

**COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET  
FRANKFORT, KY 40622**

MANUAL TITLE: *Equipment Guidance Manual*

REVISION NO.: 04

DATE OF UPDATE: January 24, 2011

REPRINT: \_\_\_\_\_

REQUESTED BY: Brad Webb

NEW: \_\_\_\_\_

<b>REVISED PROCEDURE</b>
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CHAPTER/ SECTION	EXPLANATION	OLD PAGES TO BE DELETED	NEW PAGES TO BE ADDED
EQ-00, 300, 9900	<p>The purpose of this printing is to include the revised policy "Stocked Supplies &amp; Accessories" in the <i>Equipment Guidance Manual</i>.</p> <p>This printing also includes updated index information and a new exhibit.</p>	EQ-01 304 9900 Exhibit 17	EQ-01 304 9900 Exhibit 17
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<b>EQUIPMENT</b>	Chapter  <b>INTRODUCTION</b>
	Subject  Using This Manual

**Summary:**

Described is the manual's design and organization and the way to use the manual. Please take the time to understand these instructions before using the manual.

**ORGANIZATION AND NUMBERING:**

**Chapters** - The subject matter in the manual is first divided into chapters. Each chapter is placed behind a BLUE tab with the chapter title printed on the tab.

**Chapter Number** - Each chapter is assigned a control number (100, 200, 300, etc.) which appears on the tab.

**Sections** - Some chapters are divided into sections. If so, the section title will appear in the upper corner of the first page of the subject.

**Subjects** - Sections are subdivided into subjects. If a chapter is not divided into sections, it is arranged by subjects.

**Subject Number** - Each subject is assigned a number which appears in the upper corner of each page of the subject. For example, Chapter 400 includes subject 402, followed by section 402, which includes subjects 402-1, 402-2, etc.

**"EQ" Prefix** - Preceding each subject number, this prefix stands for the manual name *Equipment*.

**Subject Title** - This appears in the upper corner of each page of the subject.

**ORGANIZATION AND NUMBERING . . . p. 2**

**ORGANIZATION AND NUMBERING (cont.):**

**Date** - The latest issuance date of a subject appears at the bottom of each page of the subject. It should agree with the latest issuance shown for the subject in the Contents Index (EQ-02).

**Page Numbering** - Each subject has its own page numbering which appears at the bottom of the subject's pages. This aids in future revisions to the manual.

**LOCATING INFORMATION:**

**Indexes** - To help you quickly find information in the manual, there are two indexes at the front behind WHITE tabs. Each index entry includes the corresponding subject number in the manual where detailed information for the entry appears.

**Contents Index** – This index lists the manual's chapters, sections, subjects, and other materials in numerical order. It includes the latest issuance date of each subject. As the manual matures, these dates will change.

**Alphabetical Index** – This index alphabetically lists all the key information in the manual. Generally, it directs you to subject titles and to margin, paragraph, and subparagraph headings within subjects. This is your main tool for finding something in the manual.

**REFERENCE IN MANUAL:**

**Subject Numbers in Parentheses** - When you see a subject number in parentheses within the narrative on a page, refer to that subject number indicated for more information.

**QUESTIONS:**

**Who to Contact** - If you have any questions concerning the manual content, please call the Division of Equipment at (502) 564-3916.

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<b>EQUIPMENT</b>	Chapter  <b>EQUIPMENT REQUIREMENTS &amp; UTILIZATION</b>
	Subject  General Information

**Summary:** Explained is an overview of the Division of Equipment's responsibilities regarding equipment requirements and utilization.

**AUTOMATED  
MANAGEMENT  
SYSTEM:**

The Division of Equipment uses a computer-based management system that tracks equipment history—including location, physical characteristics, depreciation, repair history, and operating costs. The division uses the system for all transactions relating to equipment purchasing, receiving, distribution, repairs, technician costs, location assignments, and other pertinent data.

The automated management system incorporates the majority of activities found within the equipment operations area. See current specifications for the existing automated management system for detailed information about automated transactions. The specifications are available at the district offices and equipment garages under separate copy. This guidance manual provides physical activities that the automated system supplements and maintains.

**DETERMINING  
NEEDS:**

The Division of Equipment determines the requirements for medium and heavy equipment that Cabinet employees use. With input from equipment users, the division analyzes the needs of the Cabinet and determines the types and amount of equipment to purchase. In addition, the division determines when to replace equipment, based on studies of operating costs, replacement schedule, available funds, and availability of replacements. The division maintains inventory records on all Cabinet-owned road and off-road equipment.

**DETERMINING NEEDS (cont.) . . . p. 2**

**DETERMINING  
NEEDS (cont.):**

The division purchases medium/heavy trucks, construction equipment, trucks one ton or more, agricultural equipment, shop tools, minor equipment, and other items considered equipment needs. The division purchases all other equipment associated with the needs of the Transportation Cabinet highway and equipment operators. The Division of Fleet Management purchases pickup trucks three-fourths ton or less, passenger cars, and vans. The division maintains a list of items that can be purchased only by this division. This list is called the schedule of rental rates. The division can add different items as necessary to accommodate customer needs. In general, all items purchased by the division will cost \$500 or more and have a life expectancy of over one year, plus they will generally operate on some type of fuel or electrical or air power. The items may be attachments to existing pieces of equipment. Any items not provided by the Division of Equipment or of Fleet Management that meet the fixed asset requirements of the Finance and Administration Cabinet are tracked in the statewide inventory maintained by the Division of Property and Supply Services.

**EQUIPMENT  
SPECIFICATIONS:**

To provide optimization of equipment, the division develops specifications on the basis of existing purchasing, safety, and Kentucky vehicle standards. Ultimate users review the specifications to ensure that equipment performs the specified functions.

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<b>EQUIPMENT</b>	Chapter  <b>EQUIPMENT REQUIREMENTS &amp; UTILIZATION</b>
	Subject  <b>Purchasing Equipment</b>

**Summary:** Described are the procedures for purchasing equipment.

**NEW MAJOR  
EQUIPMENT:**

All requests for the purchase of new major equipment are submitted to the Division of Equipment Director and to the Transportation Cabinet Equipment Committee for approval. Approval may be obtained by polling all members by telephone or e-mail. The committee members are as follows:

- Deputy State Highway Engineer for Construction and Operations–Chair
- Director of the Division of Equipment–Co-Chair
- Director of the Division of Traffic
- Director of the Division of Purchases
- Director of the Division of Operations
- 1 Chief District Engineer
- 1 Operations Engineer
- 1 Maintenance Engineer
- 1 Equipment Supervisor or Medium/Heavy-Truck Supervisor
- 2 County Superintendents

District representatives rotate on the committee for one-year terms. Members select their own replacements from a pool that the districts provide.

**U.S. GOVERNMENT  
SURPLUS & USED  
EQUIPMENT:**

The Director of the Division of Equipment has the authority to purchase U.S. government surplus equipment or good used, reconditioned or demo-type equipment. The purpose of purchasing either kind of equipment is to replace damaged equipment or to replace equipment where monetary and efficiency issues are in the best interest of the Cabinet. In either case, the director forwards the

**U.S. GOVERNMENT SURPLUS & USED EQUIPMENT (cont.) . . . p. 2**

**U.S. GOVERNMENT  
SURPLUS & USED  
EQUIPMENT****(cont.):**

requisition for the equipment to the Division of Purchases for proper disposition. The purchase requires a written request and approval by the customer, as well as an independent appraisal of the equipment (see *Purchases Guidance Manual* for detailed requirements).

**MINOR  
EQUIPMENT:**

The Division of Equipment Director has the authority to purchase minor equipment, including shop equipment, that is not part of the Equipment Committee evaluation. The purpose is to replace equipment unexpectedly damaged or to fill needs not anticipated. The division may keep this equipment in unassigned Central Office inventory for distribution as needed.

The director presents a list of replacement and additional equipment to the Equipment Committee. The committee gives customers the opportunity to request equipment on the basis of the availability of funds. Funding will be distributed according to the Equipment Committee's recommendations relative to usage, established need, and the replacement schedule.

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<b>EQUIPMENT</b>	Chapter  <b>EQUIPMENT REQUIREMENTS &amp; UTILIZATION</b>
	Subject  Replacing Equipment

**Summary:** Discussed are the policy and the schedule regarding the replacement of equipment.

**REPLACEMENT  
POLICY:**

The Transportation Cabinet has a standing policy that does not allow for increases to the size of the fleet. All pieces of equipment purchased by the Division of Equipment for customer use are purchased on an exchange basis. When the division assigns a customer a new piece of equipment, he or she is to return a similar used piece of equipment to the division. All pieces of equipment are purchased and replaced on a one-for-one basis. The Division of Equipment Director is to exercise discretion as to the acceptability of the pieces of equipment that are to be turned in.

There are rare circumstances when an addition to the fleet is warranted. The Division of Equipment Director has the discretion to allow customers to keep pieces of minor equipment. Circumstances surrounding the approval are to demonstrate an unexpected need or improvement to customer operations. Minor equipment includes snow plows, spreaders, mowers, water pumps, generators, etc. The Division of Equipment Director is to consult with the Deputy State Highway Engineer for Construction and Operations when a customer asks to keep a major piece of equipment. Major pieces of equipment are trucks, graders, loaders, tractor mowers, etc.

The Division of Equipment Director and the Deputy State Highway Engineer for Construction and Operations have the discretion to allow customers to keep major pieces of equipment. Approval of such a request is based on physical criteria that have changed a customer's need for equipment. Examples include additional staff, change in job function of a working crew, added highway lane miles or features, additional duties not previously performed, or any other physical requirement that has changed a customer's operational function.

**REPLACEMENT POLICY (cont.) . . . p. 2**

**REPLACEMENT  
POLICY (cont.):**

The Transportation Cabinet Equipment Committee may allow customers to request pieces of equipment that are additions and not exchanges. The Equipment Committee is to use the criteria described on the previous page. The Division of Equipment Director may consult with the Equipment Committee on any request for additions to the fleet.

Customers must understand that increasing the size of the fleet increases the associated costs with managing the fleet and also increases rental rates customers pay. The Cabinet cannot afford to have idle or stand-by pieces of equipment that are not utilized. The one-for-one exchange policy is intended to maintain operational levels of the fleet and also to provide for basic long range planning of the Division of Equipment. It is a customer's responsibility to produce a justifiable case for the Division of Equipment Director to consider when making requests for additional units.

**REPLACEMENT  
SCHEDULE:**

The Division of Equipment maintains the Replacement Schedule. The division, along with the Equipment Committee, attempts to maintain a routine scheduled replacement of equipment. The division is to routinely review and update the schedule. Various Cabinet issues, including funding, replacement costs, and work programs, are to be evaluated as part of the developed schedule.

**SPECIAL  
EQUIPMENT  
NEEDS:**

If it becomes necessary to replace existing equipment or to obtain additional or specialized equipment that the Division of Equipment did not anticipate when preparing the annual estimates, a memorandum listing the desired equipment is to be submitted to the division director. The director is to make every effort to supply the needed equipment by transfer or re-assignment. If funding is available and no other alternative exists, the director can poll the Equipment Committee for recommending purchase approval.

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<b>EQUIPMENT</b>	Chapter  <b>EQUIPMENT REQUIREMENTS &amp; UTILIZATION</b>
	Subject  Assigning & Transferring Equipment

**Summary:** Explained are the guidelines for the assignment and transfer of equipment.

**OVERVIEW:** The Division of Equipment is responsible for the assignment, re-assignment, or transfer of road equipment in keeping with priorities of the Cabinet. A division or district is not to transfer equipment to another division or district without prior approval from the Division of Equipment Director or his or her designee. A district equipment supervisor or medium/heavy-truck supervisor submits the request for transfers or turn-ins.

**DIVISION OR DISTRICT:** Upon agreement to the necessity for the transfer, the Division of Equipment Director completes the TC 74-118 form, *Order for Allocation of Equipment (Exhibit 1)*, to inform the divisions or districts of how and by whom the physical transfer is to be accomplished.

**TRANSFER WITHIN DISTRICT:** Each district is responsible for maintaining records as to the assignment of equipment to various crews within the district. To effect transfer between crews, the district equipment supervisor or medium/heavy-truck supervisor completes the TC 74-302 form, *Intra-District Transfer (Exhibit 2)*.

**TRANSFER INITIATED BY DIVISION:** The Division of Equipment continually studies the Cabinet's equipment needs on the basis of the use of assigned equipment. If the director deems a transfer of equipment is in the best interest of the Cabinet, the Division of Equipment makes the transfer.

### EQUIPMENT TURN-INS . . . p. 2

**EQUIPMENT****TURN-INS:**

When equipment is scheduled for turn-in, it is to be taken to the Auction and Equipment Procurement Section/Salvage Yard in Frankfort. A completed TC 74-540 form, *Equipment Turn-In Sheet (Exhibit 3)*, or a computer-generated *Equipment Turn-In Sheet (Exhibit 4)* from the Central Office is to accompany the turn-in. An e-mail document with the same information as the turn-in sheet may be used as a substitute for the TC 74-540 form to state the condition of the equipment. The equipment is then inspected and kept for district or division use or sale. The best pieces are kept for Cabinet use or exchange. Some pieces may be cannibalized and salvaged for parts. The remaining pieces can be sold to cities, counties, other agencies, or non-profit organizations or at public auction. No customers are allowed to salvage or cannibalize pieces of equipment at their locations. All assigned equipment is to be kept intact in the same condition in which it was assigned.

**EQUIPMENT****TRADES:**

It is in the Cabinet's best interest to retain the best pieces of equipment in the fleet. Customers may request exchanges of equipment with the Auction and Equipment Procurement Section in Frankfort. Turn-in and reassignment of these pieces are coordinated with the Supervisor of the Auction and Equipment Procurement Section. In an effort to best manage the fleet, the Division of Equipment Director may remove pieces of equipment from the exchange process without the customer's permission.

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<b>EQUIPMENT</b>	Chapter  <b>EQUIPMENT REQUIREMENTS &amp; UTILIZATION</b>
	Subject  Receiving New and Used Equipment

**Summary:** Described is the procedure for receiving new and used equipment.

**RECEIPT &  
INSPECTION  
OF NEW AND  
USED  
EQUIPMENT:**

Vendors are to deliver equipment to the Receiving Section, where division personnel are to inspect the equipment for acceptance. The Receiving Section is not to accept equipment that vendors have not serviced before delivery. Vendors are not to service equipment or make it ready for delivery on state property, except under extenuating circumstances and only after obtaining approval from the Division of Equipment Director. Expenses for returning unacceptable equipment to vendors are the responsibility of the vendor, not the Cabinet.

If equipment meets specifications, the receiving employee prepares and signs the *Receiving Inspection Form (Exhibit 5)*.

**MARKING NEW  
EQUIPMENT:**

Before new equipment is ready for assignment, a Commonwealth of Kentucky Seal, an equipment number, and a classification code are to be permanently marked on each piece of equipment.

**LICENSING NEW  
EQUIPMENT:**

New equipment that is required to be licensed is to have a vehicle transaction record, a certificate of origin, and an affidavit of cost or a copy of an invoice from the vendor.

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<b>EQUIPMENT</b>	Chapter  <b>EQUIPMENT REQUIREMENTS &amp; UTILIZATION</b>
	Subject  Modifying Equipment

**Summary:** Presented is the procedure for requesting modification of equipment.

**REQUESTING MODIFICATION:** When a division or district deems it necessary to modify a piece of equipment to alter its basic function, the division or district is to send a request to the Division of Equipment Director. A detailed explanation of the modification, including necessary drawings and estimated costs, is to accompany the request.

The Division of Equipment Director is to determine whether the request is practical and to make the final decision. Any employee who performs, or causes to be performed, unauthorized modifications or major changes to equipment may be subject to disciplinary action.

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<b>EQUIPMENT</b>	Chapter  <b>EQUIPMENT REQUIREMENTS &amp; UTILIZATION</b>
	Subject  Disposing of Equipment

**Summary:** Set forth is the procedure for disposal of equipment.

**CABINET  
REVIEW:**

Equipment that is returned to the Salvage Section for disposal is to be received and inspected. The Salvage Section Supervisor is to make the determination as to whether the equipment is to be retained for use, salvaged for parts, or sold.



**SALES OF  
EQUIPMENT:**

The Administration and Sales Branch is to complete a B 217-2 form, *State-Owned Personal Property Declared Surplus (Exhibit 6)*, and send it to the Department of Administration Commissioner for approval.

Sales of equipment are coordinated through the Finance and Administration Cabinet's Division of Surplus Property.

On a regular basis, the Division of Equipment Director may sell surplus equipment to other agencies or to city or county governments. The division is to establish firm pricing based on recorded auction sales, market prices, or other criteria. Once established, these prices are to remain firm until the items are sold to another government agency or at public auction. All pieces that are not retained for salvage use or used as exchange or replacement units are sold at public auction. Proceeds from all sales are deposited to a revenue receipt account. These funds are used to purchase replacement equipment.

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		Chapter EQUIPMENT REQUIREMENTS & UTILIZATION
<b>EQUIPMENT</b>		Subject Use & Care of Equipment

**OPERATOR****RESPONSIBILITY**

The operator assigned to, or employee responsible for, any equipment is responsible for the safe operation and required preventive maintenance of that equipment. If the equipment malfunctions or is damaged during operations, it is to be taken out of service until repairs or corrections are made. Employees are not required to operate unsafe or malfunctioning equipment. Damage to equipment due to lack of maintenance may be cause for disciplinary action, as determined by the District Loss Control Committee (see *General Administration Guidance Manual*, Chapter 1200). Operators are to use equipment within the parameters of the design. Utilizing equipment for activities other than for which it was designed or utilizing equipment outside the operational design scope may also be cause for disciplinary action. Examples of improper use are failing to deploy safety features like downriggers, emptying a dump trailer on unstable or sloping terrain, and using a dump truck to push a crawler dozer.

**MISUSE OR ABUSE  
OF EQUIPMENT**

Crew supervisors are responsible for reporting suspected misuse or abuse of equipment to the equipment supervisor or medium/heavy-truck supervisor, who is to note the appropriate information on the TC 74-201 form, *Equipment Work Request (Exhibit 7)*. This will be supported in detail, along with the description of work done.

**COLLISION DAMAGE**

Employees are not to offer opinions regarding liability and are not to volunteer information concerning payment for damages to the other party. All accidents involving state equipment that occur on a right of way are to be investigated by a police agency. Accident reports are required for all vehicle collision damage.

**REPORTING DAMAGE**

An employee who is involved in, witnesses, or discovers an accident involving department equipment shall complete the KSP 74 form, *Kentucky Uniform Police Traffic Collision Report (Exhibit 8)*, submit it to his or her immediate supervisor, who in turn is to forward it to the chief district engineer or division director and send a copy to the Office of Legal Services within 48 hours of the accident.

**REPORTING DAMAGE****(CONT.)**

In the case of a fatality, the Office of Legal Services is to receive a copy of the accident report within 24 hours.

All accidents involving department equipment are to be investigated by the chief district engineer designee or designated individual of the appropriate division (see the *Employee Safety and Health Handbook* and the *General Administration and Personnel Manual*). Notification should also be given to the Transportation Engineering Branch Manager.

**DISTRICT OR DIVISION****RESPONSIBILITY**

Upon receipt of an accident report by the chief district engineer or division director, copies are to be distributed to the district equipment supervisor or the medium/heavy-truck supervisor and the district safety officer.

The chief district engineer or division director is to ensure copies are adequate and complete for District Loss Control Committee purposes.

**LOSS CONTROL****COMMITTEE**

If the District Loss Control Committee determines that property or persons other than the state are involved, the committee is to forward the complete file to the Office of Legal Services. If employee injury is involved, the administrative manager is to forward to the Office of Legal Services copies of the injury report.

**ACCIDENT REPORT****PROCEDURES**

Listed below are the employee procedures for reporting an accident:

1. Employee fills out the KSP 74 form.
2. Employee sends copies of KSP 74 to the chief district engineer or division director, who in turn sends to the safety officer, equipment supervisor or the medium/heavy-truck supervisor, and the Office of Legal Services within 48 hours of accident; if a fatality is involved, copies are to be sent within 24 hours and the Employee Safety and Health Branch are to be notified immediately.
3. The Property Loss Control Committee is to meet and make determination as to recovery from state employees. The committee determines any actions taken regarding state employees and equipment.
4. If recovery from a private party appears applicable, the Office of Legal Services is to forward copies of the documents to the Division of Equipment or the Division of Fleet Management as appropriate.

**ACCIDENT REPORT  
PROCEDURES (CONT.)**

5. The Division of Equipment or of Fleet Management is to provide repair information to the Office of Legal Services to be used for recovery of state losses from private parties.
6. If the state appears to owe a private party, the private party is to contact the Office of General Counsel and Legislative Affairs for resolution. The Office of General Counsel and Legislative Affairs is responsible for supplying any documentation relating to claims made by private parties.

**REPAIR OF DAMAGE**

Equipment or vehicles that have been damaged in an accident are not repaired unless a copy of the accident report has been filed with the equipment supervisor or medium/heavy-truck supervisor. Repairs are then made according to purchasing guidelines.

**MALFUNCTION CLAIMS**

If an employee claims malfunction of equipment, the equipment supervisor or medium/heavy-truck supervisor is to verify the claim in writing and forward it to the Property Loss Control Committee.

**WRECK DAMAGE**

All repairs that are conducted at a private auto body repair shop are to be approved and processed by the Division of Purchases. All wreck requests are to be sent to the Division of Equipment, where a request for a contract is to be made. Documents are to be returned to the district where the work is to be performed and a repair order is to be processed.

**APPROVAL OF VEHICLE  
ASSIGNMENTS**

Approval for temporary off-duty hour assignments may be granted for specific periods of time or for special applications particularly during the winter months. Such approval is processed in the same manner as permanent assignments (contact the Division of Accounts). Approval for permanent assignments of vehicles to be parked on state-owned property may be granted subject to proper documentation of need and is processed in the same manner as other permanent assignments.

**DAILY OPERATOR  
REQUIREMENTS**

All employees with a commercial driver's license (CDL) are to comply with all regulations associated with maintaining that license. All employees are to operate equipment safely and efficiently. Employees are required to perform daily inspections of equipment to confirm that safety features and systems are intact and functioning properly. Operators are required to perform daily inspections of fluid levels, including oil, coolant, and transmission fluids, and other routine items as required for the equipment type. Tires, body parts, mirrors, chains, lights, accessories, and all other features are to be visually inspected and reviewed for correct operation.

**DAILY OPERATOR  
REQUIREMENTS  
(CONT.)**

Operators shall lock all equipment that has keys when not in use and store the keys inside a secure building. Similarly, operators shall keep all fuel cards inside a secure building when not in use. Operators may request pouches from the Division of Equipment to attach fuel cards to keys.

Operators are to use pieces of equipment for the function for which they were designed. Equipment is not to be modified or changed in a manner that will change the form or function without permission from the Director of the Division of Equipment.

Supervisors are expected to provide to operators the training necessary to ensure safe and efficient operation of equipment.

Operators are not to abuse or misuse equipment to accomplish a task or to avoid work output. Operators are responsible for reporting needs in the area of repairs and preventive maintenance.



<b>EQUIPMENT</b>	Chapter  <b>EQUIPMENT REQUIREMENTS &amp; UTILIZATION</b>
	Subject  Rental of Equipment to State Agencies

**Summary:** Provided is an overview of the Transportation Cabinet's authorization to rent equipment with or without operators to other state agencies if renting does not hamper or reduce in any way the regular programs of the Cabinet.

**RENTAL RATES:** The leasing agency is to be charged the regular hourly, or minimum equipment rental rate as determined by the Division of Equipment. Operator labor is to be charged separately from the rental rate. Fund transfers are to be manual transactions by Cabinet personnel in the statewide accounting system.

**FUNDING OF EQUIPMENT OPERATING COSTS:** The Division of Equipment has a zero-based budget and is to collect rental fees equal to expenditures. To place the equipment function on a sound operating basis and to facilitate accurate reporting of equipment usage, the Cabinet is to adopt a minimum monthly equipment charge system. This system, described in the following sections, will place with the district or division to which the equipment is assigned the responsibility for earning equipment rental income to offset operating costs. A minimum monthly equipment rate is to be allowed for each piece of equipment assigned to an operating unit within the Cabinet. The hourly rate is to be the primary method of reporting usage; however, in cases where reported usage is not sufficient to cover costs, the minimum monthly rate is to be assessed. Prior to the beginning of each fiscal year, the division is to establish the minimum monthly charge and usage rental rates for each type of equipment.

## COMPUTATION OF EQUIPMENT RENTAL RATES . . . p. 2

**COMPUTATION OF  
EQUIPMENT RENTAL  
RATES:**

The Division of Equipment is responsible for preparing the annual schedule of equipment rental rates and for monitoring the appropriate costs to ensure that rental rates are adequate to offset the fleet operating cost. Rates are to be prepared using information generated by the Automated Management System.

Rates are established based on class code and rate code types. No rate code type shall subsidize any other rate code type; therefore, all rates charged are an accurate reflection of each individual rate code type.

Rates are to be developed based on calculations that include direct costs, and indirect costs including labor, parts, fuel depreciation, insurance, uniforms, utilities, overhead, etc. All division costs are to be included in the rates to offset costs of operating all fleet activities.

The State Highway Engineer, the appropriate Deputy State Highway Engineer, and the Secretary of Transportation are to approve the annual schedule of equipment rental rates. The Division of Accounts assigns an official order number. Distribution is then made to equipment users. Adjustments to the rates can be made during the year using the same executive order process. The equipment budget is part of the Department of Highways fund allocation. The Office of Policy and Budget participates in the allotment for equipment operations as it does with all other Cabinet program budget units.

**ANNUAL EQUIPMENT  
INVENTORY:**

The Division of Equipment and related field staff are to annually conduct a physical inventory of the equipment fleet. All items are to be physically observed and marked through inventory documentation. Records are to indicate where items are located and whether they are actually at those locations. Items that are found in locations other than assigned are to be properly assigned in the inventory. Items that cannot be found are to be considered either lost or stolen.

**LOST EQUIPMENT . . . p. 3**

**LOST EQUIPMENT:** When an item is lost, the chief district engineer or division director is to send to the Division of Equipment Director a memorandum explaining the loss and requesting the item be removed from inventory.

**STOLEN EQUIPMENT:** For items that have been stolen a copy of the appropriate police report is required.

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<h1>EQUIPMENT</h1>	Chapter <b>EQUIPMENT REQUIREMENTS &amp; UTILIZATION</b>
	Subject <b>Lighting Packages</b>

**DIRECTIVE:** SHS #05-P1.3a2, Division of Safety and Health Services, "Lighting Packages"

**PURPOSE:** The purpose of this directive is to provide compliance requirements and recommended guidelines to maximize employee safety and the visibility of vehicles and workers engaged in highway operation, maintenance, and construction work activities.

The hazard assessments of the tasks associated with work-zone and other highway maintenance and construction activities identify low visibility as a primary hazard to workers. Therefore, this directive, which is in conjunction with the master agreement, is intended to implement a standard for safer engineering and administrative controls to replace less-effective lighting and warning systems currently used on Transportation Cabinet vehicles. Moreover, it is intended as a measure to achieve long-term cost savings, as the new lighting packages require less maintenance and have a longer usage life than that currently used by the Cabinet.

Work activities defined as having potential high-risk exposure include but are not limited to the following:

- Ø Emergency storm damage tasks
- Ø Incident response
- Ø Snow removal escorts
- Ø Shadow vehicles for mobile operations
- Ø Traffic control installers
- Ø Road sign repair and installation
- Ø Highway patching
- Ø Skid-resistant testing
- Ø Emergency responders

**SCOPE . . . p. 2**

**SCOPE:** This directive is effective Transportation Cabinet-wide for all one-half-, three-quarter-, and one-ton trucks; sports utility vehicles (SUVs); vans; and sedans involved in highway operation, maintenance, and construction activities.

**AUTHORITY:** Sources to be referenced are as follows:

- Ø Kentucky Revised Statute (KRS) 338.030, "General Duty"
- Ø 29 Code of Federal Regulations (CFR) 1296.203, Subpart G—"Signs, Signals, and Barricades"
- Ø *Manual on Uniform Traffic Control Devices (MUTCD)* Section 6D.03F, "Worker Safety Considerations"
- Ø *Employee Safety and Health Manual*, Chapter 16

**Note:** Standard procedures for procurement and purchase approvals are to be followed.

**INSTALLATION:** The following instructions are to be implemented for vehicles that may be retrofitted with upgraded lighting packages.

#### **PACKAGE 1**

**(LOWER RISK):** Package 1 is to be utilized for lower risk/exposure activities.

All Transportation Cabinet one-half-, three-quarter-, and one-ton trucks; SUVs; vans; and work sedans shall be equipped with headlight/rear strobe packs. The strobe packs shall be installed to meet the requirements of KRS 189.043 for installation to headlights and the rear yellow lens, utilizing existing lighting lens. Should the rear yellow lens be physically too small to accept the strobe (for example, on the Taurus), then the rear red lens may be used. Additional magnetic top strobe for 360-degree visibility coverage is to be installed. Law enforcement "wig-wag" lighting installation is prohibited.

#### **PACKAGE 2, HIGH-RISK:**

Package 2 is to be used in addition to Package 1 headlight/rear strobe packs.

**PACKAGE 2, HIGH RISK (cont.) . . . p. 3**

**PACKAGE 2,  
HIGH-RISK  
(cont.):**

All Transportation Cabinet one-half-, three-quarter, and one-ton trucks; SUVs; vans; and work sedans engaged in high-risk activities shall be equipped, at a minimum, with a third-generation mini light-emitting diode (LED) lightbar (18 to 24 inches with up to 6 heads, all amber front and rear, with 1 red in center facing the rear), which provides 360-degree visibility protection. (High-intensity lighting such as LED lights is far superior to strobe lights in darkness, rain, fog, and snow conditions.)

**PACKAGE 3,  
HIGH-RISK  
OPTIONAL:**

Package 3 is to be used in addition to Package 1 or 2.

All Transportation Cabinet one-half-, three-quarter, and one-ton trucks; SUVs; vans; and work sedans engaged in high-risk activities may be equipped, in addition to Package 1 or Package 2, with an LED lightbar (44 to 49 inches). All light heads are to be amber front and rear, with one or two red in the center facing the rear, providing 360-degree visibility protection. (High-intensity lighting such as LED lights is far superior to strobe lights in darkness, rain, fog, and snow conditions.)

**Note:** Mounting approval by the Division of Fleet Management shall be required for all vehicles weighing less than one ton. Mounting approval by the Division of Equipment shall be required for all one-ton vehicles.

**ADDITIONAL  
OPTIONS:**

Additional options include:

- Ø LED NarrowStik, 39-inch: Supplemental LED lightstick to enhance visibility to the rear
- Ø LED ArrowStik, 47-inch: Lightstick with capability of LED directional right, left, or caution-mode arrow to direct and enhance traffic flow
- Ø Spotlight: Portable magnetic, mountable searchlight, or Lightbar Takedowns

**USES & LIMITATIONS . . . p. 4**

**USES &****LIMITATIONS:**

The following limitations shall apply:

- ∅ Lighting packages shall be used for emergency situations to supplement more-prominent traffic-control devices and do not eliminate or replace standard work-zone traffic-control procedures.
- ∅ The ArrowStik shall not eliminate standard arrow panels (Type A, B, or C) or other standard traffic-control devices.
- ∅ ArrowStik use for two-lane, two-way highway work activities or for shoulder work shall be utilized only in the caution mode.

**ACTIVATION:**

The warning lights shall be activated when:

- ∅ A vehicle is engaged in a work-zone or incident-response operation within a temporary traffic-control zone
- ∅ Workers are out of the vehicle while in a lane of traffic or on the adjacent shoulder
- ∅ Vehicles are traveling less than 10 mph or are traveling more than 30 mph below the traffic operating speed within a mobile work zone

**Note:** Operators of warning lights shall:

- ∅ Exercise due care for the safety of others
- ∅ Never operate lights outside their intended uses
- ∅ Utilize all other necessary traffic control devices required pursuant to the *MUTCD*

**EXEMPT****VEHICLES:**

Sedans utilized exclusively for administrative purposes and not exposed to fieldwork hazards shall be exempt from this directive.

Vehicles with existing 47- or 48-inch barlight strobes may be considered to conform to high-risk, high-intensity requirements and need not be upgraded at this time.

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<b>EQUIPMENT</b>	Chapter <b>REPAIR PARTS, SUPPLIES, &amp; ACCESSORIES</b>
	Subject <b>Forms</b>

**Summary:** Explained are two forms that originate at a garage and are of the utmost importance to the Division of Equipment.

**EQUIPMENT WORK  
REQUEST:**

The TC 74-201 form, *Equipment Work Request (Exhibit 7)*, is the source document for the accumulation of repair costs on all equipment. This document is used to report materials and labor for data entry into the automated management system.

Repair orders are to be processed accurately and timely and closed out promptly after the job is completed.

**DAILY LABOR  
REPORT:**

The TC 74-23E form, *Daily Labor Report (Exhibit 9)*, is used to report all hours worked by employees and all equipment usage for the purpose of operating a Central Office or district facility. It is impossible to cover all circumstances, but in all cases the staff members are to be charged to projects as identified by the Division of Accounts. Equipment used by an employee is to be charged to the same project code as the employee.

The daily report of time is to be recorded in the payroll system as defined by the Division of Accounts.

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<b>EQUIPMENT</b>	Chapter <b>REPAIR PARTS, SUPPLIES, &amp; ACCESSORIES</b>
	Subject <b>Approving Purchases</b>

**Summary:** Provided are the guidelines regarding purchase orders for equipment repairs.

**APPROVING  
PURCHASES:**

Each district is to designate one or more employees to supervise all activity relating to equipment expenditures. The designated district managers are to approve purchases for all equipment repairs. Local purchases or Transportation Warehouse requisitions may be made by the designated district managers. All purchasing payment rules as directed by the Division of Purchases and the Division of Accounts are to be followed.

To help eliminate unnecessary purchases and to control district stock levels, the district equipment supervisor or medium/heavy-truck supervisor is to ensure that proper purchasing procedures are followed and is to approve or review all district level parts and repair purchasing.

The district equipment supervisor or medium/heavy-truck supervisor is to have final approval on all equipment data entry activity. The district equipment supervisor or medium/heavy-truck supervisor, or designee, is to review and approve repair orders, pump sheets, stock transfers, parts orders, etc., before they are entered into the automated management system.

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<b>EQUIPMENT</b>	Chapter  <b>REPAIR PARTS, SUPPLIES, &amp; ACCESSORIES</b>
	Subject  <b>Repair Parts</b>

**Summary:** Set forth are the guidelines for maintaining supplies of standardized repair parts, garage supplies, and accessories necessary for the repair and maintenance of Cabinet-owned equipment.

**REPAIR PARTS:** Employees are to check the Transportation Warehouse Supply Catalog for current lists of parts and operating procedures. Updates and changes are regularly forwarded to customers.

Warehouse inventory is to be purchased on the basis of the most practical and efficient needs. Annual seasonal items may be purchased in single bulk. Routine annual usage items may be purchased as needed. Garages are to maintain minimal quantities based on annual or seasonal usage. The Transportation Warehouse Branch Manager is to set maximum quantities for each location.

**OBTAINING PARTS  
& SUPPLIES:**

Specific products can be ordered from the Transportation Warehouse on-line from various automated systems. Districts and divisions can order products by fax, regular mail, or e-mail. The TC 74-100E form, *Supply Requisition (Exhibit 10)*, is available for hard-copy ordering. This form is not required if the following specific information is provided: catalog part number, part description, quantity requested, shipping and billing addresses, contact person, and telephone number. The Transportation Warehouse maintains inventories for various division owners. Each inventory owner is to provide the process to manage and obtain products.

**PARTS NOT IN  
STOCK:**

All parts stocked by the Transportation Warehouse are to be secured from this inventory. When a Transportation Warehouse customer requisitions a part that is not in stock, the garage may be authorized by the Warehouse Branch Manager to purchase the part locally.

**LOCAL PURCHASE OF PARTS . . . p. 2**

**LOCAL PURCHASE  
OF PARTS:**

Procurement procedures outlined by the Division of Purchases and the Division of Equipment are to be followed. Changes to purchasing guidelines will be routinely published as necessary.

**WINDOW TICKET:**

The TC 10-415E form, *Window Ticket (Exhibit 11)*, is to be used to process requests for materials from the garages. This form is to be used for both inventoried and locally purchased items.

District or division managers are to determine the process to use for securing items locally. In any event, all purchases relating to equipment expenditures are to be placed on repair orders for data entry into the automated tracking system.

District equipment supervisors, medium/heavy-truck supervisors, or designees, are to approve equipment expenditures for inventory items. Inventory levels are to be coordinated with the Transportation Warehouse Branch Manager.

Equipment funds are to be expended only for those materials that are directly related to the repair, maintenance, or operation of the Division of Equipment fleet.

**DELIVERY OF PARTS:**

The districts are supplied by transport from the Transportation Warehouse. When items ordered are unloaded at a district, the storekeeper is to check the shipment with the driver, and when applicable, sign the warehouse shipping document. The storekeeper is to keep one copy and give the remaining copies to the transport driver.

**SHORTAGE OR  
OVERAGE IN  
SHIPMENT:**

All districts are expected to check shipments in the presence of the transport driver. When a district receives a shipment that is short, over, or damaged, the storekeeper is to immediately report the discrepancy to the transport driver and then process the TC 74-104 form, *Garage Shortage/Overage Report (Exhibit 12)*, as follows:

**SHORTAGE OR OVERAGE IN SHIPMENT (cont.) . . . p. 3**

**SHORTAGE OR  
OVERAGE IN  
SHIPMENT (cont.)**

1. The original is returned to the driver, and a copy is retained for the district file.
2. Any overage item, along with the TC 74-104 form, is to be returned to the Transportation Warehouse.
3. Any shortage or damaged items are to be shipped to the garage via the next transport.
4. Any item picked up at the Transportation Warehouse by district personnel becomes the responsibility of the district intended. The Transportation Warehouse is not responsible for shortages or damages.
5. Any questions concerning shortage or overage are to be directed to the Transportation Warehouse Branch Manager.

**EMERGENCY  
SHIPMENTS:**

In emergencies a district may call the Transportation Warehouse Branch Manager and request that parts or supplies be shipped on the next transport.

1. Regular processing of requisition is to follow.
2. Parts are shipped via the next transport when applicable; otherwise, the emergency items may be picked up by the district.
3. If the district wants to pick up supplies, only previously filled full shipments or individual special requests may be picked up.

**TRANSFER OF PARTS:** One stock location may determine that another stock location has a part that is needed and request a stock transfer. Prior approval to this transaction is to be obtained from the district equipment supervisor or medium/heavy-truck supervisor at the location of the stock. Procedures established by the automated management system are to be used. The district may request permission from the Transportation Warehouse Branch Manager to transfer surplus, obsolete, or overstock parts to the warehouse.

**INCORRECT, SURPLUS,  
OR OBSOLETE REPAIR  
PARTS:**

Repair parts purchased locally that are not needed are to be returned to the vendors immediately. Vendor complaints are to be processed if vendors incorrectly process requests for products.

**INCORRECT, SURPLUS, OR OBSOLETE REPAIR PARTS (cont.) . . . p. 4**

**INCORRECT, SURPLUS,  
OR OBSOLETE REPAIR  
PARTS (cont.):**

The district equipment supervisor or medium/heavy-truck supervisor is to make a periodic check of inventory to locate any surplus or obsolete parts and supplies. With permission from the Transportation Warehouse Branch Manager, obsolete or overstocked materials may be sent to the warehouse.

All parts returned are to be packaged and identified as to part number and quantity. A notation on the package as to whether the part is serviceable or unserviceable is to be made.

Stock locations are not to receive finalized credit for returned items unless a financial transaction occurred at the time of the original transfer. Corrected inventory counts will occur as part of the transaction.

**ANNUAL INVENTORY  
& CORRECTIONS:**

Each stock location is to conduct an annual inventory. This inventory is to be performed according to guidelines issued by the Division of Equipment. Due to the significant number of types of stock locations, the guidelines and time frames for inventory are subject to change. For these reasons, procedures are to be distributed as needed.

All other corrections to inventory levels at stock locations are to be requested in writing to the Transportation Warehouse Branch Manager. This request is to include a brief explanation of the reason for the needed correction. The request is to have prior approval of the district equipment supervisor or medium/heavy-truck supervisor. Approved inventory corrections are then to be conducted by the branch manager. If the inventory correction belongs to a division other than Equipment, the appropriate division director is to approve the correction.

**PARTS FROM  
GARAGE  
STOCKROOM:**

Parts from the garage stockroom are to be issued on a completed TC 10-415E form, *Window Ticket (Exhibit 11)*, which is to be signed by the person receiving the parts.

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<b>EQUIPMENT</b>	Chapter  <b>REPAIR PARTS, SUPPLIES, &amp; ACCESSORIES</b>
	Subject  <b>Stocked Supplies &amp; Accessories</b>

**Summary:** Explained is how each repair garage is furnished with operating supplies and accessories from the Transportation Warehouse.

**SUPPLIES & ACCESSORIES:** Operating supplies and accessories are to be ordered for garage stock; however, the garage is to keep inventory to a minimum level.

These items are to be ordered by request from the Transportation Warehouse in accordance with procedures outlined in the automated management system. See the Transportation Warehouse Supply Catalog for details.

**TIRES:** Types and sizes of tires that are not stocked at the Transportation Warehouse are to be purchased locally. Each repair garage is to make these purchases as needed.

**CHARGING OF PARTS TO EQUIPMENT:** All repair parts, materials, and supplies and actual labor are to be charged to the unit of equipment for which they were ordered or used in repairing. Any employee, supervisor, or foreman who deliberately allows or causes any of these charges to be made against another may be subject to disciplinary action.

**DEALER REPAIR:** Follow guidelines established by the Division of Purchases.

**FUEL CARDS:** The Division of Equipment assigns fuel cards to equipment maintained by the Division of Equipment and issues a personal identification number (PIN) to each employee for fuel-card use. As a fuel-card user, the employee shall sign the TC 74-551, *Fuel Card User Agreement* (**Exhibit 17**), with the understanding that violation of any of the provisions of the agreement may result in disciplinary action up to and including dismissal.

**PETROLEUM  
PRODUCTS:**

Fuel is to be purchased according to fuel purchasing guidelines established by the commercial fuel vendor contract. Lubricating oils are to be obtained from the Transportation Warehouse according to the re-refined oil mix requirements. Lubricants or fuel that is issued from stock inventory at a pump station, 98-gallon tank, or other stock location is to be listed on the TC 74-5E form, *98-Gallon Portable Diesel Tank Distribution Sheet (Exhibit 13)*, and sent to the stock location for data entry.



<b>EQUIPMENT</b>	Chapter <b>RADIO COMMUNICATIONS</b>
	Subject <b>Mobile Radio Assignments</b>

**Summary:** Discussed is the Radio Communications Section's responsibility for recommending and enforcing policies and procedures regarding mobile radio assignments.

**CENTRAL OFFICE:** Division directors, or their designees, are responsible for assignments of individual radio units within their respective divisions.

**DISTRICTS:** Chief district engineers, or their designees, are responsible for assigning individual radio units within their respective districts.

**ADDITIONAL RADIO UNITS:** Division directors and chief district engineers, or their designees, are to forward to the Director of the Division of Equipment, a memorandum justifying the need for additional radio units.

**TRANSFERS OF RADIO UNITS:** Transfers of radio units from one piece of equipment to another is to be done by radio technicians only, unless prior authorization has been given by the Radio Communications Section Supervisor.

**RADIO UNITS IN PRIVATE VEHICLES:** The Cabinet is responsible for the installation and removal of mobile radio units used in private vehicles but is not responsible for any damage to the vehicle resulting from the installation or removal. Persons using mobile radio units in private vehicles are required to sign a stock transfer and are responsible for any damages incurred by accident or otherwise, except for routine maintenance.

**RADIO UNITS IN PRIVATE VEHICLES (cont.) . . . p. 2**

**RADIO UNITS  
IN PRIVATE**

**VEHICLES (cont.):** Failure of an employee to complete the TC 74-106 form, *Equipment Transfer (Exhibit 14)*, will under any condition prohibit installation or retention of mobile radio units in private vehicles. It is recommended that the employee signing for receipt of a mobile radio unit have it insured against theft or damage since the employee is totally responsible for the unit.

**MONITORING  
OF BASE &  
MOBILE  
STATIONS:**

Each chief district engineer, or designee, is to be responsible for maintaining awareness of the usage of the system and for initiating corrective action whenever rules are not followed. One person in each district is to be designated for periodic monitoring of the base and mobile stations in order to report the need for corrective action to the chief district engineer.

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<b>EQUIPMENT</b>	Section  FEDERAL COMMUNICATIONS COMMISSION
	Subject  Authority

**Summary:** Discussed is the authority governing radio transmissions.

**OVERVIEW:** Operation of VHF radio systems differs from that of a telephone or carrier system in that no secrecy of communication is assured. All stations in the same system or individuals monitoring the system may hear all transmissions. In strict accordance with Federal Communications Commission (FCC) regulations, all Cabinet transmissions are to be carried on in a manner that will be a credit to the Cabinet and its employees. The FCC may monitor the Cabinet's system at any time.

**AUTHORIZED  
USE OF  
SYSTEM:**

The stations of the radio system are authorized to operate only:

- From a base station to another base station
- From a base station to any mobile unit
- Between mobile units

**MESSAGES  
AUTHORIZED  
FOR USE BY  
SYSTEM:**

Authorized messages are those relating to:

- Public safety and protection of life and important property
- Business conducted by the Office of Civil Defense
- Essential business of the Cabinet
- Radio tests

Transmissions of messages where wire line or other communication facilities are inoperative, unavailable, or economically impractical may also be authorized.

**MESSAGES UNAUTHORIZED FOR USE BY SYSTEM . . . p. 2**

**MESSAGES  
UNAUTHORIZED  
FOR USE BY  
SYSTEM:**

Unauthorized transmissions are:

- Of a personal nature, excluding emergencies
- Of continuous radiation of unmodulated carrier
- Containing profane, indecent, or obscene language
- Of a nonprofessional nature

To protect the Cabinet's station licenses against revocation in case of transmission of inappropriate language, the base station operator is to follow these procedures:

1. Notify the offender immediately upon hearing a violation of the regulation to instruct the offender not to commit the violation again.
2. Inform the offender that notation of the violation will appear in the radio log.
3. Enter into the radio log the following information:
  - a) Date of the offense
  - b) Time of the offense
  - c) Name of the offender
  - d) Code number of the mobile unit or call letters of the base station over which the offender made the transmission
  - e) Statement as to:
    - The nature of the violation
    - The warning to the offender not to repeat the violation
    - The notification to the offender that the violation will be recorded in the radio log
  - f) Signature of offender

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<b>EQUIPMENT</b>	Section  <b>FEDERAL COMMUNICATIONS COMMISSION</b>
	Subject  <b>Regulations</b>

**Summary:** Outlined are the Federal Communications Commission (FCC) regulations for radio communications.

### **OPERATING**

**REQUIREMENTS:** Only persons authorized by the Cabinet are allowed to operate radios in this service. Operators are no longer required to hold licenses. Radios may be used only during normal working hours or under emergency conditions, such as snow and ice removal, or for Cabinet business.

All base stations are required by the FCC to identify themselves by call letters, which for Frankfort are KI1835. Base stations are to give this identification after each transmission or once every 30 minutes of an operating period. Mobile units should use the following identification after each transmission, for example CO-11.

### **SUSPENSION OF TRANSMISSION:**

The radiation of a station transmitter is to be suspended immediately upon detection or notification of a deviation from the technical requirements of the station authorization until such deviation is corrected, except for transmission concerning immediate safety of life or property, in which case the transmission is to be suspended as soon as the emergency is terminated.

### **MOBILE UNITS NOT UNDER CONTINUOUS CONTROL OF LICENSEE:**

A mobile radio station licensed in these services may not be installed or maintained in a vehicle, aircraft, or vessel that is not at all times controlled exclusively by the licensee unless precautions are taken to eliminate the possibility of the licensed transmitter being operated during the period that the vehicle, aircraft, or vessel is not under the control of the licensee.

## **INSPECTION OF STATIONS . . . p. 2**

**INSPECTION OF STATIONS:**

All stations and records of stations in these services are to be made available for inspection at any time while the stations are in operation or are to be made available for inspection upon reasonable request from an authorized representative of the FCC.

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<b>EQUIPMENT</b>	Section  <b>FEDERAL COMMUNICATIONS COMMISSION</b>
	Subject  Inspection & Maintenance of Tower Markings & Control Equipment

**Summary:** Identified are the Federal Communications Commission guidelines for inspection and maintenance of tower markings and control equipment.

**TOWER MARKINGS  
& CONTROL  
EQUIPMENT:**

The licensee of any radio station that has an antenna structure is required to paint or illuminate the structure. At present only Louisville and Bowling Green need to comply. To ensure compliance, the equipment supervisor or medium/heavy-truck supervisor, or designee, is:

- To inspect the tower lights at least once every 24 hours, either by observing the lights themselves or by observing an automatic and properly maintained indicator designed to register a failure of the lights; to ensure that all the lights are functioning properly as required; to maintain a log of this inspection in the district office
- To provide and properly maintain an automatic alarm system designed to detect any failure of the tower lights; to provide indication of such failure to the licensee
- To report immediately by telephone, telegraph, or Internet to the nearest airways communication station or office of the Federal Aviation Administration any observed or otherwise known failure of a code or rotating beacon light to top light not corrected within 30 minutes, regardless of failure; to give further notification immediately upon resumption of required illumination
- To inspect at intervals, not to exceed three months, all automatic or mechanical control devices, indicators, and alarm systems associated with the tower lighting to ensure that such apparatus are functioning properly

**TOWER MARKINGS & CONTROL EQUIPMENT (cont.) . . . p. 2**

**TOWER MARKINGS  
& CONTROL  
EQUIPMENT (cont.):**

- To exhibit all lighting from sunset to sunrise, unless otherwise specified
- To maintain a supply of bulbs sufficient for immediate replacement at all times
- To clean and repaint towers as often as necessary to maintain good visibility

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<h1>EQUIPMENT</h1>	Chapter  RADIO COMMUNICATIONS
	Subject  Radio Operator Requirements

**Summary:** Explained are the requirements for radio operators.

**REQUIREMENTS:** The requirements for radio operators are as follows:

- Records required, as outlined herein, are to be retained by the licensee for a period of one year.
- In cases that require cooperation or coordination of activities, stations in the Public Safety Radio Services may communicate with stations in other services and with U.S. government stations.
- Stations in the Highway Maintenance Radio Service are authorized to transmit communications essential to official highway activities of the licensee.
- Highway maintenance base stations are authorized to intercommunicate with highway maintenance mobile stations. Highway maintenance mobile stations are authorized to intercommunicate with highway maintenance base stations as well as with other highway maintenance mobile stations.
- Highway maintenance base and mobile stations are also authorized to intercommunicate with other stations in the Public Safety Radio Services and to transmit to receivers at fixed locations provided that no harmful interference will be caused to the base-mobile operations of any authorized station.
- Highway maintenance fixed stations are authorized to intercommunicate with other fixed stations in the Public Safety Radio Services and to transmit to receivers at fixed locations.
- Only the person who made the original entry is to make log corrections. The person is to strike out the erroneous portion, initial the correction, and note the date of the correction. Erasures are not permissible.
- Installation and maintenance of equipment, radio installation, adjustments, repair, testing, and maintenance work are to be performed only by those persons designated by the Cabinet as radio maintenance personnel.

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<h1>EQUIPMENT</h1>	Chapter <b>RADIO COMMUNICATIONS</b>
	Subject <b>Policy &amp; Procedures for Use of Radio Facilities</b>

**Summary:** Explained are the Cabinet's policy and procedures for using radio facilities.

**USE OF VOICE:** The operator is to use the correct code system and phonetic pronunciation. The voice message is to be as emotionless as possible. Among the speech factors to consider are voice level, voice quality, pronunciation, and enunciation. A message that is received with maximum clarity is one that is spoken in a normal voice, slowly and distinctly.

**WORD CHOICE:** Since some words may easily be mistaken for others that sound like them, the phonetic alphabet is to be used when there may be a doubt as to the meaning or spelling of a word. Words should be pronounced as "A-Adam" never as "A as in Adam" or "A for Adam," etc. A copy of the complete alphabet can be obtained from the Division of Equipment, Radio Communications Section.

**NUMBERS:** All numbers are to be read first as individual digits and then repeated by reading the number as a whole. The number 186,757, for example, would read: "One eight six, seven five seven; one hundred eighty-six thousand seven hundred fifty-seven."

**MOBILE TO RELAY, LOCAL:** When reception and transmission are poor, it may be helpful to park and point the vehicle in the general direction of the base station. Select a high spot free from high-voltage electrical lines.

**STANDBY:** Since base stations have many local calls, remember the airway may be busy when a mobile operator calls. A base station operator does not sign off until the conversation in progress is over. When communication is not clear or fails entirely, the mobile operator is to sign off to clear the channel for other messages. It is always necessary to sign off.

## OPERATING BASE EQUIPMENT . . . p. 2

**OPERATING  
BASE**

**EQUIPMENT:** All operators are to be thoroughly familiar with Cabinet policy when operating base equipment:

Make sure the “airway is clear” before sending a message.

Avoid use of profane language.

Keep conversations brief and confined to state business

Choose words carefully; be distinct.

Base to base call: Address by name the station you are calling, for example, Lexington...Frankfort Equipment. Call three times; if no contact is made, call number clear, and wait before trying again.

Base to mobile call: Address by unit number the unit you are calling, and then identify your station name, for example, “CO-11...Frankfort Equipment.” Call three times; if contact is not made, call number clear, and retry later. Clear the airway when signing off, for example, “KII-835 clear.”

A base station operator is to give the base station FCC call letters no matter who originates the call. If two base stations are communicating with each other, each is to give its call number at the end of the call, for example, Base Station A: “KII-777 clear;” Base Station B: “KII-835 clear.”

**ORIGINATING  
A CALL FROM  
MOBILE UNIT:**

Mobile operators are to originate calls as follows:

Mobile to base call: Address by name the station you are calling, and identify yourself by unit call number, for example “Frankfort Equipment...CO-11.” Call three times; if no contact is made, call number clear, and retry later.

Call number clear when transmission is finished, for example, “CO-11 clear.”

- Mobile to mobile call: Address by unit call number the unit you are calling, and identify yourself by unit call number, for example, “CO-99...CO-11.” Call three times; if no contact is made, call number clear, and retry later.

**OPERATION OF RADIO . . . p. 3**

**OPERATION OF  
RADIO:**

All radio operators are to follow these rules:

- Press microphone button to talk, wait a few seconds, and then speak.
- Release microphone button to listen.
- Wait until other units have completed their messages and have signed off before transmitting a message.
- Do not call other units by their personal names; use their call numbers.
- Speak clearly and slowly for optimum performance.
- Know what you are going to say before you transmit a message.
- Remember that communications are to pertain to Cabinet business only, except in an emergency.
- Report all radio problems to first-line supervisor.
- Do not modify any part of the radio installation or associated equipment.
- Do not carry blasting caps in radio-equipped vehicles; transmitter may set them off. Do not transmit within 300 feet of blasting caps.
- Be sure the microphone is kept in its hanger to avoid accidental keying and tying up of the radio system.
- Do not leave books or other paper products on top of the base station.
- To avoid broadcast of unwanted messages over the airway, do not keep a microphone in a place where something might be set on the microphone keying element.

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<b>EQUIPMENT</b>	Chapter <b>RADIO COMMUNICATIONS</b>
	Subject <b>Safety Rules</b>

**Summary:** Provided are the safety precautions to observe when using radios.

**BLASTING  
CAPS:**

When blasting, employees are to keep radios away from blasting caps. Radio frequency energy sets off blasting caps without having any physical connection with the blasting circuit. The amount of radio frequency induced in a circuit varies directly with the power of the transmitter and inversely as the square from the source. Detonation occurs when the induced current approximates the amount required in a .03—.20 amperes.

If electric caps are within 100 feet of any two-way radio transmitter, they should be kept tightly enclosed in an all-metal can. The can is to consist of a 12-gauge metal box lined with wood or rubber-like material. The can should never be opened when the transmitter is in use. This rule relates to tower sites as well as to mobile units.

Employees are not to use radio transmitter within 1,000 feet of any electric blasting operation and are to turn radio off.

**NATURAL GAS  
OR GASOLINE:**

Employees are not to transmit or run motor around gas leaks.

Employees are to turn off radio and motor when filling gas tanks.

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<b>EQUIPMENT</b>	Chapter
	<b>TABLE OF EXHIBITS</b>
	Subject
	Forms

<b>FORM TITLE</b>	<b>FORM NUMBER</b>	<b>EXHIBIT</b>
Order for Allocation of Equipment	TC 73-118E	Exhibit 1
Intra-District Transfer	TC 74-302	Exhibit 2
Equipment Turn-In Sheet	TC 74-540E	Exhibit 3
Equipment Turn-In Sheet (computer-generated)		Exhibit 4
Receiving Inspection Form		Exhibit 5
State-Owned Personal Property Declared Surplus	B 217-2	Exhibit 6
Equipment Work Request (2 pages)	TC 74-201E	Exhibit 7
Kentucky Uniform Police Traffic Collision Report (4 pages)	KSP 74	Exhibit 8
Daily Labor Report	TC 74-23E	Exhibit 9
Supply Requisition (2 pages)	TC 74-100E	Exhibit 10
Window Ticket	TC 10-415E	Exhibit 11
Garage Shortage/Overage Report	TC 74-104	Exhibit 12
98 Gallon Portable Diesel Tank Distribution Sheet	TC 74-5E	Exhibit 13
Equipment Transfer	TC 74-106	Exhibit 14
Operator's Daily Check Sheet	TC 74-11E	Exhibit 15
Equipment History Sheet	TC 74-13E	Exhibit 16
Fuel Card User Agreement	TC 74-551	Exhibit 17

