

WEST VIRGINIA DIVISION OF HIGHWAYS
Daily Work Report, DOT-12 - Maintenance Crew Chief's Guide

EMPLOYEE NAME: _____

DATE COMPLETED: _____

SUPERVISOR: _____

#	ANSWER	QUESTION
<i>BASIC INFORMATION</i>		
1	TRUE FALSE	TRUE/FALSE: The DOT-12 is the legal document of work performed and resources expended.
2	Circle one: A. B. C.	Purposes of the DOT-12: A: report core maintenance, information for REMIS, categorize expenditures, measurement/control data, who was absent B: report time, information for REMIS, categorize expenditures, measurement/control data, historical information C: report time, information for REMIS, orders supplies, track complaints, historical information
3		FILL IN THE BLANK: It is the _____ responsibility to obtain the proper charging information needed for the DOT-12.
4		FILL IN THE BLANK: The first 2 digits of the Organization Number indicate the _____ in which the organization is located.
5	TRUE FALSE	TRUE/FALSE: There are four (4) types of functional classifications of routes in the Division of Highways.

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6	TRUE FALSE	TRUE/FALSE: UNIT OF MEASURE - The unit of measure is the variable unit for reporting activities.
<i>COMMON ERRORS AND INSTRUCTIONS FOR COMPLETING THE DOT-12</i>		
7	TRUE FALSE	TRUE/FALSE: You should erase or use white out on the DOT-12 to correct changes.
8	TRUE FALSE	TRUE/FALSE: Place your initials beside the correction in case there are questions later.
9	Circle one: A. B. C.	The correct Performance Standard Activity for removing a small rock slide from a ditch is: A: Activity No. 287 Removing Ditchline Obstacles (FT) B: Activity No. 262 Ditching and Blading (MI) C: Activity No. 288 Pulling Shoulders or Ditches Paved Roadway (SM)
10	Circle one: A. B. C.	The correct Performance Standard Unit of Measure for Activity 308 Litter Pickup and Disposal is: A: Employee Hours - EH B: Cubic Yard - CY C: Bags - BG
11		FILL IN THE BLANK: <u>ACTIVITY CODE NO.</u> - Enter the appropriate _____ Activity Code for each column of reported data.
12	TRUE FALSE	TRUE/FALSE: <u>HOURS:</u> Enter the number of miles the equipment was used for the work activity or the amount of time the equipment was down.

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13	Circle one: A. B. C.	PREPARED BY - Must be a completed signature by the individual who actually prepared the DOT-12. it is not acceptable for the "PREPARED BY" and "APPROVED BY" signature to be the same individual. A typed or stamped name is not acceptable, the signature must be a _____, _____ signature. A: initialed, capital letters B: printed, erasable C: legible, handwritten
14		FILL IN THE BLANK: Reverse Side DOT-12 - THIS IS A _____ SECTION OF THE DOT-12 TO BE UTILIZED BY THE CREW CHIEF.
MEASUREMENT AND CONVERSION TABLE EXERCISES		
15		TABLE 7: Linear Measure To Convert Yards to Feet, Multiply by: _____
16		TABLE 8: Area Measure To Convert Square Yards to Square Feet, Multiply by: _____
17		TABLE 9: Volume Measurement To Convert Cubic Yards to Cubic Feet, Multiply by: _____
18		TABLE 14: Square Yards Chart 3 feet long x 3 feet wide = _____ square yards 21 feet long x 6 feet wide = _____ square yards