



West Virginia Department of Transportation

Standard Operating Procedure

Uniform Purchase Pilot Program

SOP.03.42.A**Effective Date: 02/09/2026****Revision Date:****Page 1 of 6**

1.0 Purpose

The purpose of this document is to establish procedures for the administration of the West Virginia Division of Highways (DOH) Uniform Purchase Pilot Program. These procedures ensure that employees working in traffic-related areas or equipment repair facilities are equipped with high-visibility, reflective workwear to enhance safety and professional standards.

2.0 Scope/Audience

This SOP applies to DOH employees who spend the majority of their regularly scheduled work hours in traffic-related or equipment repair environments and hold a classification listed in Section 2.0 of the Uniform Purchase Pilot Program Policy (DOT.03.42).

3.0 SOP

3.1 Initial Uniform Disbursement

Upon implementation of the program or the hiring of an eligible employee, the organization's Human Resources representative shall notify the Uniform Coordinator to initiate the employee's uniform order.

1. The Uniform Coordinator will contact the Location Uniform Coordinator and/or new hire during the first week of employment to obtain sizing and style preferences.
2. The eligible employee will work with the Uniform Coordinator (or Location Uniform Coordinator) to complete the order on an official order form (Form DOT.03.42.01).
3. The Uniform Coordinator will work with the appropriate purchasing staff in the organization to order the items.
4. Upon delivery, the Location Uniform Coordinator (or Uniform Coordinator) will acknowledge receipt of all ordered items by logging the information into a tracking database and then will provide them to the eligible employee.
5. The eligible employee will confirm items and sizes are correct as shown on the official order form. The eligible employee will then become responsible for the uniforms and following all requirements set forth in the Uniform Purchase Pilot Program Policy (DOT.03.42).



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3.1.1 Initial Uniform Set

A complete initial uniform set consists of seven (7) pairs of pants, seven (7) shirts, and one (1) jacket. Welders will also receive one (1) set of coveralls.

Non-Weld

Shirts (Employee may choose any combination of lime-colored shirts available in the current Catalog)	7 Total
Pants (Employee may choose any combination of pants or bib overalls available in the current Catalog)	7 Total
Jacket (Employee may choose any jacket style available in the current Catalog)	1 Total

Welder

Shirts (Employee may choose any combination of navy-colored shirts available in the current Catalog)	7 Total
Pants (Employee may choose any combination of pants or bib overalls available in the current Catalog)	7 Total
Jacket (Employee may choose any jacket style available in the current Catalog)	1 Total
Coveralls (Employee may choose any coverall style available in the current Catalog)	1 Total

3.2 Yearly Uniform Allotment

Following the initial disbursement, employees receive an annual allotment of 100 points. Each employee may purchase any combination of uniform components totaling 100 points from the DOH Uniform Catalog (DOT.03.42.02); however, employees are responsible for following the requirements set forth in the Uniform Purchase Pilot Program Policy (DOT.03.42).

3.2.1 Point Allocation by Item

<i>Item Description</i>	<i>Points (per Item)</i>
Short Sleeve T-Shirt (Lime)	6
Short Sleeve Button Down Shirt (Lime or Navy)	6
Long Sleeve Button Down Shirt (Lime or Navy)	8
3-Season Hip Jacket	10
Pants (Denim, Cotton, Cargo, or Bib Overalls)	13
Vest (Lime)	3
Coveralls	43



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3.2.2 Examples of Potential Yearly Reorders

	<i>Number</i>	<i>Points Per Item</i>	<i>Total Points Used</i>
Employee 1 (Non-Weld, Road)			
Short Sleeve T-Shirt (Lime)	4	6	24
3-Season Hip Jacket	1	10	10
Denim Work Pants	5	13	65
Total Points Used			99

Employee 2 (Non-Weld, Equipment Repair Facility)			
Short Sleeve Button Down Shirt (Lime)	4	6	24
Long Sleeve Button Down Shirt (Lime)	1	8	8
Denim Work Pants	5	13	65
Total Points Used			97

Employee 3 (Welder, Equipment Repair Facility)			
Short Sleeve Button Down Shirt (Navy)	5	6	30
Cargo Pants (Navy)	2	13	26
Denim Work Pants	3	13	39
Coveralls*	1	-	-
Total Points Used			95

** Provided to welders biennially outside of the point system. If a welder requests coveralls during an "off" year, the points must be deducted from their 100-point allotment.*

3.3 Annual Reordering Process

Each District and Central Office organization must place orders for eligible employees yearly **on or before March 1st**.

1. Uniform Coordinators notify Location Uniform Coordinators to begin the collection process.
2. Employees must submit sizing and selections on an official order form (DOT.03.42.01).



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3. Location Uniform Coordinators must verify that:
 - The employee is eligible, and the order matches the allotted points (prorated if applicable).
 - Selections are appropriate for the job (e.g., Road crews must prioritize Lime tops).
 - The order is on an official order form (DOT.03.42.01), and all necessary information is completed.
4. The Uniform Coordinator cross-references completed forms with wVOASIS and the internal tracking database for accuracy before placing the order with the vendor.

3.4 Inspections and Returns

Employees must inspect and try on all items upon receipt.

1. Damaged or incorrectly sized items must be returned, unworn, to the Location Uniform Coordinator within 10 calendar days.
2. The Uniform Coordinator must process the return with the vendor within 20 days per the Uniform Contract.

Exception: *This window does not apply to latent manufacturing defects discovered after the 10-day period.*

3.5 Reasonable Care and Maintenance

Employees are responsible for reasonable care of the uniforms. Please refer to Section 5.4, Reasonable Care and Maintenance, of the Uniform Purchase Pilot Program Policy (DOT.03.42) for further details and requirements.

4.0 Definitions

For the purpose of this SOP, the terms below have the following definitions:

Majority: Fifty-one percent (51%) or greater of regularly scheduled work hours.

Uniform Contract: The active agreement between the West Virginia Department of Transportation (DOT) and the authorized uniform vendor.

Reasonable Care: Routine maintenance including daily inspection, prompt stain treatment, garment rotation, following manufacturer laundering instructions, and performing minor repairs (e.g., replacing buttons).

Pro-rated Allotment: A monthly allocation for employees hired between annual reorder periods.



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Official Duty: Time spent on the clock or representing the agency in an official capacity.

Statewide Uniform Coordinator: The Central Office representative managing statewide uniform operations.

Uniform Coordinator: The District- or Division-wide representative managing district- or division-level uniform operations.

Location Uniform Coordinators: The site-specific representative responsible for distribution and local coordination.

Eligible Employees: Employees in the classifications listed in Section 2.0 of DOT.03.42 who spend the majority of their regularly scheduled work time in traffic-related areas or equipment repair facilities.

5.0 Responsibilities

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. All DOH supervisors are accountable for promoting an understanding of this SOP and for taking appropriate steps to ensure compliance.

Uniformed Employees: Responsible for the reasonable care and maintenance of uniforms and ensuring they wear the appropriate uniform components for their work area and classification.

Managers, Supervisors, and Safety Staff: Accountable for monitoring uniform condition and ensuring all workwear meets ANSI standards.

DOH Operations and DOT Procurement Divisions: Oversee the master Uniform Contract. The Director of Operations appoints the Statewide Uniform Coordinator to manage eligible classifications.

Uniform Coordinators: Responsible for tracking eligibility, managing pro-rated allotments, and executing accurate orders.

Location Uniform Coordinators: Responsible for collecting order forms from eligible employees within their organization, coordinating with the Uniform Coordinator on orders, reviewing orders, and disbursement of items.

6.0 Divisions within the DOT

These procedures only apply to employees of the DOH of the DOT.

7.0 Related Information

The following information complements and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws, and requirements.



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7.1 Related DOT/DOH Policies

- Uniform Purchase Pilot Program, DOT.03.42

7.2 Related SOPs

N/A

7.3 Related Forms

- Uniform Purchase Pilot Program Order Form, DOT.03.42.01

7.4 Frequently Asked Questions (FAQs)

N/A

7.5 Other Related Information

- DOH Uniform Catalog, DOT.03.42.02

8.0 SOP Owner and Contact

SOP Owner: Statewide Uniform Coordinator
SOP Approved by: Deputy State Highway Engineer – Operations
Contact Information: Telephone: (304) 558-2901

9.0 Document Control

Issue Date	Effective Date	Revision Description