
**Rules of
Department of Highways
and Transportation**

**Division 10—Missouri Highway and Transportation
Commission**

Chapter 1—Organization

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Title 7—DEPARTMENT OF HIGHWAYS AND TRANSPORTATION

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7 CSR 10-1.010 Description, Organiza- tion and Information

PURPOSE: This rule complies with section 536.023, RSMo which requires each state agency to adopt as a rule a description of its operation and the methods whereby the public may obtain information or make submissions or requests.

(1) Description. The Department of Highways and Transportation is established by Article IV, Section 12, *Missouri Constitution* (1979 Amendment) under the control of the Highways and Transportation Commission. The number, qualifications, compensation and terms of the members of the commission are fixed by law. The selection and removal of all employees is without regard to political affiliation. The commission has authority over all state transportation programs and facilities as provided by Article IV, Sections 29, 30(a), 30(b) and 30(c) of the *Missouri Constitution*. Under Chapter 226, RSMo, the bipartisan Highway and Transportation Commission is composed of six (6) members and is the governing body of the Highways and Transportation Department. Commission members are appointed by the governor, by and with the consent of the senate, for terms of six (6) years. Not more than three (3) can be members of the same political party. The chief engineer, chief counsel and secretary are appointed by the commission. The department's mission is to provide and help develop safe and efficient transportation systems with the funds available to it. The department coordinates and cooperates with the owners and operators of transportation facilities and services which include air, rail, ports, waterborne commerce and transit. The department works with these groups in the development and improvement of airports, rail facilities, ports, waterborne commerce and public and special transit systems. The department administers federal and state funds for various transportation programs as these funds become available. In carrying out these functions, the department works closely with local governments and citizens of the state in the planning and development of these programs, services and facilities. The department also is responsible for the location, design, construction and maintenance of the state's highway system.

(2) Organization. The commission appoints a chief engineer, a chief counsel and a secretary under Chapter 226, RSMo.

(A) General Management.

1. The chief engineer is the chief administrative officer of the department and is directly responsible to the commission for the administration and supervision of all the activities of the department. The chief engineer, with the consent and approval of the commission, appoints and prescribes the duties and authority of an assistant chief engineer and other engineers, department heads and employees as the commission may designate and deem necessary.

2. The chief counsel advises and represents the commission and the chief engineer in all actions and proceedings to which either may be a party or in proceedings under Chapters 226 and 227, RSMo or with respect to any law administered by the commission or any order or proceeding of the commission. S/he is directly responsible for all contracts, conveyances, agreements or other documents affecting the commission, property held or acquired by it and any action taken by the commission. The chief counsel, with commission approval, appoints assistant counsel as necessary to represent the commission and the department.

3. The commission secretary is responsible for maintaining records of all proceedings of the commission and is the custodian of all records, documents and papers filed with the commission.

4. The assistant chief engineer reports directly to the chief engineer and is responsible for general administrative duties as delegated by the chief engineer.

5. The assistant to the chief engineer—operations reports directly to the assistant chief engineer and has the overall responsibility for construction and maintenance, and other activities related to them.

6. The assistant to the chief engineer—planning and design reports to the assistant chief engineer and has the overall responsibility for the highway planning, right-of-way and design functions of the department.

7. The controller reports directly to the assistant chief engineer and has the overall responsibility for the accounting, personnel, audits and other administrative service functions.

8. The assistant for transportation reports directly to the assistant chief engineer and has responsibility to coordinate and cooperate with owners and operators of the various nonhighway transportation systems which include air, rail, waterways and transit.

A. The aviation section is responsible for developing aviation facilities and services.

B. The railroads section is responsible for improving rail freight and passenger service by working with federal agencies and the railroads.

C. The waterways section is responsible for developing and promoting appropriate use of navigable waterways, including the development of ports.

D. The transit section is responsible for developing or assisting in developing public transit systems, including systems for the elderly and handicapped, in both urban and rural areas.

(B) Divisions. The department is organized into eleven (11) divisions. Each division has a chief administrative officer.

1. The accounting director of the Division of Accounting is responsible for maintaining all accounting and financial records, processing of all fiscal transactions, financial control and budget control.

2. The division engineer of the Division of Bridges is responsible for determining the location, size, type and design of all bridges and structures incidental to a state highway system.

3. The division engineer of the Division of Construction is responsible for administering all construction contracts awarded by the commission.

4. The superintendent of the Division of Equipment and Procurement is responsible for proper maintenance and repair of equipment owned by the commission as well as the procurement of all equipment, materials, supplies, parts and furniture required by the operations of the department.

5. The division engineer of the Division of Maintenance and Traffic is responsible for control of all field maintenance and traffic operation activities which include the preservation, operation and restoration of roadways and bridges as well as the installation and maintenance of traffic control devices and signing.

6. The division engineer of the Division of Materials and Research is responsible for sampling and testing of all materials used in the construction and maintenance of roads and structures to insure compliance with applicable standards and specifications as well as for conducting research in the area of construction materials and methods to determine their suitability for highway purposes.

7. The personnel director of the Division of Personnel is responsible for the development and administration of the statewide personnel management program adequate to meet the needs of the department.

8. The division engineer of the Division of Planning is responsible for administration of research, planning and programing activities to improve the state highway system.



9. The public information director of the Division of Public Information is responsible for disseminating information on the activities of the commission and the department to the public and to department personnel. S/he also develops and maintains a public relations program for the department.

10. The division chief of the Division of Right-of-Way is responsible for acquisition of right-of-way required for the construction and maintenance of all highways and buildings incidental to a system of state highways in Missouri. S/he also directs a relocation assistance program for all persons displaced by the commission's right-of-way acquisitions.

11. The division engineer of the Division of Surveys and Plans is responsible for detailed route studies, surveys, design, plan preparation and cost estimates for the state highway system. S/he also advertises and makes all preparations for receiving bids for state highway construction contracts.

(C) Districts. Missouri is geographically divided into ten (10) State Highways and Transportation Department districts with a district office in each district. Each district office is headed by a district engineer who is responsible for supervising all activities of the department within that particular district. The following counties are included in the indicated district: District No. 1 includes: Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Harrison, Holt, Nodaway and Worth; District No. 2 includes: Adair, Chariton, Grundy, Linn, Livingston, Macon, Mercer, Putnam, Randolph, Schuyler and Sullivan; District No. 3 includes: Audrain, Clark, Knox, Lewis, Lincoln, Marion, Monroe, Pike, Ralls, Scotland and Shelby; District No. 4 includes: Benton, Carroll, Cass, Clay, Henry, Jackson, Johnson, Lafayette, Pettis, Platte, Ray and Saline; District No. 5 includes: Boone, Callaway, Camden, Cole, Cooper, Howard, Maries, Miller, Moniteau, Montgomery, Morgan and Osage; District No. 6 includes: Crawford, Franklin, Gasconade, Iron, Jefferson, Perry, St. Charles, St. Francois, Ste. Genevieve, St. Louis, Warren, Washington and the City of St. Louis; District No. 7 includes: Barry, Barton, Bates, Cedar, Dade, Jasper, Lawrence, McDonald, Newton, St. Clair and Vernon; District No. 8 includes: Christian, Dallas, Greene, Hickory, Laclede, Phelps, Polk, Pulaski, Stone, Taney and Webster; District No. 9 includes: Carter, Dent, Douglas, Howell, Oregon, Ozark, Reynolds, Shannon, Texas and Wright; and District No. 10 includes: Bollinger, Butler, Cape Girardeau, Dunklin, Madison, Mississippi, New Madrid, Pemiscot, Ripley, Scott, Stoddard and Wayne.

(D) Other Commissions, Authorities and Districts. Although attached to the State Highways and Transportation Department by

law for organizational purposes, the following commissions, authorities and districts operate independently of the department: the Missouri-Illinois Bridge Commission—Ste. Genevieve; the Missouri-Illinois Bridge Commission—Canton; the Missouri-Illinois-Jefferson-Monroe Bridge Commission; the Missouri-Tennessee Bridge Commission; the Bi-State Metropolitan Development District; the Missouri-St. Louis Metropolitan Airport Authority; the Kansas City Area Transportation Authority District; and the Mississippi River Parkway Commission. The Mississippi River Parkway Commission is authorized by sections 226.440—226.465, RSMo. All the other entities are authorized by Section 14 of the Omnibus State Reorganization Act of 1974.

(3) Information. The official residence of the commission, as well as the offices of the chief engineer, chief counsel, commission secretary and divisions of the department, is the State Highways and Transportation Building in Jefferson City, Missouri. Written inquiries by the public should be addressed to the Commission Secretary, State Highways and Transportation Building, P.O. Box 270, Jefferson City, MO 65102. The general information telephone number is (314) 751-2551. Information from any district office of the department may be obtained in person, by writing or by telephoning the District Engineer, Missouri State Highways and Transportation Department: District No. 1, 3602 North Belt Highway—Box 287, St. Joseph, MO 64502 (816) 232-3323; District No. 2, U.S. Route 63—Box 8, Macon, MO 63552 (816) 385-3176; District No. 3, 4600 McMasters Avenue—Box 1067, Hannibal, MO 63401 (314) 221-2764; District No. 4, 5117 East 31st St., Kansas City, MO 64128 (816) 921-7104; District No. 5, 1511 Missouri Boulevard—Box 718, Jefferson City, MO 65101 (314) 751-3322; District No. 6, 329 South Kirkwood Road, Kirkwood, MO 63122 (314) 966-3800; District No. 7, 410 Range Line Road—Box 1445, Joplin, MO 64801 (417) 623-5794; District No. 8, 3025 East Kearney, Springfield, MO 65801 (417) 866-3576; District No. 9, U.S. Route 63 North—Box 220, Willow Springs, MO 65793 (417) 469-3134; and District No. 10, U.S. Route 61 North of U.S. Route 60—Box 160, Sikeston, MO 63801 (314) 471-4170.

*Auth: section 536.023, RSMo (1986).**
Original rule filed Oct. 14, 1976, effective
March 1, 1977. Amended: Filed March 4,
1983, effective June 15, 1983.

**Original authority 1975, amended 1976.*