



# West Virginia Division of Highways Policy and Procedure:

## Equipment Operator Accountability

*Issued by the Commissioner of Highways*

Policy No: DOH 4.3

Issue Date: 10/15/2010

Revised:3/16/2020

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### 1.0 PURPOSE

The purposes of this policy are to establish minimum requirements for equipment operators, guidelines for preventative maintenance of transportation and rolling equipment, and referrals to the disciplinary process consistent with Section 4.7 of this policy.

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### 2.0 SCOPE

This policy applies to all West Virginia Division of Highways (WVDOH) employees, certified permanent, temporary, and probationary employees.

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### 3.0 DEFINITIONS

- 3.1 **Equipment or Vehicle:** Any vehicle with an E.D. number including, but not limited to, Transportation Equipment and Rolling Equipment. A list of classes of Equipment follows this policy and Exhibit A, Training Requirements for WVDOH Equipment (Operators).
- 3.2 **Equipment Operator:** Any person employed by the WVDOH in any capacity who operates DOH equipment or vehicles.

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### 4.0 PROCEDURES

#### 4.1 STANDARDS APPLICABLE TO ALL EMPLOYEES OPERATING TRANSPORTATION OR ROLLING EQUIPMENT.

All drivers of State-owned transportation or rolling equipment are subject to the following requirements:

- A. **Valid Driver's License:** Must hold a valid driver's license and must always have it in his or her possession while operating State-owned equipment. Valid with interlock is not considered a valid driver's license.
- B. **Driving Record Checks:** Must permit a regular check of his or her driving record.
- C. **Usage of Restraints:** The employee must use vehicle restraints and require occupants to use vehicle restraints in accordance with State Law. Additionally, all occupants are required to wear restraints if restraints are available.

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- D. Observance of Traffic Laws and Applicable Policies:** Must operate equipment in accordance with agency and State policies and procedures and must know and observe all applicable traffic laws, ordinances, and regulations. Must be fully responsible for any parking and traffic violations incurred while operating State-owned equipment.
- E. Reporting Results of Violations and Accidents:** Must immediately report all accidents, property damage, or legal or Policy violations while operating vehicle in furtherance of state business to both of the following: (a) his or her District Engineer/Manager, Division Director, or organizational supervisor, as applicable; and (b) the Claims Division, (304) 558-3136, as more fully set forth in section 4.8 of this policy.
- F. Prohibition Against Drug and Alcohol Possession and Usage:** Must not possess nor allow open or closed containers of alcohol in State-owned equipment. Must not drive under the influence of drugs except any medications prescribed to him or her that do not negatively impair his or her driving ability or cause drowsiness. Must not use a State vehicle while under the influence of alcohol, illegal drugs, or drugs for which the employee has no valid prescription.
- G. Prohibition Against Distracted Driving:** Must not engage in any activity unrelated to the operation of the vehicle that requires the vision of the driver to be focused on the activity for more than a moment or that requires the driver to cease to manipulate or lose the immediate ability to properly manipulate the vehicle's navigational devices. There are three main types of distracted driving: 1) Visual - taking your eyes off the road; 2) Manual – taking your hands off the wheel; and 3) Cognitive – taking your mind off of driving. Sending a text message, talking on a cell phone, using a navigation system, and eating while driving are a few examples of distracted driving. Texting while driving is especially dangerous because it combines all three types of distraction.
- H. Prohibited Passengers and Drivers:** Must not allow non-employees to drive the equipment. Must not allow non-employees to ride in the equipment unless the purpose of riding is based on a legitimate business reason. Must not allow another employee to drive the equipment unless the employee affirms that he or she has executed an Acknowledgement of this Policy.
- I. Disciplinary Action:** Any breach of this policy may subject the employee to disciplinary action, up to and including dismissal
- J. Indemnification:** By operating State-owned equipment, the employee agrees to indemnify and save harmless the agency against any claims,

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demands, suits, obligations, actions, causes of action, damages, liability, costs, and expenses of any character arising from injury to person or property caused, in whole or in part, by the employee's grossly negligent, reckless, or intentional conduct relating to the equipment while in the care of the employee, excepting only claims, demands, suits, obligations, actions, causes of action, damages, liability, costs, and expenses attributable to the agency's negligence or the employee's simple negligence.

- K. **Execution of Acknowledgement Form:** Must execute the Acknowledgement Form attached to this policy.  
(<https://westvirginiaot.sharepoint.com/sites/dot/Docs/DOH%20Forms/EquipmentOperatorAccountabilityPolicyAcknowledgementStatement.pdf>).
- L. **Equipment Operator Accountability:** All drivers of State-owned transportation and rolling equipment are subject to the procedures set forth in Section 4.0 of this Policy.

### 4.2 **ADDITIONAL STANDARDS APPLICABLE TO EMPLOYEES WHO COMMUTE IN STATE-OWNED EQUIPMENT**

In addition to the requirements applicable to all employees who operate transportation and/or rolling equipment above, employees who commute to and from their homes or pooling locations in State-owned equipment are subject to the following requirements:

- A. **Use of Vehicle Solely for Employee's Convenience:** By commuting in a State-owned vehicle, the employee represents that he or she wishes to use a State-owned vehicle solely for his or her convenience.
- B. **Use of Vehicle Completely Optional:** By commuting in a State-owned vehicle, the employee represents that the use of such vehicle is completely optional, that such use is a matter of the employee's personal choice, and that the agency does not require the employee to use the vehicle for commuting.
- C. **Use of Vehicle is Within Normal Commuting Distance:** By commuting in a State-owned vehicle, the employee represents that, at the time of the execution of this Agreement, his or her use of the vehicle falls within the normal commuting area for agency business. The employee further agrees that if the employee's later use of the vehicle is considered by him or her to extend outside the normal commuting area for agency business, the employee will immediately inform his or her District Engineer, District Manager, or Division Director, as applicable, in writing.

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- D. **Travel time and Hours Worked:** By commuting in a State-owned vehicle, the employee represents that he or she understands that his or her travel time will not be counted as hours worked unless required by the Fair Labor Standards Act or related laws or regulations and that any agency custom or practice allowing compensability of activities outside these legal requirements is inconsistent with agency Policy and this Acknowledgement. The employee further represents that he or she understands and agrees that this Policy is intended to satisfy the requirements of the Employee Commuting Flexibility Act.
- E. **Future Vehicle Use:** Neither the execution of the Acknowledgement to this Policy nor the providing of a State-owned Vehicle for the employee's use shall create a right or entitlement to future vehicle use.

### 4.3 **ADDITIONAL REQUIREMENTS FOR EMPLOYEES EMPLOYED AS EQUIPMENT OPERATORS**

In addition to the requirement applicable to all employees who operate transportation and rolling equipment, employees who are employed as Equipment Operators are subject to the following additional requirements:

- A. Equipment Operators must complete any training courses designated by the Equipment Operations Training Academy and the State's Board of Risk and Insurance Management. In addition, if required by the applicable classification specification, all employees must possess a Commercial Driver's License. See Exhibit A – Training Requirements for WVDOH Equipment Operator.
- B. Newly Assigned operators may operate DOH equipment prior to completing any required training provided they have been selected for the training according to the procedures outlines in the Equipment Operator Training Academy Policy and the supervisor completes the Division of Highways Operators Qualification Report (Form DOH-20). Operation under these conditions is only valid for 12 months from the date of completion of the DOH-20, after which the employee shall have completed the formalized Academy training.
- C. District Engineers/Managers and Division Directors are responsible for taking reasonable steps to ensure that qualified operators are assigned to operate DOH equipment.

### 4.4 **GUIDELINES FOR OPERATION AND MAINTENANCE OF TRANSPORTATION AND ROLLING EQUIPMENT**

District Engineer/Managers, Division Directors, and organizational supervisors are

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responsible for ensuring that preventive maintenance and repair are properly performed on the equipment and that each operator completes an Operator's Daily Checklist Form, OE-28.

### A. Rolling Equipment

Each organizational supervisor and Administrative Services Manager will maintain a list of all employees qualified to operate each piece of rolling equipment assigned permanently or temporarily to the organization. A copy of this list shall be provided to the Equipment Supervisor. The list will be maintained in each district and county, with the assigned operators' names and E.D. Numbers for equipment to which they are assigned. From the list of all qualified operators, the organizational supervisor will select a primary operator for the following: cranes, graders, backhoes, excavators, boom mowers, and dump trucks over 26,001 pounds. When the primary operator is not operating this equipment, any qualified operator may be assigned to operate the equipment and assumes all responsibilities of the primary operator. When this occurs, the operator may be eligible for temporary upgrade, in accordance with DOH policy 3.12.

<https://westvirginiaot.sharepoint.com/sites/dot/policies/DOH/Section-III-Payroll-Personnel/DOH0312.pdf>.

It is the goal of the DOH to allow all qualified operators enough time on equipment to maintain their skills and to be able to operate the equipment safely. All qualified operators will, therefore, be allowed enough time on equipment to maintain their skills and stay qualified. Employees operating equipment requiring certification shall be allowed to operate the equipment no less than two (2) days every ninety (90) working days. However, allowing other operators to have time on a piece of equipment should not result in keeping primary operators off equipment for long periods of time.

The organizational supervisor will be directly in charge of, and responsible for, assigning qualified operators to each piece of equipment. The equipment operator will be responsible for daily checklists and required maintenance reports.

Rolling Equipment Operators shall be responsible for the following:

1. Each day, before starting heavy or tractor/mower equipment, check appropriate items listed on the Operator's Daily Check List, Form OE-28 (or OE-28T for tractor/mower units), and perform required pre-operation daily maintenance. After starting the equipment, check the remaining items of Form OE-28. (Or OE-28T).

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2. Each week, the operator is to consult with the organizational supervisor for time availability for cleaning equipment. Supervisors may, at their discretion, assign one individual to perform this service for all equipment in a given section.
3. To report mechanical problems or unusual operating characteristics, the operator will complete the Equipment Repair Request. The operator will present the original of this form to the immediate supervisor so that work and/or inspection can be scheduled. The yellow copy of this form will always remain with the equipment. The operator must immediately report to the supervisor or crew chief any abnormal noises or actions of the equipment that occur during operation.
4. At the end of each week, the Operator's Daily Check List, Form OE-28 or OE-28T for Tractor/Mower units, shall be submitted to the equipment coordinator, who shall verify that the appropriate days are marked for the operator checks. Upon completion of this verification, the Operator's Daily Check List will be kept on file.

Failure by any assigned operator to properly complete the Operator's Daily Check List, Form OE-28 or Form OE-28T for Tractor/Mower units, shall be reported to the supervisor by the chief mechanic or any other individual the supervisor may deem necessary to appoint.

To ensure that Form OE-28 and Form OE-28T for Tractor/Mower units are being completed properly and accurately, periodic field checks will be conducted during working hours by personnel from Equipment Division, District Maintenance and Construction Sections, and maintenance and project supervisors.

#### **B. Transportation Equipment**

Drivers who have cars, pick-ups, vans, etc., permanently assigned to them are responsible for ensuring that standard preventative maintenance is performed on a regularly scheduled basis.

In organizations or sections within DOH that have "pools" established, the Division Director must assign the responsibility of upkeep and preventative maintenance to one individual. This employee will monitor vehicle service records and receive mechanical deficiency reports from drivers using the pool vehicles. All activities or usage of these vehicles will be coordinated through the "pool attendant".

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Each driver of transportation equipment is responsible for checking the vehicle to be certain that it is in an acceptable condition for use (i.e., tires, brakes, and instrument panel) and for maintaining a reasonable clean interior. Any unusual sounds or discrepancies during the operation of the vehicle should be noted, and arrangements made to have the vehicle serviced or reported to the pool attendant.

### **4.5 EQUIPMENT OPERATOR ACCOUNTABILITY BOARD**

The Equipment Operator Accountability Board (“Board”) is responsible for reviewing and evaluating violations of this policy and for referring matters for consideration for disciplinary action, under policy number DOH 3.6, Disciplinary Action.

### **4.6 DISTRICT EQUIPMENT OPERATOR ACCOUNTABILITY COMMITTEES**

District Equipment Operator Accountability Committees (“Committee”) are responsible for reviewing and evaluating minor violations of this Policy as assigned by the Chairperson of the Board and more fully, as set forth by section 6.0 of this policy.

### **4.7 TYPES OF POLICY VIOLATION**

The Board and the Committees are charged with reviewing the following violations:

- Failure to perform preventative maintenance,
- Speeding and hazardous operation of equipment,
- Accidents and misuse of equipment or other property,
- Failure to report as more fully set forth in section 5.3.C of this policy, and
- Other violations as set forth herein and in policy number DOH 3.6, Disciplinary Action.

### **4.8 DUTY TO REPORT**

When an employee receives a citation while operating a state vehicle, has his/her driver’s license or CDL suspended, revoked or limited, or otherwise violates the standards set forth in this Policy or other relevant policies, he/she must notify his/her supervisor immediately. When the employee is involved in an accident, he/she must complete an Accident Report, Form AR-13 within three (3) business days. As more fully set forth in Section 5.3.C, Failure to Report, the incident shall result in review by the Board.

When a violation of this Policy occurs, the District Equipment Supervisor, Division Director or District Engineer/Manager must: 1) report the occurrence to the Claims Section within



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4 business days of the occurrence by completing an Accident Report, Form AR-13, if appropriate or 2) email information regarding the violation to the Chairperson of the Board within four (4) business days. Upon receipt of the AR-13, the Claims Section Supervisor will forward the same to the Chairperson of the Board. Any District Equipment Supervisor who fails to report said violations shall be subject to review by the Board.

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## **5.0 EQUIPMENT OPERATOR ACCOUNTABILITY BOARD**

### **5.1 MEMBERSHIP**

Membership of the Board is appointed by the Commissioner and shall include: the Chairperson; one (1) State Occupational Safety Specialist II, one (1) Equipment Training representative; and one (1) District Equipment Supervisor. Advisory members shall include: one (1) member from Human Resources and one (1) attorney from Legal Division, both of whom are appointed by the Directors of those respective Divisions. Each member of the Board must have a designated Board-approved alternate. The Chairperson may, at his/her discretion, appoint an assistant for the purpose of recording and generating reports. This assistant is not a voting or advisory member. For business to be conducted at any Board meeting, a minimum of three (3) members or alternates must be in attendance.

Meetings shall be held the 2<sup>nd</sup> Thursday of every month. The Chairperson, at his/her discretion, may reschedule this meeting, as necessary. Within five (5) business days of the regularly scheduled meeting, the Chairperson will forward the members an agenda with the matters to be discussed. At the same time, a general notice (which does not identify other employees) will be sent to any employee scheduled to be reviewed, his/her supervisor, and any witnesses, to notify them of the meeting date, time, and location.

An emergency meeting of the Board may be held with four (4) business days' notice if one of the following has been issued regarding a potential equipment standards violation pursuant to policy number DOH 3.6, Disciplinary Action:

- suspension pending outcome of investigation;
- suspension pending outcome of criminal proceedings; or
- immediate oral suspension.

Notice of the emergency meeting shall be given by email or via telephone.

### **5.2 DUTIES OF CHAIRPERSON**

The Chairperson of the Board is responsible for collection, maintaining, and



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compiling all reports and accompanying documents submitted in accordance with this Policy. Upon receiving the report, the Chairperson shall either: 1) add the incident to the agenda for the next scheduled Board Review; or 2) return the matter back to the District or Division to be reviewed at the next scheduled Committees Review.

Within ten (10) business days after each Board meeting, the Chairperson must: 1) complete and submit a monthly summary of all matters that have been reviewed by the Board and Committees, regardless of whether they warranted a disciplinary review, to the Deputy State Highway Engineer-Operations; and 2) submit a complete copy of all files which warrant review for potential disciplinary action to the Director of Human Resources and the Director of the Division of Highways' Legal Division.

Within ten (10) business days of receipt of each Committees Review, the Chairperson of the Board must: 1) complete and submit a monthly summary of all matters that did not warrant a disciplinary review to Deputy State Highway Engineer-Operations; and 2) submit a copy of the all files which warrant review for potential disciplinary action to the Director of Human Resources and the Director of the Division of Highways' Legal Division.

The Chairperson may, as his/her discretion and upon review with the Legal Division Representative, assign a Safety Officer and/or claims Investigator to investigate any occurrence to be reviewed by the Board or Committees. If the Chairperson determines that any District Equipment Supervisor, Division Director or District Engineer/Manager is not reporting as set forth by this Policy, the Chairperson shall schedule a review by the Board as set forth in Section 6.3 of this Policy.

### 5.3 TYPES OF POLICY VIOLATIONS

- A. **Accidents and misuse of equipment or other property** – Any employee who is involved in an accident involving transportation or rolling equipment or the misuse of equipment that causes injury, involves a third party, or causes damages exceeding ten thousand dollars (\$10,000.00) shall be reviewed by the Board.
- B. **Multiple Policy Violations** – A review by the Board shall commence when an employee has either: 1) two or more accidents within a twelve (12) month period and the cumulative monetary damage totals ten thousand dollars (\$10,000.00) or more; 2) four or more accidents within a twenty-four month (24) month period regardless of amount of monetary damage, or 3) two or more violations of this Policy within a six (6) month period.
- C. **Failure to Report** – Any employee who fails to report in accordance with Section 4.7 of this policy shall be reviewed by the Board to determine the reason to non-compliance and to refer the matter for disciplinary consideration, as needed. Any District Supervisor, Division Director or District Engineer/Manager who fails to report under Section 4.8 of this

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policy shall be reviewed by the Board to determine the reason for noncompliance and to refer the matter for disciplinary consideration, as needed.

- D. **Other violations as set forth in policy number DOH 3.6, Disciplinary Action**

### 5.4 **FACT-FINDING REVIEW**

For each incident to be reviewed, the involved party(ies) and significant employee witnesses to the incident in question shall be called to present the facts as perceived by each of them. Each review shall be reported as set forth in section 5.2 of this policy.

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## 6.0 **DISTRICT EQUIPMENT OPERATOR ACCOUNTABILITY COMMITTEES**

### 6.1 **MEMBERSHIP**

Members of the District Equipment Operator Accountability Committee in each district shall include the District Maintenance Engineer, the Equipment Supervisor, an Occupational Safety Specialist (OSS) one (1) District Equipment Operator and one (1) District Mechanic. The Chairperson of each Committee will be appointed from among these members by the District Engineer/Manager.

Meetings shall be held the 1<sup>st</sup> Thursday of every month. The Chairperson may reschedule this meeting with the approval of the Board Chairperson. Within five (5) business days of the regularly scheduled meeting, the Chairperson will forward the members an agenda with the matters to be discussed. At the same time, a general notice (which does not identify other employees) will be sent to any employee scheduled to be reviewed, his/her supervisor, and any witnesses to notify them of the meeting date, time, and location.

Upon review of each matter, the Chairperson must report the outcome and send the complete original file to the Chairperson of the Board within ten (10) business days of the regularly scheduled meeting wherein the review took place. All Divisions will be included with District One, except for the Equipment Division, which will be included with District Seven.

### 6.2 **TYPES OF POLICY VIOLATIONS**

- A. **Failure to perform preventive maintenance** – Any damage that occurs to equipment as the result of failure to perform preventive maintenance or repair will be reviewed by the Committees. Any employee and/or supervisor will be required to appear before the Committees to determine

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the reason for noncompliance and to refer the matter for disciplinary consideration as needed.

Any operator of rolling equipment found to be operating equipment without first performing a daily per-operations check and documenting on Form OE-28 (or OE-28T for Tractor/Mower units), shall be given a verbal reprimand by the immediate supervisor. A second offense will be cause for a written reprimand from the District Engineer/Manager or Division Director cautioning that continued non-compliance with these regulations may result in further disciplinary action, up to and including dismissal. Additional offenses will be subject to progressive discipline in accordance with agency's policy on disciplinary actions.

- B. Speeding and hazardous operation of equipment** – If an employee operated equipment in a hazardous manner, such actions shall be reviewed by the Committees.
  
- C. Accidents and misuse of equipment or other property** – Any employee who is involved in an accident involving transportation or rolling equipment or the misuse of equipment that does not cause injury, involves a third party, or causes damage exceeding ten thousand dollars (\$10,000.00) shall be reviewed by the Committees.

### 6.3 FACT-FINDING REVIEW

For each incident to be reviewed, the involved party and significant employee witnesses to the incident in question shall be called to present the facts as perceived by each of them. Each review shall be reported as set forth in section 6.1 of this policy.

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## 7.0 EXHIBIT

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### EXHIBIT A – WVDOH CLASS OF EQUIPMENT

Effective: 7/15/2003 Revised: 11/04/2019

#### *WVDOH EQUIPMENT & REQUIREMENTS*

\*LICENSING REQUIREMENTS ARE BASED ON DOH CLASSIFICATION AND/OR STATE LICENSING REQUIREMENTS.

DESCRIPTION	REQUIREMENTS*	CLASSIFICATION	EQ. CLASS
<b>Light Equipment</b> Light weight vehicles/ GVWR 26,000 lbs. or less	<b>Valid WV Driver's License</b>	<b>TW1</b>	124, 136, 201, 202, 203, 204, 206, 211, 212, 213, 214, 218, 221, 268, 269, 270, 271, 370
<b>Endloader, Skid Steer, Rollers, Fork Trucks</b>	<b>Valid WV Driver's License</b> Basic Training	<b>TW2</b>	333, 338, 339, 351, 353, 358, 359, 591, 592, 597, 599
<b>Heavy Vehicles/GVWR 26,001 lbs. or Greater</b> Buses, Wrecker, Rock Truck, Flatbed Trucks, Box Van, Single Axle, Tandem	<b>Commercial Driver's License</b>	<b>TW2</b>	051, 103, 230, 264, 371, 377, 378, 813, 814, 815, 935, 960
<b>Highway Maintenance Equipment &amp; Attachments</b> Tailgate Spreader, Stone Spreader, Chip Spreader, Concrete Scarifying Machine, Sweeper – Skid Mtd., Concrete Saw 24" w/trl., Arrow Board Traffic Dir. & Message Board, Paint Remover Machine	<b>Valid WV Driver's License (May require CDL)</b> Basic Training	<b>TW2</b>	029, 033, 043, 504, 505, 506, 521, 551, 552, 580, 581, 584, 612, 616, 632, 634, 816, 835, 838, 839, 841, 843

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### EXHIBIT A – WVDOH CLASS OF EQUIPMENT continued

Effective: 7/15/2003 Revised: 11/04/2019

#### *WVDOH EQUIPMENT & REQUIREMENTS*

\*LICENSING REQUIREMENTS ARE BASED ON DOH CLASSIFICATION AND/OR STATE LICENSING REQUIREMENTS.

<b>Power Vegetation Equipment &amp; Attachments</b> Utility Tractor, Brush Chipper, Flail, Batwing, Ventrac	<b>Valid WV Driver's License</b> Basic Training	<b>TW2</b>	<b>113, 114, 130, 135, 137, 138</b>
<b>SRIC Equipment &amp; Attachments/GVWR 26,001 lbs. or Greater</b> Truck, Spreader, Plow	<b>Commercial Driver's License</b> Basic Training	<b>TW2</b>	<b>005, 019, 020, 021, 704, 713</b>
<b>Yard Cranes</b> Lifting capacity Less than 5 tons	<b>Valid WV Driver's License</b> Basic Training	<b>TW2</b>	<b>336</b>
<b>Aerial Bucket Truck Aerial Platform Self-Propelled Manlift</b>	<b>Commercial Driver's License</b> Basic Training	<b>TW3</b>	<b>930, 931, 936</b>
<b>Dozer, Track Loader</b>	<b>Commercial Driver's License</b> Basic Training	<b>TW3</b>	<b>300, 301, 303, 306</b>
<b>Graders</b>	<b>Commercial Driver's License</b> Certification	<b>TW3</b>	<b>400, 404, 405</b>
<b>Heavy Vehicles/GVWR 26,001 lbs. or Greater</b> Road Tractor	<b>Commercial Driver's License</b> Specialized Training	<b>TW3</b>	<b>283</b>
<b>Highway Maintenance Equipment &amp; Attachments</b> Bituminous Paver, Leeboy Paver Planer, Etnyre Paver, Automatic Chip Box Spreader, Asphalt Distributor, Shoulder Maintainer, Conveyor Loader, Core Drill, Auger	<b>Commercial Driver's License</b> Basic Training	<b>TW3</b>	<b>360, 503, 512, 546, 550, 553, 641, 642</b>

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Effective: 7/15/2003 Revised: 11/04/2019

#### *WVDOH EQUIPMENT & REQUIREMENTS*

\*LICENSING REQUIREMENTS ARE BASED ON DOH CLASSIFICATION AND/OR STATE LICENSING REQUIREMENTS.

<b>Loader w/Backhoe</b>	<b>Commercial Drivers License Certification</b>	<b>TW3</b>	<b>350, 351, 352</b>
<b>Power Vegetation Equipment &amp; Attachments Boom Mower</b>	<b>Commercial Driver's License Basic Training</b>	<b>TW3</b>	<b>131 (With 132 attachment)</b>
<b>Rubber Tired Excavator</b>		<b>TW3</b>	<b>410</b>
<b>SRIC Equipment &amp; Attachments Snow Blower – Truck Mtd. Endloader Mtd.</b>	<b>Commercial Driver's License Basic Training</b>	<b>TW3</b>	<b>024, 025</b>
<b>Track Excavator</b>	<b>Commercial Driver's License Certification</b>	<b>TW3</b>	<b>310, 312</b>
<b>Truck Cranes, Yard Cranes Lifting capacity 5 tons or Greater</b>	<b>Commercial Driver's License Certification</b>	<b>TW4</b>	<b>332, 336, 337</b>
<b>Underbridge Inspection Unit</b>	<b>Commercial Driver's License Specialized Training</b>	<b>TW4</b>	<b>932, 933, 934</b>
<b>Welding Unit</b>	<b>Commercial Driver's License Welding Certification</b>	<b>TW4</b>	<b>631</b>

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Effective: 7/15/2003 Revised: 11/04/2019

#### *WVDOH EQUIPMENT & REQUIREMENTS*

\*LICENSING REQUIREMENTS ARE BASED ON DOH CLASSIFICATION AND/OR STATE LICENSING REQUIREMENTS.

CLASSIFICATIONS WITH DIFFERENT TYPES OF EQUIPMENT IN THE SAME EQUIPMENT CLASS ARE DETERMINED BY THE DESCRIPTION. EXAMPLES: 351 SKID STEER IS A TW2; 351 BACKHOE IS A TW3. 336 YARD CRANES' CLASSIFICATION IS DETERMINED BY LIFTING CAPACITY.

ELIGIBLE EMPLOYEES THAT MEET ALL TRAINING, LICENSING AND/OR CERTIFICATION REQUIREMENTS TO OPERATE TW2, TW3 AND TW4 EQUIPMENT MAY BE ELIGIBLE FOR A TEMPORARY UPGRADE. THIS IS A PROVISIONAL SALARY ADJUSTMENT FOR ONLY THE PERIOD OF TIME THE EMPLOYEE IS OPERATING THE EQUIPMENT AND DOES NOT CONSTITUTE A PERMANENT UPGRADE OR RECLASSIFICATION.

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## 8.0 RELEVANT MATERIALS /DOCUMENTS

- 8.1 WVDOH Policy Acknowledgement Statement  
<https://westvirginiaot.sharepoint.com/sites/dot/Docs/DOH%20Forms/EquipmentOperatorAccountabilityPolicyAcknowledgementStatement.pdf>.
- 8.2 DOH 3.6 Disciplinary Action Policy  
<https://westvirginiaot.sharepoint.com/sites/dot/policies/DOH/Section-III-Payroll-Personnel/DOH0306.pdf>.
- 8.3 DOH-20 Operator's Qualification Report  
<https://westvirginiaot.sharepoint.com/sites/dot/Docs/DOH%20Forms/DOH-20.pdf>.
- 8.4 DOH-57 Vehicle Use Agreement  
<https://westvirginiaot.sharepoint.com/sites/dot/Docs/DOH%20Forms/DOH-57.pdf>.
- 8.5 AR-13 Report of Motor Vehicle Accident Report Form  
[https://westvirginiaot.sharepoint.com/:w:/r/sites/dot/Docs/\\_layouts/15/Doc.aspx?sourcedoc=%7B80FC2C32-C082-438E-B001-E0DD4C5EB0DE%7D&action=view&source=https%3A%2F%2Fwestvirginiaot%2Esharepoint%2Ecom%2Fsites%2Fdot%2FDocs%2FDOH%2520Forms%2FForms%2FForms%2520By%2520Lead%2520Org%2Easpx](https://westvirginiaot.sharepoint.com/:w:/r/sites/dot/Docs/_layouts/15/Doc.aspx?sourcedoc=%7B80FC2C32-C082-438E-B001-E0DD4C5EB0DE%7D&action=view&source=https%3A%2F%2Fwestvirginiaot%2Esharepoint%2Ecom%2Fsites%2Fdot%2FDocs%2FDOH%2520Forms%2FForms%2FForms%2520By%2520Lead%2520Org%2Easpx).



# Policy: **Equipment Operator Accountability**

## WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOH 4.3

Issue Date: 10/15/2010

Revised:3/16/2020

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### 9.0 CHANGE LOG

December 1, 2019 –

- Updated format per Policy and Procedure Work Group.
- Language revised on Usage of Restraints in Section 4.1.C.
- Exhibit A revised with added codes.
- Revised language on number 3 under Commuters on the WVDOH Policy Acknowledgement Form.
- Revised language on number 4 of Form DOH-57, Vehicle Use Agreement.