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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SECRETARY  JIM GRAY
DEPUTY SECRETARY  MICHAEL HANCOCK
CHIEF OF STAFF  JAMIE EMMONS
LOCATION  TCOB, 6TH FLOOR EAST
PHONE  502-564-5102
FAX  502-564-9540

KENTUCKY TRANSPORTATION CABINET comprises ten executive offices and four departments:

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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**

- Accounts Payable/Receiveable
- Liens, Vendor
- Cash-Basis Statements
- Official Orders
- eMARS (Enhanced Management Administrative & Reporting System)
- Pay Documents
- GAAP-Basis Statements
- Procurement Card
- Interaccount Bills
- Travel Vouchers
Office of Audits

Office of Executive Director

Division of Road Fund Audits
- KYU / KIT Branch
- IFTA Branch
- U-Drive-It / IRP Branch

Division of Audit Services
- External Audit Branch
- Internal Audit Branch
- Contract Audit Branch

06-16-2008
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
**Audit Services**

**DIRECTOR** (VACANT)

**ASSISTANT DIRECTOR** TERI HARMON

**LOCATION** TCOB, 4th Floor East

**PHONE** 502-564-6760

**FAX** 502-564-6766

**DIVISION OF AUDIT SERVICES**

♦ 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

♦ 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

♦ Performs pre-award, overhead, post-award, and project audits of consultant firms

♦ Audits various Cabinet contracts with third-party entities to ensure compliance with terms of the agreements, laws and regulations, and billing

♦ Investigates allegations of theft or misuse of Cabinet assets

**KEY WORDS**

Contract Audits
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
Aviation

COMMISSIONER  TODD BLOCH
DEPUTY COMMISSIONER  BRAD SCHWANDT
LOCATION  90 AIRPORT RD
PHONE  502-564-4480
FAX  502-564-7953

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 two major programs:
  • Airport Development Program, which provides financial assistance for capital improvement projects to publicly owned public-use airports
  • Airport Inspection Program, which performs (1) annual certification of airports and heliports and (2) FAA contract inspections
♦ 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  FAA Contract Inspections
Aviation Inspection Program  Licensing, Airport & Heliport
**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  
Budget  
Capital Construction Budgeting  
Expenditures  
Fiscal Compliance  
Misuse of Cabinet Assets  
Out-of-State Travel
Department of Aviation

Capital City Airport Division

Office of Director

Flight Operations Branch

Aircraft Maintenance Branch

Airport Operations Branch

06-16-2008
Capital City Airport

**DIRECTOR**  (VACANT)
**ASSISTANT DIRECTOR**  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
Office for Civil Rights & Small Business Development

- Monitors Equal Employment Opportunity (EEO) programs, including enforcement of Titles VI and VII of Civil Rights Act
- Develops and maintains the Cabinet’s Affirmative Action Plan and monitors Cabinet goals for achieving a diverse workplace
- Investigates all complaints of discrimination based on race, sex, religion, disability, national origin, age (40 and over), sexual orientation, veteran status, gender identity, veteran status, disability, political affiliation, or smoking status or in reprisal for opposition to discriminatory practices or participation in the EEO process
- Administers, coordinates, supports, and monitors progress of Disadvantaged Business Enterprise (DBE) Program; Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) Program; Small Business Enterprise (SBE) Program; and Supportive Services/On-the-Job Training Programs, which include technical assistance to program participants
- 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 23 and 26 (49 CFR Parts 23 and 26)
- Monitors DBE program participants on USDOT-assisted highway construction and design projects
- Recommends and monitors annual and project goals for DBE participation on USDOT-assisted contracts

**Key Words**

- Affirmative Action
- Airport Concessionaire Disadvantaged Business Enterprise
- Disadvantaged Business Enterprise Program
- Discrimination, Employee
- Equal Employment Opportunity
- 49 CFR Parts 23 and 26
- On-the-Job Training (OJT) Program
- Retaliation, Employee
- Sexual Harassment
- Small Business Enterprise Program
- Socially/Economically Disadvantaged
- Supportive Services Program
- Third-Party Challenge
- Titles VI and VII
- 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 Director**  
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
Customer Service

DIRECTOR                       VACANT
ASSISTANT DIRECTOR             MICHAEL MILLER
LOCATION                      TCOB, 2ND FLOOR EAST
PHONE                         502-564-1257
FAX                           502-564-0839

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 and via the drive.ky.gov website
♦ Maximizes response time for department-wide customer requests and inquiries
♦ Provides uniformity in the dissemination of accurate information to Cabinet customers by maintaining an extensive knowledge-based article library
♦ 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
Customer Service Center
Customer Service Representative
Department of Vehicle Regulation
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)  Medical Review Board
Driver License  One Stop Shop
Driving History Record  Reinstatement Fees
Graduated Driver Licensing  Traffic School
Hearings, Driver Licensing
# Employee Relations

**DIRECTOR** (VACANT)  
**ASSISTANT DIRECTOR** (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**

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<td>Personnel Board Hearings Administration</td>
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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
Categorical Exclusions, Environmental
Clean Air Act
Cumulative Impact Assessment
Environmental Analysis (Baseline Studies: Archaeological, Cultural, Historical, Socioeconomical)
Environmental Assessments
Environmental Impact Study
Environmental Process Review
Groundwater Protection Plans
Laboratory Analysis
National Environmental Policy Act
Notice of Violation, Environmental
Resource Conservation Recovery Act
State Implementation Plan
Underground Injection Control
Underground Storage Tanks
Water Quality
**DIVISION OF EQUIPMENT**

- Maintains Cabinet’s fleet of more than 10,000 pieces of equipment used in construction and maintenance of state highways
- Performs major and minor equipment repairs at 14 repair garages across the state
- Prepares specifications for procurement of the Cabinet’s medium/heavy construction and maintenance equipment
- Provides equipment repair parts, various operational supplies, and traffic materials to the Cabinet’s operating units (Transportation Warehouse)
- Provides services for the disposal and sale of surplus equipment
- Maintains and provides Cabinet’s two-way Radio Communication System
- Maintains fuel cards and personal identification numbers (PIN) for equipment fueling
- Provides any other services or oversight necessary to provide the Cabinet with a functional equipment fleet

**KEY WORDS**

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

Division of Graphic Design & Printing

Office of Director

Design & Print Services Branch

Administrative Services Branch

03-01-2018
DIRECTOR (VACANT)
ASSISTANT DIRECTOR (VACANT)
LOCATION TCOB, 1ST FLOOR
PHONE 502-564-3880
FAX 502-564-6849

DIVISION OF GRAPHIC DESIGN & PRINTING
♦ Facilitates Kentucky Design and Print Services
♦ Administers employee badging system
♦ Coordinates Cabinet events (Conference Center)
♦ Repairs office furniture
♦ Configures office space

KEY WORDS
Badging, Employee
Blueprints (Reprographics)
Conference Center
Engraving

Furniture Repair
Graphic Design
Office Configuration
Printing
Greater Commonwealth Aviation

DIRECTOR (VACANT)
ASSISTANT DIRECTOR (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
HIGHWAY DESIGN

DIVISION OF HIGHWAY DESIGN

♦ Oversees the development and assists in the management of the design and contract plan preparation of Highway Plan projects
♦ 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

CADD  Pavement Rehabilitation
Construction Estimates  Plan Processing
Construction Proposals  Roadway Design Engineering
Drainage, Roadway  Signing Plans
Intergovernmental Reviews  Standard Drawings
Location Engineers  Survey Coordinator
Pavement Design
Office of Highway District 1
Paducah

Office of Executive Director

Project Development Branch

Planning Section

Design Section

Right of Way Section

Utilities Section

Paducah Section

McCrae County Unit

Ballard County Unit

Carlisle County Unit

Mayfield Section

Graves County Unit

Hickman County Unit

Fulton County Unit

Project Delivery & Preservation Branch I

Project Delivery & Preservation Branch II

Smithland Section

Livingston County Unit

Crittenden County Unit

Fulton County Unit

Murray Section

Calloway County Unit

Marshall County Unit

Trigg County Unit

Engineering Support Branch

Materials Section

Equipment Section

Structures Section

Traffic Engineering & Permits Section

Roadside Environment Section

06-16-2008
Office of Highway District 1

Executive Director (CDE)  Kyle Poat
Administrative Coordinator  (Vacant)
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)  Deneatra Henderson
Administrative Coordinator (Vacant)
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
Office of Highway District 3

Executive Director (CDE) Joe Plunk
Administrative Coordinator Jill Harmon
Location 900 Morgantown Rd
BOWLING GREEN, KY 42102
Phone 270-746-7898
Fax 270-746-7643

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Office of Highway District 4

Elizabethtown

Office of Executive Director

Project Development Branch

Planning Section

Elizabethtown Section

Hardin County Unit

Hart County Unit

Design Section

Hardinsburg Section

Breckinridge County Unit

Grayson County Unit

Right of Way Section

Elizabethtown Section

Meade County Unit

Utilities Section

Campbellsville Section

Taylor County Unit

Green County Unit

Bardstown Section

Nelson County Unit

Larue County Unit

Materials Branch

Equipment Section

Structures Section

Traffic Engineering & Permits Section

Roadside Environment Section

Engineering Support Branch

Equipment Support Branch

Materials Section

06-16-2008
Highway District 4—Elizabethtown

Office of Highway District 4

Executive Director (CDE)  Paul Sanders
Administrative Coordinator  (Vacant)
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

County  Seat  County  Seat
Breckinridge  Hardinsburg  Marion  Lebanon
Grayson  Leitchfield  Meade  Brandenburg
Green  Greensburg  Nelson  Bardstown
Hardin  Elizabethtown  Taylor  Campbellsville
Hart  Munfordville  Washington  Springfield
Larue  Hodgenville

County Seats Map
Highway District 5—Louisville

Office of Highway District 5

Executive Director (CDE)  Matt Bullock
Administrative Coordinator  (Vacant)
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)  BOB YEAGER
ADMINISTRATIVE COORDINATOR  CANDACE LINK
LOCATION  421 BUTTERMILK PIKE
          FT. MITCHELL, KY 41017
PHONE  859-341-2700
FAX  859-341-3661

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Highway District 7—Lexington

Office of Highway District 7

Executive Director (CDE)  Kelly Baker
Administrative Coordinator  (Vacant)
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

County
Seating
ANDERSON  LAWRENCEBURG
BOURBON  PARIS
BOYLE  DANVILLE
CLARK  WINCHESTER
FAYETTE  LEXINGTON
GARRARD  LANCASTER
JESSAMINE  NICHOLASVILLE
MADISON  RICHMOND
MERCER  HARRODSBURG
MONTGOMERY  MT. STERLING
SCOTT  GEORGETOWN
**Office of Highway District 8**

**Executive Director (CDE)**
Tamra Wilson

**Administrative Coordinator**
(Vacant)

**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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Office of Highway District 9

Executive Director (CDE)  Steve Gunnell
Administrative Coordinator  Vacant
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

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

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

Office of Highway District 11

Executive Director (CDE)  Michael Calebs
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*
OFFICE OF HIGHWAY DISTRICT 12

EXECUTIVE DIRECTOR (CDE)  MARY WESTFALL-HOLBROOK
ADMINISTRATIVE COORDINATOR  (VACANT)
LOCATION  109 LORAINE ST
           PIKEVILLE, KY 41501-2486
PHONE  606-433-7791
FAX  606-433-7765

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HIGHWAYS

COMMISSIONER   (VACANT)
STATE HIGHWAY ENGINEER    ANDY BARBER
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
Department of Highways

Office of Highway Safety

Office of Executive Director

Motorcycle Advisory Commission for Highway Safety*

Division of Incident Management

Transportation Operations Center Branch

Roadway Assistance Branch

Safety Patrol West Section

Safety Patrol Central Section

Safety Patrol East Section

Motorcycle Safety Education Advisory Commission*

Division of Highway Safety Programs

Safety Education Branch

Grants Management Branch

*Attached for Administrative Purposes

06-16-2008
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.
Office of Highway Safety

Division of Highway Safety Programs

Office of Director

Safety Education Branch

Grants Management Branch

01-16-2009
**Highway Safety Programs**

**DIRECTOR**  
(VACANT)

**ASSISTANT DIRECTOR**  
RYAN FISHER

**LOCATION**  
TCOB, 4TH FLOOR WEST

**PHONE**  
502-564-1438

**FAX**  
502-564-2629

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**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

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**KEY WORDS**

- Buckle-That-Child Hotline
- Child Passenger Safety
- CRASH Database
- Driver Improvement Course
- Drive Smart Kentucky
- Drive Smart Kentucky Bear
- Fatal Vision Goggles
- Ghost Outs
- Governor’s Executive Committee on Highway Safety
- Grants, Highway Traffic Safety

- Highway Safety Data
- Judgment Day
- Mock Crashes
- Operation Drive Smart Blitz
- Radar Trailers
- Rollover Simulator
- Safety City
- Strategic Highway Safety Plan
- Traffic Records System
- Traffic Safety Checkpoints

*Acting*
Human Resource Management

EXECUTIVE DIRECTOR        TRACY HYATT
DEPUTY EXECUTIVE DIRECTOR   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)
**Incident Management**

**Director** (Vacant)  
**Assistant Director** (Vacant)  
**Location** TCOB, 1st Floor East  
**Phone** 502-564-2080  
**Fax** 502-564-2978

*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
Information Technology

Executive Director: Heather Stout
Deputy Executive Director: Kenneth Jones
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
DEPUTY EXECUTIVE DIRECTOR (VACANT)
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 Legal Services

Office of Executive Director

Central Office
Legal Branch

Highway District
Legal Branch

06-16-2008
**EXECUTIVE DIRECTOR**  KEVIN MOORE  
**DEPUTY EXECUTIVE DIRECTOR**  (VACANT)  
**LOCATION**  TCOB, 6TH FLOOR  
**PHONE**  502-564-7650  
**FAX**  502-564-5238

**OFFICE OF LEGAL SERVICES**

- Represents and advises Transportation Cabinet officials in all legal matters
- Drafts and reviews:
  - Contracts
  - Memoranda of Agreement
  - Official Orders
  - Policy Manuals
- Investigates and defends Cabinet-related claims filed with the Board of Claims
- Defends Transportation Cabinet in civil litigation
- Pursues collections of debts owed to the Cabinet
- Conducts general litigation, including enforcement actions relating to:
  - Civil Rights
  - Condemnations
  - Contractor Claims and Liens
  - Encroachments
  - Junkyards and Billboards
  - Motor Fuels and Usage-Tax Appeals
  - Personnel Issues
  - Vehicle Regulation
- Processes Open Records requests
- Administers the Cabinet’s Records Retention Schedule
- Drafts, reviews, and approves Administrative Regulations for the Cabinet

**KEY WORDS**

Administrative Regulations  
Board of Claims  
Civil Litigation  
Collections of Debts  
Condemnation  
First Report of Injury or Illness (IA-1)  
Hearings  
Legislation  
Open Records  
Personnel Board Hearings  
Property Damage Claims  
Records Retention  
Reverse Condemnation
Department of Rural & Municipal Aid

Office of Local Programs

Office of
Executive Director

01-16-2009
Office of Local Programs

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

Key Words

- Congestion Mitigation and Air Quality (CMAQ)
- National Scenic Byways Program
- Safe Routes to School Program (SRTS)
- Transportation Alternatives Program (TAP)
- Transportation, Community and Systems Preservation (TCSP)
- Transportation Enhancement Program (TE)
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
♦ Reviews and processes permit applications for various roadway encroachments
♦ Coordinates bridge inspection program for all public bridges
♦ Prepares bridge-repair contracts
♦ Determines bridge-weight restrictions
♦ Conducts ride-quality testing of state-maintained roadways
♦ Prioritizes pavement rehabilitation and resurfacing projects
♦ Administers Maintenance Rating Program
♦ Oversees Intelligent Transportation System efforts
♦ Prepares contracts for various roadway repair work
♦ Coordinates panel-sign programs
♦ Administers rest-area maintenance contracts
♦ Coordinates statewide snow-and-ice response efforts
♦ Develops and oversees district maintenance budgets
♦ Administers mowing, striping, and other roadway-maintenance contracts
♦ Manufactures highway signs for distribution to the district

KEY WORDS

Bridge Maintenance Pavement Maintenance
Maintenance Management Roadside Maintenance
Maintenance Standards Winter Roadway Maintenance
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** (Vacant)
**Assistant Director** Mary Morris
**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
- Authority by Wire
- For-Hire Transportation
- Highway User Tax Collection
- IFTA (International Fuel Tax Agreement)
- IRP (International Registration Plan)
- Licenses: Bus, KYU, Limousine, Solid-Waste Transporter, Taxicab
- Nonemergency Transportation
- Permits: Fuel, Overweight / Overdimensional, Temporary, U Drive-It
- Tariffs and Rate Filings
- VIN (Vehicle Identification Number)
Department of Vehicle Regulation

Division of Motor Vehicle Licensing

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
DIRECTOR                  BRIAN INGLE
ASSISTANT DIRECTOR        GODWIN ONODU
LOCATION                  TCOB, 2ND FLOOR EAST
PHONE                     502-564-1257
FAX                       502-564-0471

DIVISION OF MOTOR VEHICLE LICENSING

 Enables Kentucky’s county clerks to perform all transactions related to titling and registering all vehicles, trailers, and boats in accordance with KRS 186 and 186A
 Comprises 2 branches:
  • Registration Branch registers all vehicles, issues all license plates and decals, and handles all dealer refunds; Help Desk answers all customer calls and handles weekly and monthly clerk payments.
  • Title Branch processes and distributes all paperwork relating to vehicle and boat titling.

KEY WORDS

Boats                  Repossession
Disabled Parking      Salvage Titles
License Plates        Sheriff Inspections
Liens                 Temporary Tags
Rebuilts              Titles
Office of Human Resource Management

Division of Personnel Management

Office of Director

Personnel Administration
Branch I

Personnel Administration
Branch II

12-16-2012
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 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
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
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), Roadmap Program, Guiding Potential Supervisors (GPS) Program, and Supervisor Training and Resources (STAR) Program
- Oversees Educational Assistance Program for the Cabinet
- Manages 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 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 (ALA)          Orientation Training
Civil Engineering Scholarship Programs      Policy Manuals, Cabinet
Educational Assistance                      Postmasters
Employee Suggestion Program                 Professional Licenses (CDLs)
Evaluations, Employee Performance           Reorganizations
Forms, Cabinet                              Roadmap Program
GPS Program                                 STAR Program
Leadership Training                        Strategic Plan, OHRM
Management Contact Listings                 Training Records
Official Orders                            Training Workshops
Organizational Charts                      Websites, OHRM
**Professional Services**

**DIRECTOR**
ERIC PELFREY

**ASSISTANT DIRECTOR**
DAVID GORMLEY

**LOCATION**
TCOB, 3rd Floor West

**PHONE**
502-564-4555

**FAX**
502-564-4422

**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 and maintains the prequalification status of consultants for the Cabinet
- Develops monthly advertisements for project-specific and statewide engineering services
- Prepares the consultant selection committees and oversees the qualifications-based selection process
- Negotiates an appropriate fee and issues a contract with the selected consultant for engineering services
- Processes final pay estimates for all consultant contracts

**KEY WORDS**

Consultant Services  
Engineering Procurement  
Prequalification  
Project Development  
Project Management  
Qualifications-Based Selection (QBS)  
Request for Proposal (RFP)
Program Management

DIRECTOR
RON RIGNEY

ASSISTANT DIRECTOR
(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
**EXECUTIVE DIRECTOR**  
JON WILCOXSON

**DEPUTY EXECUTIVE DIRECTOR**  
(VACANT)

**LOCATION**  
TCPB, 6TH FLOOR EAST

**PHONE**  
502-564-3730

**FAX**  
502-564-2277

**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**
Executive Director: John Moore
Deputy Executive Director: (Vacant)
Location: TCOB, 6th Floor East
Phone: 502-564-3730
Fax: 502-564-2277

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  NAITORE DJIGBENOU
DEPUTY EXECUTIVE DIRECTOR  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
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
Commodity Codes, Miscellaneous
eMARS (Enhanced Management Administrative & Reporting System) Security
Memorandums of Agreement
Payment Authorization, Delegated Purchases
Personal Service Contracts

Purchase Orders
Purchase Requisitions
Purchases, Delegated
Purchases, Emergency
Purchases, Small
Vendor Applications
DIVISION OF RIGHT OF WAY AND UTILITIES

♦ Acquires rights of way
♦ Relocates affected families, businesses, and utilities
♦ Provides safety improvements to highway railroad crossings
♦ Provides technical guidance to district offices, including final approval of:
  • Appraisals
  • Relocation benefits
  • Utility agreements

KEY WORDS

Acquisitions, Right-of-Way Relocation Assistance Program
Appraisals, Right-of-Way Surplus Property
Negotiations, Right-of-Way Utility Facilities
Railroad Crossings Utility Relocation
Rail Safety Program
Office of Audits

Division of Road Fund Audits

Office of Director

KYU / KIT Branch

IFTA Branch

U-Drive-It / IRP Branch

05-16-2013
DIVISION OF ROAD FUND AUDITS

♦ Conducts Kentucky Highway Use (KYU) audits of more than 67,000 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)
♦ Audits more than 900 permit holders that lease or rent automobiles to ensure compliance with U-Drive-It tax laws

KEY WORDS

IFTA Audits           KYU Audits
IRP Audits           Lease/Rent Permit Holders Audits
KIT Audits           Motor Carriers Audits
Rural and Municipal Aid

**COMMISSIONER** (VACANT)
**DEPUTY COMMISSIONER** (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**
Department of Rural & Municipal Aid

Office of Rural & Secondary Roads

Office of
Executive Director

Engineering
Branch

06-16-2008
Rural & Secondary Roads

EXECUTIVE DIRECTOR (VACANT)
DEPUTY EXECUTIVE DIRECTOR (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 Deputy 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          NEPA Requirements
Change Order Review          Permits, Encroachment
Engineering Research         Policy Development, Highway
Engineering Technology       Program Development, Highway
Highway Program Management   Project Development Training
Office of Project Development

Division of Structural Design

Office of Director

- Bridge & Maintenance Design Branch
- Bridge Review Branch
- Geotechnical Branch
  - Bridge Systems Section
  - Soil Survey & Test Section
  - Structure Foundation Section
  - Construction Section
  - Engineering Geology Section
  - Drilling & Instrument Section

01-16-2010
**Structural Design**

**DIRECTOR**   BART ASHER  
**ASSISTANT DIRECTOR**   (VACANT)  
**LOCATION**   TCOB, 3rd FLOOR EAST  
**PHONE**   502-564-4560  
               502-564-2374 (GEOTECHNICAL)  
**FAX**   502-564-2581  
               502-564-4839 (GEOTECHNICAL)

**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

<table>
<thead>
<tr>
<th>Executive Director</th>
<th>VACANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Executive Director</td>
<td>VACANT</td>
</tr>
<tr>
<td>Location</td>
<td>1219 Wilkinson Blvd</td>
</tr>
<tr>
<td></td>
<td>TCOB, 1st Floor East</td>
</tr>
<tr>
<td>Phone</td>
<td>502-564-2326</td>
</tr>
<tr>
<td>Fax</td>
<td>502-564-6754</td>
</tr>
</tbody>
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**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 DIRECTOR  (VACANT)
LOCATION  TCOB, 3RD FLOOR EAST
PHONE  502-564-3020
FAX  502-564-7759

DIVISION OF TRAFFIC OPERATIONS

♦ Formulates, interprets, and distributes policies, regulations, and rules related to traffic operations
♦ Supports districts in installation, maintenance, and operation of traffic-control devices (including traffic signals, flashing beacons, and school flashers) and roadway lighting (including interchange, intersection, continuous, bridge, navigational, and aviation-obstruction lighting)
♦ Provides traffic-engineering support to the districts and the project-development process
♦ Leads efforts to improve traffic flow through use of coordinated traffic-signal systems and communication networks that monitor signal performance
♦ Provides design services to project-development process by developing and reviewing electrical traffic-control devices and roadway-lighting plans
♦ Administers Highway Safety Improvement Program (HSIP) and pursues deployment of infrastructure-related safety improvements
♦ Performs inspection services for electrical traffic-control devices and roadway lighting installed through the project-delivery and permit processes

KEY WORDS

- Electrical Traffic-Control Devices
- Highway Safety Improvement Program (HSIP)
- Lights, Navigational
- Lights, Roadway
- Traffic Engineering
- Traffic Flow
- Traffic Signals
- Traffic Signal Systems
Transportation Delivery

EXECUTIVE DIRECTOR        VACANT
DEPUTY EXECUTIVE DIRECTOR   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**

Kentucky Motor Vehicle Commission*  Administrative Support Branch

**Division of Motor Vehicle Licensing**
- Registration Branch
  - Recap & Accounts Section
  - Program Assistance Section
  - Rebuilt Support Section
- Title Branch
  - Receiving Section
  - Verification Section
  - Records Management Support Section

**Division of Motor Carriers**
- Licensing & Registration Branch
  - IRP Section
  - One Stop Shop Section
- Qualifications / Permits Branch
  - Credentials Section
  - Overweight/Overdimensional Permits Section
- Tax & Financial Processing Branch
  - IFTA / KIT / KYU / UDI Section
  - Financial Processing Section

**Division of Driver Licensing**
- Court Records / CDL Management Branch
  - CDL Administration Section
  - Court Records Section
  - Records Verification Section
  - Hearings / Fraud Verification Branch

**Division of Customer Service**
- Driver & Vehicle Licensing CSC Branch
  - Driver Licensing Support Section
  - Vehicle Licensing Support Section
  - Motor Carrier CSC Branch

*Attached for Administrative Purposes

12-16-2012
Commissioner: (Vacant)
Deputy Commissioner: (Vacant)
Location: TCOB, 2nd Floor East
Phone: 502-564-7000
Fax: 502-564-6403

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
APPENDIX
EMERGENCY PHONE NUMBERS

AMBULANCE .................................................................................................................. 911

CAPECON ............................................................................................................. 502-564-2652
(FOR EMERGENCY RESPONSE TO PROBLEM IN STATE BUILDING)

EMERGENCY MANAGEMENT SERVICES ........................................... 1-800-255-2587

FIRE ................................................................................................................................. 911

FIRST ONSITE CLINIC, TCOB ................................................................. 564-4444
(1ST FLOOR, ROOM S104)

MAIL ROOM, TCOB ......................................................................................... 564-4868

POLICE .......................................................................................................................... 911

SAFETY ....................................................................................................................... Cell: 502-330-5947

SECURITY, TCOB ................................................................................................. 564-5103

SUPERINTENDENT, TCOB ................................................................. Cell: 330-7754

TRAFFIC & TRAVEL INFORMATION (ROAD CONDITIONS) ................. 511
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
Mitchell W. Tinder ......................................................... November 1954—December 1955
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
Mitchell W. Tinder ....................................................... November 1966—December 1967
William B. Hazelrigg .............................................. December 1967—March 1969
Eugene Goss .............................................................. March 1969—August 1970
B. E. King ................................................................. August 1970—December 1971
Charles Pryor .............................................................. December 1971—March 1973
TRANSPORTATION CABINET
SECRETARIES OF TRANSPORTATION (1982—PRESENT)

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—March 2016
Greg Thomas .................................................................March 2016—December 2019
Jim Gray ........................................................................December 2019—Present

OTHER STATE AGENCIES & OFFICES
http://kentucky.gov/government/Pages/agency.aspx
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<td>DISTRICT 1 - PADUCAH</td>
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<td>270-898-7457</td>
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<td>270-824-7080</td>
<td>270-824-7091</td>
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<td>DISTRICT 3 – BOWLING GREEN</td>
<td>270-746-7898</td>
<td>270-746-7643</td>
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<td>DISTRICT 4 – ELIZABETHTOWN</td>
<td>270-766-5066 1-800-459-3566</td>
<td>270-766-5069</td>
<td>634 East Dixie Hwy P O Box 309 Elizabethtown, KY 42702</td>
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<td>502-210-5400 1-800-903-5844</td>
<td>502-210-5494</td>
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<td>DISTRICT 6 - COVINGTON</td>
<td>859-341-2700</td>
<td>859-341-3661</td>
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<td>859-246-2355</td>
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<td>763 W New Circle Rd, Bldg. 2 P O Box 11127 Lexington, KY 40512</td>
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<td>606-677-4017</td>
<td>606-677-4013</td>
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<td>606-849-2286</td>
<td>822 Elizaville Av P O Box 347 Flemingsburg, KY 41041</td>
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<td>606-666-8841</td>
<td>606-666-7074</td>
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<td>606-598-2145</td>
<td>606-598-8269</td>
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