The Organizational Management Branch of the Office of Human Resource Management produces the Kentucky Transportation Cabinet (KYTC) Information Guide in an effort to deliver the best possible service to Cabinet customers. The guide includes a Key Words Index, which helps users quickly locate topics of interest. In addition, the guide contains contact information and details about the Cabinet’s organizational structure and operations, thereby enabling customers, as well as employees communicating with customers, to more readily discover whom to contact for assistance.

An online version, which includes links to the websites and charts of the Cabinet’s organizational units, may be accessed from the Cabinet’s Internet home page, under “About Us”: http://transportation.ky.gov/Pages/default.aspx

NOTE: All listings in this guide refer to locations in Frankfort, Kentucky, unless noted otherwise.
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The Cabinet is responsible for maintaining and improving transportation infrastructure of the Commonwealth—including more than 27,000 miles of roadways, 160 licensed airports, and 23 public transportation systems—and for registering approximately 2.7 million licensed drivers and 3.4 million vehicles annually. Moreover, the Cabinet exercises its jurisdiction in the areas of highway safety, public transportation, waterways, railways, aviation, bikeways, and motor vehicle regulation.

MISSION STATEMENT

To provide a safe, efficient, and environmentally sound and fiscally responsible transportation system that delivers economic opportunity and enhances the quality of life in Kentucky
**Division of Accounts**

- Prepares project agreements and submits billings to Federal Highway Administration for its share of cost of contracting projects under Federal Highway Program
- Prepares Cabinet’s financial reports and annual GAAP (generally accepted accounting principles)-basis statements
- Performs pre-audit examinations and verifications of all accounts payable
- Processes all of Cabinet’s financial documents through data entry into Finance and Administration Cabinet’s accounting system
- Maintains accounts of vendors, state agencies, and Turnpike Authority of Kentucky
- Serves as central repository for Cabinet documents relating to project activity, payments to vendors, and other financial transactions
- Maintains files of Official Orders, which serve as documentation of official policies of Cabinet

**Key Words**

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EXECUTIVE DIRECTOR        ALICE WILSON
DEPUTY                        (VACANT)
LOCATION          TCOB, 4TH FLOOR EAST
PHONE              502-564-6760
FAX                502-564-6766

Office of Audits

♦ Provides auditing functions to meet various needs of Transportation Cabinet management
♦ Comprises two divisions:
  • Division of Road Fund Audits
  • Division of Audit Services
Office of Audits

Division of Audit Services

Office of Director

External Audit Branch

Internal Audit Branch

Contract Audit Branch

05-16-2013
DIVISION OF AUDIT SERVICES

♦ Audits all internal Cabinet functions to ensure fiscal and operational compliance
♦ Provides management with an independent appraisal of the Cabinet’s operations and controls in order to determine whether accounting and administrative controls are functioning properly, policies and procedures are being followed, and Cabinet objectives and standards are being met
♦ Investigates allegations of theft or misuse of Cabinet assets

KEY WORDS

External Audits
Internal Audits
Department of Aviation

Office of Commissioner

Kentucky Airport Zoning Commission*

Capital City Airport Division
- Flight Operations Branch
- Aircraft Maintenance Branch
- Airport Operations Branch

Greater Commonwealth Aviation Division
- Airport Engineering Branch
- Airport Inspection Branch

* Attached for Administrative Purposes

06-16-2008
DEPARTMENT OF AVIATION

♦ Assists in economic development of aviation community
♦ Provides assistance for safe and efficient development and use of state aviation system
♦ Provides support in all aviation matters
♦ Oversees three major programs:
  • Airport Development Program, which provides financial assistance for capital improvement projects to publicly owned public-use airports
  • Aviation Regulatory Program, which (1) performs annual certification of airports and heliports and (2) publishes and distributes the Airport Directory
  • Runway Marking Program, which provides fresh and standardized surface painting at substantially reduced costs to local airports

♦ Comprises two divisions:
  • CAPITAL CITY AIRPORT DIVISION
  • GREATER COMMONWEALTH AVIATION DIVISION

For administrative purposes, the KENTUCKY AIRPORT ZONING COMMISSION is attached to the Department of Aviation.

KEY WORDS

Airport Development Program Licensing, Airport & Heliport
Aviation Regulatory Program Runway Marking Program
Office of Budget and Fiscal Management

♦ Serves as Cabinet’s chief financial office
♦ Assists management with specialized statistical reports for decision making and planning in regard to agency programs and financial affairs
♦ Provides direction for budgeting, cash-management, and accounting
♦ Reviews requests for out-of-state travel by Cabinet employees
♦ Coordinates intra-agency and inter-agency projects
♦ Tracks and reviews pending legislation and activities of local and federal governments for any budgetary or programmatic impact on the Cabinet
♦ Provides management with independent appraisal of Cabinet’s operations and controls in order to determine whether accounting and administrative controls are functioning properly, policies and procedures are being followed, and Cabinet objectives and standards are being met
♦ Investigates allegations of theft or misuse of Cabinet assets
♦ Comprises two divisions:
  • Division of Accounts
  • Division of Purchases

Key Words
Appropriations  Fiscal Compliance
Budget  Misuse of Cabinet Assets
Capital Construction Budgeting  Out-of-State Travel
Expenditures
Department of Aviation

Capital City Airport Division

Office of Director

Flight Operations Branch

Aircraft Maintenance Branch

Airport Operations Branch

06-16-2008
DIRECTOR (VACANT)
ASSISTANT SCOTT SHANNON
LOCATION 90 AIRPORT RD
PHONE 502-564-0099
FAX 502-564-0172

**CAPITAL CITY AIRPORT DIVISION**

♦ Supervises and operates the Commonwealth’s fleet of aircraft and arranges charter services for all state agencies
♦ Manages the Capital City Airport, which includes providing hangar and tie-down spaces, fuel, and repair of state, federal, and private aircraft

**KEY WORDS**

Aircraft Fleet, State
Airport Maintenance
Charter Services, Air
Office for Civil Rights & Small Business Development

Office of Executive Director

Civil Rights Branch

Small Business Development Branch

06-16-2008
EXECUTIVE DIRECTOR  TYRA REDUS
DEPUTY (VACANT)
LOCATION TCOB, 6TH FLOOR WEST
PHONE 502-564-3601
FAX 502-564-2114/1491

Office for Civil Rights & Small Business Development

♦ Monitors Equal Employment Opportunity programs, including enforcement of Titles VI and VII of Civil Rights Act
♦ Investigates all complaints of discrimination based on race, sex, religion, disability, ethnic origin, age, sexual orientation, veteran status, and gender
♦ Counsels at-risk employees and employees facing disciplinary action or identified as having difficulties that may interfere with or jeopardize employment
♦ Administers, coordinates, supports, and monitors progress of Disadvantaged Business Enterprise (DBE) Program and Supportive Services/On-the-Job Training Programs
♦ Publishes directory of certified and prequalified DBE firms
♦ Certifies small businesses owned and controlled by socially and economically disadvantaged individuals, including minorities and women, to participate in USDOT-assisted contracts in accordance with 49 Code of Federal Regulations 26 (49 CFR Part 26)

Key Words

Affirmative Action  Retaliation, Employee
Disadvantaged Business Enterprise Program  Sexual Harassment
Discrimination, Employee  Socially/Economically Disadvantaged
Equal Employment Opportunity  Supportive Services Program
Entrepreneurial Development Institute  Third-Party Challenge
49 CFR Part 26  Titles VI and VII
On-the-Job Training (OJT) Program  Uniform Certification Program (UCP)
Division of Construction
DIVISION OF CONSTRUCTION

❖ Administers highway construction contracts from award through project completion, including verification of final estimates
❖ Performs routine and final field inspections of roadway and drainage construction to determine compliance with Cabinet policies, procedures, and specifications
❖ Reviews and recommends approval of change orders, construction revisions, subcontracts, and semifinal and final estimates
❖ Consults with federal, state, and other public or private agencies on matters concerning roadway construction
❖ Reviews and makes recommendations on time extensions and liquidated damages and claims relating to construction contracts
❖ Provides technical assistance to district offices

KEY WORDS

Change Orders, Construction Contract Inspections, Construction
Claims, Construction Specifications, Construction
Contract Administration Standard Specifications
Estimates, Final Subcontracts
**Construction Procurement**

**DIRECTOR**  
RACHEL MILLS

**ASSISTANT**  
BRENT KROPF

**LOCATION**  
TCOB, 3RD FLOOR WEST

**PHONE**  
502-564-3500

**FAX**  
502-564-8961

**DIVISION OF CONSTRUCTION PROCUREMENT**

♦ Administers awarding of road construction contracts, a process that includes:
  
  • Prequalification of contractors
  • Bid proposal preparation
  • Bid advertisements
  • Bid evaluations

♦ Ensures compliance of proper wage rates

♦ Conducts Equal Employment Opportunity reviews and investigations of contractors

♦ Maintains lists of prequalified bidders for various highway projects and publishes contractors’ directory for public distribution

**KEY WORDS**

Contract Advertisement  
Contract Award  
Contract Compliance  
Contract Proposal

*ACTING*
DIVISION OF CUSTOMER SERVICE

♦ Serves as the single point of contact for the Department of Vehicle Regulation, facilitating customer-service requests and inquiries by telephone
♦ Maximizes response time for department-wide customer requests and inquiries
♦ Provides uniformity in the dissemination of accurate information to Cabinet customers
♦ Follows up with customers to ensure resolution and satisfaction
♦ Communicates with management to ensure compliance with all state laws and regulations

KEY WORDS
Customer Service, Driver Licensing
Customer Service, Motor Carrier Licensing
Customer Service, Vehicle Licensing
Graduated Driver Licensing
**Driver Licensing**

**DIRECTOR**  Carolyn Brown  
**ASSISTANTS**  Matthew Cole  
**LOCATION**  TCOB, 2ND FLOOR WEST  
**PHONE**  502-564-1257  
**FAX**  502-564-0109  

**DIVISION OF DRIVER LICENSING**

♦ Administers KRS 186.400–186.649, 187, 189A, and 281A  
♦ Maintains driving history record for each licensed driver in state  
♦ Maintains records of individuals whose privilege to operate motor vehicle has been suspended  
♦ Governs driver license suspensions and revocations and driver limitation programs  
♦ Provides state traffic school programs mandated by statute  
♦ Handles driver license reinstatements, driver licensing hearings, medical review board, commercial driver licenses, and miscellaneous driver licensing services  

**KEY WORDS**

Commercial Driver License (CDL)  
Driver License  
Driving History Record  
Graduated Driver Licensing  
Hearings, Driver Licensing  
Medical Review Board  
One Stop Shop  
Reinstatement Fees  
Traffic School
**Employee Relations**

**DIRECTOR** (VACANT)
**ASSISTANT** (VACANT)
**LOCATION** TCOB, 6TH FLOOR WEST
**PHONE** 502-564-4610
**FAX** 502-564-6683

**DIVISION OF EMPLOYEE RELATIONS**

♦ Reviews and implements requests for major disciplinary actions, pretermination hearings, grievances, and Equal Employment Opportunity (EEO) complaints, including those pertaining to sexual harassment and Americans with Disabilities Act (ADA)
♦ Ensures employee compliance with KRSs, KARs, policies, and procedures, particularly KRS 18A, KRS 342, and Title 101 KAR
♦ Coordinates employee counseling
♦ Manages development and implementation of employee safety and health program to ensure effective oversight, communication, and training
♦ Assists in coordinating and monitoring Transportation facilities for compliance with Kentucky Occupational Safety and Health Act (KOSHA) and adherence to Cabinet policies and procedures
♦ Conducts jobsite safety inspections and annual building inspections for Transportation facilities statewide
♦ Provides technical assistance and advice to management and employees

**KEY WORDS**

Compliance, Employee Safety Drills
Counseling, Employee Safety, Employee
Disciplinary Actions Safety Inspections, Jobsite & Building
First-Aid Training Safety Training
Grievances, Employee Temporary Modified Duty Plan
KOSHA Compliance Workers’ Compensation
Personnel Board Hearings Administration Workplace Violence
Environmental Analysis

DIRECTOR        DAVID WALDNER
ASSISTANT       DANNY PEAKE
LOCATION        TCOB, 5TH FLOOR WEST
PHONE           502-564-7250 OR 800-280-2498
FAX             502-564-5655 / 4911

DIVISION OF ENVIRONMENTAL ANALYSIS

♦ Provides environmental guidance relating to Cabinet projects and activities to employees, contractors, and general public
♦ Facilitates Cabinet’s mission of performing in environmentally sound manner by ensuring that planning, design, construction, operation, and maintenance projects and activities that have potential to impact social, economic, or physical environment are identified and evaluated and their impacts minimized
♦ Reviews, prepares, and procures environmental documents, contracts, or actions as made necessary by state and federal environmental laws and regulations
♦ Provides guidance, procedures, and technical assistance to various Cabinet facilities (maintenance garages, rest areas, etc.) to assure compliance with applicable state and federal environmental laws

KEY WORDS

Air Quality                        Groundwater Protection Plans
Categorical Exclusions, Environmental Laboratory Analysis
Clean Air Act                       National Environmental Policy Act
Cumulative Impact Assessment        Notice of Violation, Environmental
Environmental Analysis (Baseline Studies: Resource Conservation Recovery Act
  Archaeological, Cultural, Historical, Socioeconomical)
Environmental Assessments          State Implementation Plan
Environmental Impact Study          Underground Injection Control
Environmental Process Review        Underground Storage Tanks

Water Quality
DIVISION OF EQUIPMENT

- Maintains Cabinet’s fleet of more than 9,000 pieces of equipment used in construction and maintenance of state highways
- Performs major and minor equipment repairs at 17 repair garages across the state
- Provides equipment repair parts and various operational supplies to Cabinet’s operating units (Transportation Warehouse)
- Writes equipment specifications and initiates administrative paperwork to make required purchases
- Conducts sales of surplus equipment to other Cabinets and governmental agencies to generate replacement funds
- Maintains fuel cards and personal identification numbers (PIN) for equipment fueling

KEY WORDS

Equipment Auction  Off-Road Equipment
Equipment Sales  Road Equipment
Fuel Cards  Surplus/Salvage Equipment
Mobile Radio Services  Transportation Warehouse
Office of Support Services

Division of Facilities Support

Office of Director

Facilities Administration Branch
- Inventory & Supply Section
- Conference Center Section
- Administrative Support Section

Design Construction Branch

Facilities Maintenance Branch
- HVAC East Unit
- HVAC Central Unit
- HVAC West Unit
- General Maintenance Section
- Electrical & Plumbing Maintenance Section

12-16-2010
Facilities Support

DIRECTOR (VACANT)
ASSISTANT TERRY DENNY
LOCATION 1219 WILKINSON BLVD
PHONE 502-564-2326
FAX 502-564-6754

DIVISION OF FACILITIES SUPPORT

◆ Develops plans and specifications for all new real-property construction projects and building alterations
◆ Manages Cabinet’s Capital Construction projects
◆ Leases all Cabinet property and assigns office space
◆ Maintains, renovates, and repairs Cabinet real property
◆ Maintains inventory records on all Cabinet buildings and lots
◆ Maintains TCOB and statewide building security program (security monitoring)
◆ Oversees Fire and Tornado Insurance Program
◆ Provides indoor signs and nameplates for Cabinet
◆ Manages all Cabinet copy machines
◆ Purchases furniture, engineering and laboratory equipment, and selected specialty items: e.g., U.S. and state flags
◆ Maintains inventory of all equipment and furniture assigned to Cabinet offices statewide
◆ Maintains and repairs office and engineering equipment

KEY WORDS

Building Security  Picture Framing
Capital Construction Projects  Property Leasing
Fire/Tornado Insurance  Property Maintenance
Furniture, Office  Purchases: Engineering, Laboratory, Equipment
Inventory, Cabinet  Supplies: Office, Engineering, Specialty Items
Office Space
DIVISION OF GRAPHIC DESIGN & PRINTING

♦ Facilitates Kentucky Design and Print Services
♦ Administers employee badging system
♦ Coordinates Cabinet events (Conference Center)

KEY WORDS
Badging, Employee
Blueprints (Reprographics)
Conference Center
Engraving
Graphic Design
Printing
Greater Commonwealth Aviation

**DIRECTOR** (VACANT)
**ASSISTANT** (VACANT)
**LOCATION** 90 AIRPORT RD
**PHONE** 502-564-0099
**FAX** 502-564-7953

Greater Commonwealth Aviation Division

♦ Provides assistance for capital-improvement projects to publicly owned public-use airports
♦ Performs annual certification of airports and heliports
♦ Recruits aviation-related businesses to the Commonwealth

**KEY WORDS**

Airport Projects
Certification, Airports & Heliports
Office of Project Development

Division of Highway Design

Office of Director

Administrative Support Section

Roadway Rehabilitation Branch

Developmental Branch

Technical Support Branch

Drainage Branch

Roadway Design Branch

Pavement Branch

Quality Assurance Branch

Plan Processing Branch

01-16-2010
DIVISION OF HIGHWAY DESIGN

- Develops criteria, procedures, and policies for roadway design
- Ensures consistency of projects
- Offers technical expertise and assistance to project managers, teams, designers, and others associated with development of highway projects, including:
  - Policy interpretation
  - Standard Drawings
  - CADD (Computer-Aided Drafting and Design) techniques and standards
  - Expertise in geometry, design, drainage, survey, and pavement
- Facilitates training opportunities for highway design criteria, policies, and procedures
- Reviews and assembles project plans and delivers final project to letting process

**KEY WORDS**

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*Acting*
Office of Highway District 1

Executive Director (CDE)  Michael McGregor
Administrative Coordinator  Kennita Roy
Location  5501 Kentucky Dam Rd
          Paducah, KY 42003-9322
Phone  270-898-2431
Fax  270-898-7457

County  Seat  County  Seat
Ballard  Wickliffe  Hickman  Clinton
Calloway  Murray  Livingston  Smithland
Carlisle  Bardwell  Lyon  Eddyville
Crittenden  Marion  Marshall  Benton
Fulton  Hickman  McCracken  Paducah
Graves  Mayfield  Trigg  Cadiz
OFFICE OF HIGHWAY DISTRICT 2

EXECUTIVE DIRECTOR (CDE) KEVIN MCCLEAN
ADMINISTRATIVE COORDINATOR KAREN CUNNINGHAM
LOCATION 1840 NORTH MAIN ST
           P O Box 600
           MADISONVILLE, KY 42431-0600
PHONE 270-824-7080
FAX 270-824-7091

COUNTY | SEAT | COUNTY | SEAT
CALDWELL | PRINCETON | MCLEAN | CALHOUN
CHRISTIAN | HOPKINSVILLE | MUHLENBERG | GREENVILLE
DAVIESS | OWENSBORO | OHIO | HARTFORD
HANCOCK | HAWESVILLE | UNION | MORGANFIELD
HENDERSON | HENDERSON | WEBSTER | DIXON
HOPKINS | MADISONVILLE | | |
Highway District 3—Bowling Green

Office of Highway District 3

Executive Director (CDE)  GREG MEREDITH
Administrative Coordinator  JILL HARMON
Location  900 MORGANTOWN RD  BOWLING GREEN, KY 42102
Phone  270-746-7898
Fax  270-746-7643

COUNTY  |  SEAT  |  COUNTY  |  SEAT
---|---|---|---
Allen  |  Scottsville  |  Metcalfe  |  Edmonton
Barren  |  Glasgow  |  Monroe  |  Tompkinsville
Butler  |  Morgantown  |  Simpson  |  Franklin
Edmonson  |  Brownsville  |  Todd  |  Elkton
Logan  |  Russellville  |  Warren  |  Bowling Green
Highway District 4—Elizabethtown

Office of Highway District 4

Executive Director (CDE)  Patty Dunaway
Administrative Coordinator  Tom Pedigo
Location  634 East Dixie Hwy
          P O Box 309
          Elizabethtown, KY 42702-0309
Phone  270-766-5066 or 800-459-3566
Fax  270-766-5069

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Office of Highway District 5

Executive Director (CDE)  Matt Bullock
Administrative Coordinator  Jennifer L. Woods
Location  8310 Westport Rd
P O Box 22100
Louisville, KY 40242-3042
Phone  502-210-5400 or 800-903-5844
Fax  502-210-5494

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Office of Highway District 6

Executive Director (CDE)          Rob Hans
Administrative Coordinator        Candace Link
Location                          421 Buttermilk Pike
                                  Ft. Mitchell, KY 41017
Phone                             859-341-2700
Fax                               859-341-3661

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Office of Highway District 7

Executive Director (CDE) (Vacant)
Administrative Coordinator John Graves
Location 763 West New Circle Rd, Bldg 2
P O Box 11127
Lexington, KY 40512-0127
Phone 859-246-2355
Fax 859-246-2354

County | Seat | County | Seat
--- | --- | --- | ---
Anderson | Lawrenceburg | Jessamine | Nicholasville
Bourbon | Paris | Madison | Richmond
Boyle | Danville | Mercer | Harrodsburg
Clark | Winchester | Montgomery | Mt. Sterling
Fayette | Lexington | Scott | Georgetown
Garrard | Lancaster | | |
**Office of Highway District 8**

**Executive Director (CDE)**  
Bruce Neely

**Administrative Coordinator**  
Kenny Isaacs

**Location**  
1660 South Highway 27  
P.O. Box 780  
Somerset, KY 42502-0780

**Phone**  
606-677-4017

**Fax**  
606-677-4013

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Highway District 8—Somerset
Highway District 9—Flemingsburg

Office of Highway District 9

Executive Director (CDE)  BART BRYANT
Administrative Coordinator  TROY SHROUT
Location  822 ELIZAVILLE AVE
P O BOX 347
FLEMINGSBURG, KY 41041-0347
Phone  606-845-2551
Fax  606-849-2286

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Office of Highway District 10
Jackson

Office of Executive Director

Project Development Branch
- Planning Section
  - Jackson Section
    - Breathitt County Unit
    - Lee County Unit
    - Wolfe County Unit
  - Design Section
  - Right of Way Section
  - Utilities Section
- Hazard Section
  - Perry County Unit
  - Owsley County Unit

Project Delivery & Preservation Branch I
- Stanton Section
  - Powell County Unit
  - Estill County Unit
- West Liberty Section
  - Morgan County Unit
  - Magoffin County Unit
  - Menifee County Unit

Project Delivery & Preservation Branch II
- Equipment Section
- Structures Section
- Traffic Engineering & Permits Section
- Roadside Environment Section

06-16-2008
OFFICE OF HIGHWAY DISTRICT 10

EXECUTIVE DIRECTOR (CDE)  CORBETT CAUDILL
ADMINISTRATIVE COORDINATOR  ELIZABETH MILLER
LOCATION  473 HIGHWAY 15 SOUTH
          P O BOX 621
          JACKSON, KY 41339-0621
          606-666-8841
          606-666-7074

COUNTY    SEAT    COUNTY    SEAT
BREATHTITT  JACKSON  MORGAN  WEST LIBERTY
ESTILL  IRVINE  OWSLEY  BOONEVILLE
LEE  BEATTYVILLE  PERRY  HAZARD
MAGOFFIN  SALTERSVILLE  POWELL  STANTON
MENIFEE  FRENCHBURG  WOLFE  CAMPTON
Highway District 11—Manchester

Office of Highway District 11

Executive Director (CDE)  Sherri McGeorge Chappell
Administrative Coordinator  (Vacant)
Location  503 Railroad Ave
          Manchester, KY 40962
Phone  506-598-2145
Fax  506-598-8269

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*Central Office use only*
Highway District 12—Pikeville

Office of Highway District 12

Executive Director (CDE)  Mary Westfall-Holbrook
Administrative Coordinator  Paul Thompson
Location  109 Lorraine St
          Pikeville, KY 41501-2486
Phone  606-433-7791
Fax  606-433-7765

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**Highways**

**COMMISSIONER**  MIKE HANCOCK  
**STATE HIGHWAY ENGINEER**  BOB LEWIS (ACTING)  
**LOCATION**  TCOB, 6TH FLOOR EAST  
**PHONE**  502-564-3730  
**FAX**  502-564-2277

**DEPARTMENT OF HIGHWAYS**

- Administers the development and delivery of highway projects
- Manages the preservation and operations of the state’s highway system as prescribed by law
- Oversees the development and facilitation of the Kentucky’s Strategic Highway Safety Plan and the Highways Safety Plan as required by the Federal Highway Administration and the National Highway Traffic Safety Administration
- Promotes avenues for effective training for engineers throughout their careers
- Facilitates recruitment of scholarship, co-op, and other engineering-related positions
- Comprises 15 offices:
  - Office of Project Development (6 divisions)
  - Office of Project Delivery and Preservation (6 divisions)
  - Office of Highway Safety (2 divisions)
  - Offices of Highway Districts 1—12

**KEY WORDS**

Engineering Recruitment  
Engineering Training
Office of Highway Safety

♦ Provides uniformity in analysis, evaluation, coordination, and communication of highway- and traffic-safety data
♦ Facilitates development of partnerships with various agencies whose disciplines are engineering, education, enforcement, and emergency medical services
♦ Enhances and extends educational highway- and traffic-safety programs
♦ Comprises two divisions:
  • Division of Incident Management
  • Division of Highway Safety Programs

For administrative purposes, the Motorcycle Advisory Commission for Highway Safety and the Motorcycle Safety Education Advisory Commission are attached to the Office of Highway Safety.
DIVISION OF HIGHWAY SAFETY PROGRAMS

- Develops and facilitates Kentucky’s Strategic Highway Safety Plan (SHSP) and the Highways Safety Plan (HSP) as required by the Federal Highway Administration (FHWA) and the National Highway Traffic Safety Administration (NHTSA), respectively
- Analyzes and evaluates highway- and traffic-safety data and programs
- Maintains a Traffic Records System for identifying locations and causes of crashes
- Solicits grant applications from public and private entities within Kentucky for the delivery of highway-safety initiatives relating to enforcement, education, engineering, and emergency response and monitors and accounts for all grant monies
- Delivers traffic-safety programs to support civic, school, local-government, and citizen groups across the Commonwealth

KEY WORDS

Buckle-That-Child Hotline       Highway Safety Data
Child Passenger Safety          Judgment Day
CRASH Database                  Mock Crashes
Driver Improvement Course       Operation Drive Smart Blitz
Drive Smart Kentucky            Radar Trailers
Drive Smart Kentucky Bear       Rollover Simulator
Fatal Vision Goggles            Safety City
Ghost Outs                      Strategic Highway Safety Plan
Governor’s Executive Committee on Highway Safety Traffic Records System

*Acting
EXECUTIVE DIRECTOR       CAROL BETH MARTIN
DEPUTY                  (VACANT)
LOCATION               TCOB, 6TH FLOOR WEST
PHONE                  502-564-4610
FAX                    502-564-6683 / 0845

OFFICE OF HUMAN RESOURCE MANAGEMENT

♦ Oversees the administration of:
  • Personnel records
  • Employee benefits
  • Payroll records
  • Employee performance evaluations
  • Structural reorganizations
  • Policy Manuals Program
  • Forms Program

♦ Ensures regulatory compliance and discipline
♦ Provides employee-training workshops
♦ Secures safe and healthful work environment
♦ Comprises three divisions:

  • DIVISION OF PERSONNEL MANAGEMENT (INTRANET ONLY)
  • DIVISION OF EMPLOYEE RELATIONS (INTRANET ONLY)
  • DIVISION OF PROFESSIONAL DEVELOPMENT AND ORGANIZATIONAL MANAGEMENT (INTRANET ONLY)
DIVISION OF INCIDENT MANAGEMENT

♦ Gathers critical highway-condition and weather information on 24-hour, 7-day basis for dissemination to highway users and for coordination such information with regional transportation systems currently operating in three major urban areas:
  • Lexington
  • Louisville
  • Northern Kentucky-Cincinnati

♦ Oversees Safety Assistance for Freeway Emergencies (SAFE) Patrols, which provide assistance and security for disabled vehicles and their drivers along major thoroughfares in highway districts

♦ Develop and maintain equipment to patrol high-traffic-volume routes, such as interstate roads and parkways

KEY WORDS
Emergency Response  Traffic Conditions
511  Weather Monitoring
SAFE Patrols
Office of Information Technology

Office of Executive Director

- Business Support Branch
- Application Development Branch
- GIS Support Branch
- Operations Support Branch
- Enterprise Data Services Branch
- Emerging Technology Branch

12-16-2010
Information Technology

EXECUTIVE DIRECTOR  JON CLARK
DEPUTY  HEATHER STOUT
LOCATION  TCOB, 4TH FLOOR WEST
PHONE  502-564-8900
FAX  502-564-3174

OFFICE OF INFORMATION TECHNOLOGY

- Serves as primary contact with Commonwealth Office of Technology (COT)
- Interacts with other government, industry, association, and private entities on matters pertaining to information technology and telecommunications
- Comprises six branches:
  - **BUSINESS SUPPORT BRANCH** works directly with KYTC customers, vendors, and other government cabinets. The branch offers IT solutions, which include consulting, systems analysis, project management, technical documentation, and project lifecycle recommendations.
  - **APPLICATION DEVELOPMENT BRANCH** designs, develops, and maintains all custom PC-based software applications.
  - **GIS SUPPORT BRANCH** provides ongoing support and growth of the Cabinet’s geographical information system (GIS) program.
  - **OPERATIONS SUPPORT BRANCH** serves as the technical point of contact with COT regarding infrastructure services, including security, telecommunications, desktop support, and billing review. The branch coordinates KYTC IT requests regarding PCs, laptops, printers, phones, and Blackberries, software, network and mainframe accounts, mailboxes, database issues, security exemptions, and VPN accounts.
  - **ENTERPRISE DATA SERVICES BRANCH** analyzes vital business data, determines gaps and redundancies, improves and protects quality and accessibility, governs and enforces data standards, stewardship, and procedures put in place by the data management function.
  - **EMERGING TECHNOLOGY BRANCH** provides and coordinates collaborative technology and social networking applications (SharePoint, for example) and Internet and Intranet services for the Cabinet.
Ensures accountability and efficiency within the Transportation Cabinet by investigating claims of waste, fraud, and abuse of Cabinet resources

Investigates allegations of criminal acts and administrative wrongdoing by Cabinet employees, contractors, or others doing business with the Cabinet

Serves as primary contact and coordinator of external investigations involving the Cabinet and its employees

Provides recommendations to the Secretary to ensure program integrity

Works closely with the Office of Legal Services, Office of Personnel Management, Office for Civil Rights and Small Business Development, and Cabinet department heads

Provides employees with readily available and safe environment to report allegations of wrongdoing, regardless of geographic or organizational origin, without fear of reprisal

KEY WORDS

Investigations (External/Internal) Program Integrity
Liaison with Law Enforcement Program Oversight
Program Compliance Waste, Fraud, and Abuse
Kentucky Airport Zoning Commission

**Administrator**  RANDALL ROYER  
**Location**  90 AIRPORT RD  
**Phone**  502-564-0099  
**Fax**  502-564-0172  

**Kentucky Airport Zoning Commission**, attached to the Transportation Cabinet for administrative purposes:

- Issues permits for structures on all public-use airports and heliports, seaplane bases, and military airports
- Issues permits for all structures off airport property that exceed 200 feet above ground level
- Ensures a safe and efficient air navigation system for the Commonwealth
Kentucky Motor Vehicle Commission

EXECUTIVE DIRECTOR  CARLOS CASSADY
LOCATION        105 SEA HERO RD, SUITE 1
PHONE            502-573-1000
FAX               502-573-1003

Kentucky Motor Vehicle Commission, attached to the Transportation Cabinet for administrative purposes:

♦ Licenses motor vehicle dealers, salespersons, manufacturers, distributors, and their representatives who advise new motor vehicle dealers in Kentucky per KRS Chapter 190
♦ Provides protection of consumers’ rights by investigating complaints against dealerships
♦ Issues administrative citations to dealers who fail to comply with laws governing motor vehicle sales

Key Words
Auto Dealer: Citations, Complaints Against, False Advertisement, Licensing, Rights Protection
Motor Vehicle Manufacturers/Distributors
Office of Executive Director

Administrative / Regulatory Law Branch

General Litigation Branch

Highway District Legal Branch

06-16-2008
EXECUTIVE DIRECTOR  REBECCA GOODMAN  
DEPUTY  WILL FOGLE  
LOCATION  TCOB, 6TH FLOOR  
PHONE  502-564-7650  
FAX  502-564-5238

OFFICE OF LEGAL SERVICES

♦ Drafts, reviews, and approves Administrative Regulations for the Cabinet  
♦ Reviews the following for legality:
  • Contracts  • Official Orders  
  • Memoranda of Agreement  • Policy Manuals

♦ Investigates and defends Cabinet-related claims filed with the Board of Claims  
♦ Pursues collections of debts owed to the Cabinet  
♦ Conducts general litigation, including enforcement actions relating to:
  • Civil Rights  • Junkyards and Billboards  
  • Condemnations  • Motor Fuels and Usage-Tax Appeals  
  • Contractor Claims and Liens  • Personnel Issues  
  • Encroachments  • Vehicle Regulation

♦ Processes Open Records requests  
♦ Administers the Cabinet’s Records Retention Schedule

KEY WORDS

Administrative Regulations  • Litigation  
Board of Claims  • Open Records  
Collections of Debts  • Personnel Board Hearings  
Condemnation  • Property Damage Claims  
First Report of Injury or Illness (IA-1)  • Records Retention  
Hearings  • Reverse Condemnation  
Legislation
**Local Programs**

**EXECUTIVE DIRECTOR**  
(VACANT)

**DEPUTY**  
(VACANT)

**LOCATION**  
TCOB, 6TH FLOOR EAST

**PHONE**  
502-564-2060

**FAX**  
502-564-6615

**Office of Local Programs**

- Administers federally funded reimbursement programs and other programs as determined by the Secretary of Transportation Cabinet

**Key Words**

- Congestion Mitigation & Air Quality Program
- Federal Earmarks
- Safe Routes to School Program
- Scenic Byways Program
Division of Maintenance

- Develops and monitors minimum standards of maintenance for state highway system
- Coordinates allocation of personnel and resources among highway districts
- Provides maintenance-related data collection for use by highways districts
- Coordinates winter and emergency roadway maintenance
- Coordinates roadway and bridge contract maintenance projects
- Coordinates various permit applications
- Manufactures highway signs for distribution to the districts
- Collects, refurbishes, and redistributes guardrail

Key Words

Bridge Maintenance
Maintenance Management
Maintenance Standards
Pavement Management
Roadside Maintenance
Winter Roadway Maintenance
Division of Materials

Office of Director

Structural Materials Branch

- Aggregate Section
- Chemical Section
- Concrete & Physical Properties Section

Asphalt Branch

- Liquid Asphalt Section
- Asphalt Mixture Testing Section

06-16-2008
Division of Materials

- Establishes standards and controls for quality of materials used in construction and maintenance of highways
- Assists in developing standards and specifications for materials
- Establishes and supervises materials testing procedures
- Performs and approves acceptance testing of materials
- Conducts tests or investigations to determine suitability of locally available materials
- Coordinates training and qualification of technicians, district materials laboratories, and contractor laboratories that perform acceptance sampling and testing of materials

Key Words

Materials Specifications
Materials Standards
Materials Testing
**Motor Carriers**

**DIRECTOR**  
MARTIN MATHEWS

**ASSISTANTS**  
MARY MORRIS  
BRIAN BEAVEN

**LOCATION**  
TCOB, 2ND FLOOR EAST

**PHONE**  
502-564-1257

**FAX**  
502-564-2132

**DIVISION OF MOTOR CARRIERS**

- Regulates all for-hire transportation in Kentucky per KRS 281
- Issues all overweight and overdimensional permits to trucking companies in Kentucky
- Collects fuel and supplemental highway-user taxes from motor carriers per KRS 138.655–138.725
- Regulates rates charged and services rendered by for-hire carriers of property and passengers
- Administers International Registration Plan (IRP)

**KEY WORDS**

Apportioned Registration  
licenses: Bus, KYU, Limousine, Solid-Waste Transporter, Taxicab  
For-Hire Transportation  
Nonemergency Transportation  
Highway User Tax Collection  
Permits: Fuel, Overweight / Overdimensional, Temporary, U Drive-It  
IFTA (International Fuel Tax Agreement)  
IRP (International Registration Plan)  
Tariffs and Rate Filings  
VIN (Vehicle Identification Number)
Office of Director

Registration Branch

Recap & Accounts Section

Program Assistance Section

Rebuilt Support Section

Title Branch

Receiving Section

Verification Section

Records Management Support Section

12-16-2010
Motor Vehicle Licensing

**DIRECTOR**  Paul Mauer
**ASSISTANT**  Godwin Onodu
**LOCATION**  TCOB, 2nd Floor East
**PHONE**  502-564-1257
**FAX**  502-564-0471

**DIVISION OF MOTOR VEHICLE LICENSING**

- Provides county clerks with supplies and computer programs necessary to register and license all vehicles, trailers, and boats in Kentucky in accordance with KRS 186.005
- Comprises 2 branches:
  - Registration Branch registers all vehicles, issues all license plates, and handles all dealer-refund requests.
  - Title Branch processes and distributes all paperwork relating to vehicle and boat titling.

**KEY WORDS**

AVIS (Automated Vehicle Information System)  Repossession, Vehicle
Dealer-Refund Request  Salvage Titles
License Plates: Disabled Parking, Special  Temporary Tags
Liens, Vehicle  Title Reassignment
Rebuilts, Titles  Titles, Vehicle
Office of Human Resource Management

Division of Personnel Management

Office of Director

Personnel Administration
Branch I

Personnel Administration
Branch II

12-16-2012
Personnel Management

DIRECTOR (VACANT)
ASSISTANT MICHLE BARNES
LOCATION TCOB, 6TH FLOOR WEST
PHONE 502-564-4610
FAX 502-564-0845 / 6683

DIVISION OF PERSONNEL MANAGEMENT

♦ Reviews, approves, and processes employee/position actions
♦ Administers payroll and employee benefits
♦ Recommends staffing levels per employment needs and availability of funds
♦ Interprets personnel statutes, regulations, policies, and procedures
♦ Provides technical assistance and advice to management and employees

KEY WORDS

Benefits, Employee Leave Sharing, Annual or Sick
Classifications, Employee Payroll
Employment Practices Personnel Records
Insurance, Employee Tax Deductions
Leave, Family Medical Withholdings, Employee
Office of Project Development

Division of Planning

Office of Director

Kentucky Bicycle & Bikeway Commission*

Data Management Branch
Strategic Planning Branch
Transportation Systems Branch
Traffic & Equipment Management Branch
Customer Service Branch
Modal Programs Branch

*Attached for Administrative Purposes

01-16-2010
DIVISION OF PLANNING

♦ Collects and maintains highway data to provide basis for projects and programs that Cabinet implements
♦ Maintains GIS transportation base map
♦ Prepares and submits various planning-related reports to Federal Highway Administration
♦ Identifies and analyzes needs for highways and other transportation modes
♦ Coordinates metropolitan, urban, rural, and statewide transportation planning
♦ Performs planning for railroads, river ports, freight movement, ferries, park-and-ride lots, and bicycle trails and tours
♦ Generates traffic projections
♦ Performs regional air-quality conformity

For administrative purposes, the KENTUCKY BICYCLE AND BIKEWAY COMMISSION is attached to the Division of Planning.

KEY WORDS

Access Management  Metropolitan Planning Organizations
Air Quality  Official State Highway Map
Area Development Districts  Park-and-Ride Lots
Bicycle & Pedestrian Program  Planning Studies
Coal Haul System  Rail Planning
Congestion Management  River Ports
Ferry Operations Program  Traffic Counts
Geographic Information Systems  Traffic Forecasting
Highway Information System  Transportation Plans
Highway Mapping  Weigh in Motion
Highway Performance Monitoring System

*Acting
DIRECTOR  (VACANT)
ASSISTANT  JOHN ROBERTS
LOCATION  TCOB, 6TH FLOOR WEST
PHONE  502-564-4610
FAX  502-564-6683

DIVISION OF PROFESSIONAL DEVELOPMENT & ORGANIZATIONAL MANAGEMENT

♦ Develops and conducts training workshops, including orientation and in-service training
♦ Enrolls Cabinet employees in workshops conducted by other training providers
♦ Maintains Cabinet training records
♦ Administers Advanced Leadership Academy (ALA), Educational Assistance Program, Civil Engineering Scholarship Program, and Civil Engineering Technology Scholarship Program
♦ Tracks budget and processes payments for external training, employee physical exams, and drug testing
♦ Tracks renewal of professional licenses of employees, including CDLs
♦ Oversees Employee Suggestion Program
♦ Administers Employee Performance Evaluation records
♦ Designs and administers Cabinet policy manuals, forms, organizational charts, management contact listings, and other organizational documents
♦ Drafts Executive and Administrative Orders for Cabinet reorganizations
♦ Drafts Official Orders (policies) for Cabinet
♦ Manages Intranet and Internet sites for Office of Human Resource Management (OHRM)
♦ Maintains distribution lists of all Central Office personnel and all Cabinet management personnel and serves as primary postmaster for the Cabinet
♦ Coordinates development and implementation of strategic plan for OHRM

KEY WORDS

Advanced Leadership Academy  Policy Manuals
Civil Engineering Scholarship Programs  Postmasters
Educational Assistance  Professional Licenses
Evaluations, Employee Performance  Reorganizations
Forms, Cabinet  Strategic Plan, OHRM
Management Contact Listings  Suggestions, Employee
Official Orders  Training Records
Organizational Charts  Training Workshops
Orientation Training  Websites, OHRM
**DIVISION OF PROFESSIONAL SERVICES**

- Develops measures to ensure transportation planning needs are defined in projects that generate envisioned Cabinet and stakeholder outcomes through successful project management practices
- Supports procurement of professional consultant services for project development needs
- Coordinates the Project Development Academy Program for Department of Highways

**KEY WORDS**

- Consultant Services
- Engineering Procurement
- Project Delivery Process Measurement
- Project Development
- Project Development Academy
- Project Management
**Program Management**

**DIRECTOR**
RON RIGNEY

**ASSISTANT**
(VACANT)

**LOCATION**
TCOB, 6TH FLOOR EAST

**PHONE**
502-564-3388

**FAX**
502-564-4809

**DIVISION OF PROGRAM MANAGEMENT**

- Develops and monitors Six-Year Highway Plan (SYP)
- Develops and monitors Statewide Transportation Improvement Program (STIP)
- Monitors project expenditures for “cash flow balances”
- Processes requests for state and federal funding
- Prepares state and federal funding authorization documents
- Monitors Oracle SYP Preconstruction Status System and prepares monthly reports
- Provides and maintains web-based location maps of SYP projects
- Monitors federal funding and prepares weekly reports
- Prepares Federal Discretionary Funding applications
- Coordinates federal funding eligibility checks for Congressional-earmarked projects
- Prepares ad-hoc special reports for Congressional members, Governor, Kentucky legislators, Federal Highway Administration (FHWA), Secretary of Transportation, Commissioner of Highways, State Highway Engineer and staff, Central Office divisions, KYTC districts, and open-records requests
- Performs Geographic Information Systems (GIS) and dynamic Internet data collection

**KEY WORDS**

- Cash Flow Balances
- Federal-Aid Funds
- Federal-Aid Program
- Federal Discretionary Funding
- Federal Highway Administration
- Geographic Information Systems
- HB 655 Requests & Other Project Requests
- Preconstruction Status Report
- Project Authorization
- Project Mapping
- PR-1 Federal Funding Programming
- Six-Year Highway Plan
- State Transportation Improvement Program
- TC-10 State Funding Authorization Document & Funding Request
- Web Reporting
**Office of Project Delivery and Preservation**

- Formulates and implements all construction phases of state highway projects, including construction procurement and materials utilization
- Formulates and implements all policies and procedures pertaining to maintenance, traffic control, and equipment utilization for the state highway system
- Coordinates with planning, pavement-management, and bridge-management functions to optimize the highway system
- Comprises six divisions:
  - **Division of Construction**
  - **Division of Materials**
  - **Division of Construction Procurement**
  - **Division of Maintenance**
  - **Division of Traffic Operations**
  - **Division of Equipment**

*Acting*
**Office of Project Development**

- Manages work in the development phase of highway projects, including:
  - Planning
  - Bridge and Highway Design
  - Environmental Components
  - Consultant Prequalification and Selection
  - Right-of-Way Acquisition
  - Utility Relocation

- Comprises six divisions:
  - **Division of Structural Design**
  - **Division of Highway Design**
  - **Division of Environmental Analysis**
  - **Division of Planning**
  - **Division of Right of Way and Utilities**
  - **Division of Professional Services**
Public Affairs

EXECUTIVE DIRECTOR          Chuck Wolfe
DEPUTY                      (Vacant)
LOCATION                   TCOB, 6th Floor West
PHONE                      502-564-3419
FAX                        502-564-4809

Office of Public Affairs

♦ Manages communications with the media, general public, and Cabinet employees
♦ Disseminates information about Cabinet services, functions, and activities by issuing informational/educational materials, publications, and press releases, as well as by presenting promotional campaigns, special events, and speeches
♦ Issues a monthly employee newsletter that covers Cabinet issues, activities, and awards
♦ Manages Adopt-A-Highway Program
♦ Develops and produces various maps and brochures
♦ Promotes various Cabinet programs, including Drive Smart Kentucky, Kentucky Engineering Exposure Network (KEEN), and Wildflower Program

Key Words

Adopt-a-Highway Program          Promotional Events
Media Relations                  Public Educational Materials
Newsletter, Employee             Public Relations
Office of Director

Procurement Branch

Contract Oversight Branch

Division of Purchases

06-16-2008
Purchases

**DIRECTOR**  
Ben McCray

**ASSISTANT**  
Laura Hagan

**LOCATION**  
TCOB, 4th Floor East

**PHONE**  
502-564-4630

**FAX**  
502-564-7069

**DIVISION OF PURCHASES**

- Implements programs and practices for purchases of supplies, equipment, materials, and services
- Provides guidance and uniformity in interpretation and administration of laws, policies, rules, and regulations that apply to purchasing operations
- Assists with and processes purchasing documents
- Prepares bid specifications, issues invitations to bid, and awards bids on all delegated items
- Handles emergency purchases and special authorities purchases
- Handles the solicitation process for establishment of personal service contracts, excluding those for engineering services and legal services
- Provides oversight of memorandums of agreement between Cabinet and other governmental entities and political subdivisions

**KEY WORDS**

Commodities/Services Procurement  
Purchase Orders
Commodity Codes, Miscellaneous  
Purchase Requisitions
eMARS (Enhanced Management Administrative & Reporting System)  
Purchases, Delegated Memorandums of Agreement  
Purchases, Emergency
Payment Authorization, Delegated Purchases  
Purchases, Small
Personal Service Contracts  
Vendor Applications
Office of Project Development

Division of Right of Way & Utilities

Office of Director

- Appraisal Branch
- Relocation Branch
- Utilities & Rail Branch
- Acquisition Branch

12-16-2010
DIVISION OF RIGHT OF WAY AND UTILITIES

♦ Acquires rights of way
♦ Relocates utilities
♦ Provides technical guidance to district offices, including final approval of:
  • Appraisals
  • Relocation benefits
  • Utility agreements

KEY WORDS

Acquisitions, Right-of-Way
Appraisals, Right-of-Way
Negotiations, Right-of-Way
Railroad Crossings
Rail Safety Program

Relocation Assistance Program
Surplus Property
Utility Facilities
Utility Relocation
Road Fund Audits

DIVISION OF ROAD FUND AUDITS

♦ Facilitates work of independent auditors and provides audit responses to Federal Highway Administration, Auditor of Public Accounts, Legislative Research Commission, and Office of Inspector General
♦ Conducts audits of more than 47,000 trucking companies traveling in Kentucky to ensure compliance with weight-distance tax laws
♦ Performs fuel-tax audits in conformity with International Fuel Tax Agreement (IFTA)
♦ Audits motor carriers with apportioned registration applications as required by Motor Vehicle International Registration Plan (IRP)
♦ Conducts intrastate fuel-tax audits on Kentucky-based carriers (KIT); pre-award, overhead, post, and project audits of consultant firms; and audits of utility/relocation projects and miscellaneous grant audits
♦ Audits more than 900 permit holders that lease or rent automobiles to ensure compliance with U-Drive-It tax laws

KEY WORDS

Audits, Consultant Firms          Audits, KIT
Audits, Grants                    Audits, Lease/Rent Permit Holders
Audits, IFTA                      Audits, Motor Carriers
Audits, IRP                       Audits, Utility/Relocation Projects
COMMISSIONER          DON PASLEY
DEPUTY                 (VACANT)
LOCATION               TCOB, 6TH FLOOR EAST
PHONE                  502-564-2060
FAX                    502-564-6615

DEPARTMENT OF RURAL AND MUNICIPAL AID

♦ Comprises the following offices, which provide both state and federal funding to local communities:

  • Office of Local Programs
  • Office of Rural and Secondary Roads
**Executive Director**  
Rick Long

**Deputy**  
(Vacant)

**Location**  
TCOB, 6th Floor East

**Phone**  
502-564-2060

**Fax**  
502-564-6615

**Office of Rural and Secondary Roads**

- Administers the following programs, which are dedicated to helping local governments improve their rural community roads:
  - County Road Aid Funding
  - Municipal Road Aid Funding
  - Rural / Secondary Funding

**Key Words**

County Road Aid Funding  
Municipal Road Aid Funding  
Rural / Secondary Funding
STATE HIGHWAY ENGINEER

As chief technical advisor to the Commissioner of Highways, the State Highway Engineer directs all engineering and support functions of the Department of Highways at both the Central Office and the District Office levels. Each Assistant State Highway Engineer works with the State Highway Engineer, managing and coordinating engineering and support functions of the Department of Highways. Responsibilities include:

- Coordinating efforts among project teams, Cabinet divisions, and other agencies, including the Federal Highway Administration
- Establishing and monitoring project priorities and schedules
- Monitoring project budgets, expenditures, and authorizations to predict and control cash flow requirements
- Assisting project team in satisfying National Environmental Policy Act (NEPA) requirements
- Responding to inquiries and concerns from individuals, public officials, and agencies relative to projects and highway programs
- Researching and developing improvements in engineering efficiency

KEY WORDS

Cash Flow & Budgets
Change Order Review
Engineering Research
Engineering Technology
Highway Program Management

NEPA Requirements
Permits, Encroachment
Policy Development, Highway
Program Development, Highway
Project Development Training
DIRECTOR  
MARK HITE

ASSISTANT  
(VACANT)

LOCATION  
TCOB, 3RD FLOOR EAST

PHONE  
502-564-4560
  502-564-2374 (GEOTECHNICAL)

FAX  
502-564-2581

DIVISION OF STRUCTURAL DESIGN

♦ Designs bridge replacement, rehabilitation, and widening, as well as new bridge projects
♦ Performs geotechnical drilling, engineering, and lab testing for roadway, structure, construction, and landslide projects

KEY WORDS

Bridge Design  
Geotechnical Drilling
Bridge Rehabilitation  
Geotechnical Engineering
Bridge Replacement  
Geotechnical Testing
Bridge Widening
Support Services

**Executive Director**  
Pat Grugin

**Deputy**  
(Vacant)

**Location**  
1219 Wilkinson Blvd  
TCOB, 1st Floor East

**Phone**  
502-564-2326  
502-564-5039

**Fax**  
502-564-6754  
502-564-2629

**Office of Support Services**

Comprises two divisions:

**Division of Facilities Support (Intranet Only),** which:

- Maintains the building security program (TCOB, 1st Floor)
- Oversees the administration of the Cabinet’s capital construction projects (1219 Wilkinson Blvd)
- Manages Cabinet facilities statewide, including office supplies, equipment, and furniture (1219 Wilkinson Blvd)

**Division of Graphic Design and Printing (Intranet Only),** which:

- Facilitates Kentucky Design and Print Services (TCOB, 1st Floor)
- Administers the employee badging system (TCOB, 1st Floor)
- Coordinates Cabinet events in Conference Center (TCOB, 1st Floor)
Traffic Operations

DIRECTOR JEFF WOLFE
ASSISTANT (VACANT)
LOCATION TCOB, 3rd Floor East
PHONE 502-564-3020
FAX 502-564-3532

DIVISION OF TRAFFIC OPERATIONS

♦ Formulates, interprets, and distributes policies, regulations, and rules related to traffic-operations functions
♦ Supports districts in installation and maintenance of traffic signals, roadway lighting, and navigational lights
♦ Provides traffic-engineering services to project-development process and for ongoing traffic operations
♦ Leads efforts to improve traffic flow through use of traffic-signal systems and other technology applications
♦ Provides design services to project-development process by developing traffic-signal and roadway-lighting plans
♦ Administers highway safety engineering programs

KEY WORDS

Intelligent Transportation Systems Traffic Flow
Lights, Navigational Traffic Signals
Lights, Roadway Traffic Signal Systems
Traffic Engineering
EXECUTIVE DIRECTOR  VICKIE BOURNE
ASSISTANT (VACANT)
LOCATION  TCOB, 3rd FLOOR EAST
PHONE  502-564-7433
FAX  502-564-2058

OFFICE OF TRANSPORTATION DELIVERY
♦ Provides public-transit and human-services transportation delivery
♦ Implements statewide public-transit grants and contracts
♦ Maintains state carpool program
♦ Administers transit drug and alcohol program

KEY WORDS
Carpool/Energy  Nonpublic School Bus Transportation
Coordinated Transportation  Public Transportation
FTA (Federal Transit Administration) Grants  Transit Drug & Alcohol Program
Job Access/Reverse Commute  United We Ride
Human Services Transportation Delivery  Vocational Rehabilitation Program
New Freedom Initiative  (Department of Blind Transportation)
Nonemergency Medical Transportation
DEPARTMENT OF VEHICLE REGULATION

♦ Administers policies and procedures set forth by the Transportation Secretary
♦ Provides services mandated by KRS 138, 186, 187, 190, and 281
♦ Comprises three divisions:
  • DIVISION OF MOTOR VEHICLE LICENSING
  • DIVISION OF MOTOR CARRIERS
  • DIVISION OF DRIVER LICENSING
  • DIVISION OF CUSTOMER SERVICE

For administrative purposes, the KENTUCKY MOTOR VEHICLE COMMISSION is attached to the Department of Vehicle Regulation.

*Acting
**EMERGENCY NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Capecon</td>
<td>502-564-2652</td>
</tr>
<tr>
<td>(For emergency response to problem in State Building)</td>
<td></td>
</tr>
<tr>
<td>Disaster &amp; Emergency Services</td>
<td>502-564-7815</td>
</tr>
<tr>
<td>Fire</td>
<td>911</td>
</tr>
<tr>
<td>First Onsite Clinic, TCOB</td>
<td>564-4444</td>
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<tr>
<td><em>(1st Floor, Room S104)</em></td>
<td></td>
</tr>
<tr>
<td>Mail Room, TCOB</td>
<td>564-4868</td>
</tr>
<tr>
<td>Police</td>
<td>911</td>
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Kentucky Highway District Offices

1—Paducah  2—Madisonville  3—Bowling Green  4—Elizabethtown
5—Louisville  6—Covington  7—Lexington  8—Somerset
9—Flemingsburg  10—Jackson  11—Manchester  12—Pikeville
## TRANSPORTATION CABINET OFFICIALS
### 1912—PRESENT

**DEPARTMENT OF PUBLIC ROADS COMMISSIONERS (1912—1920)**

- Robert C. Terrell ........................................... 1912—1916
- Rodman Wiley ............................................... 1916—1919
- Joe S. Boggs .................................................. 1919—1920

**DEPARTMENT OF STATE ROADS AND HIGHWAYS CHAIRMEN OF STATE HIGHWAY COMMISSION (1920—1934)**

- H. G. Garrett ................................................. June 1920—December 1923
- Leslie J. Samuels .......................................... December 1923—February 1924
- W. C. Montgomery ........................................ February 1924—June 1927
- Ben Johnson ..................................................... June 1927—December 1928
- James A. Scott ............................................. June 1929—December 1929
- Ben Johnson ..................................................... February 1932—December 1934

**DEPARTMENT OF HIGHWAYS CHAIRMEN OF STATE HIGHWAY COMMISSION (1934—1936)**

- Tom Rhea ...................................................... December 1934—April 1935
- J. L. Donaldson .............................................. April 1935—January 1936
- Ben Johnson ..................................................... January 1936—July 1936

**DEPARTMENT (BUREAU) OF HIGHWAYS COMMISSIONERS OF HIGHWAYS (1936—1973)**

- Robert Humphreys ........................................ July 1936—January 1940
- J. L. Donaldson .............................................. January 1940—April 1943
- R. G. Williams ............................................. April 1943—December 1943
- J. Steve Watkins .......................................... December 1943—December 1947
- Garrett Withers .......................................... December 1947—January 1949
- John A. Keck ................................................ January 1949—February 1951
- William P. Curlin ........................................ February 1951—November 1954
- Robert Humphrey ......................................... December 1955—June 1956
- Bert Kiser ...................................................... June 1956—November 1956
- Robert Humphreys ....................................... November 1956—November 1957
- Dr. James W. Martin .................................... November 1957—June 1958
- Ward J. Oates .............................................. June 1958—December 1959
- Earle C. Clements ........................................ December 1959—September 1960
- Henry Ward .................................................. September 1960—November 1966
- William B. Hazlerigg .................................... December 1967—March 1969
- B. E. King ...................................................... August 1970—December 1971
- Charles Pryor .............................................. December 1971—March 1973
TRANSPORTATION CABINET OFFICIALS
1912—PRESENT

TRANSPORTATION CABINET
SECRETARIES OF TRANSPORTATION (1973—PRESENT)

Elijah M. Hogge ................................................................. March 1973—January 1974
James E. Gray ...................................................................... January 1974—June 1974
Billy Paxton......................................................................... June 1974—February 1975
John C. Roberts ..................................................................... March 1975—March 1977
Calvin C. Grayson ............................................................. March 1977—December 1979
Frank R. Metts .................................................................... December 1979—October 1982
James F. Runke ...................................................................... October 1982—December 1983
Floyd G. Poore ...................................................................... December 1983—May 1985
C. Leslie Dawson ................................................................. May 1985—January 1988
Milo D. Bryant ...................................................................... January 1988—December 1991
Don C. Kelly ......................................................................... December 1991—December 1995
Fred N. Mudge ...................................................................... December 1995—October 1996
Maxwell Clay Bailey ............................................................. December 2003—February 2005
Bill Nighbert ......................................................................... February 2005—December 2007
Joseph Prather ...................................................................... December 2007—October 2009
Michael Hancock.................................................................... October 2009—Present

OTHER STATE AGENCIES & OFFICES
http://kentucky.gov/Pages/agency.aspx
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<td>DISTRICT 6 - COVINGTON</td>
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