

Engaging Employees



- Culture shift from ideas to best practices
- Must be producing desired results
- Implementation is expected!

Engaging Employees



Application Form

Have you or your work group found a better, faster or cheaper way to get your work done? Why not let everyone share in the success? Fill out the form below. Your best practice may even qualify for an award and be used throughout the state. Most of all, thanks for helping make MoDOT the best it can be.

1) Describe your best practice. *(Attach additional documents if needed.)*

2) How does MoDOT benefit from this best practice?

Saves money Saves time Simplifies work Improves safety

Describe how:

3) When was your best practice implemented?

4) How much does it cost?

Total labor hours:

Total material costs:

5) What level of approval has your best practice received? *(Check all that apply)*

Immediate supervisor Area supervisor I need an Idea Advocate
 District/Division head Central Office staff

6) Contact information: Name:

Telephone:

District / Division:

Please save and send your completed form and any attachments to: Solutions@modot.mo.gov.

Or sign and mail your completed form through department mail to: Solutions At Work
Organizational Results
PO Box 270
Jefferson City MO 65102

(Signature if mailed)

(Date)

Thanks for helping make MoDOT a world-class organization!

Missouri Department of Transportation

- Form available online, electronic and paper
- Allows attachment of files, photos and videos
- Idea Advocate requests

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- 3 levels of evaluation completed within 15 working days
- Buy-in required at each level
- SAW coordinator facilitates organizational discussion and manages overall process

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December 2006

Best Practice Tip Sheet

Name: Traffic Impact Study Guidelines

Location: District 6

Focus Area: Traffic, Transportation Planning

Purpose: Reduce Cycle Time, Reduce Errors

Description: Written guidelines were developed by District 6 staff to better define the requirements of a Traffic Impact Study.

Benefit: Creates opportunities to achieve collaborative plans that meet the needs of MoDOT and our county and municipal partners while encouraging sustainable economic development. Reduces the amount of time needed in the Traffic Impact Study submittal and review process. Ensures the methodology used within the Traffic Impact Studies is transparent, allowing MoDOT staff to effectively assess impacts and identify appropriate mitigation.

Implementation cost: \$0

Evaluators' comments: *"This will be very useful in districts with fast developing areas. Resources available to deal with new developments are not factored into our resourcing needs, so anything that streamlines this process is a positive to the organizations and developers."*

"This a good tool for both engineers and permit inspectors to understand what is needed for a traffic impact study and how to evaluate one. It also sets an outline for how and when we interact with consultants and communicates clearly what is expected from consultants. This eliminates going back and forth to correct studies."

Files and photos:



TIS Guidelines - Final without Scoping Forms.doc

For more information, contact Kerri Yap at kerri.yap@modot.mo.gov or (314) 340-4549.

- Approved best practices placed in online database
- Implementation details
- Direct routing to department managers and regional implementation contacts

Engaging Employees



- Monthly video conference
- Discuss submissions in varying stages of evaluation and implementation
- Promotes total organizational buy-in

The image features a solid blue background. In the center, the word "Questions?" is written in a bold, yellow, sans-serif font. Behind this text, there are faint, larger-scale elements: the letters "MADDO" in a light blue, semi-transparent font, and several abstract, overlapping geometric shapes and lines in a slightly darker shade of blue, creating a layered, architectural feel.

Questions?