



# North Carolina Department of Transportation (NCDOT) Employee Memorial Program

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NCDOT employees killed in the line of duty may be honored through the NCDOT Memorial Program.

## **I. Purpose**

The purpose of the Employee Memorial Program is to honor the lives of transportation employees who passed away while performing their job duties in service to the Department and the citizens of North Carolina. The Department desires to raise public awareness of work zone safety through the establishment of this program. While accidents occur in other areas of the Department, work zones are the greatest exposure for our employees. It is the responsibility of all citizens to stay alert, slow down and drive safely when traveling through work zones.

## **II. Procedures for submitting a NCDOT Employee Memorial Program request:**

To honor a fallen employee:

1. A NCDOT Memorial Program Recommendation Form shall be completed and signed by the business unit Director (i.e., Division Engineer, Rail Director, etc.).  

\* Please contact the Chief Engineer's Office to receive a copy of the NCDOT Employee Memorial Program Recommendation Form.
2. The form will then be submitted to the appropriate Executive Level Director (i.e., Chief Engineer, Deputy Secretary for Transit, etc.) for review and approval.
3. Once approved by the Chief Engineer, a recommendation for approval will be made to the Board of Transportation.
4. Once approved by the Board of Transportation, the business unit Director shall notify the employee's family by letter. The letter shall state that the Department intends to add their loved one's name to a specially designed memorial sign to be displayed in rest areas across the State of North Carolina to commemorate their service and ultimate sacrifice. Additionally, a sign may be placed at or near the location where the incident occurred, if deemed safe and feasible.