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STATE HIGHWAY ENGINEER POLICY #2008-03

MEMORANDUM

TO: Chief District Engineers

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

DATE: February 18, 2008

SUBJECT: Driving State Vehicles Home

This is a follow-up and clarification to State Highway Engineer Policy #2007-01 (Revised) dated January 2, 2008. Policy #2007-01 (Revised) addresses "2007-2008 Winter Operations" including the assignment of state vehicles to be driven home. The policy stated below addresses the assignment of state vehicles throughout the year.

Employees in the following job classifications shall be allowed to drive a state vehicle home with the approval of the Chief District Engineer (CDE) 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. Employees on-call for snow and ice duty, excluding those job classifications listed above, are not to drive a state vehicle home. Generally, state vehicles available for use by all other employees are to be located at the workstation of the employee. When it is in the best interest of the Cabinet and Commonwealth, an employee may park a state vehicle at a state facility with the CDE's approval because it is recognized that such an arrangement will save time and mileage for work-related travel on an as needed basis. District Safety Officers who travel directly to work zones or county facilities on a regular basis may have a state vehicle parked at a state facility with the CDE's approval.

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