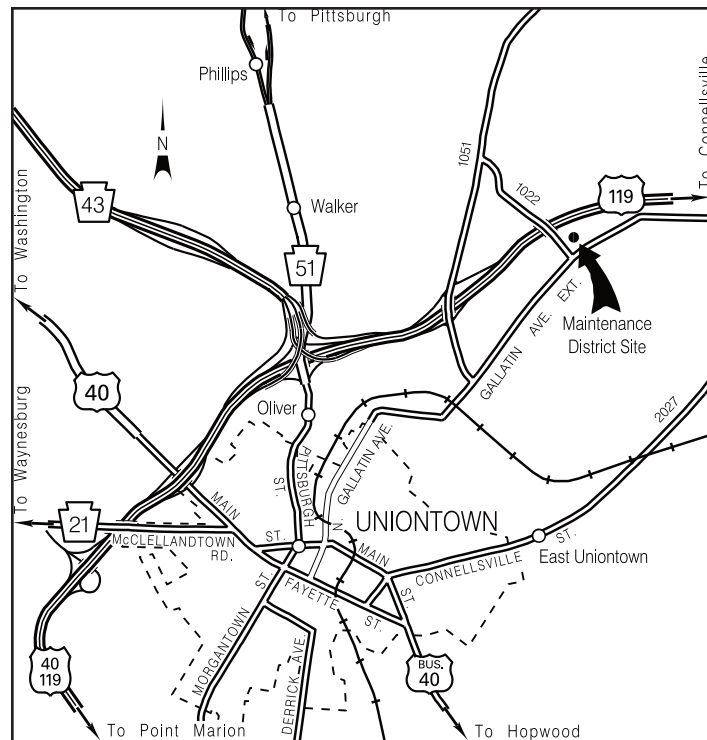
MAINTENANCE DISTRICT 11-4 • LAWRENCE CO.

1800 Wilmington Road
 New Castle, PA 16105
 Phone (724) 498-8421



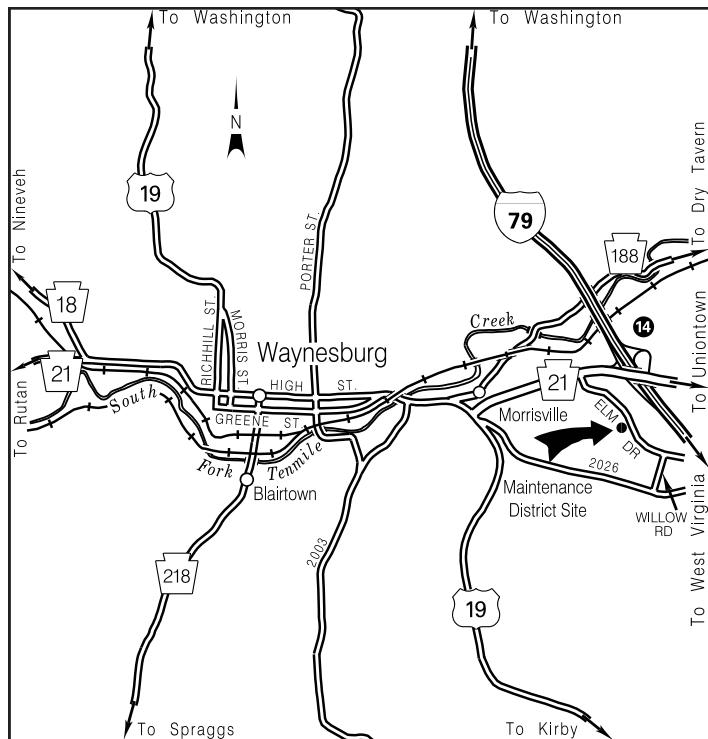
ENGINEERING DISTRICT 12-0 • FAYETTE CO.

825 North Gallatin Avenue, Ext.
Uniontown, PA 15401
Phone (724) 439-7315



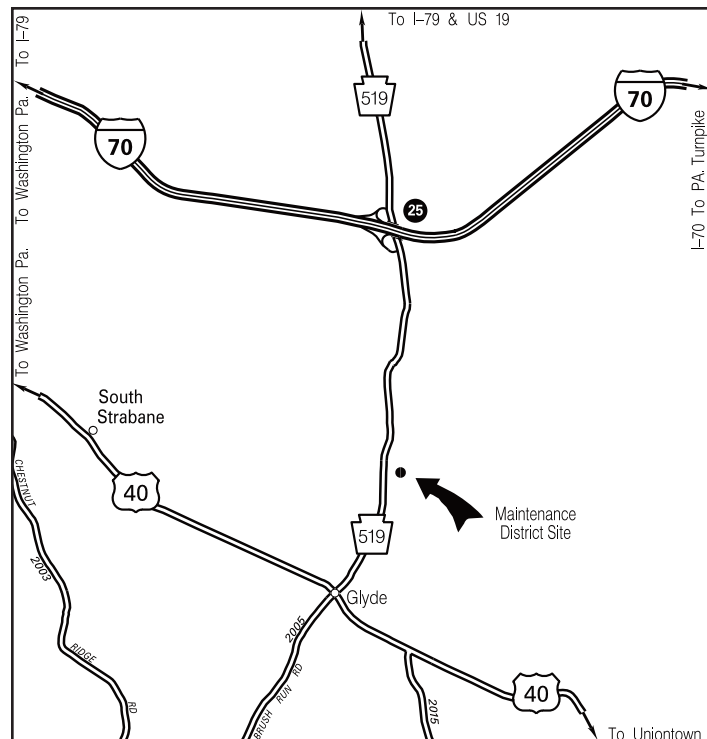
MAINTENANCE DISTRICT 12-1 • FAYETTE CO.

825 North Gallatin Avenue
Uniontown, PA 15401
Phone (724) 439-7470



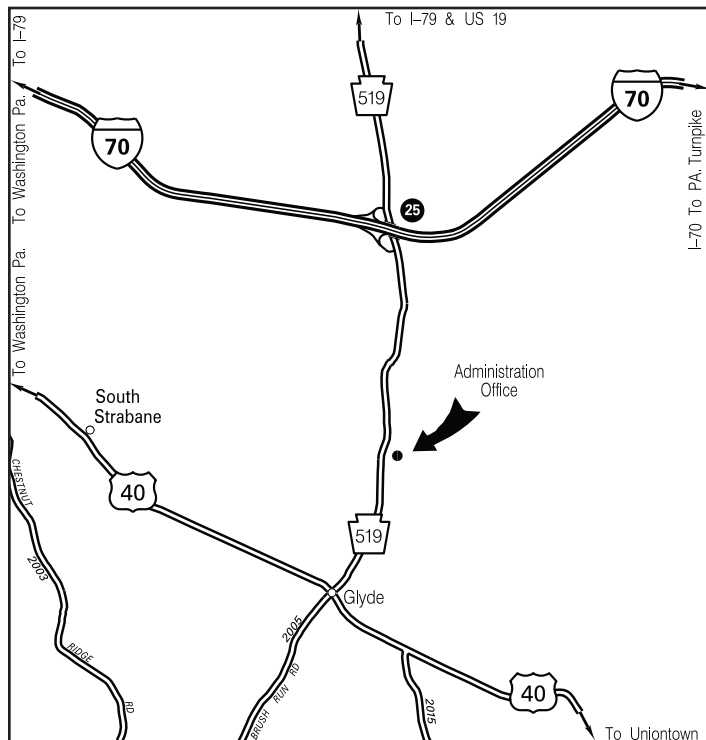
MAINTENANCE DISTRICT 12-2 • GREENE CO.

129 Jefferson Road
Waynesburg, PA 15370
Phone (724) 627-6131



MAINTENANCE DISTRICT 12-4 • WASHINGTON CO.

160 Route 519
Eighty Four, PA 15330
Phone (724) 223-4480

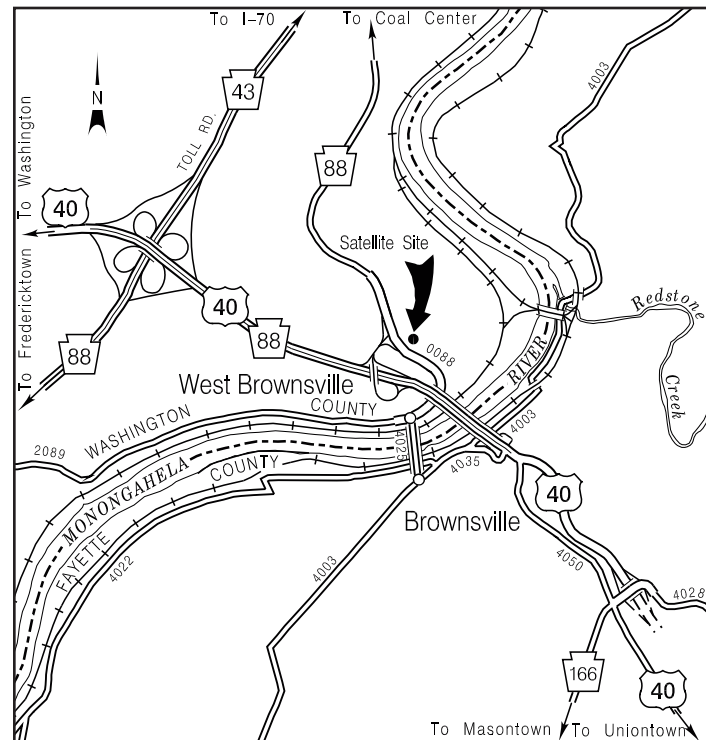


MAINTENANCE DISTRICT 12-4 • WASHINGTON CO.

(Administration Office)

170 Route 519 • Eighty Four, PA 15330

Phone (724) 223-4480

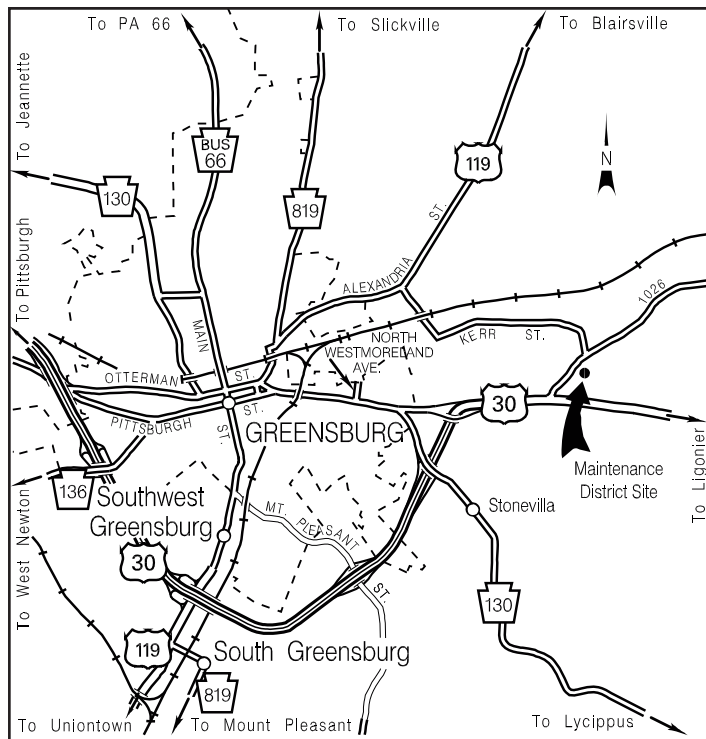


MAINTENANCE DISTRICT 12-4 • WASHINGTON CO.

1 PennDOT Road

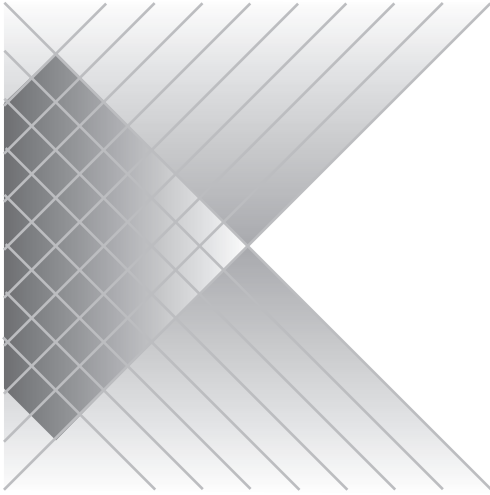
Brownsville, PA 15417

Phone (724) 785-4991



MAINTENANCE DISTRICT 12-5 • WESTMORELAND CO.

144 Donohoe Road
Greensburg, PA 15601
Phone (724) 832-5387



BREAKDOWN INSTRUCTIONS

BREAKDOWN INSTRUCTIONS

1. During Work Hours:

- Remove vehicle from traffic and secure it.
- Call your supervisor or chain of command for awareness.
- Contact the County Equipment Manager at nearest County office for assistance.
- Replacement parts should come from available inventory at the closest county office if feasible, otherwise coordinate with a purchaser for parts/service needs.

2. After Working Hours:

- Remove the vehicle from traffic and secure it.
- Call your supervisor or chain of command who may authorize Fleet Fuel Card for repairs by phone. The Supervisor should notify the responsible Equipment Manager the next day.
- Repairs such as a flat tire, fan belt, radiator hose, etc may be paid with Fleet Fuel Card. If a Fleet Fuel Card is not available, then pay for parts/service out-of-pocket, retain all receipts and seek reimbursement on Form C-62 (Travel Expense Voucher).
- Obtain receipts for all necessary out-of-pocket expense such as towing, storage, authorized repairs, lodging and transportation. Claim reimbursement on Form C-62

ACCIDENTS – POLICY

Accidents involving maintenance and automotive equipment:

1. After any accident, however minor, involving Department equipment or a motor vehicle (either on or off the highway), the operator and the operator's immediate supervisor are required to report that accident in the manner prescribed below.

2. An accident involving Department equipment or motor vehicles which results in fatality, serious personal injury and/or property damage over \$10,000.00 shall be subject to an immediate investigation. The operator concerned shall be immediately suspended from operating Department equipment/motor vehicles until such time as the Deputy Secretary for Administration acts on the recommendations of the District Engineer/Bureau Director concerned.

ACCIDENT SCOPE

Applies to all accidents involving Department motor vehicles/equipment (except aircraft) either on or off the highway, regardless of how minor the injury and/or damage involved.

RESPONSIBILITY

1. Operator of vehicle/equipment involved in accident
 - Notify state or local police (or Capital Police) and request an investigation of the accident. If outside the Commonwealth, request an investigation by local police.
2. **Exception:** A state or local police investigation is **not** required when an accident involves Department equipment **only**, and:
 - A. Involves no personal injury or fatality, and
 - B. Damages are less than \$500.00, and
 - C. The vehicle does not have to be towed away.

SPECIAL NOTE

A state or local accident report must be submitted whenever Department owned equipment is involved in an accident with another vehicle.

Prepare report and notify immediate supervisor as specified:

1. Operator-Employee's Supervisor
 - Prepare and submit the written reports as specified in the procedure below
2. All Department functions
 - Insure that at least three blank Forms STD-541 (Automobile Accident or Loss Notice), one blank Form P-6175 (Preliminary Accident Report), and the self-insurance identification card are in each assigned vehicle at all times.
3. Employee's Supervisor
 - Within 48 hours, prepare an original and three copies of Form STD-541 (Automobile Accident or Loss Notice).
 - The state or local police must investigate every accident involving Commonwealth vehicles (except as noted above). If for some reason it is not investigated and the accident involved any injury or fatality or any of the vehicles had to be towed, then prepare and submit Form AA-600 (Traffic Accident Report) to the Center for Highway Safety, Harrisburg, Pa 17120, within five days.
4. All Department functions except maintenance districts
 - Forward original and two copies of Form STD-541 to the Bureau of Maintenance and Operations, Equipment Division
 - Upon receipt of Form STD-541, affix a file number and log accident information.
 - File the original STD-541. Send a copy to the Bureau of Risk and Insurance Management and Safety Division.
 - Send written acknowledgement of STD-541 to originating function. In the case of Maintenance Districts, send acknowledgements to Engineering District.
5. Maintenance Districts
 - All forms **must be forwarded** through the Engineering District.
6. All Field Operations
 - File acknowledgement with a copy of STD-541.
 - All invoices for repairs shall be charged to Allotment Code 813 and

Cost Function 8511 with the file number. A copy of all invoices shall be forwarded to the Equipment Division.

EMERGENCY INSTRUCTIONS – DEPARTMENT AUTOMOBILES

1. Seek medical attention for injured persons
2. Call State or Local Police. If out-of-state, call local police
3. Obtain information required on Form STD-541. Copies are in glove compartment.

**If there is a serious injury, fatality or property damage over \$10,000
CALL**

**Bureau of Risk Management
Department of General Services**

717-787-1768 after hours call 717-787-3199

FORMS

The following forms are required for this procedure and may be ordered from Office Services in the usual manner.

<u>Form</u>	<u>Title</u>	<u>Commodity Code</u>
STD-541	Automobile Accident or Loss Notice	0320-0100-1770

REFERENCES

1. Management Directive 615.2 amended 2/24/1988
2. Administrative Circular 77-33
3. Publications 32, Employee Safety Handbook

PennDOT

Fuel Card Policy and Retail Fueling Guidelines

Policy

A permanently assigned Fleet Fuel Card should be issued to those employees who operate and refuel Department vehicles more than four times a year.

A temporary/spare Fleet Fuel card should be issued to employees using Department vehicles less than four times per year on an as-needed basis. The temporary card must be logged out on the date it was issued and logged in when the operator returns the vehicle in Pub 539 PennDOT Spare Card Log Book.

Employees with permanently assigned Fleet Fuel cards **SHALL NOT** allow others to use their card.

PennDOT issued fuel cards are for Department business only. ***No personal charges shall be made with PennDOT issued fuel cards.***

WEX and Fuelman are the only fuel card providers authorized by PennDOT. No other fuel cards shall be issued without obtaining written permission from the Fleet Management Division. If permission is granted to use any other fuel card, all policies and instructions regarding PennDOT issued fuel cards shall apply.

The following items are the only products authorized for purchase with PennDOT Issued fuel cards.

Diesel Fuel

Regular Unleaded Fuel (higher octane is not authorized)

Motor Oil (only for emergencies, should normally be obtained at PennDOT garage)

Kerosene (only for emergencies, should normally be obtained at PennDOT garage)

Windshield Fluid (only for emergencies, should normally be obtained at PennDOT garage)

Diesel Exhaust Fluid(DEF) – check ahead to ensure retail station has DEF and accepts the Department Fleet Card

Refer to the Emergency Instructions section of Publication 22 which should be located in the vehicle for procedures to follow in the event of an accident or vehicle breakdown. If, after following the emergency instructions in Pub 22, it is necessary to obtain repairs from a non-PennDOT source, the Fleet Fuel card can be used.

Fuel Receipt Policy

Whenever an employee fuels a Department vehicle at a retail station they must get a receipt. They must ensure the receipt has the following information on it.

Equipment Number, Odometer, Product, Quantity, Price, Operator Name, Date of Transaction

Any of the above information that is missing or illegible must be hand written on the receipt.

If the original receipt is lost, the operator shall complete a **Surrogate Receipt** which can be obtained from the Automotive Officer, District Equipment unit, or County Equipment unit as applicable. The PIN number is the first 3 and last 3 digits of the equipment number. Enter the Odometer without tenths.

Retail Fueling Instructions

PennDOT's Fleet Fuel cards are accepted at many retail gas stations. If you are not sure the card is acceptable where you are fueling, verify with the attendant first, before fueling.

All terminals are different and may prompt you for the fueling information in a different order. Simply follow the prompts to process your transaction.

If the card reader cannot read your card or your PIN Number does not work, ask the attendant to call the toll-free number on the back of the card to verify your information.



COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF TRANSPORTATION



pennsylvania
DEPARTMENT OF TRANSPORTATION

PUB 22 (4-24)