



West Virginia Department of Transportation Policy: **Uniform Purchase Pilot Program** *Issued by the Secretary of Transportation*

Policy No: DOT.03.42

Issue Date: 02/09/2026

Revised:

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1.0 PURPOSE

The West Virginia Division of Highways (WVDOH) is committed to employee safety. Through a uniform purchase contract, the WVDOH will provide reflective, high-visibility workwear to personnel maintaining our state's infrastructure and equipment.

Effective February 9, 2026, the WVDOH is launching the Uniform Purchase Pilot Program for District Five. This pilot serves as the first phase of a broader rollout intended for all eligible employees in WVDOH Districts and Central Office.

2.0 SCOPE

Due to budgetary constraints, uniforms are reserved for personnel who spend the majority of their regularly scheduled work hours in traffic-related areas or equipment repair facilities. Therefore, this policy applies explicitly to employees in the following classifications who spend the majority of their regularly scheduled work time in traffic-related areas or equipment repair facilities.

- Transportation Assistant County Administrator
- Transportation Construction Superintendent
- Transportation Workers 1, 2, 3, and 4 (Bridge Maintenance, Crew Chief, Equipment Operator, Laborer, Mechanic, Auto Body, Traffic Control, Core Driller, and Welder)
- Transportation Bridge Safety Inspectors 1, 2, 3, 4, and 5
- Transportation Equipment Manager, Lead, and Specialist.

3.0 DEFINITIONS

- 3.1 **Majority:** Fifty-one percent (51%) or greater of regularly scheduled work hours.
- 3.2 **Uniform Contract:** The active agreement between the WVDOH and the authorized uniform vendor.
- 3.3 **Pro-rated Allotment:** A monthly allocation for employees hired between annual reorder periods.
- 3.4 **Official Duty:** Time spent on the clock or representing the WVDOH in an official capacity.
- 3.5 **Statewide Uniform Coordinator:** The Central Office representative managing statewide uniform operations.
- 3.6 **Uniform Coordinator:** The District Headquarters or Central Office organization representative managing district or Central Office organization-level uniform operations.

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- 3.7. **Location Uniform Coordinators:** The site-specific representative responsible for distribution and local coordination.
- 3.8. **Eligible Employees:** Employees in the classifications listed in Section 2.0 who spend the majority of their regularly scheduled work time in traffic-related areas or equipment repair facilities.

4.0 COORDINATION RESPONSIBILITY

4.1 **Statewide Uniform Coordinator**

The WVDOH Operations and West Virginia Department of Transportation (WVDOT) Procurement Divisions oversee the Uniform Contract. The WVDOH Operations Division Director shall appoint a Statewide Uniform Coordinator, who is authorized to manage the list of eligible personnel classifications.

4.2 **District or Division and Location Uniform Coordinators**

Districts and Central Office organizations will appoint a District- or Division-wide Uniform Coordinator and Location Uniform Coordinator for each distribution point. For Central Office organizations, the Uniform Coordinator and Location Uniform Coordinator may be the same appointee.

5.0 POLICY

5.1 **Initial Uniform Disbursement**

Upon implementation of the program, the WVDOH will provide eligible employees with one set of uniforms from the current Uniform Contract. The uniforms will have the necessary components for high visibility required by the American National Standards Institute (ANSI). One set of uniforms consists of:

- Seven (7) pairs of pants
- Seven (7) shirts
- One (1) jacket
- One (1) set of coveralls (Welders only)

Eligible employees hired after implementation of the program will receive one set of uniforms after their first day of employment.

5.2 **Yearly Uniform Allotment**

Following the initial disbursement, eligible employees will be allotted a pre-determined number of points each year to be used on uniform components from the Uniform Contract. Each employee may purchase any combination of uniform components from the Uniform Contract; however, employees are responsible for selecting items that ensure they have complete uniforms to wear while on official duty.

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5.2.1 **New Hire Pro-rating**

The number of points allotted to eligible employees hired outside the annual reorder window will be pro-rated based on the length of eligible employment leading up to the reorder period.

5.2.2 **Expiration**

Allotments do not roll over; unused points are forfeited at the end of each reorder period.

5.2.3. **Specialized Uniform Components**

Classifications requiring regular welding will receive one set of coveralls biennially, which does not deduct from the annual allotment.

5.3 **Inspections and Returns**

Employees must inspect and try on all items immediately upon receipt. Items that are damaged or sized incorrectly must be returned within the timeframe agreed upon in the current Uniform Contract and as set forth by the WVDOH to be eligible for replacement.

5.4 **Reasonable Care and Maintenance**

Employees are responsible for reasonable care of the uniforms which includes, at a minimum, the following. If a uniform component is lost or damaged due to a lack of reasonable care, the employee may be required to purchase off-contract replacements that meet the standards set forth in this policy, at their own expense.

- Employees must follow the recommended care instructions set forth by the manufacturer when laundering uniforms.
- No alterations that compromise the structural or reflective integrity of the garment are permitted.
- Employees must maintain uniforms in a clean, neat, and professional condition.

If a uniform component is lost or damaged due to a lack of reasonable care, the employee may be required to purchase off-contract replacements that meet the standards set forth in this policy, at their own expense.

6.0 ENFORCEMENT & AUTHORITY

6.1 **Standard Wear**

All uniformed employees are required to wear a complete uniform (approved pants and shirt/coveralls, plus jacket if necessary) while on scheduled or unscheduled official duty.

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6.2 **Safety Vests**

Employees not eligible for the uniform program—or uniformed employees wearing non-uniform outerwear—must wear an ANSI-approved safety vest while working in traffic related areas or equipment repair facilities for their safety and protection.

6.3 **Conduct**

Uniforms should only be worn during official duty or when a recall to duty is expected. Employees must maintain a professional demeanor while in uniform.

6.4 **Compliance**

Central Office and District Safety staff, along with Uniform Coordinators and managers/supervisors, are responsible for monitoring employees' uniforms to ensure they meet ANSI standards.

6.5 **Exceptions**

Any exemption from these requirements must be approved by the District Engineer/Manager or Division Director.

6.6 **Discipline**

Employees covered by this policy who fail to comply with its requirements will be subject to disciplinary action.

6.7 **Return of Uniforms**

Upon resignation, termination, or transfer to a non-uniformed classification or role, employees are required to return all uniform components to the WVDOH.

6.8 **Administrative Discretion**

The WVDOH reserves the right to address all situations which are not specifically outlined in this policy in a manner consistent with the stated purpose of the policy and delegates this authority to all designated management/supervisory staff.

7.0 DIVISIONS WITHIN THE DEPARTMENT OF TRANSPORTATION

This policy applies only to employees of the West Virginia Division of Highways of the West Virginia Department of Transportation.

8.0 RELEVANT MATERIALS/DOCUMENTS

8.1 WVDOT Uniform Purchase Program Order Form (DOT.03.42.01)

8.2 WVDOH Uniform Catalog (DOT.03.42.02)

8.3 [WVDOH Uniform Purchase Program Standard Operating Procedure \(SOP.03.42.A\)](#)

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9.0 CHANGE LOG

February 9, 2026 –

- Policy established.

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Effective Date of Policy: 02/09/2026

Approved by:

DocuSigned by:



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Stephen T. Rumbaugh, P.E.
Secretary of Transportation/
Commissioner of Highways

3/2/2026

Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.