



## TRANSPORTATION CABINET

Frankfort, Kentucky 40622  
www.kentucky.gov


**Steven L. Beshear**  
Governor

**Joseph W. Prather**  
Secretary

### STATE HIGHWAY ENGINEER POLICY #2007-01

#### MEMORANDUM

TO: Chief District Engineers

FROM: O. Gilbert Newman, P.E.   
State Highway Engineer

DATE: December 17, 2007

SUBJECT: 2007 – 2008 Winter Operations

As the 2007 – 2008 snow and ice season is in its early stages, we want to take this opportunity to thank everyone involved in the extensive preparations. The expectations of the traveling public are high and it will always be a challenge to achieve this expected level of service.

We, too, have goals and expectations for our winter operations. All winter operations are to be performed in as safe and efficient manner as possible. Snow and ice priorities and levels of service shall be as stated in policy to the extent manpower allows. Everyone assigned to snow and ice duty must respond when called. Disciplinary action will be taken for failure to respond unless approval is obtained from the immediate supervisor. The following policy is in effect for not working after being called out during snow and ice emergencies:

- 1st offense – 1 day suspension
- 2nd offense – 5 day suspension
- 3rd offense – termination

Attached is an accompanying “Policy on Driving State Vehicles Home” that will be used when assigning vehicles for emergency response.

It is with great confidence that we look forward to another successful snow and ice season. Again, we want to thank everyone for their dedication and hard work.

OGN:CAK

Attachment



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### **Policy on Driving State Vehicles Home**

Employees in the following job classifications shall be allowed to drive a state vehicle home with the approval of the Chief District Engineer under the stated circumstances:

- 1) Highway Superintendent II (Foreman) or, in the case of not having an employee in this position, any other employee fulfilling the associated responsibilities - - All year provided they respond to emergencies going directly from home to the incident after normal working hours.
- 2) Highway Superintendent I (Assistant Foreman) or, in the case of not having an employee in this position, any other employee fulfilling the associated responsibilities - - During snow and ice season which is November 1 to April 1.
- 3) Highway Traffic Technician - - Anytime during the year when on-call for emergency traffic signal repairs.

State vehicles available for use by all other employees are not to be used for commuting purposes nor should any allowances be made during snow and ice season for on-call employees. State vehicles available for use by all other employees are to be located at the workstation of the employee.