

WEST VIRGINIA DIVISION OF HIGHWAYS  
ADMINISTRATIVE OPERATING PROCEDURES  
SECTION I, CHAPTER 4

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SECTION TITLE: GENERAL  
CHAPTER TITLE: MECHANIC TOOLS POLICY

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Effective: 1/15/2004

The Division of Highways (DOH) is responsible for providing specialty mechanic tools necessary to perform Equipment Repair and Preventive Maintenance within each organizational unit responsible for these operations. Each mechanic, however, is responsible for supplying certain common tools, as specified in this policy. To assist in the replacement of broken and worn-out tools, the DOH pays a \$150 per year stipend to mechanics to compensate for these losses.

The DOH Policy is as follows:

1. The DOH will make available and provide specialty tools for mechanic use.
2. Each mechanic will purchase and have available for use those common mechanic tools not provided by the DOH. To ensure equity in this matter, the DOH will maintain a representative listing of such common tools. Each mechanic will be required to provide substantially all of the tools on that list. See Page 4 of this chapter.
3. Inventory. Each mechanic is responsible for providing the DOH with a complete inventory of all tools that are to be stored on the DOH's premises. Each mechanic is also responsible for making any additions or deletions of tools from the Inventory Listing. The shop foreman or the mechanic's immediate supervisor is responsible for ensuring the accuracy of these inventories.

Additional unscheduled inventories will be conducted to determine if the tools are still available. Only those tools required in the performance of the mechanic's duties and not otherwise provided by the DOH will be stored on the DOH's premises and included on the inventory. These inventories will be maintained on file with the (County) Highway Administrator, District Equipment Supervisor, and District Comptroller (or, if a DOH

Division, the Division Director).

4. Mechanics are responsible for personal tools used for work assignments. Upon completion of work assignments or at the end of the work day, the mechanic's personal tools are to be either secured or removed from the premises by the individual in such a manner as to ensure their safekeeping.

5. The DOH will make a reasonable effort to secure the work facilities where the mechanics perform their duties. In the event of theft of personal tools from state garages, a claim will be made to the Claims Section of Legal Division for investigation and for a determination of the validity of the claim.

6. If the Claims Section of Legal Division determines that there was no negligence on the part of the employee, that the items were stolen and were properly included on the signed inventory, then the claim will be considered valid. No claim or portion of such claim will be considered valid unless all these requirements are met.

7. The Claims Section of Legal Division will submit its determination to the Business Manager's Office and, if the claim is a valid one, replacement in kind will be recommended. The recommendation for replacement in kind must be approved by the Business Manager before any purchase is made. Purchases for replacement in kind will be made by the District Comptroller's Office following proper procurement procedures and charged to the organization submitting the claim. After receiving the in kind replacement, the employee will sign Proof of Loss and Release Forms from the Claims Section of Legal Division.

8. Mechanics receive a supplemental check for \$150 (gross) on the first supplemental pay date (as established by the State Auditor's Office) in December of each year. This check compensates the mechanics for tools that are broken or for tools in addition to those on the required listing.

- Only employees classified as Transportation Worker I, Transportation Worker II, Transportation Worker III, Transportation Worker IV, or Highway Equipment Specialist who work as a mechanic and are required to supply their own tools are eligible for this stipend.
- Federal and state taxes will be withheld from these checks. Retirement/pension payments will not.
- An employee must be in eligible status, as described above (first *bullet* under "8."), for six months within the calendar year to qualify for the annual stipend. If the employee has at least six months, but less than twelve months of qualifying service, the annual stipend will be prorated.
- Mechanics must be on the payroll on December 1 in order to receive the annual

stipend. Eligible employees will not qualify to receive the annual stipend if hired after December 1 within the calendar year.

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### MECHANIC TOOL LISTING

<u>QUANTITY</u>	<u>DESCRIPTION</u>
1	All Purpose Tool Box
1 (set)	21 pc. 1/4" Drive Socket Set
1 (set)	20 pc. 3/8" Drive Socket Set
1 (set)	13 pc. 3/8" Drive Metric Set
1 (set)	23 pc. 1/2" Drive All Purpose
1	2" Extension 1/2" Drive
1	10" Extension 1/2" Drive
1	1/2" Female x 3/4" Male Adaptor
1	Universal Joint
1 (set)	Allen Hex Set
1 (set)	12 pc. Combination Wrench Set
1 (set)	Line Wrench Set (3 pcs.)
1	Channel Lock 9-1/2" (1pc.)

1	Long Nose Pliers 6"
1	Slip Joint Pliers 8"
1	Vise Grip 10"
2	Crescent Wrench 8"
1 (set)	Screwdriver Set (12 pcs.)
1	Ball Peen Hammer (16 oz.)
1	Scraper/Putty Knife
1	Air Blower
1	Mini Tubing Cutter
1	Brake Spring Compressor
1	Brake Spring Tool
1	Circuit Tester
1	Combination Gauge