

**OHIO DEPARTMENT OF TRANSPORTATION**  
**RULE MAKING GUIDEBOOK**

**PREPARED BY**  
**ODOT OFFICE OF LEGISLATIVE SERVICES**  
**OCTOBER 1999**

As required by S.B. 11 of the 123<sup>rd</sup> Ohio General Assembly, the Ohio Department of Transportation (ODOT) has prepared a guidebook to its rule-making process. This guidebook will outline the Department's mission, its organizational structure, and the opportunities for public involvement in the rule making process. Also included is contact information for the various divisions that are associated with establishing rules and overseeing the rule-making process.

## **OHIO DEPARTMENT OF TRANSPORTATION MISSION**

Our mission is to serve the people of Ohio by planning, building and maintaining a safe, efficient, accessible transportation system that integrates highway, rail, air, water and transit networks to foster economic growth and personal travel.

Our customers include the general public, business, the transportation industry, other government entities and political advocacy groups. We will be open and responsive to our customer's needs. We will interact with all local and federal governmental entities to coordinate the funding of maintenance and new construction, and provide technical administrative assistance.

We are dedicated to provide positive leadership that treats all ODOT personnel with honesty and respect. We strive to create a work environment that fosters personal, professional and organizational growth.

## **ORGANIZATIONAL STRUCTURE**

The organizational structure of ODOT is primarily found in Chapter 121 of the Ohio Revised Code. This chapter states that ODOT will have appointed a director and three assistant directors for Business Management, Highway Management, and Planning & Production Management. The director and assistant director may choose to create divisions within ODOT to assist in carrying out the above stated mission. Several of these divisions are directly involved in ODOT's rule-making process.

Assistant Dir., Business Management - (614) 466-3599

Chief Legal Counsel - (614) 466-3664

Office of Aviation - (614) 793-5041

Office of Contracts - (614) 644-8390

Office of Economic Development - (614) 644-7255

Office of Facilities Management - (614) 752-0388

Office of Highway Management - (614) 466-3264

Special Hauling Permits - (614) 351-2300

Advertising Device Control - (614) 728-9359

## **ORGANIZATIONAL STRUCTURE CONT...**

Office of Legislative Services - (614) 466-8480  
Office of Real Estate - (614) 466-4288  
Office of Traffic Engineering - (614) 466-3661  
    Signings & Markings - (614) 466-4700  
Transportation Review Advisory Council - (614) 644-7101

The above offices have direct involvement in directing various regulatory functions to achieve the Department's mission of a safe and efficient transportation system. All parties interested in a specific rule should contact the appropriate office (listed above) dealing with that rule.

## **PUBLIC INVOLVEMENT**

To ensure the Department's mission is achieved, ODOT relies upon appropriate division leaders and staff to properly evaluate rules and regulations. However, an important factor in the overall evaluation process is input from the public. In order to make a proper evaluation of the Department's rules, it is important that the affected members of the public make their input known.

The main steps in the ODOT rule making process are:

1. Interested party review within the agency.
2. Review and consideration of interested party comments.
3. Proposal of rules to the Joint Committee of Agency Rule Review, the Legislative Service Commission and the Secretary of State.
4. Public notice of rule proposal and public hearing (not required if filing under ORC Section 111.15).
5. Consideration of comments from hearing and other outside public comment.
6. Finalization of rules.

Public participation opportunities include:

1. Comment during the public hearing (hearing not required if filing under ORC Section 111.15).
2. Specific comments and questions may be asked of each office listed above during the entire rule consideration period.
3. General questions about the Department's rule-making process may be asked of ODOT's Office of Legislative Services during the entire rule consideration period.

The public notice/public hearing is required by Ch. 119 of the Ohio Revised Code. This process allows the public and affected parties to make formal comments for the record and have input into the final evaluation of a rule. These comments may be in the form of written or verbal testimony. Notice of public hearings may be found in local newspapers of affected areas.

The opportunity to contact specific offices about proposed rules can be an equally effective

**PUBLIC INVOLVEMENT CONT ...**

chance to provide information during the rule-making process. This form of communication, while less formal, is not less important and can make a difference in the overall evaluation of a rule.

This guide is designed to allow those outside of ODOT to learn more about the Department's rule-making process. If there are any questions about the guide or any questions about the Department and its procedures for rule making, please call the ODOT Office of Legislative Services at (614) 466-8480.