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TRANSPORTATION CABINET

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OFFICE OF THE SECRETARY OFFICIAL ORDER 113630

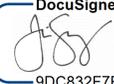
SUBJECT: *Equipment Guidance Manual*

This manual has been prepared to provide information and guidance to personnel of the Kentucky Transportation Cabinet. The purpose of this manual is to establish uniformity in the interpretation and administration of laws, regulations, policies, and procedures applicable to the operations and services of the Division of Equipment, which is under the purview of the Office of Project Development of the Department of Highways.

The policies and procedures set forth herein are hereby approved and declared effective unless officially changed.

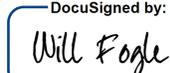
All previous instructions, written and oral, relative to or in conflict with this manual are hereby superseded.

Signed and approved this ____ day of 4/3/2024, 2024.

DocuSigned by:

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Jim Gray
Secretary

Approved as to Legal Form

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Office of Legal Services

EQUIPMENT GUIDANCE MANUAL



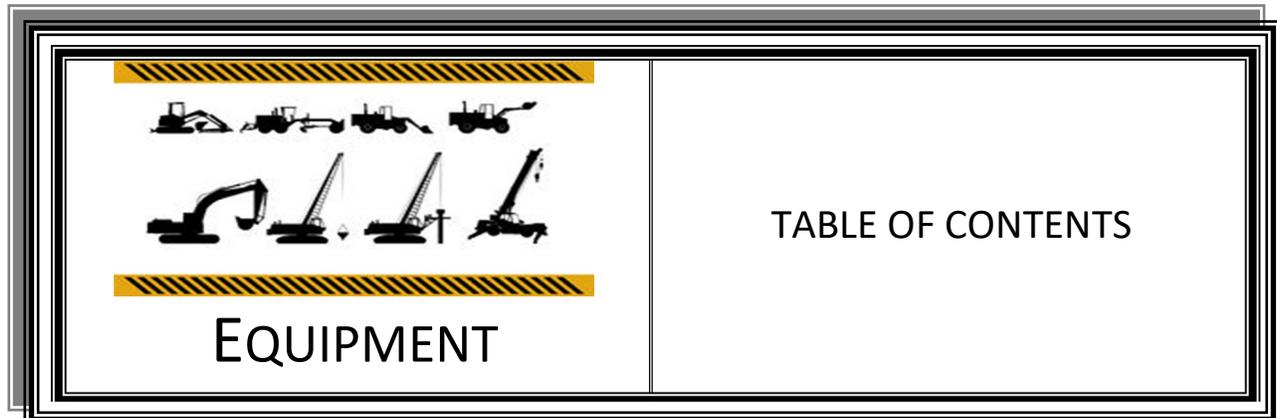
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COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET

APRIL 2024

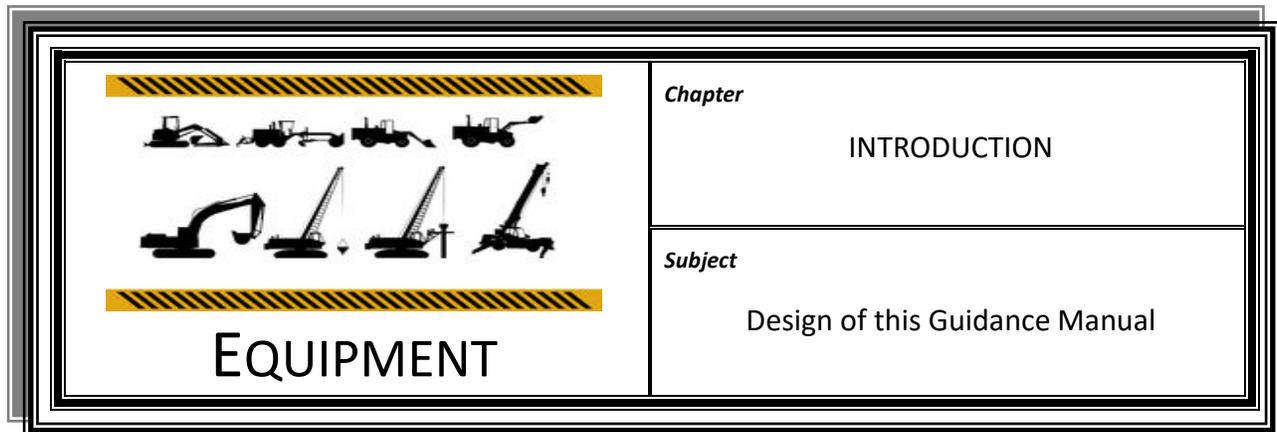


Produced by Organizational Management Branch
Office of Human Resource Management



01	TABLE OF CONTENTS	04/24
100	INTRODUCTION	
101	Design of This Manual	04/24
200	EQUIPMENT REQUIREMENTS & UTILIZATION	
201	General Information	04/24
202	Purchasing Equipment	04/24
203	Replacing Equipment	04/24
204	Assigning & Transferring Equipment	04/24
205	Receiving New & Used Equipment	04/24
206	Modifying Equipment	04/24
207	Disposing of Equipment	04/24
208	Use & Care of Equipment	04/24
209	Rental of Equipment to State Agencies	04/24
210	Lighting Packages	04/24
211	Annual Equipment Inventory	04/24
300	REPAIR, PARTS, SUPPLIES, & ACCESSORIES	
301	Repair Process	04/24
302	Approving Purchases	04/24
303	Repair Parts	04/24
304	Stocked Supplies & Accessories	04/24
400	RADIO COMMUNICATIONS	
401	Authority	04/24
402	Assigning & Maintaining Communications Assets	
402-1	Communication Assignments	04/24
402-2	Regulations	04/24
402-3	Inspection & Maintenance of Tower Markings & Control Equipment	04/24
403	Radio Operator Requirements	04/24
404	Policy & Procedures for Use of Communication Equipment	04/24
405	Safety Rules	04/24
9000	EXHIBITS	





ORGANIZATION & NUMBERING

Chapters—The subject matter in the manual is divided into chapters or sections. The chapter title appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

Sections—Some chapters are divided into sections. Each section title, instead of chapter title, appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

Subjects—Chapters and sections are arranged by subjects.

Subject Number—Each subject is assigned a number, which appears in the upper right-hand corner of each page of the subject. For example, Chapter 400 includes subject 401, followed by subject 402, which is divided into section subjects 402-1 through 402-3.

Subject Title—The title of a subject appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

“EQ” Prefix—Preceding each subject number, this prefix stands for the manual title *Equipment*.

Date—The latest issuance date of a subject appears at the bottom left of each page of the subject. This date agrees with the latest issuance date shown for the subject in the Table of Contents ([EQ-01](#)).

Page Numbering—Each subject has its own page numbering, which appears at the bottom of each page.

LOCATING**INFORMATION**

Indexes—One index appears at the front of the manual, and one index appear at the back:

- **Table of Contents (EQ-01)**—This index at the front lists the titles of the manual’s chapters and sections and their subjects, as well as other information, in numerical order. It includes the latest issuance dates of all the subjects. As the manual matures, these dates change.
- **Table of Exhibits (EQ-9000)**—This index at the back lists the manual’s exhibits, including forms, worksheets, or diagrams, by number and title.

Subject Numbers within Narrative—A subject number within the narrative on a page directs the user to more information about the subject.

QUESTIONS

Whom to Contact—For answers to questions about the contents of the manual, please contact:

Division of Equipment
 Kentucky Transportation Cabinet
 1234 Wilkinson Blvd.
 Frankfort, KY 40622
 (502) 564-3916

Equipment Procurement Branch
 1234 Wilkinson Blvd.
 Frankfort, KY 40622
 (502) 564-3916

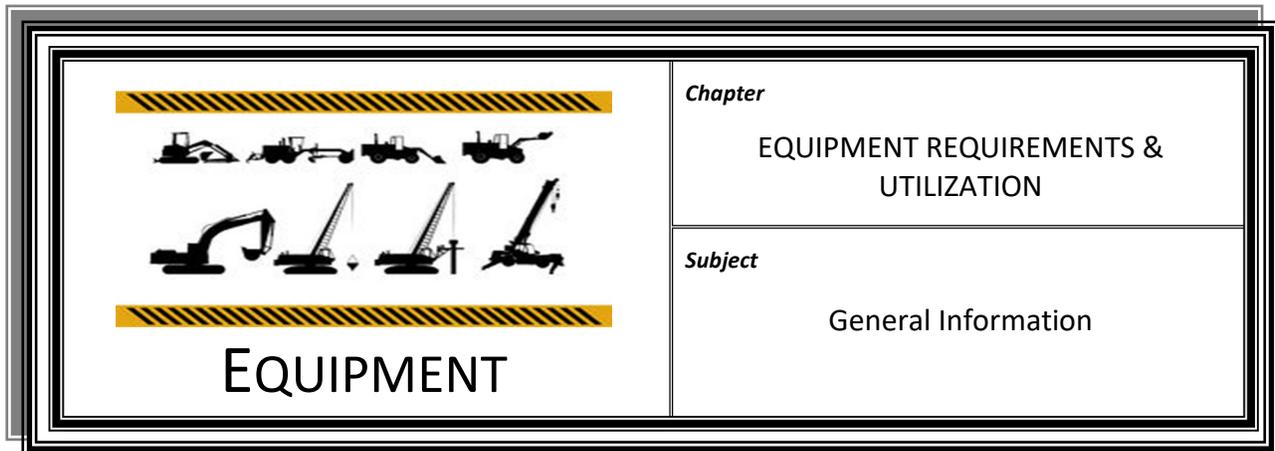
Equipment Repair Branch
 1231 Wilkinson Blvd.
 Frankfort, KY 40622
 (502) 564-4730

Transportation Warehouse Branch
 1239 Wilkinson Blvd.
 Frankfort, KY 40622
 (502) 564-3820

For copies of the manual, please contact:

Transportation Cabinet Office Building
 Organizational Management Branch
 6th Floor West
 200 Mero Street
 Frankfort, KY 40622





**OPERATIONS
MANAGEMENT
SYSTEM (OMS)**

The Division of Equipment uses a computer-based Operations Management System (OMS) that incorporates most activities found within the operations of the Division of Equipment. OMS tracks equipment history, including location, physical characteristics, depreciation, repair records, and operating costs. The division uses OMS for all transactions relating to equipment purchasing, receiving, distribution, repairs, technician costs, location assignments, and other pertinent data.

The *OMS Materials Policies and Procedures Manual* outlines steps and processes related to material inventory transactions within OMS such as purchasing and transfer of material, annual inventory, and correcting material quantities.

**DETERMINING
NEEDS**

The Division of Equipment determines the requirements for medium and heavy equipment used by Kentucky Transportation Cabinet (KYTC) employees. With input from equipment users, the division analyzes KYTC needs and determines the types and amount of equipment to purchase ([EQ-202](#)). In addition, the division determines when to replace equipment based on studies of operating costs, replacement schedule, available funds, and availability of replacements ([EQ-203](#)).

**EQUIPMENT
PURCHASES**

The Division of Equipment purchases medium and heavy trucks, construction equipment, trucks one ton or more, agricultural equipment, shop tools, minor equipment, and other equipment associated with the needs of KYTC highway and equipment operators.

The division maintains a "Schedule of Rental Rates," a list of items only available for purchase by the Division of Equipment. The division can add different items as necessary to accommodate customer needs.

EQUIPMENT**PURCHASES (CONT.)**

In general, all items purchased by the division cost \$500 or more and have a life expectancy of over one year. These items will also generally operate using some type of fuel, electrical, or air power, but may include attachments to existing pieces of equipment as well.

MANAGEMENT OF**FLEET LEASED UNITS**

The Finance and Administration Cabinet (FAC) Office of Fleet Management is responsible for purchases of pickup trucks (three-fourths ton or less), passenger cars, and vans.

A designated Fleet Liaison handles correspondence between the KYTC Division of Equipment and FAC Office of Fleet Management regarding agency leased units but not limited to, leased vehicle purchases, incidents, modifications, fueling, assignments, and monthly mileages.

Since the FAC Office of Fleet Management is not organizationally attached to KYTC, it operates under a separate set of rules regarding their leased units. Those rules can be found online at the Finance Cabinet's website:

<https://finance.ky.gov/office-of-the-secretary/office-of-fleet-management/Pages/default.aspx>

The following resources may also be of particular assistance:

- [Drivers Guide for Commonwealth Vehicles](#)
- [Agency Guide for Commonwealth Vehicles](#)

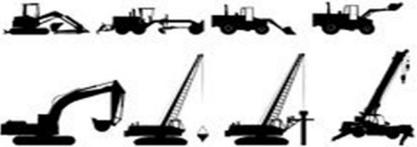
INVENTORY

The Division of Equipment maintains inventory records on all KYTC-owned road and off-road equipment. Any items not provided by the Division of Equipment or the Division 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 based on existing purchasing, safety, and Kentucky vehicle standards. Individuals requesting equipment must review the specifications to ensure that equipment performs the specified functions prior to purchase.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center;">EQUIPMENT REQUIREMENTS & UTILIZATION</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Purchasing Equipment</p>

**MAJOR AND MINOR
EQUIPMENT**

Equipment is categorized within Operations Management System (OMS) as either major or minor. Major equipment typically includes pieces which are capable of moving under their own power, but may include other items based on criticality or cost. Categorization of specific items may change over time as technology advances, Kentucky Transportation Cabinet (KYTC) needs change, or when other factors render an item less or more critical than before. Such changes will be made upon approval by the Equipment Committee following the recommendation of the Equipment Procurement Branch.

**EQUIPMENT
REQUESTS**

The Director of the Division of Equipment gives customers the opportunity to request equipment based on the availability of funds. Funding shall be used for the purchase of major equipment according to the Equipment Committee's recommendations relative to usage, established need, and the replacement schedule. Each year, the Director of the Division of Equipment prepares a list of replacement equipment needs and additional requests for consideration by the committee.

The committee members are as follows:

- Deputy State Highway Engineer for the Office of Project Delivery and Preservation (Chair)
- Director of the Division of Equipment (Co-Chair)
- Executive Director of the Office of Budget and Fiscal Management
- Director of the Division of Traffic Operations
- Director of the Division of Purchases
- Director of the Division of Maintenance
- 1 Chief District Engineer

**EQUIPMENT
REQUESTS (CONT.)**

- 1 Transportation Engineering Branch Manager (TEBM) for Project Delivery and Preservation
- 1 TEBM for Engineering Support Services
- 1 Equipment Section Manager/Supervisor or Medium/Heavy-Truck Supervisor
- 2 County Superintendents

District representatives rotate on the committee for one-year terms. Members vote for their replacements from a list of eligible individuals provided by the districts.

NEW EQUIPMENT

Requests for the purchase of new equipment are submitted to the Director of the Division of Equipment and to the Equipment Committee for approval.

The Director of the Division of Equipment has the authority to purchase minor equipment, including shop equipment that is not part of the committee evaluation, in order to replace damaged items or to fill unanticipated needs. The division may keep this equipment in unassigned central office inventory for distribution as needed.

The committee may allow discretion to the Director of the Division of Equipment to purchase major equipment in the event of loss or major damage to district and division equipment. This discretion is reviewed on a year-by-year basis.

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

The Director of the Division of Equipment has the authority to purchase U.S. government surplus equipment or 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 KYTC. In either case, the director forwards the 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 [KYTC Purchases Guidance Manual](#) for detailed requirements.)



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center;">EQUIPMENT REQUIREMENTS & UTILIZATION</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Replacing Equipment</p>

OVERVIEW

The Division of Equipment is responsible for replacing Kentucky Transportation Cabinet (KYTC)-owned equipment that is damaged, obsolete, or has reached the end of its useful life. As outlined in [GAP 1104](#), the Finance and Administration Cabinet (FAC) Office of Fleet Management is responsible for administering the replacement of vehicles leased to KYTC by FAC Fleet Management and follows separate policy guidance than that which is outlined in this section. More information regarding services, policies, and procedures applicable to FAC vehicles may be found online at:

<https://finance.ky.gov/office-of-the-secretary/office-of-fleet-management/Pages/default.aspx>

**REPLACEMENT
POLICY**

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 shall 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 Director of the Division of Equipment shall exercise discretion as to the acceptability of the pieces of equipment that are to be turned in.

The Director of the Division of Equipment has the discretion to allow customers to keep pieces of minor equipment (such as snowplows, spreaders, mowers, water pumps, generators). Circumstances surrounding the approval shall demonstrate an unexpected need or improvement to customer operations.

The Director of the Division of Equipment and the Deputy State Highway Engineer for the Office of Project Delivery and Preservation have the discretion to allow customers to keep major pieces of equipment. Approval of such a request is based on new physical criteria resulting in updated customer equipment needs. 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.)**

This same criteria shall be used when the Equipment Committee considers customer requests for pieces of equipment that are additions and not exchanges. The Director of the Division of Equipment may consult with the committee on any request for additions to the fleet.

Increasing the size of the fleet increases the associated costs with managing the fleet, as well as the rental rates customers pay. KYTC cannot afford to have pieces of equipment that are not utilized; therefore, KYTC generally requires equipment to be exchanged on a one-for-one basis. This is intended to maintain operational levels of the fleet and provide for basic long-range planning of the Division of Equipment. It is a customer's responsibility to present a justifiable case for consideration by the Division of Equipment when requesting additional units.

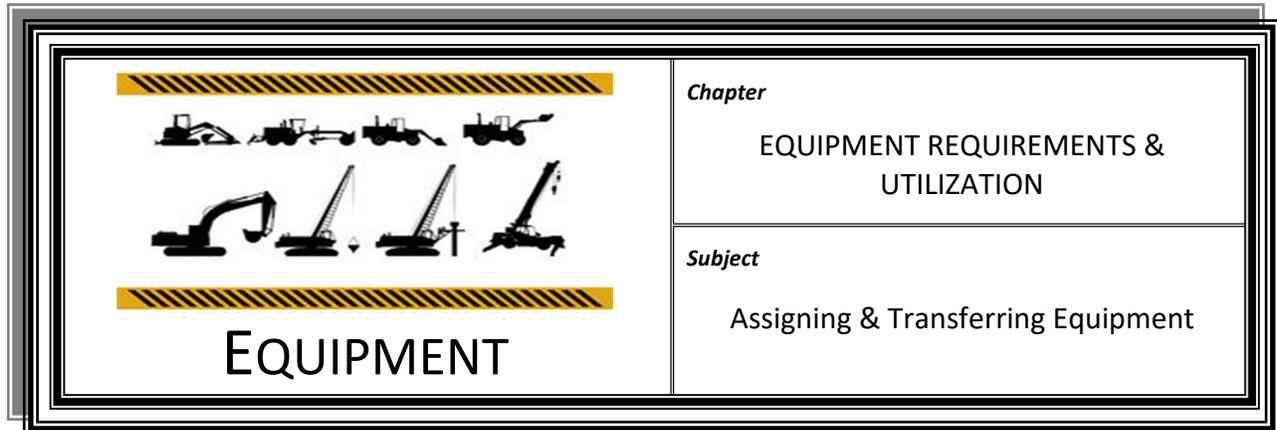
**REPLACEMENT
SCHEDULE**

The Division of Equipment maintains a replacement schedule defining the age, hours, or mileage at which a piece of major equipment must be turned in. The replacement schedule allows KYTC to operate its fleet in a manner which reduces overall repair costs, decreases down-time, and increases the salvage value of equipment sold at auction. The division, along with the Equipment Committee, attempts to maintain a regularly scheduled replacement of equipment. The division shall routinely review and update the schedule. Various KYTC issues, including funding, replacement costs, and work programs, shall 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 shall be submitted to the division director. The director shall make every effort to supply the needed equipment by transfer or reassignment. If funding is available and no other alternative exists, the director can poll the Equipment Committee for recommending purchase approval.



**OVERVIEW**

The Division of Equipment is responsible for the assignment, reassignment, and transfer of equipment in keeping with priorities of the Kentucky Transportation Cabinet (KYTC).

TRANSFER REQUESTS

All requests for transfers from one division or district to another shall be submitted by email through the division director or the District Equipment Section Manager/Supervisor using TC 74-565, *Physical Inventory Verification – Transfer* ([Exhibit 9001](#)). These requests shall then be submitted to the Director of the Division of Equipment or his or her designee. If approved, the Director of the Division of Equipment shall notify the divisions or districts how and by whom the physical transfer shall be accomplished.

TRANSFER WITHIN DISTRICT

Inventory records for assignments within districts will be stored electronically in the Operations Management System (OMS). A hard copy of history sheets and accompanying documentation will be filed at the Division of Equipment Office. To effect transfer between crews, the District Equipment Section Manager/Supervisor must submit a request by email to the Division of Equipment Procurement Branch.

EQUIPMENT TURN-INS

When equipment is scheduled for turn-in, it shall be taken to the Administrative and Sales Section (Salvage Yard) in Frankfort. A completed TC 74-540, *Equipment Turn-In Sheet* ([Exhibit 9002](#)), shall accompany the turn-in. The equipment is then inspected and may be kept for district or division use.

At the discretion of the Division of Equipment, some pieces may be cannibalized and salvaged for parts. The remaining pieces may be sold privately to cities, counties, other agencies, and nonprofit organizations, or publicly at auction. All assigned equipment shall be kept intact as when it was assigned.

Note: KYTC personnel are not permitted to salvage or cannibalize pieces of equipment at their locations.

EQUIPMENT

TRADES

It is in KYTC's interest to retain the best pieces of equipment in the fleet. Customers may request exchanges of equipment with the Administrative and Sales Section in Frankfort. Turn-in and reassignment of these pieces are coordinated with the section supervisor.

When a documented critical need is identified, customers may request to turn in pieces of equipment other than those identified through the replacement schedule. The Director of the Division of Equipment may grant such requests on a temporary basis if warranted.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center;">EQUIPMENT REQUIREMENTS & UTILIZATION</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Receiving New & Used Equipment</p>

RECEIVING EQUIPMENT Equipment procured by the Division of Equipment shall be delivered to the Receiving Section, where division personnel shall inspect the equipment for acceptance. Equipment must be in good working order, include all specified accessories, and meet the specifications defined in the master agreement or delivery order.

If equipment meets specifications, the receiving employee shall complete a history sheet, and prepare and sign TC 74-566, *Equipment Order & Receipt Tracking* ([Exhibit 9003](#)). This form is then submitted to the designated Equipment Procurement Branch employee once all equipment for the delivery order has been received and accepted. If the equipment does not meet specifications, the receiving employee should contact the Purchasing Branch Manager to address the issue with the vendor.

**MARKING &
UPFITTING
EQUIPMENT**

The following steps shall be taken once an asset inventory number has been assigned by the Division's Inventory Officer, Purchasing Agent II:

1. Confirm the accuracy of the equipment's VIN number or serial number with its associated inventory number.
2. Permanently mark the equipment with its inventory number.
3. Apply a KYTC decal to the equipment.

Note: All trucks, vehicles, and off-road equipment shall have the appropriate safety and emergency gear included before being assigned.

Once the equipment is ready to be assigned, the section supervisor shall sign and date the history sheet on the line marked "Ready for Customer." The history sheet shall then be submitted to the Equipment Procurement Branch Manager.

GPS TRACKING

DEVICES

Both KYTC-owned and Finance and Administration Cabinet (FAC) Office of Fleet Management leased units are equipped with Global Positioning System (GPS) tracking devices. Information from these devices is used to assist divisions with efficient utilization and safe operation of all agency-owned wheeled equipment and leased lighter duty vehicles.

Information such as, but not limited to, physical location, engine hours, mileages, speed, idle time, routing, and seat belt utilization are gathered and maintained in the GPS system.

The Division of Equipment works with District Equipment Section Managers/Supervisors to maintain these units by reviewing monthly GPS communication reports. These reports are automatically generated based on a lack of communication timestamp set by the Division of Equipment.

The Division of Equipment works with district management to ensure safe driving habits through the use of a safety "Report Card" which includes a score based on data sets and parameters set by the Division of Equipment.

Tampering with or removing a GPS device from any state-owned vehicle is strictly prohibited and will result in disciplinary action.

LICENSING

EQUIPMENT

Equipment that is required to be licensed shall have a vehicle transaction record, a certificate of origin, and either an affidavit of cost or a copy of an invoice. These documents are to be stored at the Central Office Division of Equipment.



 <p>EQUIPMENT</p>	<p><i>Chapter</i></p> <p>EQUIPMENT REQUIREMENTS & UTILIZATION</p>
	<p><i>Subject</i></p> <p>Modifying Equipment</p>

**REQUESTING
MODIFICATION**

When a division or district deems it necessary to modify a piece of equipment, the division or district shall send a request to the Director of the Division of Equipment. A detailed justification of the modification, including necessary drawings, supporting documentation, and estimated costs, shall accompany the request. The Director of the Division of Equipment shall make the final determination regarding the request.

**UNAUTHORIZED
MODIFICATION**

Any KYTC employee who authorizes or makes modifications to equipment without the approval of the Director of the Division of Equipment shall be referred to the appropriate loss-control committee for review and potential disciplinary action.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center;">EQUIPMENT REQUIREMENTS & UTILIZATION</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Disposing of Equipment</p>

**SALE OF
EQUIPMENT**

The Division of Equipment may sell surplus equipment to other agencies or to city or county governments. Sales of equipment are coordinated through the Finance and Administration Cabinet's (FAC) Division of Surplus Property in accordance with [FAP 220-190-00](#). Established (set) pricing shall be based on recorded auction sales, market prices, or other criteria.

Once established, the prices shall remain firm until the items are sold to another government agency. Proceeds from all sales are deposited to a revenue receipt account. These funds are used to purchase replacement equipment. All pieces that are not retained for salvage use or used as exchange or replacement units are sold at public auction.

When selling surplus equipment to a non-state agency, the Administrative and Sales Section shall complete FAC's Form B 217-42A, *Application for Direct Transfer of Surplus State Property to Non-State Agencies* ([Exhibit 9004](#)), and TC 77-1, *State-Owned Personal Property Declared Surplus* ([Exhibit 9005](#)), and submit to the Director of the Division of Equipment for approval.

**DISPOSAL OF
EQUIPMENT**

On occasion, the Division of Equipment may have equipment that has been damaged and will need to be disposed of. The Administrative and Sales Section will complete both the B 217-42A and TC 77-1 forms, mark the appropriate disposal method on each, and submit them to the Director of the Division of Equipment for approval.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center;">EQUIPMENT REQUIREMENTS & UTILIZATION</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Use & Care of Equipment</p>

**OPERATOR
REQUIREMENTS &
RESPONSIBILITY**

The operator is responsible for the following tasks:

- Safe operation and required preventive maintenance of equipment.

Note: If the equipment malfunctions or is damaged during operations, the operator shall notify his or her supervisor. An employee is not required to operate equipment determined by his or her supervisor or the District Equipment Section Manager/Supervisor to be unsafe or malfunctioning. Disputes about equipment safety concerns shall be referred to the District Safety Coordinator and the Secretary's Office of Safety for remediation.

- Compliance with all regulations associated with maintaining a commercial driver's license (CDL).
- Daily inspections of equipment to confirm that safety features and systems are intact and functioning properly, including the following:
 - ◆ Fluid levels such as oil, coolant, and transmission fluids
 - ◆ Routine items specific to the equipment type
 - ◆ Visual inspection of tires, body parts, mirrors, chains, lights, accessories, and all other features
- Documentation of daily inspection findings on TC 74-11, *Operator's Daily Check Sheet* ([Exhibit 9006](#)), and submission of form to immediate supervisor.

Note: Once completed, all, TC 74-11 forms shall be forwarded to the Division of Equipment and retained for one year.

- Report repair and preventative maintenance needs to immediate supervisor as necessary.

**OPERATOR
REQUIREMENTS &
RESPONSIBILITY (CONT.)**

- Use equipment solely for the function for which it is designed.

Warning: Equipment shall not be modified or changed in a manner that will change the equipment's original form or function without first obtaining permission to do so from the Director of the Division of Equipment. Additionally, operators shall not abuse or misuse equipment to accomplish a task or to avoid work output. (See "Reporting Suspected Misuse or Abuse of Equipment" below.)

- Direct questions or concerns about training needs to the District Equipment Section Manager/Supervisor or Safety Coordinator.

Note: Supervisors shall provide operators the training necessary to ensure safe and efficient operation of equipment. Central Office Division of Equipment will assist in providing training when needed.

EQUIPMENT SECURITY

When a piece of equipment having keys is unoccupied, operators shall turn off the engine, close and lock all windows, remove the keys, and lock the doors. Once removed, keys shall either physically remain with the operator or shall be stored inside a secure building. This includes keys for equipment left unattended on job sites unless the equipment is required to remain running to power electronic traffic control devices, warning lights, or other emergency equipment.

Similarly, operators shall keep all other keys and 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.

Equipment must be returned to a secure facility at the end of each workday unless written approval is granted by the Transportation Engineering Branch Manager, Administration Branch Manager, or designee for the crew to which the equipment is assigned. Approval for overnight storage of equipment at a jobsite should specify the timeframe to which the approval applies and should include any necessary stipulations as to how the equipment must be secured onsite. Special consideration should be given to the security of equipment, parts, and accessories that may be especially vulnerable to theft.

Additional care should be taken to secure equipment that can be operated with universal keys if it is necessary that the equipment remains on a jobsite overnight. This may be accomplished by securing the cab with a separate lock, utilizing a pin- or password-enabled ignition lockout, or positioning or blocking the equipment in a manner that significantly reduces unauthorized access to the equipment.

OVERNIGHT PARKING Unless a vehicle has been approved as permanently assigned by FAC Fleet Management, agency assigned vehicles shall be parked on state property each night as well as any other time the vehicle is not in use.

A vehicle utilized for overnight travel related to official KYTC business is considered to be “in use” and may be parked overnight at the location associated with the employee’s lodging.

**REPORTING DAMAGE,
MISUSE, OR ABUSE OF
EQUIPMENT**

Supervisors are responsible for reporting equipment damage, as well as suspected misuse or abuse of equipment to the District Equipment Section Manager/Supervisor, who shall note the appropriate information on TC 74-201, *Equipment Work Request* ([Exhibit 9007](#)). Such reports shall be supported in detail, along with the description of work done.

Equipment damage due to the following may be cause for disciplinary action as determined by the district property loss control committee:

- Lack of preventive maintenance, misuse, or abuse
- Use of equipment for activities outside the original design parameters
- Use of equipment outside the operational design scope

Refer to [GAP-1103](#) for more information regarding collision or damage reporting, filing claims, and district property loss control committee.



 <p style="font-size: 24pt; font-weight: bold; margin-top: 20px;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center; font-weight: bold;">EQUIPMENT REQUIREMENTS & UTILIZATION</p> <hr/> <p><i>Subject</i></p> <p style="text-align: center;">Rental of Equipment to State Agencies</p>
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RENTAL RATES

The leasing agency shall be charged the regular hourly or minimum equipment rental rate as determined by the Division of Equipment. Operator labor shall be charged separately from the rental rate. Fund transfers shall be processed through the statewide accounting system.

**FUNDING OF
EQUIPMENT
OPERATING COSTS**

The Division of Equipment has a zero-based budget and shall 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 Kentucky Transportation Cabinet (KYTC) shall adopt a minimum monthly equipment charge system. Under this system (described below), the responsibility of earning equipment rental income to offset costs shall be assigned to the district or division to which the equipment is assigned. A minimum monthly equipment rate shall be allowed for each piece of equipment assigned to an operating unit within KYTC. The hourly rate shall be the primary method of reporting usage; however, in cases where reported usage is not sufficient to cover costs, the minimum monthly rate shall be assessed. Prior to the beginning of each fiscal year, the division shall establish the minimum monthly charge and usage rental rates for each type of equipment.

**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 shall be prepared using information generated by the Operations Management System (OMS).

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.

**COMPUTATION OF
EQUIPMENT RENTAL
RATES (CONT.)**

Rates are to be developed based on calculations that include direct costs and indirect costs such as labor, parts, fuel, depreciation, insurance, uniforms, utilities, and overhead. All division costs shall 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 KYTC Secretary shall approve the annual schedule of equipment rental rates. The Division of Accounts assigns an official order number, after which equipment is distributed to users. Rate adjustments can be made during the year using the same official order process. The equipment budget is part of the Department of Highways fund allocation. The Office of Budget and Fiscal Management participates in the allotment for equipment operations as it does with all other KYTC program budget units.

LOST EQUIPMENT

When an item is lost, the chief district engineer or division director shall send a memorandum to the Director of the Division of Equipment explaining the loss and requesting the item's removal from inventory.

STOLEN EQUIPMENT

For items that have been stolen, a copy of the appropriate police report is required.



 <p data-bbox="412 474 699 527">EQUIPMENT</p>	<p data-bbox="873 226 954 254"><i>Chapter</i></p> <p data-bbox="943 279 1349 344">EQUIPMENT REQUIREMENTS & UTILIZATION</p>
	<p data-bbox="873 396 954 424"><i>Subject</i></p> <p data-bbox="1032 453 1260 485">Lighting Packages</p>

REFERENCE

The Secretary's Office of Safety [Employee Safety and Health Manual](#) and [Employee Safety and Health Administration Guide](#) provide authoritative information pertaining to lighting packages and general vehicle and equipment safety issues.

Standardized lighting packages provide appropriate protection for KYTC vehicles while also considering potential safety impacts to other drivers and pedestrians. Installation or modification of lighting packages to equipment is not allowed without approval from the District Equipment Section Manager/Supervisor. [SHA-1721](#) outlines recommended minimum lighting levels for every KYTC vehicle. Lighting purchases outside of these levels shall have management approval (chief district engineer/division head or his/her designee) and should be based on engineering judgment.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center;">EQUIPMENT REQUIREMENTS & UTILIZATION</p> <hr/> <p><i>Subject</i></p> <p style="text-align: center;">Annual Equipment Inventory</p>
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REFERENCE

KYTC maintains records for equipment inventory assets in the Operations Management System (OMS). Inventory reports are available from OMS which identify all equipment with assigned location. Pieces of equipment meeting the reportable threshold of \$500 and having a useful life greater than one year are recognized as assets. In compliance with [Finance and Administration Policy \(FAP\) 120-20-01](#), the Division of Equipment requires an annual physical inventory of all Cabinet-owned equipment assets. The inventory process is administered by the Equipment Procurement Branch.

**PREPARING FOR
INVENTORY**

The Division of Equipment will provide schedules outlining the range of dates when inventories will be conducted in each district and at central office. District Equipment Section Managers/Supervisors are responsible for determining the specific dates for the various locations within the district and must communicate this information to the Equipment Procurement Branch.

The inventory will be conducted by assigned inventory teams. Central Office inventory teams will consist of at least one representative from the respective division and one Division of Equipment team member who will serve as team lead. District inventory teams will also consist of additional central office equipment and district equipment team members with a central office representative serving as team lead.

An inventory packet will be prepared by the Equipment Procurement Branch and provided to each team lead. The packet will contain the following items:

- Complete inventory report from OMS ([Exhibit 9008](#))
- TC 74-563, *Physical Inventory Verification – Overage* ([Exhibit 9009](#))
- TC 74-564, *Physical Inventory Verification – Shortage* ([Exhibit 9010](#))
- TC 74-565, *Physical Inventory Verification – Transfer* ([Exhibit 9001](#))
- VIN / Serial Number Corrections Sheet ([Exhibit 9011](#))
- Grease pen to mark equipment having illegible equipment names

Note: The inventory report cannot be generated until after the OMS equipment management inventory has been frozen.

**PREPARING FOR
INVENTORY (CONT.)**

Team leads are responsible for having all inventory related documentation upon arrival at the inventory location and shall distribute an appropriate number of copies or sets of the inventory packet to assisting team members, additional reviewing staff, and the accompanying auditor if one is present.

**CONDUCTING THE
INVENTORY**

The OMS inventory database must be frozen until after the inventory is completed. During this time, inventory shall not be added, deleted, or transferred except by the Central Office Equipment Procurement Branch. If operations require that a piece of equipment be moved to a different location than the one to which it is assigned, the source location must record the transaction on a *Temporary Loaned Equipment Log* ([Exhibit 9018](#)).

Inventory teams must verify all pieces of equipment at their assigned locations by confirming that the equipment name and serial number (or vehicle identification number if applicable) match the information in the OMS inventory report. Each team must physically identify every piece of equipment in person and mark the checkbox beside each item on the inventory sheets in red ink.

**ITEMS FOUND NOT
LISTED ON INVENTORY**

If an item is found which is not on the inventory report for the assigned location, the inventory team shall determine the correct assignment for the item. If the assigned location cannot be determined or if the item is assigned to another district or central office location, then the item will be noted on TC 74-563, *Physical Inventory Verification – Overage*, and submitted to the Equipment Procurement Branch

Any item with a suspected value of \$500 or more and having a life expectancy of over one year, but which does not have an equipment name, must be reported on TC 74-563, *Physical Inventory Verification – Overage* and submitted to the Equipment Procurement Branch.

MISSING ITEMS

If an item cannot be found at its assigned location, the inventory team shall attempt to determine if the item's location is known. If so, the actual location will be indicated on the inventory sheet. Following each day of inventory, the team leads within the district will meet to reconcile their inventories. Items confirmed by other teams to have been located within the same district will be marked as "Located" on the inventory sheet.

Note: Items being utilized temporarily at another location shall be recorded on a *Temporary Loaned Equipment Log* ([Exhibit 9018](#)) at the assigned source location.

MISSING ITEMS**(CONT.)**

If an asset cannot be located, it will be noted as lost or stolen. This shall be reported on TC 74-564, *Physical Inventory Verification – Shortage*.

Note: Before an item can be listed as lost or stolen, an email must be submitted to the Division of Equipment from the Chief District Engineer or Division Director for the affected district or office explaining the situation. If an item is noted as stolen, the email must be accompanied by a police report or police case number. The KYTC Office of Inspector General must also be notified of any items reported as stolen.

ILLEGIBLE DECAL**MARKINGS**

If the equipment name (asset number) on an item is found to be illegible, the inventory team will mark the item appropriately using a grease pen. A permanent replacement decal should then be requested from the Division of Equipment.

CORRECTIONS

Inventory teams will report all corrections relating to their area of review. Corrections to vehicle identification numbers or serial numbers will be recorded on the *VIN/Serial Number Corrections* sheet ([Exhibit 9011](#)) and submitted directly to the inventory team lead. This will become part of the inventory packet submitted to the equipment physical inventory officer.

Each team member will sign every page of the inventory report as an acknowledgment that the recorded entries are accurate and that any necessary corrections have been made.

RECONCILIATION

Upon completion of district or office inventory, reconciliation will be performed by the team lead for the assigned location. Any remaining items on the overage/shortage reports after reconciliation will be provided on a final report, attached to a completed inventory packet, and submitted by the team lead to the Division of Equipment's Physical Inventory Officer.

The Equipment Procurement Branch will:

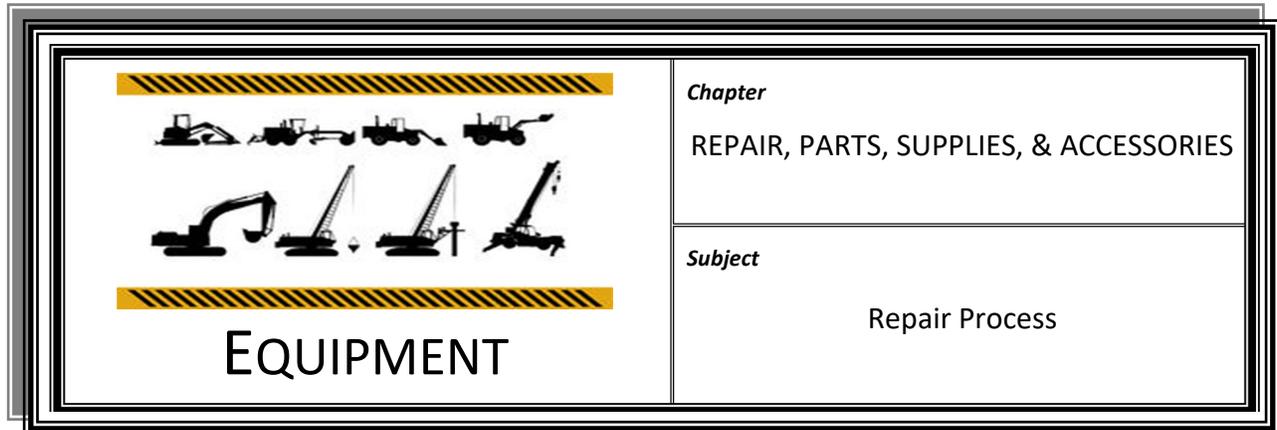
- Make all transfers as noted on TC 74-565, *Physical Inventory Verification – Transfer*.
- Record all overages and shortages appropriately.
- Complete the final inventory report.
- Complete the inventory updates as documented in the completed inventory packet.
- Generate a final report to be submitted to the Auditor of Public Accounts and KYTC Internal Audits.

RETURN TO NORMAL

OPERATIONS

At the completion and conclusion of the equipment and leased vehicle inventory, the Equipment Procurement Branch will unfreeze the OMS inventory and notify district equipment management and fleet coordinators by email with a date of return-to-normal fleet operations.



**OVERVIEW**

Equipment repair is one of the most important aspects of overall management and health of the Kentucky Transportation Cabinet (KYTC) owned equipment fleet. It is imperative that all repairs are completed and logged in the Operations Management System (OMS).

EQUIPMENT WORK**REQUEST**

TC 74-201, *Equipment Work Request* ([Exhibit 9007](#)), is the origin document for all equipment repairs and the source document for the accumulation of repair costs on all equipment per repair order. This form is used to report materials and labor for OMS data entry.

REPAIR ORDERS

The repair process may be handled differently at the location or district level due to variances such as staffing levels and workflow. However, all repairs – regardless of location – require a TC 74-201 to be completed by the management unit to which the vehicle is assigned, and should specify the issues or concerns to be addressed by the repair. Once the completed TC 74-201 is received, a repair order can be created in OMS.

The repair order process involves three OMS status levels which classify the work being performed, serve as a progress indicator, and trigger certain actions within the software. These are described in the table below.

Repair Order Status	Description
Open	Equipment is actively being repaired or resources are in the process of being obtained to carry out the repair. Equipment included on open repair orders can no longer be entered onto OMS work orders.
Complete	Repairs have been completed and all resources utilized to carry out the repair have been entered into OMS.
Closed	The repair order has been reviewed and approved by the supervisor. When closed, costs associated with the repair order will show up on OMS reports. The equipment can once again be entered onto OMS work orders.

**REPAIR ORDERS
(CONT.)**

Regardless of location or process variances, the overall goal is to have concise and complete repair order information entered in OMS. The general process is shown in the table below.

Note: The personnel responsible for each step may vary, but typically are carried out by those identified here.

Step	Description	Typical Personnel Responsible	Repair Order Status after Step
1	Create OMS repair order based on TC 74-201	Technician or administrative staff	Open
2	Add overhead costs in OMS	Parts room staff	Open
3	Add direct costs in OMS	Parts room staff or employee responsible for purchasing direct cost items	Open
4	Add technician labor in OMS	Supervisor, technician, or administrative staff	Open
5	Mark repair order for completion	Last individual to add labor, costs, etc.	Complete
6	Review repair order for accuracy and sign off on completion	Supervisor	Closed

When a repair order is opened, information indicating the individual who delivered the equipment, the Management Unit to which the individual belongs, and a phone number should be recorded in OMS.

All repair parts, materials, supplies, and actual labor shall be charged to the equipment unit for which they were ordered or used in repairing.

Repair orders shall be processed accurately, timely, and closed out promptly after the job is completed. Every repair completion requires supervisor approval.

OMS repair module manuals can be requested from KYTC Division of Equipment.

For repair to radio communications systems, see [EQ 402-1](#).

LABOR

Repair labor is maintained in OMS through the completion of repair orders created from submitted TC 74-201, *Equipment Work Request* ([Exhibit 9007](#)). Individual labor costs and work performed for a specific date range can be obtained by generating an OMS report. An autogenerated report is also sent to district level supervisors based on their management unit's previous week's labor totals.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p>REPAIR PARTS, SUPPLIES, & ACCESSORIES</p>
	<p><i>Subject</i></p> <p>Approving Purchases</p>

APPROVING PURCHASES

Each district shall designate one or more employees to supervise all activity relating to equipment expenditures. The designated district personnel shall coordinate with the Finance and Administration Cabinet (FAC) Office of Fleet Services manager prior to any equipment repairs exceeding their spending authority. The Fleet Services manager will review and make a recommendation to the KYTC Procurement Branch which will determine the appropriate procurement method per [KRS 45A](#). Designated district managers may make local purchases or warehouse requisitions and shall follow all purchasing payment rules as directed by the Division of Equipment and the Division of Accounts.

To eliminate unnecessary purchases and to control district stock levels, the District Equipment Section Manager/Supervisor shall ensure that proper purchasing procedures are followed and shall approve or review all district-level parts and repair purchasing. The [KYTC Purchases Guidance Manual](#) must be referenced regarding the use of Master Agreements, creating delivery orders, and other purchasing procedures. Questions about these processes should be referred to the Procurement Branch.

The District Equipment Section Manager/Supervisor, or designee, shall review and approve purchases including, but not limited to, repair orders, stock transfers, and parts orders, before they are entered into the Operations Management System (OMS).

Note: The District Equipment Section Manager/Supervisor shall have final approval on all equipment data entry activity.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p>REPAIR PARTS, SUPPLIES, & ACCESSORIES</p>
	<p><i>Subject</i></p> <p>Repair Parts</p>

OVERVIEW Set forth are the guidelines for maintaining supplies of standardized repair parts, garage supplies, and accessories necessary for the repair and maintenance of Kentucky Transportation Cabinet (KYTC)-owned equipment.

PARTS INVENTORY Employees shall check the Operations Management System (OMS) for current lists of parts. Updates and changes are regularly forwarded to customers.

Warehouse inventory shall 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 shall maintain minimal quantities based on annual or seasonal usage. The warehouse section supervisor or branch manager may limit quantities when requests might negatively affect supply to other districts.

OBTAINING PARTS & SUPPLIES Specific products can be ordered from the warehouse through OMS. Divisions and outside agencies can request products by email. The warehouse maintains inventories for various division owners. Each inventory owner shall provide the process used to manage and obtain products. All bulk items direct shipped to the district shall be added to the district inventory in OMS.

PARTS NOT IN STOCK All parts stocked by the warehouse shall be secured from this inventory. When a customer requisitions a part that is not in stock, the garage may be authorized by to purchase the part utilizing appropriate means of procurement.

LOCAL PURCHASE OF PARTS Procurement procedures outlined by the Division of Purchases and the Division of Equipment shall be followed when making local purchases of parts. Changes to purchasing guidelines shall be published as necessary.

WINDOW**TICKET**

TC 74-504, *Window Ticket* ([Exhibit 9012](#)), shall be used to process requests for materials from the garages. This form shall be used for both inventoried and locally purchased items.

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

District Equipment Section Managers/Supervisors, or designees, shall approve equipment expenditures for material inventory items.

Equipment funds shall be expended only for those materials directly related to the repair, maintenance, or operation of the Division of Equipment-owned inventory.

**TRANSPORT
OF PARTS**

Districts shall contact the warehouse via email to schedule pick-up of parts. A 24-hour advance notice is recommended.

**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 shall immediately report the discrepancy to the transport driver and the equipment warehouse so adjustments can be made in OMS.

Any overage item shall be returned to the warehouse or adjustments made in OMS.

Any damaged items shall be returned to the warehouse for replacement.

Any questions concerning shortage or overage shall be directed to the Transportation Warehouse Branch Manager via email.

**EMERGENCY
ORDERS**

In emergencies, a district may call the Transportation Warehouse Branch Manager and request that parts or supplies be picked up as soon as possible. Regular processing of the requisition in OMS shall follow the request.

**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 of this transaction shall be obtained from the District Equipment Section Manager/Supervisor at the location of the stock. Procedures established by OMS shall be used. The district may request permission from the warehouse branch manager to transfer surplus, obsolete, or overstock parts to the warehouse.

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

The District Equipment Section Manager/Supervisor shall periodically check 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 shall be packaged and labelled with the part number, quantity, and whether the part is "serviceable" or "unserviceable."

Stock locations shall not 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 MATERIALS
INVENTORY &
CORRECTIONS**

Each stock location shall conduct an annual inventory. This inventory shall 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 shall be distributed as needed.

All other corrections to material inventory levels at stock locations shall include a brief explanation of the reason for the needed correction. The request shall have prior approval of the District Equipment Section Manager/Supervisor. Approved inventory corrections shall then be conducted by the branch manager or OMS coordinator.

**PARTS FROM GARAGE
STOCKROOM**

Parts from the garage stockroom shall be issued with a completed TC 74-504, *Window Ticket* ([Exhibit 9012](#)), which shall be signed by the person receiving the parts.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p>REPAIR PARTS, SUPPLIES, & ACCESSORIES</p>
	<p><i>Subject</i></p> <p>Stocked Supplies & Accessories</p>

OVERVIEW Operating supplies and accessories shall be ordered for garage stock; however, the garage shall keep inventory to a minimum level.

These items shall be ordered by request from the warehouse in accordance with the *Operations Management System Policies & Procedures Manual*.

TIRES Types and sizes of tires listed on a pre-approved Master Agreement list and provided to the districts may be ordered via an email request to the warehouse section supervisor. The tires will be direct shipped to the district.

Upon receipt, the district shall:

- Enter the tires in OMS.
- Notify the Transportation Warehouse Branch Manager of the following:
 - ◆ Tires have been received.
 - ◆ Information has been entered in OMS.
 - ◆ Confirm the delivery order is complete and can be paid.

Tires not on the pre-approved Master Agreement list may be purchased locally utilizing appropriate means of procurement. Each repair garage shall make these purchases as needed.

FUEL CARDS The Division of Equipment assigns fuel cards for 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 submit a signed TC 74-551, *Fuel Card User Agreement* ([Exhibit 9013](#)), with the understanding that violation of agreement provisions may result in disciplinary action up to and including dismissal.

PETROLEUM PRODUCTS Fuel shall be purchased according to fuel purchasing guidelines established by the commercial fuel vendor contract. Lubricating oils listed on a pre-approved Master Agreement list and provided to the districts may be purchased via an email request to the warehouse section supervisor. The lubricating oils will be direct shipped to the district.

PETROLEUM PRODUCTS**(CONT.)**

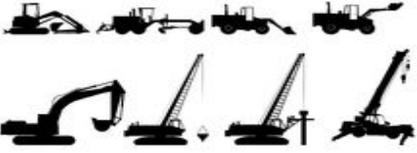
Upon receipt, the district shall:

- Enter the oils in OMS.
- Notify the Transportation Warehouse Branch Manager of the following:
 - ◆ Order has been received.
 - ◆ Information has been entered in OMS.
 - ◆ Confirm the delivery order is complete and can be paid.

Lubricating oils not on the pre-approved Master Agreement list may be purchased locally utilizing appropriate means of procurement. Each repair garage shall make these purchases as needed.

Fuel issued from stock inventory at a pump station, transfer tank, or other stock location shall be listed on TC 74-5, *Portable Diesel Tank Distribution Sheet* ([Exhibit 9014](#)), and sent to the stock location for data entry. Copies of the *Portable Diesel Tank Distribution Sheets* shall be submitted to the Division of Equipment by email.



 <p>EQUIPMENT</p>	<p><i>Chapter</i></p> <p>RADIO COMMUNICATIONS</p>
	<p><i>Subject</i></p> <p>Authority</p>

OVERVIEW

The Division of Equipment is charged with providing the Kentucky Transportation Cabinet (KYTC) two-way communications network throughout the Commonwealth of Kentucky. KYTC personnel use the two-way communications system to carry out day-to-day operations of cabinet work crews throughout the state. The Division of Equipment Communication Section is the designated organization to implement, maintain, and provide training for the network.

AUTHORITY

KYTC's communications network falls within the Private Land Mobile Radio Service, Public Safety Pool (PW). In strict accordance with Federal Communications Commission (FCC) regulations ([47 CFR Part 90](#)), all KYTC transmissions shall be carried out in a manner that will be a credit to the Commonwealth of Kentucky, KYTC, and its employees. The FCC has the authority to monitor the network at any time.

AUTHORIZED USE OF SYSTEM

Only persons authorized by KYTC are allowed to operate radios in KYTC's two-way communications network. The operators of the communications network are authorized to transmit only under the following conditions:

- From a base station to another base station
- From a base station to any mobile or portable unit
- Between mobile units
- Between portable units
- From a mobile unit to a base station(s) or to portable unit(s)

PROCEDURES

[EQ-402](#) covers responsibilities and procedures of assigning communications assets, and installation and maintenance of assets.

COMMUNICATIONS AUTHORIZED FOR USE ON SYSTEM

[EQ-403](#) provides further detail about authorized and unauthorized transmissions in the day-to-day business of KYTC. Transmissions of messages where wire line or other communication facilities are inoperative, unavailable, or economically impractical may also be authorized. These messages shall be maintained in a professional manner and as outlined within this policy.

RADIO

PROCEDURES

EQ-404 gives instructions on how to transmit a message using KYTC's communication units.

RADIO SAFETY

EQ-405 covers safety when using communications and the hazards of radio frequency (RF) radiation.



	<p><i>Section</i></p> <p>ASSIGNING & MAINTAINING COMMUNICATIONS ASSETS</p>
	<p><i>Subject</i></p> <p>Communication Assignments</p>

EQUIPMENT DIVISION

The Division of Equipment provides the communications equipment needed for use by Kentucky Transportation Cabinet (KYTC) employees. With input from the Division of Equipment Communications Section personnel and districts, the division analyzes KYTC’s needs and determines the types and amount of communications equipment to purchase. The division then assigns the various communication assets across the state for the most effective network coverage.

CENTRAL OFFICE

Division directors, or their designees, are responsible for the communication needs and assignments of individual radio units within their respective divisions.

DISTRICTS

Chief district engineers (CDE), or their designees, are responsible for the communication needs and assignment of individual units within their respective districts.

All requests for repairs, installation, transfers, removals, and additions shall be directed to the Communications Section Supervisor and the Transportation Warehouse Branch Manager in accordance with [EQ-301](#) by submitting a completed TC 74-562; *Two-Way Communications Request (Exhibit 9015)*.

ADDITIONAL RADIO UNITS

Division directors and CDEs, or their designees, shall forward to the Director of the Division of Equipment a memorandum justifying the need for any additional communication requirements. The Communication Section is then responsible for the procurement and installation of purchased assets to fulfill those needs.

EQUIPMENT PROVIDED

The Division of Equipment is responsible for providing network coverage, including repeaters, base stations, and mobiles, along with their accessories.

**DIVISIONS AND
DISTRICTS**

Each division and district will be responsible for providing portable, hand-held communication devices and accessories for their personnel to use in the field. They are also responsible for any device beyond what the Division of Equipment provides that is outside the normal day-to-day communications, such as devices to communicate with other agencies or contractors.

If a division or district chooses to use citizen's band (CB) radios, they may be purchased by district offices and installed in vehicles provided they do not interfere with the proper operation of the KYTC two-way radio. A CB radio is considered an accessory; therefore, installation must be done by the Communications Section personnel.

**EQUIPMENT
INSTALLATION
& MAINTENANCE**

The installation of repeaters, base, or mobile units shall be done by Communications Section personnel only, unless prior authorization has been given by the Communications Section Supervisor. Maintenance of equipment, adjustments, repairs, and testing shall be performed only by Communications Section personnel.

Communication Section personnel shall not install mobile radios into any front-end loaders, tractors, backhoes, graders, nor any other equipment that runs on a 24VDC system. The electrical setup, cab, and operating environments of these assets are not conducive to 12VDC communications devices. Portable communication devices are to be used when operating this machinery.

Accessories, lighting, or other equipment, not provided by the Communications Section, shall not be attached to the two-way radio equipment nor its power as such installation may interfere with its operation.

**TRANSFERS OF
RADIO UNITS**

Transfers of mobile units from one piece of equipment to another shall be done by the Communications Section unless prior authorization has been given by the Communications Section Supervisor.

Transfers of repeaters and other inventoried assets listed in OMS shall be documented on TC 74-565; *Physical Inventory Verification Transfer Sheet (Exhibit 9001)* as outlined in Section [EQ-204](#).

REMOVAL Removal of equipment from service shall be documented on TC 74-540, *Equipment Turn-in Sheet (Exhibit 9002)*, in cases where those assets in OMS need to reflect they are no longer in service ([EQ-207](#)).

MONITORING The crew supervisor, district CDEs, or their designee, shall be responsible for maintaining awareness of the proper usage of the communications network and for initiating corrective action whenever rules are not followed as outlined in [EQ-404](#).

The Communication Section is responsible for maintaining awareness of network coverage and taking corrective action, as needed, to ensure continued coverage, eliminate interference, and enhance the network.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Section</i></p> <p style="text-align: center;">ASSIGNING & MAINTAINING COMMUNICATIONS ASSETS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Regulations</p>

**OPERATING
REQUIREMENTS**

Individual operators are no longer required to hold a Federal Communications Commission (FCC) license to transmit messages on the communications network. Radios shall be used during normal or extended working hours, adverse weather conditions, emergencies, and as needed to conduct Kentucky Transportation Cabinet (KYTC) operations.

The Division of Equipment Communications Section holds FCC licenses for all transmitters with the Public Safety service for KYTC in which the Commonwealth of Kentucky is the licensee. These licenses can be reviewed and copied at any time upon request. The Communications Section is responsible for maintaining KYTC’s licenses including, but not limited to, requesting new frequencies and licenses, coordination, modifications, renewals, and posting.

**SUSPENSION OF
TRANSMISSION**

The radiation of a station transmitter shall 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 transmissions concerning immediate safety of life or property, in which case the transmission shall be suspended as soon as the emergency is terminated.

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

A communications unit or 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**

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



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Section</i></p> <p style="text-align: center;">ASSIGNING & MAINTAINING COMMUNICATIONS ASSETS</p> <hr/> <p><i>Subject</i></p> <p style="text-align: center;">Inspection & Maintenance of Tower Markings & Control Equipment</p>
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**TOWER MARKINGS
& CONTROL
EQUIPMENT**

In accordance with the Federal Aviation Administration (FAA) Advisory Circular AC 70/7460-1, the licensee of any radio station that has an antenna structure over 200 feet or within proximity of an airport is required to paint or illuminate the structure.

The only tower owned by the Kentucky Transportation Cabinet (KYTC) that falls within these FAA guidelines is located in Bowling Green near the district office. To ensure compliance with the FAA and the Federal Communications Commission (FCC) rule 47 CFR Part 17, the Division of Equipment Communication Section has installed a light monitoring system on the tower. The system is monitored 24/7 by an authorized company that sends notifications to the Communications Section when any malfunctions are detected.

The monitoring service does the following:

- Continuously monitors the tower lighting with a built-in system. The monitoring is an automatic and properly maintained indicator designed to register a failure of the lights, ensures that all the lights are functioning properly as required, and maintains a log of this inspection in their database.
- Provides and properly maintains an automatic alarm system designed to detect any failure of the tower lights, and provides indication of such failure to the licensee.
- Reports immediately by telephone or email to the nearest airport's communication station or FAA office any observed or otherwise known failure of a beacon light not corrected within 30 minutes, regardless of failure, and files a Notice to Airmen (NOTAMS) if not corrected within 30 minutes to alert all pilots of the failure. The service also files a clearance of the NOTAMS notification immediately upon resumption of required illumination.

**TOWER MARKINGS
& CONTROL
EQUIPMENT (CONT.)**

- Inspects at intervals all automatic or mechanical control devices, indicators, and alarm systems associated with the tower lighting to ensure they are functioning properly.

**INSPECTION &
REPORTING**

Every facility supervisor who operates a base station shall inspect his or her facility's tower and radio system. Upon discovering any item related to their tower to be damaged, missing, or inoperable, the supervisor shall notify the district communications section analyst or immediate equipment supervisor.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center;">RADIO COMMUNICATIONS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Radio Operator Requirements</p>

**AUTHORIZED
COMMUNICATIONS**

Authorized communications pertaining to the Kentucky Transportation Cabinet (KYTC) two-way communications network are detailed below:

- May transmit day-to-day business of KYTC as it pertains to highway maintenance and safety.
- In cases that require cooperation or coordination of activities, stations in the Public Safety Radio Services may communicate with stations in other services such as federal, state, and local government agencies, as well as private contractors, in fulfilling obligations to the Commonwealth.
- Authorized to transmit communications essential to official highway activities of the licensee.
- May transmit to receivers at fixed locations, provided that no harmful interference will be caused to the base or mobile operations of any authorized station.
- Any station licensed under this part may communicate with any other station without restriction as to type, service, or licensee when the communications involved relate directly to the imminent safety of life or property.

**INTERAGENCY
COMMUNICATION
REQUIREMENTS**

In order to allow KYTC's employees to conduct business with another agency or partner in another radio service, the Federal Communications Commission (FCC) requires granted permission from the agency providing the use of radio frequencies not otherwise licensed. Any employee needing interoperability with another agency or partner must either send a Letter of Authorization (LOA) ([Exhibit 9016](#)) from the Division of Equipment Communications Section supervisor to the partnering agency or obtain an LOA from the partnering agency. The LOA grants a non-licensed holder the use of frequencies, under defined restrictions, held by the grantor in order to inter-communicate with each other in circumstances outside of normal business.

**INTERAGENCY
COMMUNICATION
REQUIREMENTS
(CONT.)**

The agency extending the authorization is dependent upon who is going to program their radio with the frequencies/channels. (For example, if KYTC personnel are going to program their radios with a local fire department's frequencies, the fire department extends the LOA to KYTC.)

The Communications Section supervisor can extend, upon request, an LOA to another agency based on the needs of the crew and circumstances of each need.

Interoperability has expanded in recent years as more natural and man-made incidents have increased. It is highly encouraged at all levels of government and promoted by the Communications Section.

LIST OF CALL SIGNS

The Division of Equipment Communications Section holds the official list of all call signs. The list may be requested from the Communications Section supervisor and shall be held at all levels of KYTC (central office, district, county) by position in order to maintain the integrity of the list during the loss and gain of personnel.

No new call signs shall be given to personnel at any level of KYTC without the express consent of the Communications Section supervisor and shall be in accordance with the call sign list. Additionally, no new call signs shall be established outside the prescribed call sign list.

As KYTC's American Association of State Highway and Transportation Officials (AASHTO) and Federal Communications Commission (FCC) representative, the Division of Equipment Communications Section supervisor shall play a vital role in the establishment of any new call signs.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center;">RADIO COMMUNICATIONS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Policy & Procedures for Use of Communication Equipment</p>

- USE OF VOICE** Radio operators shall use the correct code system and phonetic pronunciation of letters and numbers. The voice message shall 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, the phonetic alphabet shall be used when there may be a doubt as to the meaning or spelling of a word. Letters should be pronounced individually, for example, "Alpha" for the letter "A." Never as "A, as in alpha" or "A for alpha." See [Exhibit 9017](#) for a list of the phonetic alphabet.
- NUMBERS** All numbers shall 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 and other permanent, solid structures.
- 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 shall sign off to clear the channel for other messages. It is always necessary to sign off.

OPERATING BASE**EQUIPMENT**

All operators shall be thoroughly familiar with KYTC policy when operating base equipment and shall abide by the following:

- Make sure the “airway is clear” before sending a message.
- All base stations' call signs are their normal KYTC name or nomenclature for their facility. For example, Franklin County maintenance is “Franklin County;” district offices can be “District Three” or “District Office”. Other examples could be “E-town Equipment” or “Agronomy.”
- Avoid the use of profane language.
- Keep conversations brief and confined to state business.
- Choose words carefully and be distinct.
- For base-to-base calls, address by name the station you are calling first, then your call-sign. For example: “Fayette County...Lexington Equipment.” Call three times; if no contact is made, say “Lexington Equipment clear” and wait before trying again.
- For base-to-mobile calls, address by unit number the unit you are calling, and then identify your station name. For example: “CO-11...C-1 Garage.” Call three times; if contact is not made, clear the call sign and retry later.

Note: Be sure to clear the airway when signing off (for example, “CO-11 clear”).

Each base station operator shall give the base station call sign regardless of who originates the call. If two base stations are communicating with each other, each shall give its call sign at the end of the call. For example, Base Station A: “Franklin County clear;” Base Station B: “Shelby County clear.”

**ORIGINATING A CALL
FROM MOBILE UNIT**

Mobile and portable operators shall 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 “Franklin County ...564.” Call three times; if no contact is made, clear the call sign, and retry later.

**ORIGINATING A CALL
FROM MOBILE UNIT
(CONT.)**

- 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, state the call sign followed by the word "clear" (for example, "CO-11 clear") and retry later.
- Clear the call sign when the conversation is finished; for example, "CO-11 clear."

OPERATION OF RADIO

All radio operators shall follow these guidelines:

- Wait until other units have completed their messages and have signed off or until you hear "...Clear" before transmitting a message.
- Press the microphone button to talk, wait a second (you may hear a short beep), and then speak.
- Release microphone button to listen.
- Do not call other units by their personal names; use their call numbers or call-sign.
- Speak clearly and slowly for optimum performance.
- Know what you are going to say before you transmit a message.
- Remember that communications shall pertain to KYTC business only, except in an emergency.
- Report all radio problems to your first-line supervisor.
- Do not modify any part of the radio installation or associated equipment.
- Be sure the microphone is kept in its hanger to avoid accidental keying and tying up the radio system.
- Do not leave books or other paper products on top of the base station.
- Do not rebroadcast any commercial radio signals over the network.

**OPERATION OF RADIO
(CONT.)**

- Channels designated as “Flagman” channels (normally Channel 6 on your portable) are for the express use of operations using flaggers or any safety operation where radio traffic needs to be held to a minimum to ensure clear, uninterrupted communications. This rule is intended to keep all “Flagman” channels clear of any day-to-day radio traffic to ensure the safety of all crews.

**MAINTAINING
SYSTEM INTEGRITY**

Every authorized operator of KYTC’s communications network has the responsibility to ensure the proper use of the system and to report to their immediate supervisor any violations or misuse of the system.

To protect KYTC’s station licenses against revocation by the FCC in the case of an unauthorized transmission or inappropriate use, the station operator shall:

- Notify the offender immediately upon hearing a violation of the regulation and instruct the offender not to commit the violation again.
- Inform the offender that notation of the violation shall be recorded.
- Note the following information:
 - ◆ Date of the offense
 - ◆ Time of the offense
 - ◆ Name of the offender, if known, or offending unit ID
 - ◆ ID number of the mobile unit or call letters of the base station over which the offender made the transmission
 - ◆ Statement as to the following:
 - Nature of the violation
 - Warning to the offender not to repeat the violation
 - Notification to the offender that the violation will be recorded in the radio log
 - ◆ Signature of offender
- Inform the offender, if known, that their immediate supervisor will be notified of the violation.



 <p style="text-align: center;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center;">RADIO COMMUNICATIONS</p>
	<p><i>Subject</i></p> <p style="text-align: center;">Safety Rules</p>

RADIO FREQUENCY (RF)

TRANSMISSION

All employees who use a radio or work around radio frequency (RF) transmissions should observe the following safety guidelines:

- Do not touch, handle, or work around the vehicle's antenna while transmitting.
- Do not remove the antenna cable from any radio equipment while transmitting.
- Do not attempt to climb any radio towers.

BLASTING CAPS

When working within a work zone where blasting may occur, employees shall keep radios away from blasting caps. RF energy sets off blasting caps without having any physical connection with the blasting circuit. The amount of RF radiation and 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 reaches the amount required in a regular blasting circuit (.03—.40 amperes, either AC or DC). All KYTC personnel working within a designated work zone in which blasting is likely to occur shall be in constant contact with the contractor's leadership to ensure work zone safety.

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

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

Do not carry blasting caps in radio-equipped vehicles; transmitter may set them off. Do not transmit within 300 feet of blasting caps.

**NATURAL GAS OR
GASOLINE**

Employees shall not transmit or run motor around gas leaks.

Employees shall turn off radio and motor when filling gas tanks.

**FLAGGING
OPERATIONS**

Channels designated as “Flagman” channels (normally Channel 6 on portables) are for the express use of operations using flaggers or any safety operation where radio traffic needs to be held to a minimum to ensure clear, uninterrupted communications. This rule is intended to keep all “Flagman” channels clear of any day-to-day radio traffic for safety.



 <p style="font-size: 24pt; font-weight: bold; margin-top: 10px;">EQUIPMENT</p>	<p><i>Chapter</i></p> <p style="text-align: center; font-weight: bold;">EXHIBITS</p> <hr/> <p><i>Subject</i></p> <p style="text-align: center;">Table of Exhibits</p>
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EXHIBIT NUMBER	EXHIBIT TITLE & FORM NUMBER	MANUAL REFERENCE
9001	TC 74-565, <i>Physical Inventory Verification – Transfer</i>	301
9002	TC 74-540, <i>Equipment Turn-In Sheet</i>	204
9003	TC 74-566, <i>Equipment Order & Receipt Tracking</i>	208, 301
9004	Form B217-42A	304
9005	TC 77-1, <i>State-Owned Personal Property Declared Surplus</i>	Ar304
9006	TC 74-11, <i>Operator’s Daily Check Sheet</i>	205
9007	TC 74-201, <i>Equipment Work Request</i>	207
9008	Physical Equipment Inventory Report (D6 COPY).....	303
9009	TC 74-563, <i>Physical Inventory Verification – Overage</i>	301
9010	TC 74-564, <i>Physical Inventory Verification – Shortage</i>	204
9011	VIN/SN Corrections	208, 301
9012	TC 74-504, <i>Window Ticket</i>	304
9013	TC 74-551, <i>Fuel Card User Agreement</i>	304
9014	TC 74-5, <i>Portable Diesel Tank Distribution Sheet</i>	205
9015	TC 74-562, <i>Two-Way Communications Request</i>	207
9016	Radio License Letter of Authorization	303
9017	Phonetic Alphabet.....	303
9018	Temporary Loaned Equipment Log.....	303



	KENTUCKY TRANSPORTATION CABINET Department of Highways DIVISION OF EQUIPMENT	TC 74-565 Rev. 05/2020 Page 1 of 1	
PHYSICAL INVENTORY VERIFICATION - TRANSFER			
LOCATION (District/Division): _____		FISCAL YEAR: _____	
I, _____ attest that all assets of the assigned location, Employee Name (<i>Print</i>)			
_____ , In Crew _____		Crew # _____	
District/Division are accounted for, with the exception of the discrepancies listed below:			
No.	EQUIPMENT #/PLATE #	TRANSFER <u>FROM</u> CREW	TRANSFER <u>TO</u> CREW
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
_____		_____	
Employee Signature		Date	

	KENTUCKY TRANSPORTATION CABINET Department of Highways DIVISION OF EQUIPMENT Procurement Branch	TC 74-566 Rev. 02/2024 Page 1 of 2		
EQUIPMENT ORDER & RECEIPT TRACKING				
SECTION 1. ORDER INFORMATION				
FY	TYPE	NUMBER	CONTRACT NUMBER	
	<input type="checkbox"/> EO <input type="checkbox"/> DF <input type="checkbox"/> PO <input type="checkbox"/> FE			
# OF ITEMS	EQUIPMENT DESCRIPTION	MAKE & MODEL(S)		
VENDOR NAME		DATE ORDER PLACED		
SECTION 2. TRACKING & RECEIPT <i>(Use page 2 of this form, as needed.)</i>				
	ITEM	ASSIGN TO <small>(CO, D1-D12)</small>	CLASS CODE - ASSET NUMBER	DATE DELIVERED
1			-	
2			-	
3			-	
4			-	
5			-	
6			-	
7			-	
8			-	
9			-	
10			-	
Central Office Remarks:				
Unit(s) received meet the contract specifications and/or delivery order: <input type="checkbox"/> YES <input type="checkbox"/> NO Specifications / Build Sheet / Quote Attached (if nothing, comment below.): <input type="checkbox"/> YES <input type="checkbox"/> NO Comment:				
SECTION 3. SIGNATURES				
<i>By signing, I acknowledge the equipment listed above has been received according to contract/delivery order, specifications, etc., and the Commonwealth of Kentucky has accepted specified equipment.</i>				
RECEIVING AGENT PRINTED NAME & TITLE		SIGNATURE	DATE SIGNED	
<i>Receiving inspection complete, equipment item(s) ready for acceptance:</i>				
RECEIVING APPROVAL PRINTED NAME & TITLE		SIGNATURE	DATE SIGNED	
BRANCH APPROVAL PRINTED NAME & TITLE		SIGNATURE	DATE SIGNED	

	KENTUCKY TRANSPORTATION CABINET Department of Highways DIVISION OF EQUIPMENT Procurement Branch	TC 74-566 Rev. 02/2024 Page 2 of 2
EQUIPMENT ORDER & RECEIPT TRACKING		

SECTION 2. TRACKING & RECEIPT <i>(cont.)</i>				
	ITEM	ASSIGN TO <small>(CO, D1-D12)</small>	CLASS CODE - ASSET NUMBER	DATE DELIVERED
11			-	
12			-	
13			-	
14			-	
15			-	
16			-	
17			-	
18			-	
19			-	
20			-	
21			-	
22			-	
23			-	
24			-	
25			-	
26			-	
27			-	
28			-	
29			-	
30			-	
31			-	
32			-	
33			-	
34			-	
35			-	
36			-	
37			-	
38			-	
39			-	

	KENTUCKY TRANSPORTATION CABINET Department of Highways DIVISION OF EQUIPMENT	TC 74-11 Rev. 05/2015 Page 1 of 1					
OPERATOR'S DAILY CHECK SHEET							
EQUIPMENT (number)	ADMINISTRATIVE UNIT/CREW #	BEGINNING MILES/DATE	ENDING MILES/DATE				
If OK < If Not X							
DATE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Steering							
Brakes							
Emergency Brake							
Windshield/Wipers							
Lights							
Horn							
Mirrors							
Tires							
Wheels/Rims							
Fluids (all)							
Hitches (if applicable)							
Safety Equipment							
Remarks							
Operator							
Signature							

NOTE: Upon completion, this worksheet shall be submitted to your immediate supervisor. During the daily inspection, if items are found that make the unit unsafe for operations, the form shall be submitted immediately to the supervisor. Any additional items found not specifically mentioned regarding safety must be noted in the remarks section of this form.

FY23 D06 Physical Equipment Inventory

Crew Number	District Assigned	County Where Located	Located Mark "X"	Equipment Name	Equipment Class	Equipment Status	Model Year	Make (Orig)	Model (Orig)	VIN#	Assignment Date	
302	6	KENTON	X	0000823	TRUCK 4 YD & ABOVE DUMP SINGLE AXLE DIESEL	AVAL	2013	INTERNATIONAL	7400 SFA 432	IHTWDAARSEH487819	10/26/2013	
302	6	KENTON	X	0001054	TRUCK 10 - 12 YD TANDEM DUMP WITH AVL	AVAL	2015	FREIGHTLINER	1145D	1FPHG3DWP8GL1B34	2/22/2022	
302	6	KENTON	X	0001343	TRUCK 4 YD & ABOVE DUMP SINGLE AXLE DIESEL	AVAL	2017	INTERNATIONAL	7400 SFA 432	3HAWDSTRSHL01142	7/17/2017	
302	6	KENTON	X	0001426	TRUCK 1 TON CREW CABS WITH OPS	AVAL	2017	CHEVROLET	3500	1GC-KYCOJ2JF120382	10/11/2021	
302	6	KENTON	X	0001485	TRUCK 1.5 TON DUMP WITH OPS	AVAL	2017	RAM	5500	3CTMRHAL3HG76472	12/26/2017	
302	6	KENTON	X	0001559	TRUCK 4 YD & ABOVE DUMP SINGLE AXLE DIESEL	AVAL	2017	INTERNATIONAL	7400 SFA 432	3HAWDTARLJL714806	6/4/2018	
302	6	KENTON	X	0001727	TRUCK 4 YD & ABOVE DUMP SINGLE AXLE DIESEL WITH AVL	AVAL	2019	INTERNATIONAL	RV507 SFA 432	3HAWDTARLJL881910	6/19/2019	
302	6	KENTON	X	0003040	TRUCK 10 - 12 YD TANDEM DUMP WITH AVL	AVAL	2020	FREIGHTLINER	1145D	3ALHQ3DVLDMC7414	3/11/2021	
302	6	KENTON	X	0002147	TRUCK 1 TON FLATBED WITH OPS	AVAL	2021	FORD	F350	1FD0WCH89MDE08775	11/4/2021	
302	6	KENTON	X	0200078	ATTENUATOR TRUCK MOUNTED	AVAL	2007	SCORPION	10002	1J71621E1E18	7/11/2007	
302	6	KENTON	X	0200141	ATTENUATOR TRAILER MOUNTED	AVAL	2015	TRAFIX	SCORPION 10002	1ESTF160DVC511783	10/19/2015	
302	6	KENTON	X	1200410	MELTER APPLICATOR	AVAL	2017	MARATHON	NERA 10	NA	3/25/2017	
302	6	KENTON	X	1200448	POT HOLE PATCHER TRAILER MTD	AVAL	2022	FALCON	RMS	1F5P41Z9HMJ39200	9/18/2022	
302	6	KENTON	X	1500215	CENTER LINE MARKER SMALL	AVAL	2017	LINE LAZER	3400	BA268	5/18/2017	
302	6	KENTON	X	1803343	BRUSH CHIPPER	AVAL	2005	BRUSH BANDIT	150	30297	3/20/2005	
302	6	KENTON	X	1803785	ROLLER WITH FLARE MOWER	AVAL	2018	JOHN DEERE	5085E	1LV5085EAGC400384	11/10/2018	
302	6	KENTON	X	2300044	ROLLER 6 TON OR LESS	AVAL	2005	HY-PAC	C-747C	1S1084E+11	6/22/2005	
302	6	KENTON	X	2500462	EXCAVATOR MINI	AVAL	2021	CATERPILLAR	308 CR	CAT00096JG0900688	4/22/2021	
302	6	KENTON	X	2900327	SWEEPER PUSH TYPE TRUCK MTD	AVAL	2021	MB	TKH 1235B3X48	MB-99859	4/19/2021	
302	6	KENTON	X	2900536	SEWER AND CULTVERT CLEANER	AVAL	2022	SEWER EQUIPMENT AMER	747FR2008 ECO	921	8/19/2022	
302	6	KENTON	X	3101871	LOADER WHEELED UPTO 3YD BUCKET	AVAL	2014	JOHN DEERE	544K	1DN544KHTEE603338	10/12/2014	
302	6	KENTON	X	3102157	LOADER 4WD STEER WHATACHMENTS	AVAL	2019	CATERPILLAR	258D3	CAT0258DACTW901423	10/24/2019	
302	6	KENTON	X	3102211	LOADER WHEELED UPTO 3YD BUCKET	AVAL	2021	JOHN DEERE	544	1DW544PAPPLH10067	6/10/2021	
302	6	KENTON	X	5000180	COMPACTORS VIBRATORY PLATE	AVAL	2009	MUKASA MULTI QUIP	MVC 820VH	S 2303	2/22/2009	
302	6	KENTON	X	5405724	TRAILER 15' OR LESS	AVAL	2001	FACE	C57147A2	48LUB14281POT3387	8/21/2015	
302	6	KENTON	X	5400887	TRAILER TRANSPORT 14-23 TON	AVAL	2005	INTERSTATE	40 DLA	1JKDLA40838008056	2/22/2005	
302	6	KENTON	X	5401307	TRAILER 6-14 TON	AVAL	2023	HOLDEN	HUT 16	12KHUT3421P5084467	11/17/2023	
302	6	KENTON	X	5504992	SPREADER TALGATE	AVAL	1997	FLIN	VCT120D-KY7	SADS	162	5/25/2011
302	6	KENTON	X	5505778	SPREADER TALGATE	AVAL	2002	SWEN	SWENSON	SAD	1105-1108	11/13/2019
302	6	KENTON	X	5506070	SPREADER TALGATE	AVAL	2005	SWENSON	SWENSON	SAD	1105-1108	12/13/2005
302	6	KENTON	X	5506072	SPREADER TALGATE	AVAL	2005	SWENSON	SWENSON	SAD	1105-1108	2/6/2006
302	6	KENTON	X	5506296	SNOW PLOW	AVAL	2008	WESTERN	69974 PRO PLUS	6.02107E+13	24/2008	2/24/2008
302	6	KENTON	X	5507182	SNOW PLOW	AVAL	2016	VALK	RV1134-118PR	KY0668	12/29/2016	12/29/2016
302	6	KENTON	X	5507542	SNOW PLOW	AVAL	2017	VALK	RV1134-118PR	KY-203	6/11/2018	6/11/2018
302	6	KENTON	X	5507548	SNOW PLOW	AVAL	2017	VALK	RV1134-118PR	KY-207	11/8/2017	11/8/2017
302	6	KENTON	X	5507697	SPREADER TALGATE	AVAL	2018	SWENSON	P.T.O SPRDR SADS 531KY	1018-7675	6/17/2019	6/17/2019
302	6	KENTON	X	5507725	SNOW PLOW	AVAL	2019	VALK	RV1134-118PR	KY-221	6/13/2019	6/13/2019
302	6	KENTON	X	5507841	SNOW PLOW	AVAL	2020	VALK	RV1134-118PR	KY-322	7/22/2020	7/22/2020
302	6	KENTON	X	5508046	SNOW PLOW	AVAL	2020	VALK	RV1134-118PR	KY-322	2/17/2021	2/17/2021
302	6	KENTON	X	5508725	SNOW PLOW	AVAL	2020	VALK	RV1134-118PR	KY-322	7/22/2020	7/22/2020
302	6	KENTON	X	5509187	SNOW PLOW	AVAL	2020	VALK	RV1134-118PR	KY-322	2/17/2021	2/17/2021
302	6	KENTON	X	5509725	SNOW PLOW	AVAL	2020	VALK	RV1134-118PR	KY-322	7/22/2020	7/22/2020
302	6	KENTON	X	5509841	SNOW PLOW	AVAL	2020	VALK	RV1134-118PR	KY-322	2/17/2021	2/17/2021
302	6	KENTON	X	5509846	HOPPER BOTTOM SPREADER	AVAL	2020	SWENSON	EVDA 15-84-44	0700-12297	11/17/2022	11/17/2022
302	6	KENTON	X	5509850	HOPPER BOTTOM SPREADER	AVAL	2020	SWENSON	3051658	3051658	2/6/2022	2/6/2022
302	6	KENTON	X	5509855	HOPPER BOTTOM SPREADER	AVAL	2021	BUYERS	3648209 DUAL AUGER	3648209	2/6/2022	2/6/2022

Bradley

4-25-23

4-25-2023

4-25-2023

4-25-2023

D06 Crew 302 FY23 EQP Inventory

	KENTUCKY TRANSPORTATION CABINET Department of Highways DIVISION OF EQUIPMENT	TC 74-563 Rev. 05/2020 Page 1 of 1	
PHYSICAL INVENTORY VERIFICATION - OVERAGE			
FISCAL YEAR: _____			
I, _____ attest that all assets of the assigned location, <div style="text-align: center;">Employee Name (<i>Print</i>)</div> _____, In Crew _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: auto;"> District/Division Crew # </div> are accounted for, with the exception of the discrepancies listed below:			
No.	EQUIPMENT #/PLATE #	DESCRIPTION	LOCATION FOUND
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
_____		_____	
Employee Signature		Date	

	KENTUCKY TRANSPORTATION CABINET Department of Highways DIVISION OF EQUIPMENT	TC 74-564 Rev. 05/2020 Page 1 of 1	
PHYSICAL INVENTORY VERIFICATION - SHORTAGE			
FISCAL YEAR: _____			
I, _____ attest that all assets of the assigned location, <div style="text-align: center;">Employee Name (<i>Print</i>)</div> _____, In Crew _____ <div style="display: flex; justify-content: space-between;"> District/Division Crew # </div> are accounted for, with the exception of the discrepancies listed below:			
No.	EQUIPMENT # / PLATE #	DESCRIPTION	CREW
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
_____		_____	
Employee Signature		Date	

	KENTUCKY TRANSPORTATION CABINET Department of Highways DIVISION OF EQUIPMENT WINDOW TICKET	TC 74-504 Rev. 9/2018 Page 1 of 1				
SECTION 1: PARTS ITEMIZATION <i>(This form must be signed by person drawing parts at the same they are taken from stock.)</i>						
QUANTITY	UNIT	PART #/SIZE	REPAIR TYPE	DESCRIPTION	UNIT COST	EXTENDED COST
SECTION 2: REPAIR DETAILS						
REPAIR # _____ DATE _____ MAKE _____ STATE # _____ CLASS CODE _____						
HOURS _____ MILES _____ STOCK ITEM # _____ EMPLOYEE ID _____						
SIGNATURE <i>(person drawing parts from stock)</i> _____						

SAMPLE

	KENTUCKY TRANSPORTATION CABINET Department of Highways DIVISION OF EQUIPMENT	TC 74-551 Rev. 1/2019 Page 1 of 1	
FUEL CARD USER AGREEMENT			
<p>Check the appropriate box below to indicate fuel card use.</p> <p> <input type="checkbox"/> Equipment <input type="checkbox"/> Fleet </p>			
SECTION 1: EMPLOYEE INFORMATION			
FIRST NAME	LAST NAME	EMPLOYEE ID #	PREFERRED 4-DIGIT PIN
DEPARTMENT/OFFICE/DIVISION/DISTRICT			
<p>The Transportation Cabinet 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 agrees to the following provisions and understands that violation of any of these provisions may result in disciplinary action up to and including dismissal:</p> <ol style="list-style-type: none"> 1. Fuel cards and equipment shall be used for "Official Use Only." 2. The personal identification number (PIN) issued to each employee is solely for that employee's use. PINs shall not be shared. 3. Fuel shall be purchased at participating Wex fuel providers. Purchaser shall always verify that the fuel provider is an active Wex participant. 4. The fuel card shall be used only for the piece of equipment to which it is assigned, as stated on the fuel card. 5. Equipment without an assigned fuel card shall be filled from an assigned fuel transfer tank. Upon fueling, a <i>Portable Diesel Tank Distribution Sheet (TC 74-5)</i> shall be completed for the disbursement of fuel for that piece of equipment. 			
SECTION 2: SIGNATURE AGREEMENT			
<p>I have read, and agree to abide by, the provisions stated above and understand my responsibilities. I also understand that violation of any of these provisions may result in disciplinary action up to and including dismissal.</p> <p>I have received a copy of this agreement for my personal records.</p>			
SIGNATURE (employee)		DATE	
SIGNATURE (supervisor)		DATE	



Andy Beshear
GOVERNOR

TRANSPORTATION CABINET
200 Mero Street
Frankfort, Kentucky 406 01

Jim Gray
SECRETARY

LETTER OF AUTHORIZATION

TO OPERATE RADIOS UNDER THE AUTHORITY OF ANOTHER LICENSE

The Kentucky Transportation Cabinet's (KYTC) Communications Section, henceforth known as the "granting agency," hereby authorizes the to operate mobile and portable radios under the authority of the FCC radio license described in accordance with these provisions:

<u>Channel</u>	<u>Site Name</u>	<u>Receive</u>	<u>Rx CTCSS</u>	<u>Transmit</u>	<u>Tx CTCSS</u>
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Channel Name(s):

Radios Authorized:

Call Sign:

License Expiration:

Radio Service: Public Service, Conventional (PW) FCC Part 90 b.

1. The granting agency is responsible for all operations and control of the radio station and system.
2. This grant of authorization requires operation in strict compliance with FCC Rules and Regulations and any operational requirements of the granting agency.
3. The granting agency reserves the right to withdraw the authority granted by the letter at any time by furnishing written notification.
4. The authority to operate is only for transmissions made to the granting agency and its personnel or in the furtherance of the granting agency's interests.
5. The license has sufficient capacity for the number of mobile/portable radio units being authorized.
6. This authorization does not extend beyond the authority and parameters of the license cited above.
7. This authorization is limited to the interoperability between Laurel County Emergency Management, its employees, and the Kentucky Transportation Cabinet for safety, emergencies, and mutual aid operation within Laurel County and I-75 corridor therein.

Signed: _____ Signed: _____
 Anthony Downs Date
 Information Systems Supervisor
 Communications Section



Phonetic Alphabet The NATO phonetic alphabet is a set of words used instead of letters in oral communications over the radio. Each word ("code word") stands for its corresponding letter (alphabetical "symbol"). The 26 code words in the NATO phonetic alphabet are assigned to the 26 letters of the English alphabet in alphabetical order as follows:

<u>Symbol</u>	<u>Code Word</u>	<u>Phonic (pronunciation)</u>
A	Alfa/Alpha	AL FAH
B	Bravo	BRAH VOH
C	Charlie	CHAR LEE
D	Delta	DELL TAH
E	Echo	ECK OH
F	Foxtrot	FOKS TROT
G	Golf	GOLF
H	Hotel	HOH TELL
I	India	IN DEE AH
J	Juliet	JEW LEE ETT
K	Kilo	KEY LOH
L	Lima	LEE MAH
M	Mike	MIKE
N	November	NO VEMBER
O	Oscar	OSS CAH
P	Papa	PAH PAH
Q	Quebec	KEH BECK
R	Romeo	ROW ME OH
S	Sierra	SEE AIRRAH
T	Tango	TANG OH
U	Uniform	YOU NEE FORM
V	Victor	VIK TAH
W	Whiskey	WISS KEY
X	X-ray	ECKS RAY
Y	Yankee	YANG KEY
Z	Zulu	ZOO LOO

Temporary "Loaned" Equipment Log

District/Division: _____ Assigned Crew: _____

Equipment Number	Description	Date Loaned	Loaned To Crew	Date Returned

SAMPLE