



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

Policy No: DOT.03.43

Issue Date: 07/01/2009

Revised: 02/09/2026

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1.0 PURPOSE

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

2.0 SCOPE

Due to budgetary constraints, uniform rental is 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 **Official Duty:** Time spent on the clock or representing the WVDOH in an official capacity.
- 3.4 **Statewide Uniform Coordinator:** The Central Office representative managing statewide uniform operations.
- 3.5 **Uniform Coordinator:** The District Headquarters or Central Office organization representative managing district or Central Office organization-level uniform operations.
- 3.6 **Location Uniform Coordinators:** The site-specific representative responsible for distribution and local coordination.

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- 3.7 **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 WVDOH Procurement Divisions oversee the Uniform Rental 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 The WVDOH will provide, at agency expense, rental uniforms approved by the American National Standards Institute (ANSI) to employees who spend the majority of their regularly scheduled work time in traffic related areas or equipment repair facilities. The rental uniforms will have the necessary components for high visibility required by ANSI. Employees subject to this policy are required to wear the uniforms while on scheduled or unscheduled duty. Employees who do not meet all eligibility requirements necessary to obtain uniforms will be required to wear an ANSI approved vest while working in traffic related areas or equipment repair facilities for their safety and protection.
- 5.2 All uniformed employees shall appear in a complete uniform which is defined as an approved pant and shirt or coveralls and a jacket if conditions warrant. Any obscenity of the uniform by outerwear will require the employee to wear an ANSI approved vest. The uniform shall be worn only when on official duty, or when it is reasonable to expect recall to duty. All uniforms shall be clean, neat and in good repair and no alterations shall be made to an issued item.
- 5.3 Employees are responsible for reasonable care of the uniforms and delivering their soiled uniforms to specified sites for pick up by the vendor. Employees may be required to reimburse the agency for the cost of uniform clothing when reasonable care is not exercised. Employees who are separating from employment or transferring to a position not subject to this policy are required to return uniform clothing to their organizations.
- 5.4 Due to unanticipated scheduling situations, employees who run short of laundered uniforms prior to vendor delivery will be required to launder the uniform at their expense until the next vendor drop off and delivery. Reporting to work in a clean

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and laundered uniform is required.

- 5.5 Employees must maintain a professional appearance and demeanor when wearing the official WVDOH uniform. Each employee will be professionally measured to ensure a properly fitted uniform is provided.
- 5.6 The WVDOH will require reimbursement for lost or damaged uniforms as a result of non-work-related incidents. The District/Division Uniform Coordinator is responsible for determining when reimbursement from the employee is necessary. Non-work-related uniform incidents resulting in loss or damage will be documented; placed in employee personnel folder; and reimbursable invoice prepared.
- 5.7 WVDOH employees who are issued uniforms and wish to purchase additional uniforms at their own expense will be required to get the permission of the District/Division Uniform Coordinator. The WVDOH will only be responsible for laundering the allotted number of uniforms. The employee will bear the responsibility of laundering any excess uniforms.
- 5.8 The WVDOH will establish an exchange area for uniforms at each location visited by the uniform vendor. The Location Uniform Coordinator is responsible for handling any problems associated with the uniform exchange. An employee meeting the requirements as specified may only be excused from wearing the uniform with the approval of the employee's District Engineer/Manager or Division Director.
- 5.9 Employees covered by this policy who fail to comply with its requirements will be subject to disciplinary action.
- 5.10 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.

6.0 DIVISIONS WITHIN THE DEPARTMENT OF TRANSPORTATION

This policy applies to eligible employees (as defined in Section 2.0) of the West Virginia Division of Highways of the West Virginia Department of Transportation who are assigned to organizations not participating in the WVDOT Uniform Purchase Pilot Program (Policy DOT.3.42).

7.0 CHANGE LOG

August 1, 2018

- Changed format per Policy and Procedure work group.
- Policy reviewed and updated.

December 17, 2021

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- Updated formatting.
- Added classification of Highway Equipment Manager.
- Removed outdated Intranet information.

February 9, 2026

- Updated formatting.
- Updated Purpose and Scope.
- Updated classifications.
- Updated eligibility requirements.
- Changed from DOH 1.2 to DOT.03.43 Policy

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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.