KDOTT
Bureau of Transportation Safety and Technology
Traffic Safety Section

Procedure Manual

Revised 2008
KDOT
Bureau of Transportation Safety and Technology
Traffic Safety Section

Mission Statement,
Organization Chart,
Executive Order No. 77-19
Bureau of Transportation Safety and Technology  
Traffic Safety Section Mission Statement  
March 13, 2009

Mission of the Bureau of Traffic Safety

The mission of the Bureau of Transportation Safety and Technology, Safety Section (BTS&T) is to improve the quality of life for the traveling public by reducing the number of motor vehicle fatalities, injuries and crashes on the roadways in Kansas. The Section influences human behavior by identifying problems and implementing effective educational and enforcement programs.

Contractor Role

In order to fulfill the mission of the BTS&T, the job of a contractor is to provide enforcement, educational programs and informational campaigns which affect the drivers and passengers on our state’s highways and streets. They are in essence viewed by the public as representing the Kansas Department of Transportation.

Delivering the Message

As an ambassador, it is essential that uniformity and consistency is maintained in delivering the message of traffic safety. The goal of providing a safe transportation system can only be achieved with a clear and concise message which the public understands.

Safety Section Responsibilities

The responsibility of the BTS&T is to administer federal funds received from the National Highway Traffic Safety Administration (NHTSA) and the Department of Justice (OJJDP) addressing driver behavior and environmental safety. Funds are used to develop and implement a statewide highway safety program designed to reduce fatalities, injuries, and property damage resulting from traffic crashes and associated incidences. The primary functions of the BTS&T include:

- Develop and implement a Highway Safety Plan to solve problems related to these safety issues;
- Maintain an inventory of equipment, vehicles, and other items purchased with federal safety funds;
- Address nationally identified priority areas, including alcohol countermeasures, occupant protection, police traffic services, emergency medical services, traffic records, motorcycle safety, pedestrian safety, and bicycle safety;
- Coordinate highway safety activities with other agencies and organizations in the state;
- Support legislative activities and act as technical expert on safety issues; and
- Administer the underage drinking program funds from the Department of Justice.
DESIGNATION OF THE GOVERNOR'S REPRESENTATIVE FOR HIGHWAY SAFETY

Executive Department
State of Kansas
Topeka, Kansas

WHEREAS, The State Statute K.S.A. 75-107 has authorized and directed the Governor to transact all the business of the State, civil and military, with the general government, except in cases otherwise specially provided by law; and

WHEREAS, It is necessary to appoint a governor's Representative for Highway Safety and delegate thereto certain of the Governor's powers and authority to secure the full benefits of the Federal Highway Safety Act of 1966, P.L. 89-564, 80 Stat. 731, to improve the highway safety of the State;

NOW, THEREFORE, I, ROBERT P. BENNETT, GOVERNOR OF THE STATE OF KANSAS, Order and direct as follows:

1. The Secretary of the Kansas Department of Transportation is hereby designated as the Governor's Representative for Highway Safety for the purpose of implementation of said federal act.

That there is hereby delegated to the Governor's Representative the authority to establish within the Kansas Department of Transportation a Department of Transportation Safety and staffed by such officers and employees as the said
Representative may from time to time appoint according to law and appropriation acts of the Kansas legislature.

3. That there is hereby delegated to the Governor's Representative, the powers and authority vested in the Governor by the K.S.A. 75-107 necessary to implement said federal act in this State. The powers and authority hereby delegated to the Governor's Representative may be redelegated within the Kansas Department of Transportation.

4 That all departments and agencies within State government are directed, and local political subdivisions are requested to cooperate with the Governor's Representative in the performance of his highway safety functions provided herein, to the full extent permitted by law.

That this Order shall take effect upon its execution and the former Executive Order dated June 28, 1973, is hereby canceled.

This document shall be filed with the Secretary of State as Executive Order No. 77-19

THE GOVERNOR'S OFFICE

January 3, 1977

[Signature]

Secretary of State

Assistant Secretary of State
September 20, 2010

Ms. Romell Cooks, Regional Administrator
National Highway Traffic Safety Administration
901 Locust
Kansas City, Missouri 64106

ATTENTION: Randy Bolin, Kansas Program Manager

Dear Ms. Cooks:

Effective immediately, please accept this letter as signature authorization for the following to sign on my behalf as Secretary of Transportation and/or delegate signature authority in my absence. This action is applicable to all documents submitted in regard to the Section 402 and other NHTSA funded programs.

This letter supersedes all previous correspondence.

Signature:  
Mike Floberg, Bureau Chief
Bureau of Transportation Safety and Technology

Signature:  
Pete Bodyk, Manager
Traffic Safety Section

Sincerely,

Deb Miller
Secretary of Transportation
Procedure Manual

Section 1  Mission Statement
           Org Chart
           Executive Order

Section 2  Basic Office Procedures and
           Guidelines

Section 3  Fundamental Duties and Activities
           Reimbursement Protocol

Section 4  Grant and Contract Management

Section 5  News and Media Guidelines

Section 6  Position Descriptions
KDOT

Bureau of Transportation Safety and Technology

Traffic Safety Section

Basic Office

Procedures and Guidelines
Basic BTST Office Procedures and Guidelines

Office Telephone System

Inter-Office/State Office Calls:

A phone directory for all KDOT employees is available for all employees. This information is kept in a small blue binder. An alphabetical list of all employees is located in the back of the directory. You may also access inter-office phone numbers by using the Outlook Directory on your computer. A quick reference phone list for BTST employees is attached (A1).

Local:

To call another BTST staff person or to call another state employee, dial the last 5 numbers of their phone number. Example: To call the number 296-0315, just dial 60315.

Long Distance:

To make a long distance call, dial #8-1-area code and the seven digit number. For Toll Free numbers dial #8-1-and the rest of the number.

Pick up and Transfer:

In the Bureau of Transportation Safety and Technology, the Administrative Specialist and the Accounting Specialist are generally the ones who will answer the phones. However, if they are not available, the rest of the BTS&T staff should answer the phone.

To transfer a call from the Administrative Specialist or Accounting Specialist’s phone you must do the following:

Press Transfer button
Press the name button of the person you wish to transfer the call to
When the person answers the phone you may tell them who is calling
Press Transfer button again
Press RLS (release) button
Hang up

To answer the main line phone from any other phone, just pick up the receiver, hit the buttons #12 and that will allow you to answer that line.

The usual greeting is “Transportation Safety and Technology, this is (your name).”

To transfer a call to another Traffic Safety or KDOT staff person, push “Flash”, enter extension, announce call and hang up.
Forward Calls:

To forward calls to another extension you must press "#14", dial the 5-digit number you wish to transfer the calls to and hang up. (BTST Conference Room ext. 6-2472) If you hear a double beep the transfer was successful. If you hear a busy signal the line is not set up for transferring calls.

To release the forward calls press "#15" or the call FWD button.

To Access Voicemail and listen to messages:

Enter 6-0100
Press #
Enter mailbox number (5 digit extension)
Enter security code
Wait for prompt
   (5) listen to your messages
   (3) will delete each message
   (4) to go forward in the message
   (2) to go back up or (22) to start message over
   (8) during message to hear Time and Date
   (9) exit messages

To set your phone to go to personal assistant (0):

Enter 6-0100
Press #
Enter mailbox number (5 digit extension)
Enter security code
Press 16 and 5 (to set up personal assistance)
Enter the phone number 6-4512 (receptionist's 2nd line)

Sample wording: This is the voice mail of Pete Bodyk, Traffic Safety Manager. I am out of the office from ---- to ----. Please leave a message or dial "0" for immediate assistance. Thank you and always remember to buckle up.

To erase the personal assistant:

Enter 6-0100
Press #
Enter mailbox number (5 digit extension)
Enter security code
Press 165
Press * to erase the personal assistance number
To record a new message:

Press 6-0100
Press #
Enter your mailbox code #
Enter your security code #
You will be prompted (2) to turn off your GREETING
You will be prompted (4) to record your NAME
You will be prompted (5) to listen to your current GREETING
You will be prompted (6) to record your GREETING
You will be prompted (7) to record your extended absence GREETING

To enter new password:

Dial 162 and you will be prompted to enter a new PASSWORD (at least 4 digits)
**Fax Machine**

The fax machine is located in the Administrative Specialist’s work station.

To fax a document, place it face down in the top loading tray, dial the number following the guidelines above in the Phone Section, and press “Start/Copy”. The fax machine will issue a confirmation sheet after the fax has been transmitted indicating the fax has or has not been faxed.

**Copy Machine**

The copy machine is located in the Inspector General’s (IG) office lobby. The BTS&T Administrative Specialist maintains the supplies for the copier. If toner or staples are needed, please notify the Administrative Specialist immediately.

**Filing System**

Original documents of project activity are filed according to FFY. They are located in the lateral files near the Accounting Specialist’s office (work station hallway). Please be considerate when removing a file for an extended amount of time. Mark the spot with a file marker in case another staff member needs the file. Recent and prior fiscal years’ office files are located in the Traffic Safety library/break area in the corner of the office.

**Office Supplies**

Most office supplies such as pens, pencils, folders, labels, etc. are located on the shelves in the BTS&T library/break area. Promotional program items are stored in the storage room north of the Administrative Specialist’s desk. The administrative specialist will obtain or order any other office supplies needed either from the KDOT stock room or an outside supply business. In order to reduce the use of paper at KDOT, a paper reduction plan has been established and must be implemented by all staff. The Paper Reduction Plan is attached (A2).

**Acronyms**

KDOT and BTST use many acronyms that may not be familiar to you. A list of acronyms is located on the network drive and in this section of the Procedure Manual (A3).

**Time Sheets**

Time sheets are done electronically using the CICSP System. The Administrative Specialist will interface the time worked for each pay period. Each employee enters their daily time on the timesheet program provided on their computer.
Pay Periods and Pay Days

Pay periods are two weeks long and State employees are paid on every other Friday. Employees are paid on the second Friday after a completed pay period. For example, if a pay period runs Nov. 11th through Nov. 22nd, they are paid for that period on Dec. 6th.

See the attached SOMs and memo regarding compensation and work week schedules:

- SOM 2.2.3 Overtime and Other Compensation (A4)
- SOM 2.3.1 Workweek and Work Schedules (A5)
- Memo Compensation Time for Traffic Safety Employees (A6)

Absent or Late Employees

When a staff member calls in sick or to say that they will be in late please contact the appropriate supervisor. The person taking the call should email the Administrative Specialist immediately. The Administrative Specialist will post the information on the calendar for all BTS&T staff to view.

When calling into the office because you are sick or late, please speak to your immediate supervisor. If that person is not in, then the next person in the line of authority should be notified.

If you need to leave in a hurry or an emergency arises, please tell the Administrative Specialist on your way out and he/she will post to the calendar.

Mail

Items to be mailed can be placed on the administrative specialist’s front counter. It is picked up twice a day. Pick-up times can vary. Items to be mailed can be placed in the out box and marked “mail Room” after the last pick up time (approximately 2 p.m.)

Security Badge

All KDOT employees are required to obtain and wear a security badge. Please see the Administrative Specialist for procedures to obtain a badge. After proper forms are obtained, you must pick up the badge at the Landon State Office Building at 900 SW Jackson, Room 102.

Parking Permit

All KDOT employees are required to obtain and place in their vehicle a parking permit for Lot 8 (north of the Eisenhower Building) and for the smaller parking lot (south of the Eisenhower Building). After proper forms are obtained, you must pick up the parking permit at the Landon State Office Building at 900 SW Jackson, Room 102.
Training

KDOT believes in the importance of training its employees. There are many topics to choose from such as trainings on computer programs (Outlook, Excel, DreamWeaver, etc.). KDOT also sponsors trainings on leadership, defensive driving and interviewing techniques. To attend a training session, approval must be given by your supervisor. The Administrative Specialist can assist you with what trainings are available and with the enrollment procedure.

The following trainings are required:

- New Employee Orientation
- Employee Benefits Orientation
- NHTSA Training (usually after six months on the job)
- CPS Technician Training (if overseeing the KTSRO)
- Any other training pertinent to the projects that you oversee

Staff Meetings

Staff meetings are held every other week and attendance is required. On the last staff meeting of the month, many of our main contractors are required to attend.

State Vehicles

KDOT employees are strongly encouraged to utilize a State vehicle when traveling on official business. A Trip Ticket (Form #0245) from the Forms Warehouse must be completed and submitted directly to the Construction and Maintenance Department. A copy of the Trip Ticket must be maintained by the Administrative Specialist for BTST processing. You may pick up the key/car the evening before the day of your travel. For further instructions and information please see the Administrative Specialist. SOM 1.10.3, Operation of State-owned and Leased Vehicles is attached (A7).

Computer Guidelines

The computer in your work station is designated for your use. You will be issued a user ID, a password, and an email address. Upon logging on you will be asked to agree to a clause concerning proper Internet usage.

Locking the Computer

When leaving your computer work station for an extended period of time, i.e. to attend a meeting or to leave for lunch, it is required that you LOCK YOUR COMPUTER. To do this, press Ctrl/Alt/Delete at the same time. Click on the “lock computer” button. When you return, you will need to press “Ctrl/Alt/Delete” again and sign in.
**O/Q Drives**

The computer has all of the basic drives plus two special drives. They are the “O drive” and the “Q drive.” These drives are used extensively by BTS&T staff because they are backed up by computer services every night. To reach either of these drives, click on the “My Computer” icon and select the desired drive.

The O drive is your personal drive and can only be viewed by you and by computer services.

The Q drive is viewed and used by everyone in Traffic Safety. It is for shared files. All Traffic Safety staff will use this drive. Employees are strongly encouraged to save their Traffic Safety work on the “Q” drive in the appropriate folder.

**Computer Filing System**

Project activity is monitored and recorded on the Q drive. Project files are located by program year and are under folders marked ProgArea01 ProgArea02, ProgArea03, etc. All documents regarding the projects should be kept in these files.

**Internet/Intranet**

KDOT employees are able to access both the Internet and Intranet from their computers. The Intranet is the network tying together all of the state/KDOT computers. Your home page should be set to the KDOT home page: http://kdotweb.ksdot.org/. This site can also be accessed from a non-networked computer by going to this address: www.kdotweb.ksdot.org.

**Outlook**

The program that we are currently using for email is Microsoft Outlook. If you would like training in Outlook, the Administrative Specialist can set it up for you. The address book in Outlook can provide you with an email address for all KDOT employees as well a general distribution list for Bureaus, Sections and meeting rooms.

Outlook also contains the network calendar. You will need to keep your schedule posted on the Outlook calendar so that it can be viewed by other BTS&T staff members. You can view BTS&T staff schedules by using the following path once inside Outlook: Calendar/Schedules/Open.

**Scheduling a Meeting**

You can use Outlook to request a meeting with other BTS&T staff. Use the “New” button and select “Meeting Request.” Fill out this page and send it to the BTS&T staff members that you want to meet with. When they receive it, they will either accept or decline and the system will send you a notice of which they choose.
IT Security Awareness, II User Policies and Infrastructure Policies

Please find attached (Attachments D, E, and F) to this section the following S.O.M. regarding policies from the Bureau of Computer Services:

SOM 1.15.1  IT Security Awareness (A8)
SOM 1.15.2  IT User Policies (A9)
SOM 1.15.3  Infrastructure Policies (A10)

Forms Warehouse

Standard BTS forms are stored in the online Forms Warehouse. You can access the Forms Warehouse on the KDOT Intranet site and create your own profile for often-used forms.

To access: http://kdotweb.ksdot.org, and click on Forms Warehouse.

Open Public Records

At various times it is necessary to refer clients/public to the Office of Chief Counsel for information requested. The state of Kansas has also implemented a KAN View system that will make government expenditure records more accessible to the general public. Requests through KAN View should also be referred to the Office of Chief Counsel. The Office of Chief Council will send over open records or KAN View requests to the Bureau. After research has been completed, the information is passed back to the Office of Chief Counsel for dissemination. Your supervisor can provide additional information on Open Records Requests.

Please see attached:

SOM 1.3.4  Open Public Records (A11)
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Email Address</th>
<th>Office #</th>
<th>Cell #</th>
<th>Home #</th>
<th>Address</th>
<th>City</th>
<th>St</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete</td>
<td>Bodyk</td>
<td>Traffic Safety Manager</td>
<td><a href="mailto:pbobyk@ksdot.org">pbobyk@ksdot.org</a></td>
<td>296-0294</td>
<td>221-9664 wk</td>
<td>272-8862</td>
<td>3117 SW Gainsboro Rd</td>
<td>Topeka</td>
<td>KS</td>
<td>66614</td>
</tr>
<tr>
<td>Chris</td>
<td>Bortz</td>
<td>Traffic Safety Assistant Manager</td>
<td><a href="mailto:cbortz@ksdot.org">cbortz@ksdot.org</a></td>
<td>296-3553</td>
<td>660-6190</td>
<td>226-7983</td>
<td>2311 SE Tomahawk Ct</td>
<td>Topeka</td>
<td>KS</td>
<td>66609</td>
</tr>
<tr>
<td>Crystal</td>
<td>Brown</td>
<td>Accounting Specialist</td>
<td><a href="mailto:ccrystalb@ksdot.org">ccrystalb@ksdot.org</a></td>
<td>296-0299</td>
<td>383-3409</td>
<td>233-3409</td>
<td>5291 SW 34th Street, #23</td>
<td>Topeka</td>
<td>KS</td>
<td>66614</td>
</tr>
<tr>
<td>Robert</td>
<td>Eichkorn</td>
<td>Program Consultant</td>
<td><a href="mailto:reichkorn@ksdot.org">reichkorn@ksdot.org</a></td>
<td>296-0300</td>
<td>220-6683</td>
<td>235-8933</td>
<td>2597 SW Beverly Ct</td>
<td>Topeka</td>
<td>KS</td>
<td>66611</td>
</tr>
<tr>
<td>Cathy</td>
<td>Gorman</td>
<td>Administrative Specialist</td>
<td><a href="mailto:cgorman@ksdot.org">cgorman@ksdot.org</a></td>
<td>296-2756</td>
<td>273-7401</td>
<td>5518 SW 15th Street</td>
<td>Topeka</td>
<td>KS</td>
<td>66604</td>
<td></td>
</tr>
<tr>
<td>Steve</td>
<td>Halbett</td>
<td>Program Consultant</td>
<td><a href="mailto:shalbett@ksdot.org">shalbett@ksdot.org</a></td>
<td>296-0296</td>
<td>569-5429</td>
<td>266-0228</td>
<td>3537 NW 43rd Street</td>
<td>Topeka</td>
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</tr>
<tr>
<td>Phyllis</td>
<td>Marotta</td>
<td>Program Consultant</td>
<td><a href="mailto:pmarotta@ksdot.org">pmarotta@ksdot.org</a></td>
<td>296-7416</td>
<td>213-5243</td>
<td>213-5243</td>
<td>1266 SW Pembroke Lane</td>
<td>Topeka</td>
<td>KS</td>
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</tr>
<tr>
<td>David</td>
<td>Marshall</td>
<td>Program Consultant</td>
<td><a href="mailto:davidm@ksdot.org">davidm@ksdot.org</a></td>
<td>296-0845</td>
<td>845-6005</td>
<td>845-6005</td>
<td>2897 SW McAllister Ave</td>
<td>Topeka</td>
<td>KS</td>
<td>66614</td>
</tr>
<tr>
<td>Zandra</td>
<td>Myrick</td>
<td>Traffic Records System Administrator</td>
<td><a href="mailto:zmyrick@ksdot.org">zmyrick@ksdot.org</a></td>
<td>296-4851</td>
<td>635-0278</td>
<td>246-2293</td>
<td>3403 NW 49th St</td>
<td>Topeka</td>
<td>KS</td>
<td>66618</td>
</tr>
<tr>
<td>Darlene</td>
<td>Osterhaus</td>
<td>Ks Oper. Lifesaver, Exec. Dir.</td>
<td><a href="mailto:docarlene@ksdot.org">docarlene@ksdot.org</a></td>
<td>296-7121</td>
<td>806-8801 OL cell</td>
<td>478-0665</td>
<td>2806 SW Bingham Rd</td>
<td>Topeka</td>
<td>KS</td>
<td>66614</td>
</tr>
<tr>
<td>John</td>
<td>Schneider</td>
<td>Program Consultant - Temp</td>
<td><a href="mailto:johns@ksdot.org">johns@ksdot.org</a></td>
<td>358-7297</td>
<td></td>
<td>272-2837</td>
<td>2028 Bowman Court</td>
<td>Topeka</td>
<td>KS</td>
<td>66604</td>
</tr>
<tr>
<td>Dave</td>
<td>Corp</td>
<td>Law Enforcement Liaison</td>
<td><a href="mailto:dcorp@cox.net">dcorp@cox.net</a></td>
<td>316-250-0654</td>
<td></td>
<td>7538 Plaza Lane</td>
<td>Wichita</td>
<td>KS</td>
<td>67206</td>
<td></td>
</tr>
<tr>
<td>Terry</td>
<td>Parks</td>
<td>PT Law Enforcement Liaison</td>
<td><a href="mailto:toarks315@bipolarglobal.net">toarks315@bipolarglobal.net</a></td>
<td>785-362-9151</td>
<td></td>
<td>785-543-6448</td>
<td>171 11th Street</td>
<td>Phillipsburg</td>
<td>KS</td>
<td>67661</td>
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<tr>
<td>Greg</td>
<td>Scott</td>
<td>PT Law Enforcement Liaison</td>
<td><a href="mailto:gregory-scott@comcast.net">gregory-scott@comcast.net</a></td>
<td>913-258-1086</td>
<td></td>
<td>913-785-1407</td>
<td>391 N Cedar Hills Street</td>
<td>Olathe</td>
<td>KS</td>
<td>66061</td>
</tr>
<tr>
<td>Karen</td>
<td>Wittman</td>
<td>Traffic Szf Resource Prosecutor</td>
<td><a href="mailto:kswitt@kswittman.com">kswitt@kswittman.com</a></td>
<td>230-1106</td>
<td></td>
<td></td>
<td>Box 1656</td>
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<tr>
<td>Randy</td>
<td>Bolin</td>
<td>NHTSA Reg Program Mgr</td>
<td><a href="mailto:randy.bolin@nhtsa.dot.gov">randy.bolin@nhtsa.dot.gov</a></td>
<td>816-329-3906</td>
<td></td>
<td>904 Locust Street</td>
<td>Kansas City</td>
<td>MO</td>
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<tr>
<td>Noreane</td>
<td>Wingfield</td>
<td>KTSRO, Project Dir.</td>
<td><a href="mailto:nwingfield@dcasa.org">nwingfield@dcasa.org</a></td>
<td>1-800-416-2522</td>
<td></td>
<td>785-351-0661</td>
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Revised 12/15/10
1. Reduce our paper purchases by 20 percent per year.
2. Train employees to utilize double sided printing when necessary.
3. Eliminate Inkjet printers and work to reduce the number of printers in our section.
4. Set defaults on printers to duplex.
5. Post reminders at printers to remind staff to copy double sided. (See attached)
6. Train / encourage staff to only print what they need.
7. Use smaller font size (10) to fit on fewer pages
8. Offer a “draft copy” drawer on a printer that utilizes paper that has been used only on one side (AKA scratch paper) for documents that need to be proof-read, will be soon thrown away, or if they are not for presentation.
10. Scan and distribute city / state agreements rather than send paper copies. Three originals are required in addition to the six scanned copies that are sent. We used to send all nine copies hard copy.
11. Distribute memos and traffic studies electronically.
12. Scan TIS or TEAP studies and return the original back instead of making a copy.
13. When reviewing traffic investigations, have them sent by email to review and then use the Review tab -> Track Changes button.
<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>WHAT DO THEY REALLY MEAN</th>
</tr>
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<tbody>
<tr>
<td>AASHTO</td>
<td>American Association of State Highway and Transportation Officials</td>
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<tr>
<td>ABC</td>
<td>Alcohol Beverage Control</td>
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<td>American Buckle up Children</td>
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<td>ARC</td>
<td>Alcohol Related Crashes</td>
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<td>Abbreviation</td>
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Kansas Department of Transportation
Standard Operating Manual

POLICY STATEMENT:
The Kansas Department of Transportation (KDOT) shall establish guidelines for regulating overtime work and administering overtime and other compensation.

DEFINITIONS:

Additional Regular Pay. Hours paid in excess of 40 hours in a work week at the employee's regular hourly rate when the hours are not overtime hours are additional regular pay.

Compensatory Time. This is time off, in lieu of monetary payment, for overtime worked and is computed at the rate of one and a half hour off per one hour worked.

Equivalent Time Off. Non-leave time off given to the employee on an hour-for-hour basis by rearranging work hours in a work week is equivalent time off.

Executive Managers. The Secretary of Transportation, the Assistant Secretary and State Transportation Engineer, Division Directors, Inspector General, Chief Counsel, and the Chief of the Office of Management and Budget are Executive Managers.

Exempt. This is a position/employee that is not eligible for overtime compensation under the federal Fair Labor Standards Act (FLSA).

FLSA. The federal Fair Labor Standards Act (FLSA) governs overtime requirements and eligibility.

Holiday Emergency. A holiday emergency is work performed on an unplanned basis that is:
- within the holiday workweek,
- outside the employee's regular schedule, and
- related to highway, public, building safety, or other emergency.

The employee's regular holiday credit then counts as time worked towards overtime calculations for that week.

KDOT Senior Managers. Individuals in positions including Bureau/Office Chief, District Engineer, and above are KDOT’s Senior Managers.

Non-exempt. This is a position/employee that is eligible for overtime under the federal FLSA.
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**Overtime.** Overtime hours are hours worked in excess of 40 work hours within the standard work week as defined in SOM 2.3.1, “Work Week and Work Schedules.”

**Paid Leave.** Vacation, sick, donor, funeral, jury, court appearance, administrative, military, and any other time away from work for which the employee is compensated as defined in SOMs related to leave is paid leave.

**SHARP.** Statewide Human Resource Payroll System (SHARP) is a database used for all human resource functions related to State of Kansas employment.

**Time-and-a-Half Rate.** The time-and-a-half rate is one and a half times the regular rate of pay.

**Work Site.** A worksite is any place the employee is required to report to work, including seminars and training, and any designated meeting place for the purpose of picking up a vehicle, meeting other employees, receiving instructions or materials, or performing any other work-related task.

**Workweek.** In KDOT, the workweek is defined as the seven-day period beginning at 12:01 a.m. Sunday morning and ending at 12:00 a.m. the following Sunday morning. A workweek shall consist of 40 hours for a full-time employee, 20 hours for a half-time employee, and shall be prorated accordingly for part-time employees.

**Procedural Guidelines:**

**Authorization for Overtime Work**

Overtime shall be authorized only when essential and must be approved by the appropriate manager or supervisor in advance except in extenuating circumstances. Working overtime without prior supervisory approval may result in disciplinary action including, but not limited to dismissal. Overtime hours shall be compensated with pay or the supervisor shall allow the employee to accrue up to 120 hrs of compensatory time or shall rearrange the work week to give equivalent time off. Each Executive Manager may develop and implement specific written guidelines regarding authorization of overtime and type of compensation within the Executive Manager's area of responsibility.

KDOT reserves the right to alter daily and weekly work schedules and establish emergency work schedules when necessary for the efficient operation of the Agency. All employees shall be required to work overtime when requested by their supervisor. An employee may be excused from working overtime because of physical inability to perform the overtime work or for any other reason approved by the supervisor. The employee shall give the supervisor the specific reason for the request to be excused.

**Overtime Eligibility**

The Personnel Administration and Research (PAR) Section of the Bureau of Personnel Services (BPS) determines whether or not a position is eligible for overtime. This determination is made
within the requirements of the FLSA and with guidance from the Department of Administration. Determinations are made for each position, not for an entire classification of positions.

The FLSA designation of exempt or non-exempt for each position in KDOT is recorded in SHARP. The FLSA designation should also be recorded on the position description for permanent positions.

Overtime payment eligibility for positions is subject to periodic changes. Managers and supervisors will be notified of such updates by the Chief of BPS. Questions regarding the eligibility of an employee for overtime shall be referred to the PAR Section.

Work Time

All time worked shall count towards the 40 hours of work used towards overtime calculation for non-exempt employees. This includes:

- work performed for KDOT at home or other non-KDOT premises and
- lunch periods of less than 30 minutes.

Employees and supervisors must record all time worked regardless of whether it was worked at or away from the work site or whether it was worked during or outside the employee's regular hours of work. There is no minimum number of quarter hours recorded for non-exempt employees. (Example: If an employee stays late to assist a customer and it is nearest one quarter hour, then it must be recorded.)

Paid Leave and Compensatory Time

Time on any type of paid leave, holiday, or use of compensatory time shall not count towards the 40 hours of work used for overtime calculation. Paid KDOT official time off shall count as time worked towards the 40 hours. Holiday credit in a holiday week may count if the employee meets the requirements for working a holiday emergency in a holiday week.

Workshops, Meetings, and Training

Generally all workshops, meetings, and training are counted as time worked. In order for such time not to be considered time worked, all four of the following conditions must exist:

- attendance is outside the employee's regular work hours;
- attendance is strictly voluntary;
  the course, lecture, or meeting is not directly related to enhancing the employee's performance on the employee's current job; and
  the employee does not perform any productive work while attending.

Time outside of regular work hours spent attending courses at the employee's own initiative, including those funded by KDOT's tuition program, is not time worked.
Travel Time

The following shall count as time worked:

- all travel in a private or state vehicle (regardless of whether the employee is the driver or a passenger with another employee) from work site to work site;
- travel by private or state vehicle between the employee's home, overnight accommodations, public transportation, or work site when the starting place and destination are in different towns, and at least one of them is neither the town where the employee lives or is headquartered;
- all time spent traveling by public transportation such as airplane, bus, or train; and
- any type of travel during the employee's regular work hours.

The following travel times shall not be counted as time worked for an employee, provided that the employee was not performing work while en route:

- travel in a private vehicle between home and the employee's regular work place or other designated work site or meeting place in the town where the employee lives or is headquartered, or travel from such a work site to the employee's home;
- travel in a private vehicle between overnight accommodations and a work site or vice versa, within the same town;
- time outside the regular work hours (8:00 to 5:00, etc., including Saturday and Sunday) spent traveling in a private vehicle when the employee was offered public transportation by KDOT and declined the offer;
- travel outside of regular work hours on a regular work day to or from public transportation (such as an airport) located in the town where the employee either lives or is headquartered; and
- the amount of meal time regularly accorded an employee.

Overtime or Additional Hours Compensation and Rearranged Time

The following rules shall govern compensation of overtime or rearrangement of work schedules in KDOT, except that when a Memorandum of Agreement differs from these rules, supervisors and employees shall abide by the Memorandum of Agreement instead of this SOM.

1) Overtime Pay. Compensation for overtime worked shall be paid only when funds are available and shall be paid at the time-and-a-half rate for the employee's current pay rate. If funds are not available, the employee shall be given compensatory time or equivalent time off as provided in this SOM or in a Memorandum of Agreement.

2) Equivalent Time Off. When it is necessary for an employee to work hours exceeding the number of regularly scheduled hours in a work day, the supervisor may rearrange the work schedule for that week by requiring the employee to take equivalent time off at any point in the week. Equivalent time off may also be given at any point in the week at the request of the employee if the KDOT Senior Manager determines that the arrangement is not detrimental to the Agency.
3) Compensatory Time. An employee who works in excess of 40 hours in a work week may be compensated at the rate of one and a half hours off for each hour of overtime worked. Such compensatory time must be used within six months from the date the overtime was worked. Employees shall be limited to a maximum balance of 120 hours of compensatory time and shall receive overtime pay for hours worked after reaching the maximum balance. If compensatory time is not taken during the six-month period, then payment for the overtime shall be included in the next payroll period. The payment for overtime shall be at the time-and-a-half rate for the number of hours worked overtime, based on whichever is higher of the employee's current pay rate or the average regular rate of pay for the past three years (including longevity, quality award, and other bonuses). Supervisors are responsible for regulating the use of compensatory time and that it is used within the six-month period.

If compensatory time is approved, the supervisor shall allow the employee to use compensatory time at the time requested by the employee, unless the supervisor determines that the employee's absence will unduly disrupt the operations of the Agency.

A supervisor may require an employee to use compensatory time within a reasonable time period by providing written notice to the employee of the date by which a specified number of hours are to be used.

KDOT reserves the right to pay out all or any portion of any unused compensatory time.

Employees covered by a Memorandum of Agreement must follow any provisions of the agreement relating to compensatory time.

Military Activation Pay

A military activation payment is a one-time payment set by the Governor for current benefits-eligible, State of Kansas Executive Branch employees (including unclassified temporary employees who are benefits-eligible) in the military reserves who are activated and deployed for more than 30 consecutive days.

A military pay differential is a pay differential, subject to an amount set by the Governor per pay period for current benefits eligible State of Kansas Executive Branch employees (including unclassified temporary employees who are benefits eligible) in the military reserves, to make up for wages lost resulting from military activation and deployment for more than 30 consecutive days.

Additional specific criteria for eligibility are outlined by Executive Directive from the Governor. KDOT will notify employees by letter of eligibility based on the military orders provided at the time they are activated. Military activation payment and pay differential cannot be paid until the employee actually has been deployed for more than 30 days.
Emergency Pay

Exempt positions designated as eligible for emergency pay and the applicable rate for each class are listed in Attachment A. All exempt employees in these classes shall receive emergency pay for work performed within the following stipulations:

- The emergency pay rate shall be paid for each block of time worked for two hours or less outside the employee's regular work schedule.
- The work is unplanned.
- The employee's presence at the work site is required to organize shifts, detours or to perform other tasks needed to control an emergency situation.
- Emergencies are situations such as snow and ice storms, natural disasters, surface or bridge repairs which cannot wait until regular shift, accident damage requiring assessment by the employee, or hazardous waste spills. The employee shall not be eligible for pay for any time after the situation has stabilized and no longer requires continuous presence of the employee.
- Work on a holiday due to emergency situations shall be compensated within the provisions of SOM 2.2.10, “Holidays - Credit and Compensation” instead of emergency pay.

Call-In and Call-Back Pay

Non-exempt employees who are called in to work on a regular day off or called back to work after a regular work schedule shall be paid at the appropriate rate of pay for the hours worked. Such an employee shall be paid for a minimum of two hours, except if the employee was called in or called back during the two-hour period immediately prior to the beginning of the employee's next regularly scheduled work shift. Only the time actually worked in a two-hour block shall count in determining eligibility for overtime compensation.

Shift Differential Pay

Shift differential shall be paid to any non-exempt employee who is eligible for overtime and works an established shift with a designated beginning and ending time which is entirely or partially outside of the established day shift. Refer to SOM 2.3.1, “Workweek and Work Schedules” for information regarding the established day shifts for all Districts, Bureaus, and Offices. Shift differential shall be paid for all hours actually worked on the shift, including any hours that fall within the established day shift. The rate of pay for shift differential shall be established by the Governor or by Memorandums of Agreement. (See Attachment A.) Employees working an approved shift outside of the established KDOT dayshift shall be paid shift differential. The KDOT senior manager shall notify BPS of all such changes when the senior manager approves the shift differential by completing a DOT Form 0061, “Shift Differential and Public Accommodation Pay.” Shift differential is not appropriate in situations where emergency work is performed or the premium pay for snow provision is applicable.
Public Accommodation Pay

Public accommodation pay is a differential set by the Governor (see Attachment A) that is paid to non-exempt employees when they are:

- currently working a non-day shift and receiving shift differential pay,
- accommodating the public by working when the traffic volume is lower, working on a major construction or maintenance project that is performed on a highway, and
- performing work that was planned and scheduled to be performed on a non-day shift (non-emergency).

When the KDOT Senior Manager notifies BPS of the approval of a non-day shift and shift differential, the KDOT Senior Manager may then request approval of public accommodation pay from the Chief of BPS. The Chief of BPS or designee shall approve or deny the public accommodation pay.

Recording Overtime and Call-In and Call-Back Hours

All overtime compensation shall be reported in one-quarter hour increments. Hours worked and compensatory time used shall be rounded to the nearest quarter hour increment. Employees should refer to SOM 2.8.6, “KDOT Employee Time” and to the “KDOT Coding Manual” when recording all time actually worked or in pay status.

Stand-by Pay

Stand-by pay shall be paid at the rate listed in Attachment A to any non-exempt employee who is required to be on stand-by to report to work. Stand-by time must meet all of the following criteria:

- the time is outside the employee’s regular scheduled hours of work;
- the employee is required, at the direction of the KDOT Senior Manager, to remain available to report to work within a specified response time; and
- there is a probability that the employee will be called to work for emergency work.

Stand-by pay ends when an employee begins working and resumes again if the employee is still on stand-by status when the work is completed. An employee who is not available when called and who does not present a reasonable justification for failure to report when called, shall not be paid stand-by for that period of stand-by time. Stand-by hours do not count towards overtime calculation.

Executive Managers in conjunction with the Chief of BPS may develop policies for their employees within the parameters of this SOM and applicable Kansas Administration Regulations. This shall include, but not be limited to the following:

- circumstances under which employees would be placed on stand-by;
• whether the KDOT Senior Manager will delegate the authorization of stand-by status, and if so, who the designees will be; and
• whether employees who are available through means of a paging device will be considered on stand-by time.

When employees are covered by a Memorandum of Agreement that differs from these rules, supervisors and employees shall abide by the Memorandum of Agreement instead of this SOM.

**Premium Pay for Emergency Snow Removal Activities**

Non-exempt employees performing or directly supporting emergency snow removal activities will be compensated at a rate listed in Attachment A in addition to their regular hourly rate or any other rate they may be eligible for such as overtime or holiday compensation. In order to qualify for the premium pay, the following conditions must be met:

• the work must be spent removing or directly supporting the removal of snow or ice by mechanical or chemical methods to maintain the roadways and
• it must be emergency work. Planned work such as frost checks or watching for changing weather conditions does not qualify for premium pay.

The Director of the Division of Operations, in conjunction with the Chief of BPS and the Chief of the Bureau of Fiscal Services, will issue specific instructions outlining qualifying work and the appropriate coding.

**Responsibilities**

The KDOT Senior Manager shall be responsible for monitoring and controlling the use of overtime and other work hours, making required notifications, and requesting approvals when required in this SOM.

Supervisors shall be responsible for monitoring and controlling the use of compensatory time and reporting all time worked by employees.

The Inspector General shall be responsible for periodically auditing the use of overtime and other types of compensation.

**AUTHORITATIVE REFERENCES:**

Note: The following references are for additional information only. Clarification of this policy may be obtained from the information contact listed.

• 29 USC 207
• 29 USC 213
• KAR 1-2-25
• KAR 1-2-42
• KAR 1-2-42a
SUBJECT: Overtime and Other Compensation

- KAR 1-5-24 - 1-5-26
- KAR 1-5-28
- KAR 1-9-1
- KAR 1-9-2

CROSS REFERENCES:

- SOM 2.2.8, “Separation from Payroll - Payments to Employees and Required Reimbursements by Employees”
- SOM 2.2.9, “Longevity Bonus Pay”
- SOM 2.2.10, “Holidays - Credit and Compensation”
- SOM 2.3.1, “Workweek and Work Schedules”
- SOM 2.3.14, “Leave Without Pay”
- SOM 2.8.6, “KDOT Employee Time”
POLICY STATEMENT:

The Kansas Department of Transportation (KDOT) shall establish standard work hours for all employees. Employees have the opportunity to request modifications to their established daily work schedules within limits established by the Secretary of Transportation (Secretary). Provision of services to the public shall be the overriding factor in making decisions regarding requests for schedule modifications.

DEFINITIONS:

Flexible Work Schedule. A flexible work schedule is a non-standard work schedule that is initiated at the request of an employee.

Job Sharing. Job sharing is two half-time employees who share the duties and responsibilities of one full-time position.

KDOT Senior Managers. Individuals in positions including Bureau/Office Chief, District Engineer, and above are KDOT’s Senior Managers.

Executive Staff. The Executive Staff is the Secretary of Transportation, the Assistant Secretary and State Transportation Engineer, Division Directors, Inspector General, Chief Counsel, and the Chief of the Office of Management and Budget.

Modified Hours. Modified hours are employee requested standard work schedules outside of the employee's normal work hours as listed on the employee’s position description.

Non-standard Work Schedule. A non-standard work schedule is any flexible or required work schedule other than five eight-hour days, such as:

- four 10-hour workdays,
- four nine-hour work days and a four-hour workday,
- five eight-hour workdays in one week of a payroll period and four 10-hour workdays in the other week of the same payroll period,
- positions authorized as part-time, or
- reduced hours.

Part-Time Position. A part-time position is a regular position working a part-time schedule (other than reduced hours on a full-time position).
Reduced Hours Schedule. A specially approved work schedule for a full-time position which is less than 40 hours, but at least 30 hours per week for non-supervisory employees and 35 hours for supervisory employees is a reduced hours schedule.

Regular Position. Any position other than a temporary position is a regular position.

Standard Work Schedule. A standard work schedule is any five eight-hour day schedule with at least a half-hour meal period, with the starting, ending, and meal period set or approved by the KDOT Senior Manager and worked Monday through Friday.

Supervisor. A supervisor is a person in a position with the authority to recommend an employee's hire including transfer, promotion, or demotion; salary; suspension; dismissal; or other similar personnel actions and to conduct performance reviews as an immediate supervisor.

Temporary Position. A temporary position is a position in the classified service limited to 999 hours of employment in a 12-month period, which begins the date the employee is appointed to a position with the State of Kansas. Employees may work on temporary positions for more than one agency as long as the total hours of employment with the State do not exceed 999 hours in the 12-month period and as long as the appointments do not overlap.

Unclassified Temporary/Special Project Position. Unclassified temporary/special project positions are positions that are requested by the Secretary of Transportation and approved by the Governor. These positions may be benefit eligible or not depending on the request and approval. Unclassified temporary/special project positions are not included in the Full Time Equivalency (FTE) allocation approved by the legislature.

Workweek. In KDOT, the workweek is defined as the seven-day period beginning at 12:01 a.m. Sunday morning and ending at 12:00 a.m. the following Sunday morning. A workweek shall consist of 40 hours for a full-time employee, 20 hours for a half-time employee, and shall be prorated accordingly for part-time employees.

PROCEDURAL GUIDELINES:

Hours of Work

Regular staff work hours for KDOT Headquarters are from 8:00 a.m. to 5:00 p.m. Monday through Friday with a one-hour meal break. Field operations is normally from 8:00 a.m. to 4:30 p.m. Monday through Friday with a half-hour meal break. Field construction employees normally work from 8:00 a.m. to 5:00 p.m. Monday through Friday, but their work hours may vary depending upon contractor schedules, weather, work location, and other factors affecting the efficiency of the work team.

KDOT offers employee-requested flexible work schedules or may require a non-standard work schedule, depending on the particular work requirements. KDOT managers and supervisors may stagger employees’ beginning and ending hours and meal breaks in their Bureau, Office, or District to provide adequate office coverage.
Modified Hours

Modified hours are between 6:00 a.m. for arrival and 6:00 p.m. for departure, during the standard eight-hour workday. Modified hours scheduling requires supervisory approval. Modified work hours may be established for employees if modified work hours do not hinder a unit's ability to provide necessary services.

Non-Standard Work Schedules

Non-standard work schedules consist of schedules required by KDOT and flexible work schedules requested by employees.

Required Non-Standard Work Schedules

KDOT establishes non-standard work schedules for certain positions to meet specific operating requirements. Under these circumstances employees may be assigned work schedules other than five eight-hour days and days other than Monday through Friday. Position descriptions will state when non-standard hours are assigned to a position. Non-standard schedules should be submitted on DOT Form No. 27, "KDOT Classification Request" when established for a position.

Establishment of Non-Standard Work Schedules

New deviations from the standard 40-hour workweek schedule to be used by KDOT must first be approved by the Secretary. The Chief of the Bureau of Personnel Services (BPS) will provide assistance in implementation of new schedule options.

When a deviation from the standard work schedule is approved as a work schedule available to all or sections of KDOT, written guidelines will be published and issued as an attachment to this SOM.

If the KDOT Senior Manager determines that a proposed non-standard schedule will have an adverse impact on the Agency, the KDOT Senior Manager may not establish such a schedule. An adverse agency impact is a reduction of the KDOT's productivity, a diminished level of services to the public, or an increase in the cost of KDOT operations.

Flexible Work Schedules

All flexible work schedules must be requested in writing to the employee's KDOT Senior Manager. Once approved by the KDOT Senior Manager, any changes to the flexible schedule must be resubmitted and reapproved. Any change that will result in a schedule that is not a five eight-hour per day standard work schedule and is not required by the employee's position description will require the request to be submitted on the appropriate form (see attachments).

Any employee may request a change of his or her standard work schedule to a flexible work schedule. Requests for flexible work schedules will be submitted in accordance with procedures established by the Executive Staff (see Attachment A, Attachment B, Attachment C). All requests for flexible work schedule must meet the following stipulations for the workweek:
Scheduled working hours shall not begin earlier or end later than the established day shift for the position. The established day shift day for KDOT is 6:00 a.m. to 6:00 p.m.

Starting and ending times must be on the quarter hour (e.g., :00, :15, :30 and :45).

Full-time employees' schedules must include a meal period of at least 30 minutes.

Schedules must adhere to other stipulations outlined in written guidelines for specific flexible programs, including reduced hour schedules and job-sharing schedules (see Attachment A, Attachment B, Attachment C).

When an employee is covered by a Memorandum of Agreement, the employee, supervisor, and manager must adhere to any provisions pertaining to work schedules in the agreement.

Flexible work schedules are a unit's option, not an employee right. Supervisors are not required to offer or grant flextime work schedules. Not all positions can be adapted to a flexible work schedule.

Approval and Denial of Work Schedules

KDOT Senior Managers have the authority to approve or deny modified hours or non-standard work schedule. Decisions to deny modified hours or non-standard work schedules must be based on management considerations, such as the need to coordinate with other employees or to provide adequate office coverage.

Temporary Changes in Schedules

KDOT managers or supervisors may require employees to work overtime or temporarily rearrange work schedules when necessary for the efficient conduct of KDOT business. Employees shall be notified of schedule changes in accordance with SOM 2.2.3, "Overtime and Other Compensation." Compensation during overtime or temporary schedule changes shall conform with SOM 2.2.3.

Holiday Week Schedules for Full-Time Non-Standard Work Schedules

Work schedules will not change in weeks in which the only holiday is either the employee's discretionary holiday or an unscheduled holiday declared by the Governor. An example of an unscheduled holiday is a National Day of Mourning for a President.

Flexible Work Schedules

Employees on full-time flexible work schedules will convert to a workweek of five eight-hour days during each week containing at least one scheduled holiday.
Required Non-Standard Work Schedules.

Employees in positions which require a four 10-hour work schedule will convert to the following schedules in holiday workweeks with at least one scheduled holiday:

- Work or paid leave for three consecutive work days of two 11-hour days and one 10-hour day, and one eight-hour holiday when the holiday is scheduled on Monday or Friday and there is only one holiday scheduled for the week.
  Eight hours for all five days in the week when a holiday is scheduled for Tuesday, Wednesday, or Thursday; or there is more than one holiday scheduled in the week (Example: Thanksgiving Day and the Friday after Thanksgiving Day).
- If an unscheduled holiday is declared in the same week as a scheduled holiday, then the KDOT Senior Manager shall consult with the Chief of BPS to decide what schedule shall be followed.

Responsibility

KDOT employees shall be responsible for following KDOT policy regarding work schedules. Employees, who consistently and repeatedly arrive late, leave early, or both shall be subject to discipline, up to and including dismissal, in accordance with SOM 2.5.1, "Discipline."

KDOT Senior Managers shall have the responsibility of approving or disapproving requests for non-standard work schedules in their Bureau, District, or Office.

AUTHORITATIVE REFERENCES:

Note: The following references are for additional information only. Clarification of this policy may be obtained from the information contact listed.

- KAR 1-2-84
- KAR 1-9-1
- KAR 1-9-2
- Division of Personnel Services Bulletin No. 98-01
- Division of Personnel Services Bulletin No. 05-04

CROSS REFERENCES:

SOM 2.2.3, “Overtime and Other Compensation”
SOM 2.2.10, “Holidays - Credit and Compensation”
SOM 2.3.2, “Work Breaks”
SOM 2.5.1, “Discipline”
Date: December 1, 2008

Subject: Compensation Time

To: Bureau of Transportation Safety and Technology, Traffic Safety Section

From: Pete Bodyk, KDOT Public Service Executive III

Compensation time can be earned when an employee works more than 40 hours per week. This time is accumulated at one and a half times per hour worked over 40 hours in a given week. Prior to earning compensation time or working on a state recognized holiday, the employee must obtain supervisor approval. The employee should work to reduce this accumulated time within a reasonable amount of time (typically one month from date earned). If an employee is unable to meet this requirement, please let your supervisor know and you can both work towards a solution.

The state recognizes holidays on either the day of the actual event or the day that holiday leave has been granted (i.e. Veterans Day could fall on a Saturday, the state recognizes Friday and therefore, in relation to compensation time, both days would be considered a holiday and an employee would need to obtain Supervisor approval prior to working on either day).

Additional information can be found at KDOT S.O.M. 2.2.3

While dedication to the position, agency and programs are important, time management is a key element of fiscal responsibility for KDOT.
Kansas Department of Transportation Standard Operating Manual

SUBJECT: Operation of State-owned and Leased Vehicles

VERSION: 5

EFFECTIVE: 09/01/2006

INFORMATION CONTACT: Bureau of Construction and Maintenance/District Engineers

APPROVED: , Secretary of Transportation

POLICY STATEMENT:

State-owned and leased vehicles for use in meeting job responsibilities shall be made available to Kansas Department of Transportation (KDOT) personnel. Personnel shall operate State-owned and leased motor vehicles reasonably, safely, and in conformity with all applicable laws, ordinances, and regulations.

DEFINITIONS:

KDOT Senior Managers. Individuals in positions including Bureau/Office Chief, District Engineer, and above are KDOT’s Senior Managers.

Personal Use. Personal use is defined by the Department of Administration as travel back and forth between the employee’s residence and official workstation in a State-owned or leased vehicle. An employee's personal use of a State-owned or leased vehicle is a taxable fringe benefit.

Personnel Transaction Clerk. The personnel transaction clerk is the individual at each Bureau, District, or Office responsible for the completion of personnel, benefit, and payroll forms.

PROCEDURAL GUIDELINES:

Obtaining Use of State Vehicles

Division of Operations personnel shall use Agency-owned vehicles as follows:
Vehicles may be assigned to an employee by the KDOT Senior Manager in accordance with established policies or made available through a pool.

Usage shall be entered into the KDOT Equipment Time system on a weekly basis. When the vehicle is driven for personal use a KDOT DOT Form No. 405, "Statement of Personal Usage for State Provided Vehicles," shall be completed and submitted to the Personnel Transaction Clerk.

Personnel from Eisenhower State Office Building shall acquire use of Agency-owned vehicles as follows:

- Passenger cars, utility vehicles, and vans shall be reserved in advance the by completing a DOT Form 0245, "Trip Ticket," requesting a vehicle. The Bureau of Construction and Maintenance will assign vehicles from a centralized pool and provide notification that the vehicle is available. A trip ticket will be sent to the person submitting the original request. The DOT Form 0245, "Trip Ticket," must be printed and submitted to the Bureau of Construction and Maintenance when the vehicle and fuel keys are picked up during regular office hours.

- Each Bureau/Office is responsible for their employee’s Turnpike fees, either through use of a K-Tag or reimbursing the employee.

- If it is not possible to return the vehicle by the end of the reserved time period, the driver must notify the Bureau of Construction and Maintenance prior to the end of the reserved time period and provide an updated time of return. The Bureau of Construction and Maintenance is responsible for notifying any other drivers waiting on that vehicle’s return and assisting them with alternate arrangements.

- Pool vehicles are to be returned to the lot with a full fuel tank and trash emptied. A completed DOT Form 0245, "Trip Ticket," should be promptly returned with the key to the Bureau of Construction and Maintenance. If vehicle maintenance (oil change, tires balanced, etc.) needs to be scheduled, add notes under ‘Operator Comments.’

- Usage shall be entered into the KDOT Equipment Time system by the Bureau of Construction and Maintenance from DOT Form 0245, "Trip Ticket," completed by the person checking out the vehicle. If the vehicle has any personal use, the person shall complete a KDOT Form No. 405, "Statement of Personal Usage for State Provided Vehicles," and turn it in to their Personnel Transaction Clerk. If the employee elects to use the per mile method for reporting fringe benefit income, then a KDOT DOT Form 405A, "Daily Travel Log," shall be completed and attached to the KDOT DOT Form No. 405, "Statement of Personal Usage for State Provided Vehicles."

Specialized equipment may be installed on a permanently assigned vehicle at the Bureau’s expense following approval from the appropriate Division Director.

Vehicles permanently assigned to employees shall be available to other employees for official business when they are not being used by the individuals to whom they are permanently assigned. The Bureau permanently assigned the vehicle is responsible for vehicle usage being entered into the KDOT Equipment Time System.
Leased Vehicles

Vehicles from the State’s contracted vehicle facility shall not be fueled, serviced, or repaired at KDOT facilities. A fuel card may be checked out from the Bureau of Fiscal Services to fuel a rental car. Receipts shall be returned with the card indicating the driver and related Bureau.

License Requirements

KDOT employees operating vehicles requiring a Commercial Drivers License (CDL) by state law shall be required to obtain the proper license. For further information regarding CDLs, please refer to SOM 2.1.9, "Commercial Driver's License."

Determination as to whether employees with infractions on their driving records may operate State-owned or leased vehicles shall be made on a case-by-case basis by the KDOT Senior Manager.

Use Restrictions

State-owned or leased motor vehicles shall not be used to commute between the employee’s residence and the employee’s official workstation except as authorized by KDOT Senior Managers under the following conditions:

- when a vehicle has been assigned to an employee on the evening immediately preceding the date travel is to occur or the night following the day that travel occurred, provided the additional mileage resulting from such travel does not exceed 10 miles one way;

- when the employee’s place of residence has been designated as the official workstation on the position description and in SHARP; or

- when KDOT Maintenance Supervisors, Area Engineers, Maintenance Superintendents, Maintenance Engineers, and other personnel need a state vehicle for emergency response purposes.

Other personal use of a State-owned or leased vehicle is forbidden by Kansas statute.

The IRS has determined that the value of the benefit when an employee commutes from or to the employee’s residence in a State-owned or leased vehicle is not a deductible expense; and therefore, the employee must pay income tax on that benefit. When a vehicle is used for emergency response purposes that mileage is exempt. Such employees shall submit biweekly a KDOT DOT Form No. 405, “Statement of Personal Usage for State-Provided Vehicles” to their Personnel Transaction Clerk.

State-owned or leased vehicles taken home overnight shall not be parked on heavily traveled streets or exposed to a high risk of vandalism.

State-owned or leased vehicles shall only be operated by an employee of the State of Kansas, or a person engaged in official State business.

Only employees of the State of Kansas or persons on official State business shall be
allowed to ride in a State-owned or leased vehicle. Other individuals may accompany employees in State vehicles to attend conferences if the other individuals are participating in the conference.

All persons operating or riding in State-owned or leased vehicles shall use seat belts in accordance with State law.

Responsibilities

KDOT Senior Managers shall control the use of vehicles within their organizational units. This control shall include:

1. reviewing permanently assigned vehicles for optimal use before authorizing a request for additional vehicles;

2. determining on a case-by-case basis when a vehicle may be driven to an employee’s residence; and

3. verifying that all employees have the license appropriate for their duty requirements at the time of appointment by:
   - recording license information in the employee’s personnel file;
   - including license requirements in job descriptions.

4. making vehicles available to all Agency employees for official business when they are not scheduled for use.

5. verifying that up-to-date insurance information (name of carrier and policy number) is maintained in the vehicle.

Employees shall keep all information in KDOT records pertaining to their driver’s license current. Failure to do so may result in disciplinary action including, but not limited to, dismissal. See SOM 2.1.9, “Commercial Driver’s License,” and SOM 2.5.1, “Discipline.”

Vehicle Accident Reporting

Accidents involving State-owned or leased vehicles shall be reported in accordance with SOM 1.10.1, “Vehicle Accident Reporting.”

AUTHORITATIVE REFERENCES:

Note: The following references are for additional information only. Clarification of this policy may be obtained from the information contact listed.

- KSA 8-301
- KSA 8-2502
- KAR 1-17-1 – 1-17-4
- KAR 1-17-10 – 1-17-13
CROSS REFERENCES:

- SOM 1.10.1, "Vehicle Accident Reporting"
- SOM 1.10.2, "Vehicle Accident and Theft Evaluation"
- SOM 2.1.9, "Commercial Driver's License"
- SOM 2.5.1, "Discipline"
POLICY STATEMENT:

Information technology (IT) shall be made available to Kansas Department of Transportation (KDOT) employees for support of official State business. Employees shall be made aware of KDOT’s IT security polices through new employee orientation and periodic reminders of the policies.

DEFINITIONS

Information Technology. Information Technology includes, but is not limited to, software, hardware, fax machines, pagers, cell phones, memory, e-mail, Internet, intranet, security, voice mail, and applications development and maintenance.

Information. Information is any data that is collected, developed, used, and stored in the course of conducting KDOT business.

KDOT Senior Managers. Individuals in positions including Bureau/Office Chief, District Engineer, and above are KDOT’s Senior Managers.

PROCEDURAL GUIDELINES:

Employee Awareness of KDOT IT Security Policies

Orientation

New employees, who will be granted access to and use of KDOT’s computers, shall receive an orientation to their duties and user responsibilities. They must be aware of the policies
and procedures pertaining to the use of KDOT's computers and information systems in order to protect KDOT's IT assets and the Agency's information assets.

KDOT provides State-owned information technologies to employees to use in meeting job responsibilities. The hardware and software that is used by KDOT employees must be used in a legal manner and in a manner that protects it from theft or destruction.

Information is an asset requiring protection relative to its value. Measures must be taken to protect information from unauthorized modification, destruction, or disclosure whether accidental or intentional, as well as protecting its authenticity, integrity, availability, and confidentiality. New employees must be made aware of the SOM 1.15.5, "Telephone Usage," if appropriate to their jobs. For new employee orientation information, refer to SOM 2.7.1, "New Employee Orientation."

Sign-On Screen Notice

KDOT will present all users with a Sign-On Screen when connecting to the network that provides ongoing awareness of policies in place regarding appropriate use of KDOT information technologies.

Responsibilities

KDOT supervisors are responsible to see that new employees receive the orientation they need to be aware of SOM 1.15.5, "Telephone Usage." This is typically done during formal new employee orientation presentations. If an employee is not attending an employee orientation, the supervisor is responsible for providing this orientation. The Senior Manager shall complete and sign a DOT Form 7, "KDOT Policy and Procedures Review for Orientation," and send it to the Bureau of Personnel Services.

KDOT supervisors are responsible for notifying all new employees under their supervision of the essential provisions of this policy as part of the orientation process. There is a supervisory responsibility, as well as an employee responsibility, to see that the information accessed meets the definition of appropriate use. Senior managers shall be held responsible for the enforcement of the policy and will be expected to take appropriate action if violations of the policy by subordinates come to their attention.

Penalties

Any violation of this SOM may subject the employee to disciplinary action, including the reimbursement of costs. Disciplinary action may include, but is not limited to, dismissal.

CROSS-REFERENCES:

- SOM 2.5.1, "Discipline"
- SOM 2.7.3, "Performance Reviews and Probationary Periods"
- SOM 1.15.2, "User Policies"
- SOM 2.7.1, "New Employee Orientation"
If an Organization unit would like to add content to KDOT's public site or internal site please follow the Internet/Intranet Process.

Indicates that you may need Adobe PDF Reader installed on your machine to view this material. See the KDOTWEB Download Page.

If you have problems with this page, please contact kdotweb@ksdot.org.
POLICY STATEMENT:

Information Technology is made available to Kansas Department of Transportation (KDOT) employees for support of official State business. Information is an important Agency asset requiring appropriate protection. Measures must be taken to protect information from unauthorized modification, destruction, or disclosure, whether accidental or intentional, as well as to protect its security, integrity, availability, and confidentiality.

KDOT will use software to block a list of inappropriate website categories. Attempts to access a blocked site will be detected by the software and notification will be provided to the appropriate KDOT Senior Manager for further action. For the list of blocked categories and their definitions, refer to Attachment A.

Other appropriate use, as defined in this SOM, is permitted but shall be limited in duration and frequency so it does not interfere with the employee’s work responsibilities or adversely affect the productivity of the employee or the employee’s coworkers. The use of KDOT equipment which results in an identifiable or appreciable increase in Agency operating costs is specifically prohibited.

Each KDOT employee who is authorized to access computer (mainframe and/or KDOT network) based applications shall be assigned individual user identification codes (User-IDs) and shall be responsible for processing performed under the control of their User-IDs.

DEFINITIONS:

Access. Access refers to authorization which may include a User-ID code and/or password that permits a user to create, retrieve, update, and/or delete information from a specific application.

Application Administrators. Application Administrators are individuals who are responsible for managing a specific information system application, including determining user access and authorizing passwords.

Fat Client. A fat client is a piece of software installed locally, on the user’s hard drive, rather than software designed to be accessed via the network or internet.

Inappropriate Use. Inappropriate use includes, but is not limited to, any “adult” or pornographic use, any use restricted by SOM 1.2.4, “Participation in Other Employment or Activities,” or any use disruptive to either system or business operations.
Information Technology. Information technology includes, but is not limited to, software, hardware, e-mail, Internet, intranet, security, voice mail, and applications development and maintenance.

KDOT Senior Managers. Individuals in positions including Bureau/Office Chief, District Engineer, and above are KDOT's Senior Managers.

Official State Business. Official State business includes the pursuit of a goal, obligation, function, or duty imposed upon or performed by a State officer or employee required by employment with the State.

Other Appropriate Use. Other appropriate use of information technology includes use compatible with SOM 1.2.2, "Conflict of Interest" and SOM 1.2.4, "Participation in Other Employment or Activities," such as sending e-mail or visiting non-restricted Internet sites while on break or during non-work hours.

Password. A password is a form of secret authentication data used to control access to a resource. It is user-defined and not shared with other users. When used with the User-ID, the password allows access to KDOT's various application systems.

Restricted Internet Site. A restricted Internet site is a web site which falls within a category KDOT has determined to be inappropriate (Attachment A.)

Secure Key Card. KDOT employees at Eisenhower State Office Building are issued a secure key card with a picture ID for their use as proof of employment with the Agency. These cards allow designated employees access to the building after hours, to non-public entrances, and to restricted areas of the building.

User-ID. A User-ID is assigned by the Bureau of Computer Services (BCS) to identify a specific computer user. Each code is unique and identifies a KDOT employee as the user of various application systems.

PROCEDURAL GUIDELINES:

Appropriate Use

The appropriate use of equipment covers all Agency resources, whether used at work, home, or in other locations. KDOT attempts to secure all computer resources used in the work environment and to restrict access to authorized personnel.

Employees should notify their supervisor immediately if they detect any Agency equipment is stolen or lost, or if they notice any unauthorized use or attempted misuse of Agency equipment. Employees who use KDOT-provided resources at home or other locations shall:

- maintain these resources under the same guidelines as equipment located in a work environment
- allow no unauthorized access
- secure equipment when not in use and not leave portable equipment unattended
• take appropriate precautions with portable devices outside the workplace to avoid loss and unauthorized access

Appropriate use of equipment and services must not:
• reflect poorly on an employee or be subversive or vindictive towards KDOT or the State of Kansas
• support a political party, candidate, or partisan political issue
• affect productivity adversely
• be discriminatory or
• contain any offensive subject matter and/or language

Please refer to SOM 1.9.1, "Use of KDOT Buildings, Facilities, and Equipment," for more information on acceptable use of KDOT resources.

Internet Access

Internet usage may be authorized for use in support of official State business. Access to Internet services is determined by KDOT Senior Managers as appropriate to their offices and individual employees. Access may also be unavailable due to limitations of the network system. Certain categories of Internet sites may be restricted from being viewed.

Internet site usage should conform to the prohibitions listed under 'Appropriate Use' in this policy.

Private E-mail

Web Based

The use of web based private e-mail accounts (such as Hotmail, etc.) shall be limited to employee break times or after work hours, with approval from the appropriate KDOT Senior Manager. At no time should such use violate any appropriate use guidelines as outlined in this SOM.

FAT Client

The installation of any third-party personal e-mail software on a user's hard drive is not permitted. Such software would allow users to download e-mail from their Internet Service Provider, as they would at home, but could circumvent KDOT's antivirus protection.

KDOT E-mail

E-mail usage is authorized for use in support of official State business. Access to e-mail services is determined by KDOT Senior Managers as appropriate to their offices and individual employees. Access may also be unavailable due to limitations of the network system.

Users shall archive their e-mail as appropriate in a central e-mail record archive.

Individuals must not disclose internal Agency information via the Internet or e-mail system which may in any way adversely affects Agency customer relations or public image.
Chain letters are expressly prohibited. E-mail usage should conform to the prohibitions listed in the 'Appropriate Use' section of this policy.

Instant Messaging

The use of Instant Messaging (IM) services shall be restricted to official KDOT business. Employees must use the KDOT approved IM software package and are not allowed to install alternate instant messaging software (such as AOL Instant Messenger, etc.) on their computers, unless approved by KDOT Senior Managers.

Wireless Access

Wireless devices (such as mobile phones, WiFi enabled laptops, personal digital assistants (PDA's)) transmit radio frequency energy which may be intercepted by unauthorized recipients. Since these devices may not be encrypted and could be intercepted or monitored, anything transmitted such as voice or data may be compromised while you are using those devices.

Any PDA or Smart Phone which contains KDOT sensitive data must be secured with a passcode or password. These passcodes or passwords must contain no less than four characters.

No Right to Privacy

Files and messages sent or received using Agency computing resources and equipment are not private communications.

Most computer and telecommunication equipment stores information. This stored information resides on State-owned or leased equipment and is the property of the State. Employees waive their right of privacy to the Secretary of Transportation for any information stored or transmitted on State-owned or leased equipment resulting from the employee's use of State-owned or leased equipment. Technology is available which allows the monitoring of E-mail, Internet sites visited, and phone calls. KDOT Senior Managers may audit computer and phone usage at their discretion.

Electronic records created or stored on KDOT equipment may constitute a record subject to disclosure under Kansas Open Records Acts or may be discoverable as the result of litigation. For specific information, refer to SOM 1.3.4, “Open Public Records.”

Screen Saver / Displays

Items displayed on a computer screen, either as a screen saver or otherwise, must conform with the 'Appropriate Use of Equipment' section of this policy.

User IDs

Submitting Requests for Access to Mainframe Applications

It is the responsibility of the KDOT Senior Manager to request User-IDs for employees who have a legitimate need to access mainframe computer-based applications. The KDOT Senior Manager shall complete and submit DOT Form 543, "User-ID Request Form." This form
supplies the information and authorizations required for Application Administrators and BCS to provide the employee with both a User-ID and access to the application.

The User-IDs provided by BCS enable employees to access broadly defined applications. Some specific applications have additional security which is a part of the application itself. In those cases, there is an Application Administrator who must provide additional access.

Passwords and User-IDs should not be shared with anyone, nor should User-IDs or passwords be written down and affixed to any visible location in the work area. Employees may be held responsible for inappropriate use by other employees using their User-ID and password.

Notification of Access Authority to Mainframe Applications

When the request has been processed, the employee will be notified the User-ID or access has been granted. If a User-ID was requested, the User-ID, along with a temporary password, will be returned to the KDOT Senior Manager. Upon receipt of these items, the employee shall sign on to the computer system and change the password.

Termination or Changes in Responsibility

It is the responsibility of the KDOT Senior Manager to notify BCS when an employee with a User-ID is dismissed, resigns, transfers to another position, is assigned other duties, or otherwise vacates a position whereby the need to access applications changes or no longer exists.

When an employee with access to mainframe-computer-based applications resigns or changes responsibilities, the KDOT Senior Manager shall notify BCS through the use of DOT Form 543, "User-ID Request Form." In the case of a termination, notification shall be made to the Chief of BCS at the time of the termination via telephone or e-mail, followed by sending a copy of DOT Form 543, "User-ID Request Form," to BCS. The terminated employee's access to State computing and data resources will be suspended immediately.

Misuse of Computer Resources

Each User-ID will be used by only one employee. User-IDs will not be shared. The owner of each User-ID shall be responsible for safeguarding it and for the processing performed under the control of the User-ID. Intentional or indirect misuse which causes the User-ID to be compromised will cause the employee to be subject to disciplinary action including, but not limited to, dismissal. See SOM 2.5.1, "Discipline." Misuse which falls within the definitions of K.S.A. 21-3755 may result in criminal prosecution.

Nonusage of KDOT Network User-ID

All User-IDs will be periodically reviewed for nonuse. Any User-ID which has not been used for 60 days or more shall be disabled.

KDOT Network Passwords

User-IDs and passwords will only be issued after receiving a properly authorized DOT Form 543, "User-ID Request Form," indicating the type of access desired.
Users should not select passwords which are easily discernible, such as the months of the year, spouse's name, children's names, pet names, phone number, or address.

Based on the User-ID, the Information Technology system can restrict or grant specific privileges. Passwords are only effective if they remain confidential.

Properly implemented and managed, User-IDs and passwords will improve the likelihood that only appropriate individuals receive access. Both the User-ID and password are important deterrents to intrusion; therefore, hide passwords.

Each user of the KDOT Ethernet System shall be assigned a unique personal identifier or User-ID with authorization by the employee’s supervisor. User identification shall be authenticated before the system may grant that user access to automated information.

Many software and hardware systems come with vendor installed default User-IDs and passwords. If vendors require remote access to the system for maintenance, BCS should provide passwords that are changed after they conclude any maintenance.

Secure Key Cards

KDOT requires all users accessing protected information systems are properly identified. Refer to SOM 1.9.2, “KDOT Headquarters Building Rules.” Physical access to locked areas, such as server rooms, equipment cabinets, or other restricted areas, requires the use of a KDOT Secure Key Card. Visitors to restricted areas are to be supervised at all times by an authorized KDOT employee.

Responsibilities

KDOT supervisors are responsible for notifying all new employees; under their supervision; of the essential provisions of this policy as part of the orientation process. There is a supervisory responsibility as well as an employee responsibility to see the information accessed meets the definition of appropriate use. Supervisors shall be held responsible for the enforcement of the policy and will be expected to take appropriate action if violations of the policy by subordinates come to their attention.

KDOT district and area offices have some discretion regarding the establishment of computer use policies. All policies must meet or exceed the current SOMs.

KDOT managers and supervisors shall monitor equipment and usage charges for adherence to this policy and for identifiable and appreciable increases in operating costs related to non-state business use.

Users must make sure:

- their User-ID is not shared
- their password is kept confidential - never in plain sight
their password is changed if BCS is aware any disclosure has occurred or may have occurred. Their password does NOT contain names of persons, places, or things which can be closely identified with the user (i.e., spouse, children, or pet names). Their password is not stored in any file, program, command list (such as being stored in Internet Explorer), macro or script where it is susceptible to disclosure or use by anyone other than its owner. The KDOT Security Manager must approve all exceptions.

* their password is NOT written down or displayed in any insecure manner.

The Network Administration function and servers for KDOT Network Accounts will:

- prompt users to change their network password every 30 days.
- check that passwords are at least seven characters long, and contain alphanumeric characters and at least one numeric digit.
- check that passwords do not contain repeating characters.
- make sure passwords are encrypted when stored and not transmitted in “clear-text” mode.
- confirm the User-ID is not the same as the password.
- verify the User-ID is suspended after no more than three unsuccessful logon attempts.
- limit user password reset to a one-time use.
- block passwords from reuse for at least two cycles.

Penalties

Any violation of this SOM may subject the employee to disciplinary action, including the reimbursement of costs. Disciplinary action may include, but is not limited to, dismissal.

**AUTHORITATIVE REFERENCES:**

Note: The following references are for additional information only. Clarification of this policy may be obtained from the information contact listed.

DISC Standard 4443.01, “Convention for User Identification to DISC’s MVS Computer Systems”
Department of Administration Information Technology Security Policy

**CROSS-REFERENCES:**

- SOM 1.2.2, “Conflict of Interest”
- SOM 1.2.3, “Participating in Political Activities or Elective Office”
- SOM 1.2.4, “Participation in Other Employment or Activities”
- SOM 1.3.4, “Open Public Records”
- SOM 1.8.9, “Records Management”
- SOM 1.9.1, “Use of KDOT Buildings, Facilities, and Equipment”
- SOM 1.9.2, “KDOT Headquarters Building Rules”
- SOM 2.4.2, “Prohibition of Discrimination and Sexual Harassment”
- SOM 2.5.1, “Discipline”
- SOM 2.5.2, “Grievances”
- SOM 2.8.10, “Voluntary Resignations”
**Kansas Department of Transportation Standard Operating Manual**

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**POLICY STATEMENT:**

Information Technology shall be made available to Kansas Department of Transportation (KDOT) employees for support of official State business.

Access measures will be established and maintained that uniquely identify an employee and allow employees access to KDOT computer systems to perform job related functions and at the same time restrict employees from accessing information that is not necessary to the performance of job functions.

Security measures will be established and maintained that protect the Agency's Information systems and network.

**DEFINITIONS:**

**Computer Virus.** A computer virus is a self-replicating computer program that spreads by inserting copies of itself into other executable code and may cause damage to applications, data, or equipment, or it may perform some other function that could be relatively harmless.

**Data Center Manager.** The Data Center Manager reports to the Bureau Chief of Computer Services and oversees technical support services.

**Inappropriate Use.** Inappropriate use includes, but is not limited to, any "adult" or pornographic use, any use restricted by SOM 1.2.4, "Participation in Other Employment or Activities," or any use that is disruptive to either system or business operations.

**Information Technology.** Information Technology includes, but is not limited to, software, hardware, fax machines, pagers, cell phones, memory, e-mail, Internet, intranet, voice...
mail, and applications development and maintenance, as well as security of all information technology.

**KDOT Help Desk.** The Help Desk and the District Information Technology staff are the initial point of contact for troubleshooting problems the end user has with their client machine, the network infrastructure, applications, the internet, and the intranet.

**KDOT Security Manager.** The Security Manager is responsible for KDOT’s Security Infrastructure including policy development, technical implementation, and customer education and training.

**KDOT Senior Managers.** Individuals in positions including Bureau/Office Chief, District Engineer, and above are KDOT’s Senior Managers.

**Official Custodian.** Any officer or employee of KDOT who is responsible for the maintenance of public records, regardless of whether such records are in the officer’s or employee’s actual personal custody and control, is the Agency’s official custodian.

**Official State Business.** Official State Business includes the pursuit of a goal, obligation, activity, function, or duty performed by a State officer or employee required within the course of employment with the State.

**Other Appropriate Use.** Other appropriate use of information technology includes use compatible with SOM 1.2.2, “Conflict of Interest” and SOM 1.2.4, “Participation in Other Employment or Activities,” such as sending e-mail or visiting non-restricted Internet sites while on break or during non-work hours.

**Spyware.** Spyware is malicious software that watches what users do with their computer and sends that information over the Internet without the user’s informed consent.

**PROCEDURAL GUIDELINES:**

**Security Incident Reporting**

It is the responsibility of all KDOT employees to report suspected security violations as quickly as possible. Subsequent action, depending on the type of breach, can vary. The ultimate goal, regardless of the category of incident, is the protection of State assets, containment of damage, and restoration of service.

The following considerations apply to reporting procedures for all types of security breaches.

- All employees should Immediately report suspected security breaches to their supervisor.
- Supervisors must notify the appropriate KDOT Senior Manager who in turn will notify the Chief of the Bureau of Computer Services who will take appropriate action.
- A follow-up report should be completed by the Security Manager describing what actions were taken to remedy the breach.
- For cases involving electronic intrusion, the goals of data integrity, data recovery, method of breach and intruder identification apply. Notification procedures shall include the KDOT Senior Manager, Security Manager, and Data Center Manager. Any
activity monitoring data, collected as a normal part of doing business, shall be kept until the incident has been cleared. In addition, it may become necessary for some data to be retained as evidence should prosecution be anticipated.

Remote VPN Access

Do not put modems on KDOT equipment without written approval from the KDOT Security Manager. The use of software that permits a user to access KDOT resources from home or when traveling away from the office should be managed closely to avoid compromising security policies. Use will be closely monitored by the Security Manager.

The use of software similar to PC Anywhere, or Carbon Copy, that make it easy for remote access terminals to function exactly as they would in the office should be avoided without proper telecommunications security. The Security Manager should not allow this type of software to be used without the proper review and management.

Servers (except e-mail post offices) requiring access from other than authorized KDOT personnel shall not be allowed behind the KDOT security boundary (firewall or firewall router). If such access is required, it is the responsibility of the Security Manager to only allow external access with the proper review and approval.

Network Based Intrusion Detection

Users of KDOT systems are required to use all reasonable methods to prevent unauthorized connections to State of Kansas networks. This includes taking such precautions as enabling approved virus protection software when connected to the Internet or receiving e-mails. This also includes prohibiting unauthorized persons from accessing State of Kansas systems through the user’s logon or password, using password protected screen savers when the work area is unsupervised and taking any other prudent security precautions.

If a user suspects that sensitive Agency Information has been lost or intercepted by unauthorized parties, the user is required to notify the Bureau Chief of Computer Services, Security Manager or the Agency Head designee immediately.

Anti-Virus and Spyware Protection

Computers infected with viruses or malicious code could jeopardize information security by contaminating data. Please refer to ‘Security Incident Reporting,’ for appropriate action for detected or suspected viruses.

All personal computers, servers, and midrange machines must use virus detection and eradication software to scan for viruses and spyware. Anti-virus software should be updated at least on a weekly basis, or more frequently in the event of a known threat. Any client auto update feature should be enabled. Scanning should be performed:

- during system start-up;
- when a disk is inserted;
- after software installation; and
- before loading programs obtained from external sources (for example, the Internet, vendors, or bulletin boards).
Wireless – Technical

To meet the security goals of confidentiality, integrity, and availability, KDOT follows the Information Technology Executive Council (ITEC) Policy 7500 for Wireless Local Area Networks.

Web Based Firewall

When using a personal computer OUTSIDE the KDOT Ethernet System (such as a Sub-Area office dialing into a local Internet Service Provider, or home user accessing the KDOT Ethernet System), a “personal firewall” shall be used. In the case of KDOT-owned or personally-owned computers, KDOT may provide firewall software on those computers.

Failure to abide by this could allow hackers or other unauthorized personnel to access the KDOT Ethernet System through the use of the affected computer.

Physical Security

Physical security should consider identification of sensitive areas, identification of entry and exit points, access authorization (procedures and monitoring devices, alarms), assessment of nearby businesses, natural disaster-prone areas, electrical supplies, manmade threats, specific information system environmental controls, and other matters as appropriate.

The following practices must be adopted in order to maintain adequate physical security within the Headquarters and District offices.

1. All servers and other sensitive pieces of hardware should be kept in locked rooms.
2. Wiring closets should be kept locked at all times when not occupied.
3. The immediate supervisor must obtain building passes and DISC access card keys whenever an employee leaves KDOT for other employment. The supervisor must also notify the Data Center Manager immediately upon an employee’s separation.
4. All KDOT offices must have policies and procedures in place for locking doors after work hours.
5. Portable computers must be secured at all times. Portable computers containing private, confidential or protected nonpublic information should use encryption software as practical.
6. When computer equipment is uninstalled and staged for surplus property (see SOM 3.6.10 “Disposal of Surplus Property”), the KDOT Help Desk must be notified. The KDOT Help Desk, or the respective Division, Office, or Bureau who owns the computer is responsible for removing all software and data (excluding the Operating System) from the computer. Divisions are responsible for removing the device from the inventory records.

Data Security

Measures shall be taken to protect information from unauthorized modification, destruction, or disclosure, as well as to protect its authenticity, integrity, availability, and confidentiality. If a computer is stolen or if Agency information is modified, destroyed, or
taken in an unauthorized action, notify your Senior Manager immediately.

All information should be identified and protected according to its level of confidentiality and business “need-to-know.” The contents of official and unofficial Personnel files are confidential. For details on which information is involved and how they may be accessed is covered in SOM 2.8.13, “Personnel Files - Content.” Security of information related to employment references and public release of the information is covered in SOM 2.1.3, “Employee Selection and Promotion.”

Any requests for information should be processed by the Agency’s Official Custodian, who with the help of Senior Managers can determine whether the information must be accessible to the public. Access to KDOT open public records is governed by the Kansas Open Records Act. For details, refer to SOM 1.3.4, “Open Public Records.” Notify your supervisor of unauthorized attempts to obtain information.”

If you have access to the Internet or any other external systems, be sure to follow all appropriate information security policies. For example:

- Do not transmit information belonging to KDOT outside the Agency without appropriate approvals and precautions.
- Remember that e-mail and data sent to or received from external systems, such as the Internet, are not secure or private and are read.
- Never download and start any programs until you have verified they are not contaminated with a virus.
- Portable computers containing confidential or protected nonpublic information should use encryption software as practical.
- Confidential information must not be sent outside the Agency unless it has first been encrypted by a KDOT approved encryption method.

Allowing persons outside KDOT to access KDOT information may be necessary at times, but this access must be carefully considered. There are occasions when vendors and contractors will require access to KDOT systems and KDOT must take precautions to protect all State of Kansas Information. Access may be restricted to specific locations and granted for a specific time frame. That access automatically expires at the end of the time period. Access should be restricted to specific IT data and resources on an as-needed basis. Contractors should only be granted access to the data and/or resources needed to perform their job.

All information technology vendor/contractor contracts within KDOT are handled through the Bureau of Fiscal Services, Procurement Section. Contact the Bureau of Fiscal Services for more information, or reference SOM 3.3.1 “Determination of Procurement Method,” for further information.

Security Verification

Authentication is needed to avoid or reduce the risk that the wrong person will access, use, change, delete or otherwise improperly interact with valuable KDOT data or transactions. In computer security, authentication is the process of attempting to verify the digital identity of the sender of a communication.

The sender being authenticated may be a person using a computer, or a computer
program running on a computer itself. The strength of the authentication method used should be based upon the level of risk associated with a security breach. Authentication can also be a process in which electronic devices validate their identities to one another.

KDOT requires all users to be authenticated. Authentication should be based on something the individual knows (e.g., a password), something the individual possesses (e.g., a digital certificate, or smart card/smart token), or by a physical attribute of the individual (e.g., a fingerprint or retina scan).

Standard Hardware Configurations

The configuration of KDOT computers is governed by standards established by the Bureau of Computer Services and other personal computer regulatory committees. The Installation of non-standard software is not permitted without permission from the Chief of the Bureau of Computer Services.

Responsibilities

KDOT supervisors are responsible for notifying all new employees under their supervision of the essential provisions of this policy as part of the orientation process. There is a supervisory responsibility, as well as an employee responsibility, to see that the information accessed meets the definition of appropriate use. Supervisors shall be held responsible for the enforcement of the policy and will be expected to take appropriate action if violations of the policy by subordinates come to their attention.

Designated KDOT managers shall monitor the available monthly listings of equipment and usage charges for adherence to this policy.

Every user should know the sensitivity level of the information for which they are responsible. As a responsible user, take the following precautions to prevent unauthorized individuals from gaining access to KDOT information and systems:

1. Protect your personal authenticators (passwords, PINs, smart cards, tokens, etc.) so they cannot be used by others:
   - Do not disclose or share passwords with anyone, including your supervisor.
   - Do not write your passwords on paper unless the paper file is secured.

2. Do not leave your workstation unattended while logged on without some type of access control. Use a password protected screen saver to prevent access by unauthorized personnel during your absence.

3. To prevent someone from viewing information without your knowledge, take precautions such as:
   - Erase white boards containing confidential or protected nonpublic information.
   - Immediately remove confidential or protected nonpublic information from printers or facsimile machines.
   - Remove and secure protected nonpublic information from your monitor.

4. Notify your supervisor if you detect any unauthorized use or attempted misuse of your personal authenticators, terminal sessions or equipment.

5. Do not answer any questions about the network or how to access data on the network without knowing the person asking the questions. Answers to questions about the
network and its inter-working shall only be provided on a need-to-know basis, and by personnel authorized by management to disseminate such information.

Penalties

Any violation of this SOM may subject the employee to disciplinary action, including, but not limited to, dismissal.

CROSS-REFERENCES:

- SOM 3.3.1, "Determination of Procurement Method"
- SOM 3.6.10, "Disposal of Surplus Property"
- ITEC 9500 Wireless Local Area Network Policy
Kansas Department of Transportation Standard Operating Manual

SOM: 1.3.4
SUBJECT: Open Public Records
VERSION: 4
EFFECTIVE: 06/01/2006

INFORMATION CONTACT: Office of Chief Counsel
APPROVED: Secretary of Transportation

POLICY STATEMENT:

Requests for access to or copies of the Kansas Department of Transportation (KDOT) open public records shall be considered in a timely manner and are governed by the Kansas Open Records Act (KORA), KSA 45-215 et seq., and any other applicable state and federal laws.

DEFINITIONS:

Open Public Record.

A public record that must be accessible to members of the public in accordance with state law is an open public record.

Exempt Public Record.

Categories of records that are included in the definition of public record but are exempt from mandatory disclosure under state or federal law are exempt public records. These exemptions do not prohibit disclosure of such records; however, there is no statutory right to gain access to these records.

Custodian.

The Official Custodian or any person designated by the Official Custodian to carry out the duties of Custodian of this act shall be referred to as the Custodian.

Official Custodian.

Any officer or employee of KDOT who is responsible for the maintenance of public records, regardless of whether such records are in the officer's or employee's actual personal custody and control, is the Agency's Official Custodian.
Freedom of Information Officer.

The Freedom of Information Officer is any officer or employee of KDOT who is responsible for the preparation and distribution of educational materials and information concerning KORA responding to inquires relating to the KORA and assisting KDOT and members of the general public to resolve KORA related disputes. The Freedom of Information Officer may designate a person to assist in carrying out the responsibilities of the Freedom of Information Officer.

KDOT Senior Managers.

Individuals in positions including Bureau Chief, District Engineer, and above are KDOT’s Senior Managers.

PROCEDURAL GUIDELINES:

Requests

Requests for access to or copies of public records must be directed to KDOT in writing. Requests may be sent to the following address, e-mail address, or fax number:

Kansas Department of Transportation
Office of Chief Counsel
Official Custodian
Eisenhower State Office Building
700 SW Harrison St., Rm. 370
Topeka, Kansas 66603-3754
FAX: (785)296-0119
openrecords@ksdot.org

KDOT personnel receiving such requests shall forward them immediately to the Office of Chief Counsel.

Response to Requests

The Official Custodian assigned to handle requests for public records shall be responsible for responding to requests to inspect or receive copies of public records. KDOT Senior Managers shall assist the Official Custodian in gathering requested public records as necessary.

Each request for access to a public record shall be acted upon as soon as possible but not later than the end of the third business day following the date the request is received. When figuring the third business day, the day the request is received is not counted. If KDOT is unable to provide the requested public records within three business days, the agency shall send a written confirmation that the request has been received and explain the cause for further delay and the place and earliest time and date that the record will be available for inspection.

The Office of Chief Counsel will handle requests for public records and any other requests will be forwarded to the proper office for handling.
Denial of Requests

If the request is denied, the Custodian shall provide, upon request, a written statement of the grounds for denial. A request may be denied if the requested record is exempt from disclosure under KSA 45-221, KSA 45-218(e), or any other state or federal law. The Official Custodian or the Custodian’s designee shall be available to assist the public agency and members of the general public to resolve disputes relating to the KORA.

Fee Assessment

KDOT may charge a fee for providing access to, or furnishing copies of, public records. Such fees shall cover the actual costs incurred to furnish the copies including cost of staff time. Fees for access and/or copies of KDOT records shall be assessed using the approved fee schedule. See Attachment A.

Fees shall not be assessed for documents where original distribution is made to the public or dissemination is part of KDOT’s normal operations and procedures.

The following process shall be followed when fees are assessed for a request:

- The KDOT senior manager responsible for maintaining the requested record shall supply the Official Custodian with the total costs including the number and type of copies and time spent by KDOT personnel at the appropriate hourly wage.
- The Official Custodian or the Secretary of Transportation has the authority to waive fees when it is necessary and will make this decision on a case-by-case basis.
- Fees will be waived for any state agency or local unit of government unless otherwise stated by the Secretary of Transportation.
- When the estimated costs will result in a fee of $100 or more, advance payment should be required before the records are released.
- Fees will not be assessed to the requestor when the estimated fees are less than $10.00.

Remittance of Fees

The Official Custodian shall remit monies and sales tax received from requests for access to or copies of public records to the Bureau of Fiscal Services, who will remit said monies to the State Treasurer at least monthly.

Freedom of Information Officer

The Official Custodian within KDOT acting also as the Freedom of Information Officer shall:

- prepare and provide educational materials and information concerning the KORA;
- be available to assist the public agency and members of the general public to resolve disputes relating to the KORA;
- respond to inquiries related to the KORA;
- establish the requirements for the content, size, shape, and other physical characteristics of the brochure required under the KORA. In establishing such requirements for the content of the brochure, the freedom of information officer shall include plainly written basic information about the rights of a requestor, the
responsible of a public agency, and the procedures for inspecting and obtaining a copy of public records under the KORA.

Brochure

The Official Custodian shall prominently display or distribute or otherwise make available to the public a brochure in the form prescribed by the Freedom of Information Officer that contains basic information about the rights of a requestor, the responsibilities of a public agency, and the procedures for inspecting or obtaining a copy of public records under the KORA.

The Official Custodian shall display or distribute or otherwise make available to the public the brochure at one or more places in the administrative offices of the governmental body where it is available to members of the public who request public information in person under this act. The brochure is available to anyone who would like to obtain a copy. A written request is not required to obtain copies of the brochure. See Attachment B.

AUTHORITATIVE REFERENCES:

Note: The following references are for additional information only. Clarification of this policy may be obtained from the information contact listed.

- KSA 45-216 - 45-221
- KSA 45-223
- KSA 45-226
- KSA 45-227
- KSA 45-230

ATTACHMENTS:

- Attachment A
- Attachment B

If an Organization unit would like to add content to KDOT's public site or internal site please follow the Internet/Intranet Process.

Indicates that you may need Adobe PDF Reader installed on your machine to view this material. See the KDOTWEB Download Page.

If you have problems with this page, please contact kdotweb@ksdot.org
KDOT

Bureau of Transportation Safety and Technology

Traffic Safety Section

Fundamental Duties and Activities

Reimbursement Protocol
BTST Fundamental Duties and Activities

Project Monitoring Guidelines
INTERNAL BTS POLICY Effective March 2009

The purpose of project monitoring is to insure successful completion of contract goals and objectives by working in a positive partnership with the contractor and assisting through guidance and feedback. The project monitor will exert the necessary level of monitoring required on each project.

On-site monitoring should include a review of program objectives and guidelines as detailed in the contract, milestones and activities completed-to-date based upon the contract work plan and timeline, and other significant progress made to meet program objectives. Monitoring can also include a check of the financial documents and inventory items, depending upon the schedule as outlined for the year. It is imperative that all items on the form be addressed and completed.

Program Consultants or Research Analysts will be responsible for project oversight that will include but is not limited to the following:

- Project conferences
- Contract timelines
- Check of monthly reimbursement vouchers
- Review of financial records and Audit as required
- Mid year review for contract modification
- Contract review for compliance with contract goals
- Review of inventory as needed for compliance
- Quarterly reports
- Final reports
- Correspondence in all assigned program areas and dissemination of all pertinent information to management as needed
- Efficient use of travel time to avoid time loss on project administration

The Program Consultant and Research Analyst will use travel time effectively.

The Program Consultant and Research Analyst will be an effective communicator between the BTS&T office and the contractors.

The Program Consultant and Research Analyst are the information source for BTS&T and they need to distribute this information and knowledge to management and staff on a regular basis.
Specific Guidelines

Project Conferences are conducted at the beginning of each program or program year to insure that the contractor and BTS&T are interpreting the contract objectives in the same manner. Project Conferences are required for annual grants in excess of $75,000. These conferences are set up within the first thirty days of the contract start date. The Program Consultant and Research Analyst are responsible for making the appointment and arranging for all the required attendance. A Project Conference form will be filled out by the Program Consultant or Research Analyst and signed by all parties present. The term “Project Period” refers to the total length of the grant. The term “Contract Period” refers to the segments of the Project, typically this is an annual amount. Project Conferences are not necessary for BTS&T internal contracts (Traffic Safety manager to Traffic Safety Manager). The form is located on the Traffic Safety Section network drive.

Contract Timelines are an integral part of every contract. The Program Consultant or Research Analyst is required to monitor the contractual timeline as it corresponds to the objectives listed in the grant. BTS&T Management, Program Consultant or Research Analyst has the discretion to seek additional information from the contractor concerning inconsistencies or clarifications of a contract timeline.

Monthly Reimbursement Vouchers (MRV) are received on a regular basis and should be monitored and checked for accuracy and adherence to contracted categories. The MRV should be compared to the contract to insure that the contractor is requesting reimbursement within the proper categories and within the contracted amounts. MRV forms should be printed on green paper. A sample MRV is available on the KDOT shared network drive. Supporting documentation must be submitted with each request for reimbursement. BTS&T Management, Program Consultant or Research Analyst must initial each payment prior to processing by Accounting Specialist.

Contract Review for compliance with contract requirements should be ongoing. Any problem should be noted and BTS&T managers should be made aware of concerns. The Program Consultant or Research Analyst is tasked with informing BTS&T management of any concerns or problems relating to contractual obligations and will be instrumental in resolving the issue.

Quarterly Reports are required from most contractors and are due by the 30th of the month following the end of the quarter. These reports are reviewed by the Program Consultant and Research Analyst. As a guideline, all annual contracts exceeding $75,000 will be required to report quarterly. All other contracts excluding STEP and IDDPE will be required to report annually or as management deems necessary. STEP and IDDPE contracts are required to report 30 days after the enforcement activity or mobilization has ended.

Final Reports are narratives that are provided by contractors to include all contracted activities or problems encountered with compliance. This report should be reviewed and all contractual deficiency corrected or notation of why compliance does not exist. This
report is due to the BTS&T office 30 days after contract end date. As a guideline, all annual contracts exceeding $75,000 will be required to report quarterly. All other contracts, excluding STEP and IDDP, will be required to report annually, or as management deems necessary. STEP and IDDP contracts are required to report 30 days after the enforcement activity or mobilization has ended.

Inventory Purchases exceeding $5,000 must be approved by NHTSA prior to acquisition. A letter must be drafted to the Regional office in Kansas City addressing cost, item requested, planned activity with item and expected outcomes. The purchase will not be made without approval from the NHTSA Regional office.

Review of Inventory will be completed annually in accordance with established BTS&T guidelines. The Program Consultant or Research Analyst will be responsible for inspecting and tagging all new authorized inventory purchases relating to their assigned contract(s). Program Consultants and Research Analysts should read and follow the attached guidelines (Federal Inventory) to ensure compliance with Federal rules. This form is located on the BTS&T shared network drive.

Notices to Proceed will be produced by the Accounting Specialist annually. This letter will include the contract amount, length of contract, contract and project numbers and reporting requirements. As a guideline, all annual contracts exceeding $75,000 will be required to report quarterly. All other contracts, excluding STEP and IDDP, will be required to report annually, or as management deems necessary. STEP and IDDP contracts are required to report 30 days after the enforcement activity or mobilization has ended.

Contract Monitoring will be an on-going activity of the BTS&T office and contract staff. On-site visits, e-mail correspondence, desk monitoring, and activity reports are all types of acceptable monitoring. As a general guideline, any contract exceeding $75,000 annually will require a minimum of quarterly on-site or face to face monitoring. All monitoring activities should be documented and placed in the contract or project file. The BTS&T office will conduct on-site, during planned activity, monitoring of five randomly selected STEP and five randomly selected IDDP contracts annually.
# HIGHWAY SAFETY PROJECT
## PROJECT CONFERENCE RECORD

### SECTION A (See contract for necessary data)

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### SECTION B - Fiscal (Check off items as they are discussed - Mark N/A if not applicable)

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### SECTION C - Review of Contract Objectives & Other Contract Items

Review Contract Objectives: ____________________________

### SECTION D - Project Director Responsibility (Check off items as they are discussed - Mark N/A if not applicable)

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### SECTION E - Reporting (Check off items as they are discussed - Mark N/A if not applicable)

Quarterly/Monthly Reports: ____________________________

Final Report: ____________________________

### SECTION F - Miscellaneous

<table>
<thead>
<tr>
<th>News Releases/Media Guidelines:</th>
<th>Workplan/Timeline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI&amp;E materials/efforts</td>
<td>Electronic Forms:</td>
</tr>
<tr>
<td>Copies of Correspondence/Agreements:</td>
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</tbody>
</table>

### SECTION G - Federal Requirements Emphasized (Check off items as they are discussed - Mark N/A if not applicable)

Lobbying: ____________________________
January-Community Forums held to gather input on specific plans and projects. BTS consultants staffed all of these forums. Following the forums, all input is combined, analyzed, and reported out by BTST staff.

February-Follow-up meetings held to share the combined ideas from all forums. This involved smaller groups with particular expertise such as law enforcement, health care, etc.

March-BTS staff consultants and others study both the input from forums and follow-up to make recommendations in each NHTSA program category. (i.e. Occupant Protection, Alcohol)

April-May Bureau and Division management make the final decision on the program mix and funding proposals for the 2009 Draft Highway Safety Plan.

June-Bureau management incorporates the draft Kansas HSP programs and funding strategies into the revised 2009 state fiscal year's budget. Staff meets to finalize plan.

August- Draft is submitted to NHTSA for feedback, as well as feedback via the state budget process, and is incorporated into the plan.

September- Final version of the 2009 Kansas Highway Safety Plan submitted to NHTSA and FHWA.

October- Implement the plan.
BTS Staff

From: Pete Bodyk, Chief

March 18, 2005

Subject: Source Documents Accompanying MRV's

All Monthly Reimbursement Vouchers (MRV) will be accompanied by source documents for all expenditures claimed by the contractor/grantee. These source documents will include, but not be limited to:

- Time sheets and activity reports;
- Vendor invoices;
- Payment vouchers;
- Receipts;
- Interfund vouchers (other state agencies);
- Travel documentation;
- Phone logs;
- Mileage logs;
- General ledger reports showing employee benefits;
- Etc.

This should now be considered a standard operating procedure for the Bureau and will be added to the BTS procedures manual as it is updated.
**HIGHWAY SAFETY PROJECT - IDDP CONTRACT**

**MONTHLY REIMBURSEMENT VOUCHER (MRV)**

<table>
<thead>
<tr>
<th>Voucher for Month of:</th>
<th>Date Prepared</th>
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<tr>
<th>Project No. and Title:</th>
<th>Ph. No.:</th>
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<tr>
<th>Agency Name:</th>
<th>Contact Person:</th>
<th>Email:</th>
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I certify that to the best of my knowledge and belief the data below are correct, that all outlays were made and costs incurred in accordance with the grant conditions and other agreements, that payment is due and has not been previously requested, and that source documents are on file for review upon request.

Submitted By: Project Director (Chief or Sheriff) SIGNATURE

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Unit of Government: (Checks will be made payable to unit of Government or Contracting Entity)

### SECTION A - MONTHLY ACTIVITY TRACKING

**Project Director Complete This Section**

<table>
<thead>
<tr>
<th>Mobilization 1</th>
<th>Mobilization 2</th>
<th>Mobilization 3</th>
<th>Total for Month</th>
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</table>

### SECTION B - PROJECT FINANCIAL SUMMARY

**Project Director Complete This Section**

<table>
<thead>
<tr>
<th>Personnel Services:</th>
<th>Expenditures This Month</th>
<th>Expenditures Previous Months</th>
<th>Total Expenditures To Date</th>
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<tr>
<th>Commodities:</th>
<th>Total:</th>
<th>STATE USE ONLY ------</th>
<th>Soft Match (KHP)</th>
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### SECTION C - BUDGET TRACKING SECTION

**Project Director Complete This Section**

<table>
<thead>
<tr>
<th>Personnel Services:</th>
<th>Approved Contract Amount</th>
<th>Total Expenditures To Date</th>
<th>Balance of Contract Amount</th>
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<th>Commodities:</th>
<th>Total:</th>
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**STATE USE ONLY**

Attach the original IDDP Activity Report(s) with MRV. Reimbursement form (MRV) is due by the 30th of the month following the month of the start of the mobilization.

Mail one signed original document on green paper to:

**KANSAS DEPARTMENT OF TRANSPORTATION**
**BUREAU OF TRAFFIC SAFETY**
**700 SW HARRISON STREET**
**TOPEKA, KANSAS 66603-3754**

---

rev: 10-06
KANSAS
SOBRIETY CHECKPOINT
ACTIVITY REPORT

Date Prepared: ____________________________ Contract Period: ____________________________
Project Number: ____________________________
Agency: ____________________________
Address: ____________________________ City: ____________________________ Zip Code: ____________________________

1. Checkpoint number (circle) 1 2 3
2. Date of checkpoint: ____________________________ Time: (from) ______ (to) ______
3. Location of briefing: ____________________________
4. Location of Checkpoint: ____________________________
5. Number of officers working the checkpoint:
   Police: ____________________________
   Sheriff: ____________________________
   KHP: ____________________________
   Other: ____________________________

6. Standard for stopping vehicles: ______ Stop every vehicle. ______ Stop every ___ vehicle.
   Note: Any deviation from the standard must be authorized by OIC and documented.

7. Type of media Release(s): ____________________________

8. Advanced warning method: Cones ______ Fuses ______ Signs ______ Marked vehicles ______ Other ______

9. Officer in charge (Name): ____________________________

<table>
<thead>
<tr>
<th>NUMBER OF VEHICLES STOPPED</th>
<th>NUMBER OF VEHICLES DETAINED FOR SFST</th>
<th>TOTAL BAC GIVEN</th>
<th>TOTAL BAC REFUSED</th>
<th>DUI ARRESTS</th>
<th>MINOR IN POSSESSION</th>
<th>TRANSPORTING OPEN CONTAINER</th>
<th>DRUG POSSESSION</th>
<th>SEATBELT CITATIONS/WARNINGS</th>
<th>CHILD RESTRAINT CITATIONS/WARNINGS</th>
<th>OTHER ARRESTS</th>
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Comments: ____________________________

REIMBURSEMENT

<table>
<thead>
<tr>
<th>Date</th>
<th>Officer Name</th>
<th>Base Pay (Overtime Rate)</th>
<th>Total Hours Worked</th>
<th>Total</th>
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Totals 0.00 $0.00

Revised 10/2007

Supervisor ____________________________
KANSAS
DUI Saturation Patrol

Agency: Dodge City Police Department  Address: 110 W. Spruce  City: Dodge City  Zip: 67801

1. Saturation Patrol Number (circle): 1 2 3 4 5
(Five patrols are required)

2. Type of Media Release(s): ______________________, ______________________

3. Date of Saturation Patrol enforcement activity: ___________ Time: (from) ___________ (to) ___________

4. Number of Officers working Saturation Patrol: ___________ Number of Vehicles: ___________

5. Other Agencies Participating in Saturation Patrol: ___________ BAT Van Used? ___________

6. Locations of enforcement activity: ______________________, ______________________, ______________________, ______________________, ______________________, ______________________

ENFORCEMENT DATA

<table>
<thead>
<tr>
<th>TOTAL NO. OF STOPS</th>
<th>SFST's CONDUCTED</th>
<th>PBT's CONDUCTED</th>
<th>NO. OF DUI ARRESTS</th>
<th>NO. BAC GIVEN</th>
<th>NO. BAC REFUSED</th>
<th>AVERAGE BAC</th>
<th>NO. MIP ARRESTS</th>
<th>NO. OPEN CONTAINER ARRESTS</th>
<th>NUMBER OF DRUG POSSESSION ARRESTS</th>
</tr>
</thead>
</table>

MISCELLANEOUS ACTIONS

<table>
<thead>
<tr>
<th>HMV ARRESTS</th>
<th>SPEEDING ARRESTS</th>
<th>DEFECTIVE EQUIPMENT ARRESTS</th>
<th>LANE VIOLATION ARRESTS</th>
<th>SEAT BELT RESTRAINTS ARRESTS</th>
<th>CHILD RESTRAINTS ARRESTS</th>
<th>WARNING</th>
</tr>
</thead>
</table>

Comments: ____________________________________________________________

OVERTIME REIMBURSEMENT

<table>
<thead>
<tr>
<th>Date</th>
<th>Officer Name</th>
<th>Base Pay</th>
<th>1.5 x Base Pay (Overtime Rate)</th>
<th>Total Hours Worked</th>
<th>Total</th>
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Total 0.00 $0.00

Revised 10/2007
Supervisor: ____________________
REIMBURSEMENT VOUCHER (RV) - Complete with **MS EXCEL** or pen

Title of Enforcement campaign: ___________________________ Date Prepared: ___________________________

Contract Number: ___________________________ Contact Person: ___________________________

Agency Name: ___________________________ Ph. No: ___________________________ Email: ___________________________

I certify that to the best of my knowledge and belief the data below are correct, that all outlays were made and costs incurred in accordance with the grant conditions and other agreements, that payment is due and has not been previously requested, and that accompanying source documents (e.g., timesheets or regularly-generated spreadsheets) are accurate.

Submitted By: ___________________________ Date: ___________________________

(Unit of Government: ___________________________

(Checks will be made payable to unit of government or contracting entity.)

**PROJECT FINANCIAL SUMMARY & BUDGET TRACKING**

*Complete "Reimbursement Detail" (below) first, then fill in open boxes. MS Excel does calculations.*

<table>
<thead>
<tr>
<th>Personnel Services:</th>
<th>Expenditures</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>This Mobilization</td>
<td>Expenditures</td>
<td>Previous</td>
<td>Total Expenditures</td>
</tr>
<tr>
<td></td>
<td>This Mobilization</td>
<td>Mobilizations</td>
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<tr>
<th>Approved Contract Amount</th>
<th>Total Expenditures To Date</th>
<th>Balance of Contract</th>
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**REIMBURSEMENT DETAIL (Overtime Hours Only)**

Notes:
1. For each officer, enforcement dates may be arranged one per line or all on one line.
2. Straight-time hours (using computer): Use last 9 rows for officers' straight hrs; point to a tabbed cell for instructions.
3. Straight-time hours (using pen): Break out an officer's straight hours on a separate line; Ignore column 4.

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Officer's Name</th>
<th>Base Pay</th>
<th>1.5 X Base Pay (Overtime Rate)</th>
<th>Total Campaign Hours Worked</th>
<th>Total Reimbursement</th>
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Submission to KDOT:

1. Remit one original signed voucher on light gr. paper along with the original Activity Rpt. (which may be faxed earlier to meet Report deadline of 15 days)

2. Reimbursement voucher, along with documentation (such as timesheet or spreadsheet), is due on the 15th or 30th of the month following the start of the mobilization. If needed, call 786-236-3758 for current schedule.

3. Mail to:

   BUREAU OF TRAFFIC SAFETY
   KANSAS DEPARTMENT OF TRANSPORTATION
   700 SW HARRISON STREET
   TOPEKA, KANSAS 66603-3784

   **STATE USE ONLY**

<table>
<thead>
<tr>
<th>Claim Name</th>
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<tbody>
<tr>
<td>Sub Total</td>
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<td>Less Reverse</td>
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<td>Less Payment</td>
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<td>Pay This Amount</td>
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<td>APPROVED FOR PAYMENT</td>
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<tr>
<td>KDOT/BTS DATE</td>
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</table>
Federal inventory is classified by State of Kansas regulations as all fixed and moveable property, which has a unit cost of $5,000 or more, and an expected serviceable (useful) life of longer than one year. Inventory, purchased with the federal funds which are administered by the Bureau of Transportation Safety & Technology (BTS&T), KDOT, must be listed in the Detailed Inventory Listing computer system maintained by the BTS&T Administrative Specialist.

The unit cost of the inventory item means the net invoice unit price of the property including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property useable for the purpose for which it was acquired. The unit cost also includes the freight or postage (as defined in the Department of Administration, Division of Accounts and Reports, Policy and Procedure Manual, File No. 13,001, pg. 10, paragraph 6.e.).

The date of acquisition for the property is the date (month and year) when the property is acquired by the contractor.

The contractor shall use the property for the intent and purpose for which it was acquired, whether or not the project continues to be supported by Federal funds.

An inventory control system shall be in effect by the contractor to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft of property shall be investigated and fully documented.

Adequate maintenance procedures shall be implemented by the contractor to keep the property in good condition. The contractor will be responsible for physically verifying all inventory once a year as directed by the BTS&T. A detailed inventory list of all items and inspection procedures will be forwarded to contractors on a timely basis.

If the property is determined to have no further use value, or if it has exceeded its useful life, the property will be released to the contractor and there will be no further Federal interest. Upon release of the property, KDOT BTS&T will remove the property from the Detailed Inventory Listing and the yearly property accounting by the contractor will cease. Property which becomes obsolete prior to the end of its originally estimated useful life shall be considered to have no further use value.

If the property is traded in prior to the conclusion of its useful life, the Federal government shall retain an interest in the new property. The amount of interest shall be computed by applying the percentage of Federal participation in the original project to the property. KDOT BTS&T must give prior approval to contractors wishing to trade in property with a remaining useful life.
Property, with a remaining useful life, that is damaged or destroyed is replaced at the expense of the contractor. The Federal government shall retain an interest in the new property. The amount of interest shall be computed by applying the percentage of Federal participation in the original project to the new property. KDOT BTS&T shall be notified by the contractor of incidents of damage or destruction to Federally funded property which has a remaining useful life.

If the contractor has no need for the property and the property has a further useful life, upon approval with KDOT BTS&T, the contractor may sell the property or return the property to KDOT BTS&T. If sold, the sub-grantee shall reimburse KDOT BTS&T an amount computed by applying to the sale proceeds, the percentage of Federal participation in the cost of the original project.

An accounting of all property shall be taken by the contractor and the results reconciled with the property records of BTS&T once every year. Any differences between quantities determined by the inventory and those shown in the accounting records shall be investigated to determine the cause of the difference. All Federal Inventory items with a value of five thousand dollars ($5,000) or greater will be inventoried annually by BTS&T. All other items that are less than five thousand dollars ($5,000) will be checked on a random basis to be determined by the BTS&T with 20 percent of these items being checked annually. Complete lists of all active inventories will be provided to Program Consultants, Research Analysts, Project Coordinators, Contractors and any other party that is determined by BTS&T to have a need in order to maintain this inventory. These guidelines will not replace any Federal requirements or special requirements that may be included in a specific contract. BTS&T will retain the right to conduct verification audits at anytime a need is determined to maintain inventory at the appropriate levels. Any issues arising from these inventory visits will be reported on the inventory inspection form which is located on the office network drive. In connection with the inventory, the existence, current utilization, and continued need for the property shall be verified.

MANAGEMENT CONTROL SYSTEM

1) Inventory purchases:

BTS&T must seek and gain approval from the NHTSA regional office prior to any item exceeding $5,000 and prior to purchase.

When the grant has been approved and initiated by the BTS&T, the Program Consultant or Research Analyst will be notified if inventory is to be purchased.

When inventory is purchased by the contractor, the BTS&T is notified by the receipt of the Monthly Reimbursement Voucher (MRV). A copy of the invoice for the property must accompany the MRV. Upon processing the MRV, the Program Consultant or Research Analyst will be notified of any inventory purchases. This notification shall be accomplished through current office processes and routing of vouchers.
Within 30 days of the MRV processing the Program Consultant or Research Analyst will complete a “Purchase of Federal Inventory Route Inspection Form – Initial Purchase” (yellow) form, assign Federal identification numbers, and the assigned Program Consultant will input the information into the computer system to become part of the Detailed Inventory Listing.

Within 60 days of the MRV processing, a field inspection will be made by the appropriate Program Consultant or Research Analyst. At this time the Federal identification numbers(s) will be affixed to the property and appropriate paperwork finalized including appropriate signatures of responsible parties.

2) Inventory Inspections

An annual accounting of all property shall be made by the contractor until it has reached the end of its useful life.

At the time of any inspection a “Federal Inventory Verification Record” (green) form will be completed by the Program Consultant. This form is located on the BTS&T network drive.

Necessary changes shall then be entered into the computer by the Program Consultant as part of the Detailed Inventory Listing. This would include the last date inventoried and any inconsistencies noted at the time of the physical inspection.

3) Release of Federal Interest

When the useful life of the property has expired a “Release of Federal Interest” letter is generated by the Program Consultant or Research Analyst. This letter notifies the contractor that the Federal government no longer has an interest in the property. This information shall be entered into the computer and released inventory will be shown on an Inactive Listing. At this time the yearly accounting for that property will cease. The Program Consultant or Research Analyst will also draft a “Release of Federal Interest” letter to the Regional NHTSA office stating intentions to release the federal inventory item.
To: BTST Safety Section Staff
From: Pete Bodyk, Traffic Safety Manager
Date: March 11, 2009
Subject: End of Fiscal Year Purchases

It is important that expenses are charged to the appropriate State or Federal fiscal year. A date is established by the first significant event, which is typically the order or activity date. All staff must be conscious of this date and verify the appropriate fiscal year for reimbursement from NHTSA or any other agency. If in doubt, please seek the advice of your supervisor.

This should now be considered a standard operating procedure for the Bureau and will be added to the BTST Safety Section procedures manual as it is updated.
MEMO TO: KDOT Divisions, Bureaus, Offices and Districts

ATTN: District Administrative Officers
Employees who make small purchases

FROM: Dale Jost, Chief
Bureau of Fiscal Services

DATE: January 7, 2004

SUBJECT: Instructional Memorandum No. 04-06
Purchase Limit Changes

Effective immediately the Director of Purchases has established that the definition of a small purchase has been raised from $2,000 to $5,000. This would mean that competitive bids are no longer mandated for purchases of less than $5,000. However, we would still strongly encourage the use of competitive pricing to insure the best value is derived for the department as well as the state. We will no longer be required to maintain transaction files for purchases between the $2,000 and $5,000 limit in this office. You are immediately delegated the authority to make those transactions locally contingent on your ability of obtaining an approved Purchase Authority for the transaction.

This change does not alter the requirements of utilizing state contracts, or statutory mandated supply sources such as products produced under the prison made goods act, or products produced by the blind or severely disabled. The same procedures for securing off contract approval for those transactions where a better value is available will continue to require the Prior Authorization approval process sent to this office.

The SOM's are in the process of being updated to reflect this change. If you any questions concerning this matter, please let me know.

DJ: MBC
cc: Deb Miller, Secretary of Transportation
    Warren Slick, Assistant Secretary and
    State Transportation Engineer
Bureau of Traffic Safety  
Purchase of Federal Inventory by Contractor  
Route Inspection Form - Initial Purchase

Contractor Name: ___________________________  Contact Name: ___________________________
Address of Contact: ____________________________________________________________
City: ___________________________  State: _____________  County: _____________
Phone Number: ___________________________  FAX Number: ___________________________

Project Number / Year: ___________________________
Date Entered in Inventory: ___________________________
Date of First Inspection: ___________________________

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Aquis Date</th>
<th>Description</th>
<th>Make</th>
<th>Model</th>
<th>Serial Number</th>
<th>Cost</th>
</tr>
</thead>
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</tbody>
</table>

Signature of Inventory Inspector: ___________________________

Date sent to Bureau of Traffic Safety: ___________________________

Date Received by BTS: ___________________________  By: ___________________________

Signature of Contact: ___________________________
FEDERAL INVENTORY VERIFICATION RECORD

DATE: ________________

INVENTORY ITEMS INSPECTED:

Federal ID Number(s) Check: ____________________________

__________________________________________

Serial # Cross-Reference Check: ____________________________

PURCHASED UNDER FEDERAL SAFETY PROJECT NUMBER: ____________________________

INSPECTION CONDUCTED AT: ____________________________

__________________________________________

__________________________________________

COMMENTS: ____________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Local Contact
(INVENTORY FILE)

Person Attending Verification

Title

Title

Agency

Bureau of Traffic Safety, KDOT

Agency

(785) 296-3756

Telephone Number

Telephone Number
Federal Inventory Useful Life Schedule

Revised March 13, 2009

This schedule is to be used as a measure of the time period at the end of which the Federal Government would no longer have any equity. At the end of the time period, the ownership would be transferred to the subgrantee. This table only applies to individual items that cost in excess of $5,000 each.

1. VEHICLES

<table>
<thead>
<tr>
<th>Item</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOMOBILES</td>
<td>4 YEARS OR 50,000 MILES</td>
</tr>
<tr>
<td>STATION WAGONS</td>
<td>4 YEARS OR 50,000 MILES</td>
</tr>
<tr>
<td>SUBURBANS, VANS</td>
<td>4 YEARS OR 60,000 MILES</td>
</tr>
<tr>
<td>TRUCKS TO 1 TON</td>
<td>4 YEARS OR 60,000 MILES</td>
</tr>
<tr>
<td>MOTORCYCLES</td>
<td>4 YEARS OR 50,000 MILES</td>
</tr>
<tr>
<td>MOTOR HOME, BUS &amp; TRUCKS OVER 1 TON</td>
<td>6 YEARS OR 75,000 MILES</td>
</tr>
<tr>
<td>AIRCRAFT</td>
<td>10 YEARS</td>
</tr>
</tbody>
</table>

2. ALCOHOL

<table>
<thead>
<tr>
<th>Item</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREATHALYZER</td>
<td>4 YEARS</td>
</tr>
<tr>
<td>GAS CHROMATOGRAPH</td>
<td>4 YEARS</td>
</tr>
<tr>
<td>INTOXIMETER</td>
<td>4 YEARS</td>
</tr>
<tr>
<td>INTOXILYZER</td>
<td>4 YEARS</td>
</tr>
<tr>
<td>SIMULATOR</td>
<td>4 YEARS</td>
</tr>
</tbody>
</table>

3. POLICE

<table>
<thead>
<tr>
<th>Item</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIGHTBARS</td>
<td>4 YEARS</td>
</tr>
<tr>
<td>SIRENS</td>
<td>4 YEARS</td>
</tr>
<tr>
<td>RADIOS</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>RADAR, VASCAR, ETC</td>
<td>3 YEARS</td>
</tr>
<tr>
<td>SWITCH PANELS</td>
<td>4 YEARS</td>
</tr>
<tr>
<td>CB RADIOS</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>TAPE RECORDER</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>GPS</td>
<td>3 YEARS</td>
</tr>
</tbody>
</table>
4. DRIVER EDUCATION

<table>
<thead>
<tr>
<th>Item</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIMULATOR</td>
<td>8 YEARS</td>
</tr>
<tr>
<td>SEAT BELT CONVINER</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>ROLLOVERS</td>
<td>5 YEARS</td>
</tr>
</tbody>
</table>

5. AUDIO-VISUAL

<table>
<thead>
<tr>
<th>Item</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMERA, VIDEO</td>
<td>6 YEARS</td>
</tr>
<tr>
<td>CAMERA</td>
<td>4 YEARS</td>
</tr>
<tr>
<td>(all except video)</td>
<td></td>
</tr>
<tr>
<td>SLIDE PROJECTOR</td>
<td>6 YEARS</td>
</tr>
<tr>
<td>OVERHEAD PROJECTOR</td>
<td>6 YEARS</td>
</tr>
<tr>
<td>RECORDER, VIDEO</td>
<td>6 YEARS</td>
</tr>
<tr>
<td>RECORDER, AUDIO</td>
<td>4 YEARS</td>
</tr>
<tr>
<td>RETROREFLECTOMETER</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>NIGHT VISION BINOCULAR</td>
<td>3 YEARS</td>
</tr>
</tbody>
</table>

6. ENGINEERING EQUIPMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRICTION TRAILER</td>
<td>10 YEARS</td>
</tr>
</tbody>
</table>

7. OFFICE EQUIPMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUTER</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>KEYBOARD</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>MONITOR</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>PRINTER</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>MODEM</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>LCD PROJECTOR</td>
<td>5 YEARS</td>
</tr>
<tr>
<td>Description</td>
<td>Make</td>
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<td>-------------</td>
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</tr>
</tbody>
</table>

Report reflects values as of November 10, 2009

Address:

City:

State:

Zip Code:

Telephone:

E-mail Address:

Contact Information:

Assigned to:

Equipment Status Report for Federal Fiscal Year Starting... 10/1/2007
To: BTS Staff

From: Pete Bodyk, Chief

Date: March 18, 2005

Subject: Authorized Signatures

All contracts/grants must be signed by the authorized Kansas Department of Transportation (KDOT) officials before they will be considered officially awarded. A list of those officials authorized to sign various documents will be kept on file in the BTS office.

This should now be considered a standard operating procedure for the Bureau and will be added to the BTS procedures manual as it is updated.
NOTICE TO PROCEED

Date

Applicant Name
Agency
Address
City, State, Zip

Dear Applicant:

The KDOT Bureau of Traffic Safety is pleased to forward this formal Notice to Proceed for the Federal Fiscal Year 2009 segment of the attached recently signed Special Traffic Enforcement Program (STEP) grant.

You may now utilize the grant funds appearing below to finance overtime hours in the two or three campaigns in which you agreed to participate this federal fiscal year. These are marked with an “X” on Attachment I of the accompanying 2008-09 Agreement which has now been signed by all parties.

Please use the grant number below, with the 09 suffix, on all correspondence and forms during the 2009 grant year.

<table>
<thead>
<tr>
<th>Start Date for the current year (Federal Fiscal Year 2009)</th>
<th>October 1, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>No orders, purchase orders, payments, or expenses of any type may be initiated before this date.</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>End Date for the current year (Federal Fiscal Year 2009)</th>
<th>September 30, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>No orders, purchase orders, or expenses of any type may be initiated after this date.</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant Number for FFY 09 Grant Year</th>
<th>Grant Amount for FFY 09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this # on all reports and correspondence during this year</td>
<td></td>
</tr>
</tbody>
</table>

We appreciate your willingness to be part of this important statewide effort.

Sincerely,

Pete Bodyk,
Traffic Safety Manager
KANSAS DEPARTMENT OF TRANSPORTATION
HIGHWAY SAFETY PROJECT AGREEMENT

PARTIES: Debra L. Miller, Secretary of Transportation
Department of Transportation for the State
of Kansas (Secretary)
Eisenhower State Office Building
700 SW Harrison Street
Topeka, KS 66603-3754

and:

Sheriff Dave Groves
 Cherokee County Sheriff's Office

PURPOSE: To promote highway safety improvement. This highway safety improvement is identified by the Project No. above, in the city or county listed above. It will hereinafter be referred to as the Project, and further identified by the STEP Grantee Information Sheet, Attachment No. 1, which is incorporated by reference and made a part of this Agreement.

EFFECTIVE DATE: The Parties shall be mutually obligated to perform in accordance with this Agreement as of:

October 1, 2009

TERMS OF THE AGREEMENT

Article I - THE SECRETARY AGREES:

1) To reimburse the STEP Grantee for the work completed in the form of overtime wages incurred in the performance of this Agreement in an amount not to exceed the total grant amount provided in the STEP Grantee Information Sheet, Attachment 1, which is incorporated by reference and made a part of this Agreement.

2) To make payments to the STEP Grantee for overtime wages not more than 30 days following receipt of required time sheets and activity reports for each campaign in which the Project Applicant agrees to participate.

Article II - THE STEP GRANTEE AGREES:

1) To furnish the necessary personnel, facilities, and such other professional services as may be required to fulfill the work identified and described in the Project.

2) To begin the Project upon receipt of Secretary's written notice to proceed and shall execute this Project to completion on or before:

September 30, 2011
3) To prepare and deliver to the Secretary during and upon completion of the Project all reports as required.

4) To pay actual project costs prior to any reimbursement claim to the Secretary and submit, at a minimum, reimbursement invoices to the Secretary after costs have been incurred.

5) That funds provided under this Agreement shall not supplant any activity or expenditure provided for by Grantee's current budget.

6) To maintain accounting records, which shall be made available at all reasonable times during the agreement period and for three years from the date of the final payment.

7) That the services to be performed by the Grantee are personal and cannot be assigned, sublet, or transferred without consent of the Secretary.

8) That the Secretary shall at all reasonable times have access to the premises to review and inspect the work and related records. Arrangements for all reviews and inspections by the appropriate federal agency shall be made by the Secretary.

9) The Grantee, by acceptance of this Agreement, acknowledges that the final payment is subject to all single audits which cover the time period of the expenses being claimed for reimbursement as set forth in the Federal O.M.B. Circular A-133, Audits of State and Local Governments, attached hereto and made a part of this Agreement. The Secretary and the Grantee agree that as the Single Audit Report becomes available for the reimbursement period, that the Secretary will review it for items which are declared as not eligible for reimbursement. If such non-eligible-for-reimbursement items are subsequently found by audit, the Project Applicant will refund to the Secretary the total amount paid for same.

10) That the Grantee may be allowed one, 90-day extension upon showing good reason and submitting his request to the Secretary in writing 30 days prior to the completion date. This extension must have the concurrence of the appropriate federal agency.

11) Disputed matters arising under this Agreement that are not mutually resolved, shall be decided by the Secretary, whose decision shall be final and binding.

12) That this Agreement, for any reason, may be terminated upon thirty (30) days written notice by either party; Provided, however, the Grantee shall not be paid more than that which would be received under the terms of the Agreement for that portion of services rendered to the date of termination. The parties further agree that termination due to Grantee's default shall result in forfeiture of any retainerage of compensation due the Project Applicant as of the day of termination.

13) The provisions found in the Contractual Provisions Attachment, Attachment No. 4 (form DA-146a) are incorporated into this Agreement and made a part hereof.

14) Attachment No. 3, pertaining to the implementation of the Civil Rights Act of 1964, is incorporated by reference and made a part hereof.

16) This Agreement shall be binding upon the parties hereto and their successors and assigns.

17) It is expressly agreed that no third party beneficiaries are intended to be created by this Agreement, nor do the parties herein authorize anyone not a party to this Agreement to maintain a suit for damages pursuant to the terms or provisions of this Agreement.

Signature of:  
Patrick Collins, Comm. Chair

Signature of:  
Sheriff Dave Groves

Revised 05/03/2005

Debra L. Miller
Secretary of Transportation for
the State of Kansas
Special Traffic Enforcement Program (STEP) Grantee Information Sheet
Kansas Department of Transportation, Bureau of Transportation Safety and Technology
Eisenhower State Office Building, 700 SW Harrison St.
Topeka, KS 66603-3745

Section 1 - General Agency Information

Cherokee County Sheriff's Office
1. Name of Applicant Agency
   PO Box 479
   Columbus 66725
2. Mailing Address
   3. City
   4. Zip Code
915 E. Country Rd.
5. Street Address
6. Name & Title of person authorized to commit city/county to contracts
   Patrick Collins, Comm. Chair

Sheriff Dave Groves
7. Name and title of agency head
   (620) 429-3992
8. Agency Head's Phone #
   sheriff.groves@columbus-ks.com
9. Agency Head's Email Address
   10. Agency's Federal Employee ID # (FEIN)
   Lt. Gary Allen
   (620) 429-3992
   (620) 674-2300
   gallen@box69mail.com
   48-6041799
   (620) 429-1207
   Contact Person's E-Mail Address
   Contact Person's Fax #

Section 2 - Traffic Safety Information
16. Does your agency have a written policy on employee seat belt use? Yes
17. Do you have a stated policy, either written or oral, stating that seat belt laws will be enforced by your officers? Check one:

- Citations Issued in the recent 12-month period:
  - Safety belts: 52
  - Child safety: 17
  - DUI: 121

- Maneuver and Safety Info:
  - # of PT Officers: 21
  - # of PT Officers: 0
  - Avg Officer Wage: $12.15


Section 3 - Campaign Choices
25. Check off any optional campaign(s) in which your agency plans to participate.

<table>
<thead>
<tr>
<th>Campaign</th>
<th>FY 2010</th>
<th>FY 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theme: Holiday driving, both</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUI &amp; Belts. Optional. Check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct-Nov (Motorcycle Safety)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campaign. Mandatory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May-June (Memorial Day Pd.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theme: &quot;Click It Or Ticket&quot;</td>
<td></td>
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<tr>
<td>Seat Belt Campaign. Mandatory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug-Sep (Labor Day Pd.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theme: &quot;Over the Limit, Under Arrest&quot; DUI Campaign. Mandatory.</td>
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</tbody>
</table>

26. Check the tools below that you will probably use to publicize the campaign
   - PSA-Radio... □ News Event.... □ Child Seat Checks... □
   - PSA-TV...... □ Interviews....... □ Other -(Specify) □
   - Publ Article □ Displays...... □

Section 4 - Grant Payment Choices
27. Desired reimbursement method: "X" Direct Deposit
   (If direct deposit, see instructions below)
   Direct Deposit * X Printed check

28. Reimbursement checks should be made payable to:
   Cherokee County Sheriff's Office

29. Reimbursement checks will be mailed to the address above unless a different one is entered below. Also use to name a financial contact person, if desired.
   Use above address

KDOT AWARD INFORMATION

<table>
<thead>
<tr>
<th>Project begins</th>
<th>Project ends</th>
<th>Project Number</th>
<th>Funding Source</th>
<th>Local Benefit %</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2009</td>
<td>9/30/2011</td>
<td>OP-1152-10</td>
<td>Section 402</td>
<td>100%</td>
</tr>
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</tr>
</tbody>
</table>

FY 2010......... $4,000
FY 2011......... TBD in Sep 2010

STEP Program History

<table>
<thead>
<tr>
<th>Federal Year</th>
<th>Annual Spending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grant $</td>
</tr>
<tr>
<td>2009</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>$4,000</td>
</tr>
<tr>
<td>2007</td>
<td>$0</td>
</tr>
<tr>
<td>2006</td>
<td>$4,000</td>
</tr>
<tr>
<td>2005</td>
<td>$4,000</td>
</tr>
<tr>
<td>2004</td>
<td>$0</td>
</tr>
</tbody>
</table>

| May Campaign Performance |
|--------------------------|-----------------|
| Grade | Hours | Belt Cts | Cts per Hr. |
|       |      |         |             |

| September Campaign Performance |
|-------------------------------|-----------------|
| Grade | Hours | Belt Cts | DU vs. | Cts per Hr. |
|       |      |         |        |             |
Application for Impaired Driving Deterrence Program (IDDP) Grant
Kansas Department of Transportation, Bureau of Traffic Safety
Eisenhower State Office Building, 700 SW Harrison St.
Topeka, KS 66603

General Agency Information
Arkansas City Police Department
1. Name of Applicant Agency
117 W. Central Arkansas City 67005

Same
5. Street Address, if Post Office Box entered above

Steve Archer, City Manager
6. Person duly authorized to commit the city or county to contracts

Sean Wallace, Chief of Police
7. Name of Agency Head
(820) 441-4444
8. Agency Head Phone #
(820) 441-4444 (820) 441-3757
9. Agency Head FAX #
(620) 442-1410
10. Agency Head E-mail Address
swallace@arkansascityks.gov
11. Name of Project Contact Person
Mark McCaslin
(620) 442-1410
12. Contact phone
(820) 441-3757
13. Cell Phone
mmcaslin@arkansascityks.gov
14. Contact Person FAX #

KDOT AWARD INFORMATION

<table>
<thead>
<tr>
<th>Length of Contract:</th>
<th>This Year: 10/1/2008 9/30/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>KDOT Assigned Project No.:</td>
<td>AL-9079-09</td>
</tr>
<tr>
<td>KDOT Assigned Funding Source:</td>
<td>Section 163 Funds</td>
</tr>
<tr>
<td>KDOT Assigned Local Benefit %:</td>
<td>100% Local Benefit</td>
</tr>
</tbody>
</table>

CPMS Prefix: K Vendor ID: 

Approved Budget (From Page 2)

<table>
<thead>
<tr>
<th>Expense</th>
<th>FY 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$4,685.48 $ -</td>
</tr>
<tr>
<td>Commodities</td>
<td>$469.99 $ -</td>
</tr>
<tr>
<td>Grant Amount</td>
<td>$5,055.48 $ -</td>
</tr>
</tbody>
</table>

Reimbursement Arrangements

16. Desired reimbursement method: X Direct Deposit
*If direct deposit, see instructions below
Printed check

17. Reimbursement checks should be made payable to:
City of Arkansas City

18. Reimbursement checks will be mailed to the address above unless a different one is entered below. Also any financial contact person for the grant is listed below.

Direct deposited


*If arrangements for direct deposit of grant reimbursements have not previously been made, contact Amy Vail, Federal Aid and Project Accounting, KDOT, 700 SW Harrison, Topeka, 66603, Phone: (785) 296-3205, FAX: (785) 296-7937

Required Applicant Signatures

I certify compliance with all criteria applicable for eligibility of the program and implementation in accordance with program requirements.

X
Authorizing City or County Official
Steve Archer, City Manager

X
LE Agency Head: Sean Wallace, Chief of Police

KDIT Approval

I approve of contract, as presently outlined by this document, the Highway Safety Program Agreement of which it is now a part, and other attachments to said Agreement.

X
Pete Bodoky, Chief, KDOT Bureau of Traffic Safety

Page 1 of 2
Certification of the STEP GRANTEE

I hereby certify that I am Sheriff Dave Groves and I am the duly authorized representative of the Cherokee County Sheriff's Office

and that neither I nor the above agency I here represent has:

(a) employ or retain for the payment of a commission, percentage, brokerage, contingent fee, or other consideration, any person (other than a bona fide employee working solely for me or the above agency) to solicit or secure this Agreement; or

(b) agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the Agreement; or

(c) paid, or agreed to pay, to any firm, organization of persons (other than a bona fide employee working solely for me or the above agency) any fee, contribution, donation, or consideration of any kind for or in connection with, procuring or carrying out this Agreement;

except as here expressly stated (if any):

I acknowledge that this Certificate is to be furnished to the Secretary of Transportation of the State of Kansas in connection with this Agreement, and is subject to applicable state and federal laws, both criminal and civil.

X

Signature of: Sheriff Dave Groves Cherokee County Sheriff's Office

Date:
KANSAS DEPARTMENT OF TRANSPORTATION

Special Attachment
To Contracts or Agreements Entered Into
By the Secretary of Transportation of the State of Kansas

NOTE: Whenever this Special Attachment conflicts with provisions of the Document to which it is attached, this Special Attachment shall govern.

THE CIVIL RIGHTS ACT OF 1964, and any amendments thereto,
REHABILITATION ACT OF 1973, and any amendments thereto,
AMERICANS WITH DISABILITIES ACT OF 1990, and any amendments thereto,
AGE DISCRIMINATION ACT OF 1975, and any amendments thereto,
EXECUTIVE ORDER 12898, FEDERAL ACTIONS TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY POPULATIONS AND LOW INCOME POPULATIONS (1994), and any amendments thereto,
49 C.F.R. Part 26.1 (DBE Program), and any amendments thereto

NOTIFICATION

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964 (78 Stat. 252), §504 of the Rehabilitation Act of 1973 (87 Stat. 3555) and the Americans with Disabilities Act of 1990 (42 USC 12101), the Age Discrimination Act of 1975 (42 USC 6101), the Regulations of the U.S. Department of Transportation (49 C.F.R., Part 21, 23, and 27), issued pursuant to such ACT, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations (1994), and the DBE Program (49 C.F.R., Part 26.1), hereby notifies all contracting parties that, the contracting parties will affirmatively assure that this contract will be implemented without discrimination on the grounds of race, religion, color, gender, age, disability, national origin, or minority populations and low income populations as more specifically set out in the following seven "Nondiscrimination Clauses":

CLARIFICATION

Where the term "consultant" appears in the following seven "Nondiscrimination Clauses", the term "consultant" is understood to include all parties to contracts or agreements with the Secretary of Transportation of the State of Kansas.

Nondiscrimination Clauses

During the performance of this contract, the consultant, or the consultant's assignees and successors in interest (hereinafter referred to as the "Consultant"), agrees as follows:

(1) Compliance with Regulations: The consultant will comply with the Regulations of the U.S. Department of Transportation relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (Title 49, Code of Federal Regulations, Parts 21, 23 and 27, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The consultant, with regard to the work performed by the consultant after award and prior to the completion of the contract work, will not discriminate on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) Solicitations for Subcontractors, Including Procurements of Material and Equipment: In all solicitations, either competitive bidding or negotiation made by the consultant for work to be performed under a subcontract including procurements of materials and equipment, each potential subcontractor or supplier shall be notified by the consultant of the consultant's obligation under this contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations.
(4) Information and Reports: The consultant will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and the Secretary of the Transportation of the State of Kansas will be permitted access to the consultant’s books, records, accounts, other sources of information, and facilities as may be determined by the Secretary of Transportation of the State of Kansas to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to the Secretary of Transportation of the State of Kansas and shall set forth what efforts it has made to obtain the information.

(5) Employment: The consultant will not discriminate against any employee or applicant for employment because of race, religion, color, gender, age, disability, or national origin.

(6) Sanctions for Noncompliance: In the event of the consultant’s noncompliance with the nondiscrimination provisions of this contract, the Secretary of Transportation of the State of Kansas shall impose such contract sanctions as the Secretary of Transportation of the State of Kansas may determine to be appropriate, including, but not limited to,
(a) withholding of payments to the consultant under the contract until the contractor complies, and/or
(b) cancellation, termination or suspension of the contract, in whole or in part.

(7) Disadvantaged Business Obligation:
(a) Disadvantaged Businesses as defined in the Regulations, shall have a level playing field to compete fairly for contracts financed in whole or in part with Federal funds under this contract.
(b) All necessary and reasonable steps shall be taken in accordance with the Regulations to ensure that Disadvantaged Businesses have equal opportunity to compete for and perform contracts. No person(s) shall be discriminated against on the basis of race, color, gender, or national origin in the award and performance of federally-assisted contracts.
(c) The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of Federally-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

(8) Executive Order 12898: To the extent permitted by existing law, and whenever practical and appropriate, all necessary and reasonable steps shall be taken in accordance with Executive Order 12898 to collect, maintain, and analyze information on the race, color, national origin and income level of persons affected by programs, policies and activities of the Secretary of Transportation of the State of Kansas and use such information in complying with this Order.

(9) Incorporation of Provisions: The consultant will include the provisions of paragraphs (1) through (8) in every subcontract, including procurements of materials and equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The consultant will take such action with respect to any subcontract or procurement as the Secretary of Transportation of the State of Kansas may direct as a means of enforcing such provisions including sanctions for noncompliance; PROVIDED, however, that, in the event a consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the consultant may request the State to enter into such litigation to protect the interests of the State.
CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provisions:

"The Provisions found in Contractual Provisions Attachment (Form DA-145a, Rev. 1-01), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

1) Terms Herein Controlling Provisions: It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document related to and a part of the contract in which this attachment is incorporated.

2) Agreement With Kansas Law: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

3) Termination Due To Lack Of Funding Appropriation: If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.

4) Disclaimer Of Liability: Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify any contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).

5) Anti-Discrimination Clause: The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (2 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of the ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total $5,000 or less during the fiscal year of such agency.

6) Acceptance Of Contract: This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.

7) Arbitration, Damages, Warranties: Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State or any agency thereof has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the State of Kansas shall not agree to pay attorney fees and late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

8) Representative's Authority To Contract: By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

9) Responsibility For Taxes: The State of Kansas shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

10) Insurance: The State of Kansas shall not be required to purchase, any insurance against loss or damage to any personal property to which this contract relates, nor shall this contract require the State to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the vendor or lessor shall bear the risk of any loss or damage to any personal property in which vendor or lessor holds title.

11) Information: No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 40-1101 et seq.

12) The Eleventh Amendment: "The Eleventh Amendment is an inherent and incumbrant protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
KDOT

Bureau of Transportation Safety and Technology

Traffic Safety Section

Grant and

Contract Management
KDOT Bureau of Transportation Safety and Technology
Safety Section
Management and Program Staff
Grant Management Roles and Responsibilities

General Work/Duty Description:

Program Consultants and Research Analysts play a critical and intricate role within the Bureau of Transportation Safety and Technology, Safety Section (BTST). Their duties include, but are not limited to:

- Point-of-contact for BTST contracts
- Provide the day to day work and monitoring, including project oversight
- Learn and possess the details of the projects they oversee
- Ability to answer questions and in general become the expert for that particular program
- Work to become familiar with all other programs in BTST
- Research and propose new programs for implementation
- Keep management staff up to date on activities within a specific program. This may include highlighting success stories and warning of potential problems.
- Assist new hires to the BTST in Grant Management.
- Effective communicator between the BTST office and the contractors.
- Utilize and implement effective time management skills

General Project Oversight

Program Consultants and Research Analysts will be responsible for project oversight that will include but is not limited to the following:

- Project conferences
- Contract timelines
- Use of Q: drive directory
- Monthly reimbursement vouchers
- Review of financial records as required
- Monitoring and surveillance visits
- Contract review for compliance with contract goals
- Review of inventory as needed for compliance
- Quarterly reports
- Final reports and preparation of the NHTSA Final Report
- Preparation of the Highway Safety Plan
- Correspondence in all assigned program areas and dissemination of all pertinent information to management as needed
- Efficient use of travel time to avoid time loss on project administration

Project Assignment

BTS management will consider previous program knowledge, current work load, time involvement and project location when determining project or program assignment.
Kansas Traffic Safety Resource Office  
Request for Proposal  
Section V  
Statement of Work  

5.1 Introduction and General Scope of the Contract:  

Every year 430+ people are killed on KS roads. Of those killed, 230+ are not properly restrained. Alcohol is a contributing factor in 80+ fatalities. Last year alone, 63 Kansans died in motorcycle crashes. Every year novice drivers account for 7% of the driving public but 22% of overall crashes. The Kansas seatbelt rate is 73 percent and ranks 43rd in the nation. The seat belt rate is eight percent below the national average of 81 percent. Kansas currently doesn’t have a primary seatbelt, helmet or graduated drivers license law.  

The Kansas Department of Transportation (KDOT) administers a comprehensive highway safety program aimed at reducing the number of motor vehicle crashes, injuries, and fatalities occurring on Kansas roadways. The involvement of alcohol and low seat belt use are significant contributions to motor vehicle crashes and injuries on Kansas roadways. KDOT is seeking a contractor to administer and implement a statewide program providing public education, information, technical assistance, research and evaluation aimed at reducing the incidence of alcohol-related crashes, underage drinking and increasing the seat belt use in Kansas. This contract, entitled the Kansas Traffic Safety Resource Office (TSRO) will emphasize increasing the occupant protection rate for all ages, reducing the number of drinking drivers, promote prevention of underage alcohol consumption and enhance current safe driving activities. This contractor will work closely with the KDOT Bureau of Traffic Safety (BTS), local law enforcement, drivers education programs, Kansas Safe Kids, SADD chapters, minority organizations, employers and other traffic safety advocates around the state.  

The TSRO will focus on educating the driving public on the importance of occupant protection and the dangers of drinking and driving. The program will include five (5) main components:  

• Increasing the Occupant Protection rate for drivers and passengers in motor vehicles  
• Impaired Driving Prevention  
• Novice Driver Education  
• Motorcycle Safety  
• Underage Drinking and Driving Prevention  

In conjunction with BTS, TSRO will identify particular sectors of the population which are at the greatest risk. The office will then develop specific approaches for meeting the safety education needs of those sectors in ways which will impact the greatest number of persons through, primarily, existing programs and institutions. This emphasis on "second-tier" support could include such things as the creation and production of curricula and other resources, consultations, participation in coalitions, instructor training and other professional learning opportunities, and creation of a one-stop web-based resource center. Delivery vehicles could include the Internet, conferences, web-casting, email and print newsletters.
This new office is a combination of several previous programs and will provide educational and teaching opportunities to all Kansas motor vehicle drivers and passengers. This office should focus on developing presentations and educational materials that will benefit other advocates and speakers around the state. This program should limit the number of on-site presentations given and focus more on “training the trainers” and providing materials to other advocates around the state. Proposals should describe the programs and activities that will support the identified problem areas in conjunction with the strategies and objectives listed below. Program delivery will include the general public, impaired drivers, underage youth, parents, schools, law enforcement, alcohol servers and others. It is estimated that this new office will utilize forty percent of their time targeting occupant protection, forty percent of the time on impaired driving and the remaining time on other traffic safety issues.

Strategies and Objectives

The general strategies and objectives are listed below. Annually, the contractor and the BTS office will meet to determine strategy for the upcoming fiscal year.

- Responsible for the distribution of child safety seats. These seats will be available to fitting stations around the state only. Each of these fitting stations must have at least one currently certified child passenger safety technician. Up to $100,000 annually will be allocated to the distribution of seats. The office should strive to distribute similar number of infant, convertible and booster seats. The proposal should include costs associated with preparing the seat order and not include the cost of the seats. This estimated $100,000 will be handled with a direct bill to KDOT from the child seat vendor.

  All professionals in the TSRO will be Child Passenger Safety Technicians. New professional hires to the TSRO will be granted a six month opportunity to obtain Technician status. It is preferred that one professional will obtain Instructor status.

- Support and market Child Passenger Safety technician and instructor trainings conducted in the state.

- Work with groups targeting the under 21 age group and focus on the dangers of drinking and impaired driving.

- Support efforts in the Kansas universities to prevent impaired driving.

- Support and implement programs to reduce the number of impaired drivers in the state.

- Support the paid media program established by KDOT to bring more awareness to the occupant protection, impaired driving and motorcycle safety programs.

- Design, produce and distribute a Quarterly Newsletter concerning the above mentioned target areas in Kansas. The newsletter is distributed to approximately
3,000 safety advocates, law enforcement and others promoting a positive message regarding traffic safety.

- Actively work to reduce the number of crashes and fatalities for Novice Drivers (ages 14-20).

- Target large employers in the state about the costs and benefits associated with promoting positive traffic safety efforts within their workforce.

- Identify and locate at-risk minority populations in the state and work to increase compliance with traffic safety laws. Coupled with this strategy, one of the professionals in the office should speak fluent Spanish.

- Promote Motorcycle Awareness and work to reduce the number of motorcycle crashes and fatalities.

Assist KDOT in the maintenance and updating of the BTS safety webpage.

Participate in the planning and execution of the annual Transportation Safety Conference.

- Secure booth space for representing KDOT’s BTS office at the Kansas State Fair.

The TSRO is an extension of the KDOT Bureau of Traffic Safety and works in that capacity to offer customer service to the citizens of Kansas. The proposal should be designed to promote continuity and longevity of the current themes. This strategy would include working in conjunction with other traffic safety partners and agencies to support occupant protection and alcohol awareness activities endorsed or sponsored by the agency. This does not preclude working with local law enforcement agencies, safe community coalitions, and other interested parties who have or will partner with KDOT.

KDOT has secured the services of creative design mass media contractor(s) to design, create and develop all new promotional, educational pieces and to assist in planning of media events for this Contractor. The Contractor will be responsible for offering technical support to the mass media contractor(s) in the development of new items and will partner with the mass media contractor on specific items as they relate to the timeliness of delivery for specific objectives. The contractor will provide technical input on new educational pieces, new promotional items and other print and media pieces as may be needed.

This will be a five-year project, with one-year contract renewals annually, beginning October 1, 2007 through September 30, 2008 for federal fiscal year 2008 with a final report due October 30, 2008. There will be four subsequent options to renew for federal fiscal years 2009, 2010, 2011 and 2012. All fiscal years begin October 1st and end on the next September 30, with final report due on October 30th immediately after the fiscal year has ended.

In summary, the objective of this contract will be to actively work towards increasing occupant protection usage, heighten the awareness of impaired driving, reduce novice
driver and motorcycle crashes and fatalities in Kansas. The goal of the program is to increase the number of responsible drivers and to ultimately reduce death and injury resulting from traffic crashes. The contractor will be expected to work with safety organizations and other traffic safety advocates in providing a consistent message. The message should provide encouragement to Kansans, statewide, to drive responsibly, always wear their safety belt and never drive impaired.

5.2 Required Specifications of Vendor

Program Operation. Provide operation and administration services which insure quality and consistency throughout the state and guarantee compliance with all regulatory requirements.

Program Administration. Implement program administration, which may require statewide travel while working with KDOT. The contractor will produce stationery for use in the program which must be approved by KDOT prior to printing and include the line “A program of the Kansas Department of Transportation.”

5.2.3 Customer Service. Provide positive representation of KDOT through customer service and support; acting as a good will ambassador to positively portray and promote the state’s message in all communications.

Payments. Maintain sufficient financial resources to underwrite all costs of running the program. Indirect costs on this project are limited to 10 percent of the Monthly Total Direct Costs. KDOT will reimburse the Contractor monthly after the receipt and verification of the invoice for services performed and eligible actual costs. An amount of five hundred dollars ($500) will be withheld from the first monthly reimbursement payment of the project to insure all costs meet reimbursement criteria and that no penalties are assessed after the project is completed. The retainage amount will be returned at the end of each contract year after all required reports and objectives have been completed and submitted to KDOT. The contractor is required to submit all supporting documents with each request for reimbursement. It is the contractor’s responsibility to maintain accurate records and provide such records upon request. The allowability of costs for this contract can be referenced in the appropriate federal documents, OMB Cost Principles, DOT Common Rule, and OMB Audits. Final claim for reimbursement shall be due within 30 days after the contract period ends.

5.2.5 Audit. The Contractor will cause a compliance audit to be completed in accordance with the Single Audit Act revised June 1997 and as required by OBM circular A-133. The vendor shall make all books, records, correspondence, instructions, receipts, vouchers, and memoranda pertaining to the work, available to the Secretary of Transportation on request. All financial and other evidence pertaining to the costs incurred must be retained for a period of three (3) years from the date of the final payment to the vendor. These records should be available on request to the Secretary of Transportation and copies shall be furnished if requested.
Data. The title to the studies, estimates, memoranda, and other papers, documents, and material produced by this contractor or equipment/commodities purchased with federal funds by this contract under the terms of this agreement, shall rest with the Secretary upon payment, including partial payment by the Secretary to the Contractor for services performed; the Secretary shall have the right to use the same for any public purpose without further compensation to this contractor. One hard and one electronic copy of all curriculum and/or public awareness materials utilized or developed during the project period shall be furnished to the Secretary. Federally funded materials shall be reviewed for approval prior to printing/purchasing. All printed and/or visual materials must be available in alternate formats (i.e. different languages).

Reporting. Progress reports prepared by the Contractor must be submitted to the Secretary of Transportation on a quarterly basis documenting achievements, results, financial status and progress toward completing the contract objectives. Comprehensive, cumulative quarterly progress reports are due the 30th of the month following the completion of the quarter and the Contractor will furnish one paper and one electronic copy of the report to the Secretary of Transportation. The quarterly report should document activity in the quarter such as media exposure, significant correspondence, promotional/brochure distribution amounts and meetings and/or conferences. A final cumulative Report is due within thirty (30) days of the contract end date, which documents the accomplishments for the contract year. One paper and one electronic copy of the cumulative final annual report will be furnished to the Secretary of Transportation. At the request of the Secretary of Transportation, the Contractor may be required to prepare and deliver oral status reports at any time as may be deemed appropriate during the prosecution of the contract.

Equipment. Except as otherwise specified, the Contractor will provide office space and equipment, computers, compatible software, printers, and other such administrative support necessary to carry out the project. Eligible expenses will be reimbursed at the state rates for travel and subsistence and at actual costs for other eligible expenses. Purchases not specifically listed in the budget must be approved by KDOT prior to acquisition.

Personnel. Provide a qualified, professional, full-time project coordinator who will oversee all contractual obligations and responsibilities and other qualified staff to support all contract activities and objectives. This professional will be available for meetings, discussions, and reviews. The project coordinator will attend the BTS staff meetings at KDOT, at a minimum monthly and attend the BTS PI&E meeting held on a quarterly basis, to keep up to date on all BTS activities. Interaction between KDOT and the Contractor, relaying the opinions, findings, and strategies of the Contractor while soliciting comments from
KDOT and its reactions to same, are required of this professional. The project coordinator will be required to maintain accurate spending records for the project. The project coordinator will keep KDOT up-to-date on the status of contract objectives. In general, the project coordinator shall be the primary contact person to KDOT. The project coordinator will provide professional services, qualified staff, and advice/expertise in the areas covered under this agreement, administration of all aspects of project, including but not limited to, production/printing of creative materials, data collection, reporting, and such other services required to completion of the objectives. The project coordinator is responsible for staffing and planning all contractual events. The project coordinator may be responsible for supporting the media contractor in contacting newspaper, radio and television outlets in reference to project initiatives. The project coordinator will be responsible for maintaining one person on staff that speaks fluent Spanish to assist in targeting the minority population with positive traffic safety messages.

Salaries of eligible contract employees (full and part-time) must be paid at a rate established by the contracting agency for equivalent positions for either salaried or hourly employees. Actual hours worked under this contract must be documented and tracked by the contracting agency and must be submitted when requesting reimbursement. KDOT must be informed of any period away from the office by personnel that may affect contractual goals, events and/or objectives.

5.2.10 KDOT Representative. The Contractor will work closely with a KDOT representative who will be responsible for reviewing and approving all promotional items and print materials for content and appearance. The KDOT representative will review the theme and proposed concept of marketing materials prior to production. The KDOT representative will meet with the Contractor's project coordinator on a frequent basis, during the development phase of the project, to review project status and discuss marketing concepts and/ or materials. Several other meetings will be scheduled throughout the year with the contractor and BTS assigned staff.

5.2.11 Change in Specification. Modifications or deviations from the approved work plan by the Contractor shall be submitted to KDOT in writing for approval specifying the reason for the change(s), and prior to incurring expenses. Only written approval can modify the work plan.

5.2.12 Sponsorship. The TSRO will be responsible for providing input into potential promotional items and brochure changes or modifications. Format or wording changes will be handled by one of the KDOT Media contractors. The TSRO will be responsible for production and distribution of these items. All items will include a sponsorship tag line “A Program of the Kansas Department of Transportation,” and must be available in alternate formats.
5.2.13 **Timeline.** A written timeline of activity including a detailed work plan for the year must be submitted to KDOT within 45 days of contract award date.

5.2.14 **Materials.** All promotional materials must be developed in a timeframe to allow feedback and approval before production. The contractor should strive to have a small inventory of promotional and print materials at the end of each fiscal year.

5.2.15 **Facilities.** The Contractor will provide a mailroom facility with adequate space for receiving and storing incoming materials and distributing outbound materials. Contractor will be responsible for inventory and ordering of new and replacement materials.

The Kansas Department of Transportation has established an annual total amount for this contract of $650,000. All solicitors for this contract should use the format listed in Table 1 when preparing their budget proposal.

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<th>Project Budget Outline</th>
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<td><strong>Personnel Services</strong></td>
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<td>(Solicitor should list the number of people estimated to execute contract)</td>
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<td>Benefits</td>
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<td><strong>Commodities</strong></td>
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<td>Office, phones, postage, printing, conference expenses and program supplies (All anticipated commodities should be listed separately, with estimated annual totals)</td>
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<td><strong>Total Commodities</strong></td>
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<td>(List estimated training material costs)</td>
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<td><strong>Total Training</strong></td>
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<td><strong>Materials</strong></td>
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<td>(Estimated number of printed materials needed)</td>
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<td>(Estimated number of promotional materials needed)</td>
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<td>(Estimated cost of producing Newsletter)</td>
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<td>(Prepare seat order)</td>
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5.3 Promotional Materials

The contractor will maintain a clearinghouse of occupant protection, impaired driving and motorcycle safety materials for distribution upon request. If feasible, each piece will contain a tag line of “A program of the Kansas Department of Transportation” and “All educational programs and materials are available in alternative formats and without discrimination on the basis of race, color, national origin, gender, creed, or handicap”. KDOT has established the Click it or Ticket logo and Drunk Driving, Over the Limit, Under Arrest logos. These logos should be incorporated into any new programs or initiatives. In addition, this new office will work to scale back the number of previously printed brochures and promotional materials to be developed. An estimated 750,000 pieces will be produced and distributed each year. The contractor also will be responsible for tracking and reporting all materials distributed.

5.5 Training/Other Activities

**Phone Service** - The contractor will continue to operate a toll-free 800 number established to increase customer relations. Advocates calling this number will have access to information about impaired driving laws and alcohol consumption, occupant protection, child passenger safety, motorcycle safety, clearinghouse materials, services such as victim impact panels and/or training opportunities and referrals to local or national sources of related information.

**Conferences/State Fair** - The contractor will staff a booth at the KDOT Transportation Safety Conference. Staff will be available at the booth each morning of the conference and during conference breaks to answer questions, distribute campaign materials, etc. The contractor in conjunction with KDOT will staff a booth at the Kansas State Fair. Staff will be available to answer questions, distribute materials, etc.

5.7 Outcome Reporting

**Program Report** - The contractor will prepare a set of recommendations annually for this project. The recommendations will be based upon contractor expertise, observations and program evaluation results. This objective must be submitted to KDOT by June 1 of the current contract year. Additional reporting includes:

- Written monthly progress reports, quarterly reports and a final report, as referenced in section 5.2.5. The monthly report should contain recent and anticipated activity. The cumulative quarterly report should contain quarterly activity as it pertains to each objective of the contract. Promotional distribution numbers, media responses to activities and relevant correspondence should also be included in the cumulative quarterly report. The final report should contain a summary of activities as related to each objective. The contractor is required to
submit a two-page brief summary for the KDOT Annual Report. The contractor will be supplied with the recommended format of the quarterly and final reports.

5.8 Kansas Department of Transportation Responsibilities

KDOT will conduct state news conferences and must approve news releases issued by the contractor.

The KDOT Bureau of Traffic Safety Program Consultant will act as contract administrator and coordinating liaison to insure the program is staffed and operated in accordance with the above specifications.

KDOT will provide oversight and assure the contractor is in compliance with federal guidelines for delivery and expenses related to this contract.

5.8.4 KDOT will approve all materials and curriculum prior to purchase.

KDOT must approve any purchase of commodity, contractual or capital items within the last 90 days of annual contract.
Project Monitoring Guidelines
Contractual Compliance (Non-Compliance)
INTERNAL BTS POLICY Effective March 2009

The purpose of project monitoring is to insure successful completion of contract goals and objectives by working in a positive partnership with the contractor and assisting through guidance and feedback. The project monitor will exert the necessary level of monitoring required on each project.

Should an issue of non-compliance arise on the part of the contractor during the contract year, the Program Consultant (PC) or Research Analyst (RA) will take the following corrective measures to address the problem:

Problem Review
2. Review the contract for required activity. This may include, but not limited to:
   • Training
   • Educational presentation requirements
   • Promotional items to be produced
   • Required attendance at meetings
   • Production of newsletters
   • Any Enforcement activity, including, but not limited to:
     o Number of mobilizations required
     o Percentage (%) of specific/nonspecific citations to be issued
     o Number of contacts with the public
     o Number of hours called out in contract to be worked
3. Review baseline data if available
   • Review goals and objectives as they relate to baseline data to judge whether contractor is performing adequately to reach stated goals and objectives by the end of the contract.
4. Review year to date funding expenditures verses contracted budget.
5. Review reporting requirements (Is the contractor reporting information in a timely manner?)
   • Activity Reports
   • MRVs

Corrective Action
1. Upon verification by the PC or RA that a problem does exist with the contractor:
   • PC or RA will conduct phone call with the project coordinator (contact person) to address the problem and ask that corrective measures be taken to rectify situation.
   • PC or RA will document nature of call with project coordinator and place within the contract folder located in the project file.

In the event that the specific problem persists (defined as more than one occurrence within a six month period of time) the PC or RA will implement the following corrective measures in the following order as they may be deemed necessary:

2. If the problem persists for a second time within a six month period, a corrective action letter #1 will be filled out addressing the Project Coordinator. This letter will document the reoccurring problem, and the need for the project coordinator to take corrective action to eliminate the problem. The PC or RA will send the letter and place a copy within the contract folder located in the project file.
3. If the problem persists for a third time within a six month period, a second corrective action letter will be filled out addressing the Project Director (cc the project coordinator). This letter will document the reoccurring problem and the need for the project director to take corrective action to eliminate the problem. The PC or RA will send the letter(s) and place a copy within the contract folder located in the project file.

4. If the problem persists for a fourth time within a six month period, the BTS Chief will implement administrative action as deemed appropriate at that time. Administrative action may consist of, but is not limited to any of the following options:
   • Conference call (with authorizing official, project director and project coordinator present) to evaluate situation and determine course of action.
   • A visit to the contractor (with authorizing official, project director and project coordinator present) to evaluate situation and determine course of action.
   • Proceed with notifying contractor of intent to terminate contract 30 days from date of action.
# Kansas Department of Transportation
Bureau of Transportation Safety and Technology
Project Monitoring Form

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Contract #:</th>
<th>FFY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td>Monitoring Contact:</td>
<td></td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Title:</td>
<td>Review Date:</td>
</tr>
<tr>
<td>On Site</td>
<td>Phone</td>
<td>Other (Explain):</td>
</tr>
</tbody>
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### Project File Review

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Approved Project Application</td>
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<td></td>
</tr>
<tr>
<td>Contract</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Notice to Proceed</td>
<td></td>
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</tr>
<tr>
<td>Project Conference Record</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Timeline</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in Project Scope or Personnel Submitted</td>
<td></td>
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</table>

### Project Financial Records Review

<table>
<thead>
<tr>
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<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement Vouchers filed for payment on time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting Documentation for all reimbursements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any equipment purchased on inventory list</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Reimbursement within Contract Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Project Objectives Review

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeline followed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly/Quarterly Reports Received Timely</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objectives met (list)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Monitoring Period

- Oct - Dec
- Jan - Mar
- Apr - Jun
- Jul - Sept
- Annual

Next review date: 

Updated 12/07/10
KDOT

Bureau of Transportation Safety and Technology

Traffic Safety Section

News and Media

Contact Guidelines
## News Release Flow Chart
**March 13, 2009**

<table>
<thead>
<tr>
<th>Action</th>
<th>Involves</th>
<th>Timeline</th>
</tr>
</thead>
</table>
| News release written           | Written by BTS&T  
Written by Contractor  
Written by TI (Transportation Information)                                                   | One month prior to event                      |
| News release reviewed          | Reviewed by BTS&T if prepared by Contractor  
Reviewed by TI after BTS&T review  
TI will forward to Secretary for approval of quotes                                           | One week review process                       |
| News release finalized and mailed | Release returned to contractor for final changes and mailing  
May be mailed by TI  
Daily paper releases may be faxed several days before the event by Contractor               | Ten days to one week prior to event or date of news release.                                  |
| BTS&T final action and distribution | Final release is returned to BTS&T in electronic format (Word)  
BTS&T will place on Web immediately before release for distribution to KDOT interoffice mailing list and notification to TI to place out on Web | Immediately – before release hits the media.                                                 |

Release also is emailed by BTST to:
- # Releases in Outlook (this will notify all essential KDOT personnel including Public Affairs Managers
- All entities mentioned in release
- BTST Staff
- Other interested parties (i.e. MADD, KHP, Safe Kids, etc.)
KDOT

Bureau of Transportation Safety and Technology

Traffic Safety Section

Position Descriptions
# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to KDOT Bureau of Personnel Services.

CHECK ONE:  NEW POSITION  X  EXISTING POSITION  

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>10. Budget Program Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS Dept. of Transportation</td>
<td>3021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Name (leave blank if position vacant)</th>
<th>11. Present Civil Service Title / FLSA code (if existing position)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Accounting Specialist / 4004A1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division</th>
<th>12. Proposed Civil Service Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Planning and Development</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>For use by Personnel Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Transportation Safety &amp; Technology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>13. (a) Allocation</th>
<th>(b) FLSA code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Safety Section</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location (address where employee works)</th>
<th>14. Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>City: Topeka</td>
<td>County: Shawnee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(Check appropriate items)</th>
<th>15. By Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>Regular X</td>
</tr>
<tr>
<td>Part time</td>
<td>Temp %</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regular hours work: (check appropriate time)</th>
<th>16. Audit Date By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: AM 8 /PM TO: AM /PM 4:30</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Position Review Date By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

## PART II - Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?) (b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

(a) This position requires someone who understands basic accounting rules, is detailed oriented, can compile basic financial reports, and can analyze and evaluate raw data. This position monitors budgets by reviewing fund balances and reporting overages and shortages to superiors. Assists grantees/contractors with contractual and financial procedures, monitors grant budgets and fiscal records.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

<table>
<thead>
<tr>
<th>Name</th>
<th>Civil Service Title</th>
<th>KDOT/SHARP Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Borrz</td>
<td>Public Service Executive I</td>
<td>00-35-11-002 / K0081106</td>
</tr>
</tbody>
</table>

20. (a) How much latitude is allowed the employee in completing the work? (b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? (c) State how and in what detail work assignments are made.

(a) The employee is given basic instructions by Traffic Safety Section management. This employee tracks, monitors and analyzes financial transactions/documents for incorrect or inaccurate documentation and works with grantees/contractors to correct.

(b) When major programmatic discrepancies are discovered, this employee works with the Assistant Traffic Safety Manager to resolve.

(d) Check the statement which best describes the results of error in action or decision of the employee:

( ) Minimal property damage, minor injury and/or minor disruption of the flow of work.

( ) Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.

( ) Major program failure, major property loss and/or serious injury.

( ) Loss of life and/or disruption of operations of a major agency.

Give example(s):

Failure to properly monitor financial transactions could result in loss of federal funds, KDOT having to reimburse federal agencies for incorrect payments, loss of trust with our federal partners and grantees/contractors, and loss of program activities to make Kansas roadways safer.
21. Describe the work of this position using this page or one additional page only. Use the following format for describing job duties: What is the action being done (use an action verb)? To whom or what is the action directed (object of action)? Why is the action being done (describe the expected result or outcome)? How is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

<table>
<thead>
<tr>
<th>No.</th>
<th>%</th>
<th>E/M</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>40%</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td><em>Performs the financial operations of the BTS&amp;T Traffic Safety Section in the administration of the highway safety and juvenile justice underage drinking enforcement programs. Creates and maintains in-depth spreadsheets and/or database programs to enable the section to develop the annual highway safety plan, the annual state budget request and tailor the federal fund spending plan that supports the goals and objectives of the Department. Ensures that all financial records are timely and comply with federal financial regulations and guidelines. Records and analyzes financial and performance input from 100 plus grantees/contractors and reports to management. Suggests changes to enhance programs that result in better use of funds.</em></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>25%</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td><em>Maintains fiscal records, reviews vouchers for verification of costs per contract specifications, documents, updates, keys and maintains the financial systems relative to Bureau operations. Utilizes the Comprehensive Program Management System (CPMS), Construction Management System (CMS), federal Grant Tracking Systems (GTS) and the Integrated Financial Information System (IFIS-budget tracking system) to establish grantees/contractors in the state and federal payment systems and to ensure the grantees/contractors are reimbursed for authorized expenditures in a timely manner. Utilizes the State Accounting and Reporting System (STARs) for processing payments. Responsible for correspondence related to federal contracts including standard form letters concerning financial matters, notice to proceeds, certification of completion and year-end closeout. Assists grantees/contractors with contractual and financial procedures including answering questions or verifying information for requested reimbursements and expenses.</em></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>15%</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td><em>Monitors contract budgets by reviewing fund balances and reporting averages and shortages to superiors and is responsible for contract tracking system including receipt of monthly reimbursement vouchers, monthly monitoring reports, quarterly and status sheet reports and maintains office contract and computer filing system. Responsible for generating appropriate reports from the various computer systems as required for internal Traffic Safety use, KDOT financial operations and federal fiscal accounting records. Assists management in planning out-year spending by combining federal grant balances, known or expected future award amounts, and present and future demands on these funds.</em></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>15%</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td><em>Examines detailed source documents from randomly chosen grantees/contractors to insure that monthly reimbursement vouchers are accurate. Adjustments resulting from these desk audits are communicated to grantee/contractor. Works with grantees/contractors when audit findings suggest problems within the grantees/contractors processes. Updates and maintains the capital inventory system of all equipment purchased with federal funds. Is responsible for managing purchase requisitions for the bureau including ordering and processing invoices for payment.</em></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>5%</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td><em>Provides clerical support as requested and needed for the bureau and acts as backup to the Bureau Administrative Specialist in answering phones, Human Resource functions relative to timesheets and other personnel functions. Other duties as assigned.</em></td>
<td></td>
</tr>
</tbody>
</table>

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.*
22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
   ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
   ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
   ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

   b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

   Civil Service Title

   KDOT / SHARP Position Numbers

23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

   *On a daily basis, the incumbent maintains both oral as well as written communication with program consultants, safety groups and governmental agencies.*

24. What hazards, risks or discomforts exist in the job or work environment?

   ( ) Frequent exposure to extreme cold/heat wet/humid conditions.
   ( ) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
   ( ) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
   ( ) Work in traffic.
   ( ) Other:

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

   *Telephone – daily*
   *Personal Computer – daily*
   *Calculator – daily*
   *Automobile – as necessary*
PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS (see class specifications)

27. SPECIAL REQUIREMENTS

a) Indicate any license, registration, certification, etc. required for this position:
   ( ) Professional Civil Engineer License
   ( ) Engineer in Training Certificate
   ( ) Survey License
   ( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. (This statement is for Equipment Operator positions.)
   ( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. (This statement is for CDL positions other than Equipment Operators.)
   (x) Other: Valid KS Driver's License

b) List preferred education or experience that may be used to screen applicants.

28. Check each physical activity which typically relates to the essential functions of this position. Indicate the frequency and reason for the activity.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Reason</th>
<th>Activity</th>
<th>Frequency</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>(x) walking</td>
<td>Daily -</td>
<td>in current</td>
<td>( ) standing</td>
<td>Frequently - phones/meetings</td>
<td></td>
</tr>
<tr>
<td>( ) crouching</td>
<td>job duties</td>
<td>as required</td>
<td>(x) vocal ability</td>
<td>Constantly - computer</td>
<td></td>
</tr>
<tr>
<td>(x) kneeling</td>
<td></td>
<td></td>
<td>( ) grasping</td>
<td></td>
<td></td>
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<tr>
<td>(x) reaching</td>
<td></td>
<td></td>
<td>(x) vision - straight ahead &amp; peripheral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) stooping</td>
<td></td>
<td></td>
<td>( ) acuity - far &amp; near</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) feeling</td>
<td></td>
<td></td>
<td>(x) repetitive movement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) climbing</td>
<td></td>
<td></td>
<td>(x) hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) handling</td>
<td></td>
<td></td>
<td>( ) carry lbs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) lift lbs.</td>
<td></td>
<td></td>
<td>( ) other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) slide lbs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

PART IV -- Signatures

---------------------------------------- Date ---------------------------------------- Date
Signature of Employee

---------------------------------------- Date ---------------------------------------- Date
Signature of Personnel Official

---------------------------------------- Date ---------------------------------------- Date
Signature of Supervisor

---------------------------------------- Date ---------------------------------------- Date
Signature of Appointing Authority
Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to KDOT Bureau of Personnel Services.

CHECK ONE:  ☐ NEW POSITION  ☒ EXISTING POSITION

<table>
<thead>
<tr>
<th>PART I - Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS Dept. of Transportation</td>
</tr>
<tr>
<td>2. Employee Name (leave blank if position vacant)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3. Division</td>
</tr>
<tr>
<td>Planning and Development</td>
</tr>
<tr>
<td>4. Section</td>
</tr>
<tr>
<td>Bureau of Transportation Safety and Technology</td>
</tr>
<tr>
<td>5. Unit</td>
</tr>
<tr>
<td>Traffic Safety Section</td>
</tr>
<tr>
<td>6. Location (address where employee works)</td>
</tr>
<tr>
<td>City Topeka County Shawnee</td>
</tr>
<tr>
<td>7. (Check appropriate items)</td>
</tr>
<tr>
<td>Full time X Regular X</td>
</tr>
<tr>
<td>Part time Temp X %</td>
</tr>
<tr>
<td>FROM: 8 AM / PM TO: 5 PM</td>
</tr>
</tbody>
</table>

PART II -- Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?) (b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

This position is responsible for all administrative duties of the Bureau of Transportation Safety & Technology (BTS&T) Traffic Safety (TS) Section. Prepares documents and correspondence for staff and maintains confidentiality of all personnel related transactions. Designs, maintains and updates TS Section website. Assists TS Section management in determining content of site and works with stakeholders and contractors/grantees to determine what information should be posted on the site that they provide.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

Name: Pete Boky
Civil Service Title: Public Service Executive III
KDOT/SHARP Position Number: 00-35-10-801 / K02/15305

20. a) How much latitude is allowed the employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail work assignments are made.

a) Employee is allowed considerable latitude in completing work. Determines the method to use on assignments in most cases. In rare cases for specific tasks, more detailed supervision may be involved.

b) Instructions are usually given orally by the TS Section Manager. Some instructions are in writing, such as KDOT SOM’s other written directives.

c) Assignments are usually made in a general nature and employee establishes own work schedule and priorities.

d) Check the statement which best describes the results of error in action or decision of the employee:

( ) Minimal property damage, minor injury and/or minor disruption of the flow of work.
( ) Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
( ) Major program failure, major property loss and/or serious injury.
( ) Loss of life and/or disruption of operations of a major agency.

Give examples:

Failure to properly and timely complete personnel transactions could adversely affect an employee’s pay or promotional opportunity. Failure to update the website timely can lead to use of incorrect or out-of-date data by the public, executive staff or legislators while compiling information on pending legislation. This could damage the credibility of the TS Section on future legislative issues.
21. Describe the work of this position using **this page or one additional page only**. Use the following format for describing job duties:

*What is the action being done (use an action verb)? To whom or what is the action directed (object of action)? Why is the action being done (describe the expected result or outcome)? How is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed).* For each task state Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

<table>
<thead>
<tr>
<th>No.</th>
<th>% E/M</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 30% E</td>
<td>Designs, maintains and updates approximately 200 pages on the BTS&amp;T TS website. Uses independent judgment in the design and layout of the various web pages, and in consultation with TS Section management, determines content. Consults with various stakeholders and contractors/grantees to determine what information/data they have that would be beneficial to post on the bureau site.</td>
<td></td>
</tr>
<tr>
<td>2. 25% E</td>
<td>This position is responsible for all administrative duties for the TS Section and is the first contact for visitors and callers to the section. This position screens visitors/callers and determines the appropriate contact. Responds directly to other KDOT offices and stakeholders. Prepares travel documents for section staff, including making air and lodging reservations, submits travel requests and prepares travel reimbursement vouchers. Prepares letters and other correspondence for Section’s staff, compiles reports, maintains calendars, and schedules and plans meetings. Distributes mail to appropriate personnel, merges files, compiles and completes mass mailings, creates filing system and ensures the system stays organized and current over time. Designs conference materials. Analyzes TS Section procedures and makes changes to improve the efficiency of processes.</td>
<td></td>
</tr>
<tr>
<td>3. 20% E</td>
<td>Serves as personnel clerk for the BTS&amp;T. Maintains confidentiality for personnel-related activities. Insures dissemination of personnel information, initiates all necessary paperwork and coordinates all changes in employee information. Maintains schedule for employee evaluations, insures Bureau Chief, Traffic Safety Manager and Traffic Safety Assistant Manager are kept informed of schedule and evaluations are completed timely. Serves as the BTS&amp;T for personnel, including benefits and compensation, time and leave issues, etc. Collects and enters time sheet data for TS Section and ITS Section personnel, and acts as back-up for the TE Section. Responsible for maintaining current position descriptions for all BTS&amp;T personnel.</td>
<td></td>
</tr>
<tr>
<td>4. 20% E</td>
<td>Orders and maintains office supplies, promotional materials and brochures developed by the TS Section. Receives orders and compiles the various materials for distribution to contractors/grantees, stakeholders, other KDOT bureaus and the public. Ensures that inventory is sufficient to meet order requests. Prepares payment vouchers for major purchases. Acts as back-up for the Accounting Specialist. Reviews monthly reimbursement vouchers and reports, and updates database and spreadsheets as needed.</td>
<td></td>
</tr>
<tr>
<td>5. 5% E</td>
<td>Other duties as assigned by the BTS&amp;T Chief and Traffic Safety Manager, including assistance at conferences and special administrative tasks specific to grants or programs of the bureau:</td>
<td></td>
</tr>
</tbody>
</table>

The incumbent of this position has access to protected health information (PHI) under the provisions of Health Information Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with provisions of HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of HIPPA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.*
22. a) If work involves leadership, supervisory, or management responsibilities; check the statement which best describes the position.
   ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
   ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
   ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

   b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

   Civil Service Title                      KDOT / SHARP Position Numbers

23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

   Frequent contact with TS Section, BTS&T staff, other KDOT employees and the public. Daily contact with contractors/grantees. The person in this position is frequently the first contact for visitors to the section, consequently maintaining a courteous and professional manner is important as it reflects on the entire Bureau and Section.

24. What hazards, risks or discomforts exist in the job or work environment?

   ( ) Frequent exposure to extreme cold/heat wet/humid conditions.
   ( ) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
   ( ) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
   ( ) Works in traffic.
   ( ) Other: ________________________________

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

   Telephone-daily
   Personal computer-daily
   Copy machine-daily
   Fax machine-daily
   Scanner-weekly
PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS (see class specifications)

27. SPECIAL REQUIREMENTS
   a) Indicate any license, registration, certification, etc. required for this position:
      ( ) Professional Civil Engineer License
      ( ) Engineer in Training Certificate
      ( ) Survey License
      ( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. (This statement is for Equipment Operator positions.)
      ( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. (This statement is for CDL positions other than Equipment Operators.)
      (x) Other: Valid Kansas Class C License
   b) List preferred education or experience that may be used to screen applicants.
      See Class Specification

28. Check each physical activity which typically relates to the essential functions of this position. Indicate the frequency and reason for the activity.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Reason</th>
<th>Activity</th>
<th>Frequency</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>(x) walking</td>
<td>Daily</td>
<td>In current</td>
<td>(x) standing</td>
<td>Daily</td>
<td>filing</td>
</tr>
<tr>
<td>(x) crouching</td>
<td>Occasionally</td>
<td>job duties</td>
<td>(x) vocal ability</td>
<td>Daily</td>
<td>phone</td>
</tr>
<tr>
<td>(x) kneeling</td>
<td>Daily</td>
<td>within the</td>
<td>(x) grasping</td>
<td>Daily</td>
<td>writing/filing</td>
</tr>
<tr>
<td>(x) reaching</td>
<td>Daily</td>
<td>office</td>
<td>(x) vision - straight ahead &amp; peripheral</td>
<td>Daily</td>
<td>computer work</td>
</tr>
<tr>
<td>(x) stooping</td>
<td>Daily</td>
<td></td>
<td>(x) acuity - far &amp; near</td>
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<tr>
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<td></td>
<td>(x) body coordination/balancing at heights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) climbing</td>
<td></td>
<td></td>
<td>(x) repetitive movement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) handling</td>
<td>Weekly</td>
<td>mailing/phone</td>
<td>(x) hearing</td>
<td>Daily</td>
<td>employees/phone</td>
</tr>
<tr>
<td>(x) lift 30 lbs.</td>
<td>Occasionally</td>
<td>boxes</td>
<td>(x) carry 10 lbs.</td>
<td>Occasionally</td>
<td>boxes</td>
</tr>
<tr>
<td>(x) slide lbs.</td>
<td></td>
<td></td>
<td>( ) other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART IV -- Signatures

_________________________  ___________________________
Signature of Employee                      Date                      Signature of Personnel Official

_________________________  ___________________________
Signature of Supervisor                    Date                      Signature of Appointing Authority
Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.
Send the original to KDOT Bureau of Personnel Services.

CHECK ONE: □ NEW POSITION X EXISTING POSITION

PART I - Position Information

1. Agency Name
   KS Dept. of Transportation

2. Employee Name (leave blank if position vacant)

3. Division
   Planning and Development

4. Section
   Bureau of Transportation Safety and Technology

5. Unit
   Traffic Safety Section

6. Location (address where employee works)
   City: Topeka
   County: Shawnee

7. (Check appropriate items)
   Full time X Regular X
   Part time Temp %

8. Regular hours work: (check appropriate time)
   FROM: 7 AM / PM
   TO: AM / 4 PM

9. Position Number

10. Budget Program Number
    3021

11. Present Civil Service Title / FLSA code (if existing position)
    Program Consultant I

12. Proposed Civil Service Title

13. (a) Allocation
    (b) FLSA code

14. Effective Date

15. By Approved

16. Audit Date: By:
    Date: By:

17. Position Review Date: By:
    Date: By:

PART II - Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?)
    (b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

   (a) Provide liaison services, technical and specialized work planning, implementation and monitoring of program activities and contract management through the National Highway Traffic Safety Administration’s 402/410 traffic safety programs.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

   Name
   Chris Boritz

   Civil Service Title
   Public Service Executive I

   KDOT/SHARP Position Number
   00-35-11-002 / K0081106

20. a) How much latitude is allowed the employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail work assignments are made.

   Considerable latitude is allowed in work assignments. Instructions, methods of performing work and guidelines are general in nature and will be oriented toward objectives outlined in highway safety plan. Written federal and state guidelines and regulations are provided.

   (d) Check the statement which best describes the results of error in action or decision of the employee:
   ( ) Minimal property damage, minor injury and/or minor disruption of the flow of work.
   ( ) Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
   (x) Major program failure, major property loss and/or serious injury.
   ( ) Loss of life and/or disruption of operations of a major agency.

   Give examples:

   Failure to properly research, assist, monitor or implement agreements, projects or procedures could cause local agencies and/or the State to lose or forfeit federal safety funds. Working relationships between State office and sub-grantees could be adversely affected.
This position is responsible for administrative work which entails assisting in formulation of plans and programs to implement safety projects. The incumbent provides assistance to local units of government in the preparation of problem identification, project contracts, and project evaluation.

1. 20% E

Program Planning: Assists in the preparation of the Highway Safety Plan, the Alcohol and/or Occupant Protection and the Enforcing Underage Drinking Laws Program Incentive Plan and the Comprehensive Evaluation Annual Report for both plans. This position recommends policy regarding the selection and funding of specified highway safety projects throughout the state to the BTS&T Traffic Safety Manager.

2. 25% E

Project Analysis and Review: Assists in analyzing and reviewing requests for project assistance emanating from state agencies, local subdivisions, and other public and private jurisdictions and organizations engaged in traffic safety activities. Responsible for the implementation of approved programs. Studies and analyzes proposed projects to determine the probable impact on the cited problem. Obligates funds to commence desirable projects and to continue ongoing viable programs.

3. 25% E

Monitoring and Surveillance: This position provides implementation assistance and the monitoring and surveillance efforts for assigned projects. This position makes certain that the sub-grantees meet all requirements of the Intergovernmental Cooperation Act of 1968 (82 Stat. 1001) for uniform administrative requirements for grants-in-aid to State and local governments. Through monitoring procedures, the incumbent insures that approved projects are progressing normally, are meeting objectives, and are on schedule.

4. 25% E

Reporting: This position prepares and submits federal reports and program documents as required. Confers and meets with supervisory personnel in order to establish new operating procedures; responds to requests concerning agency procedures and applicable laws.

5. 5% M

Staf Meetings and Other Related Duties: Conducts and/or attends meetings and planning conferences relative to the initiation and design of traffic safety projects within the approved framework of the Highway Safety Work Plan. Performs related tasks as required and assigned by the BTS&T Assistant Traffic Safety Manager or Traffic Safety Manager.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.
22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
   ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
   ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
   ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

   Civil Service Title                  KDOT / SHARP Position Numbers

23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

   This position has numerous contacts with internal and external contractors, universities, police chiefs, sheriffs, city and county prosecutors, judges, mayors, commissioners, and others; develops and implements contracts and agreements with local jurisdictions; and coordinates, advises and monitors the work performed under traffic safety and juvenile justice program agreements.

24. What hazards, risks or discomforts exist in the job or work environment?
   ( ) Frequent exposure to extreme cold/heat/wet/humid conditions.
   ( ) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
   ( ) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
   (X) Works in traffic.
   ( ) Other:

   Normal hazards encountered when traveling in passenger car, otherwise work environment is considered non-hazardous.

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

   Telephone – daily
   Personal Computer – daily
   Automobile – occasionally
PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS (see class specifications)

27. SPECIAL REQUIREMENTS
   a) Indicate any license, registration, certification, etc. required for this position:
      ( ) Professional Civil Engineer License
      ( ) Engineer in Training Certificate
      ( ) Survey License
      ( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. (This statement is for Equipment Operator positions.)
      ( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. (This statement is for CDL positions other than Equipment Operators.)
      (x) Other: Valid Kansas Class C drivers license

   b) List preferred education or experience that may be used to screen applicants.

      4 year college degree
      1-2 years job-related experience

28. Check each physical activity which typically relates to the essential functions of this position. Indicate the frequency and reason for the activity.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Reason</th>
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</thead>
<tbody>
<tr>
<td>(x) walking</td>
<td>Daily</td>
<td>in current</td>
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<td>Occasionally</td>
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<td></td>
<td>job duties</td>
<td>(x) vocal ability</td>
<td>Frequently — phones/meetings</td>
<td></td>
</tr>
<tr>
<td>(x) kneeling</td>
<td>“</td>
<td>as required</td>
<td>(x) grasping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) reaching</td>
<td>“</td>
<td></td>
<td>(x) vision - straight ahead &amp; peripheral</td>
<td>Constantly — computer/driving</td>
<td></td>
</tr>
<tr>
<td>(x) stooping</td>
<td>“</td>
<td></td>
<td>(x) acuity - far &amp; near</td>
<td>Constantly — computer/driving</td>
<td></td>
</tr>
<tr>
<td></td>
<td>( ) feeling</td>
<td></td>
<td>( ) body coordination/balancing at heights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) climbing</td>
<td>( ) hearing</td>
<td></td>
<td>(x) repetitive movement</td>
<td>Frequently — computer</td>
<td></td>
</tr>
<tr>
<td>( ) handling</td>
<td></td>
<td></td>
<td>(x) carrying 5-25 lbs.</td>
<td>Constantly — phones/meetings</td>
<td></td>
</tr>
<tr>
<td>(x) lift 5 lbs.</td>
<td>Occasionally</td>
<td></td>
<td>(x) other:</td>
<td>Occasionally</td>
<td></td>
</tr>
<tr>
<td>( ) slide lbs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART IV -- Signatures

________________________________________________________________________ Date
Signature of Employee
________________________________________________________________________ Date
Signature of Personnel Official

________________________________________________________________________ Date
Signature of Supervisor
________________________________________________________________________ Date
Signature of Appointing Authority
## Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to KDOT Bureau of Personnel Services.

**CHECK ONE:** NEW POSITION X EXISTING POSITION

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Position Number</th>
<th>Budget Program Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS Dept. of Transportation</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

**Employee Name (leave blank if position vacant)**

<table>
<thead>
<tr>
<th>Division</th>
<th>Proposed Civil Service Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Planning and Development</td>
<td>Program Consultant II</td>
</tr>
</tbody>
</table>

**Section**

| Bureau of Transportation Safety & Technology |

**Unit**

| Traffic Safety Section |

**Location (address where employee works)**

| City: Topeka | County: Shawnee |

**Full time**

<table>
<thead>
<tr>
<th>Temp</th>
<th>%</th>
</tr>
</thead>
</table>

**Regular hours work:** (check appropriate time) Flex Time

| FROM: 6 AM / PM | TO: AM / 5 PM |

<table>
<thead>
<tr>
<th>Allocation</th>
<th>FLSA code</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) By</td>
<td>Approved</td>
</tr>
</tbody>
</table>

**Effective Date**

| Audit Date: |
| By: |

**Position Review Date:**

| Date: |
| By: |

## Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?) (b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

(a) Supports, through collection and analysis of data and information, the functions of the BTS&T, Traffic Safety Section. The collection and analysis is used to prove or refute the effectiveness of federally funded programs to modify human behavior through education and enforcement. In addition, this position has responsibilities that include directing a major long-term project which includes new systems and integrated and connectivity of these systems to users. These users require data to make policy decisions about programs in all agencies involved in traffic safety issues on both the state and local level. This employee works with individuals in senior management positions in other organizations to complete this project.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

<table>
<thead>
<tr>
<th>Name</th>
<th>Civil Service Title</th>
<th>KDOT/SHARP Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Bodyk</td>
<td>Public Service Executive III</td>
<td>00-35-10-801 / K0213505</td>
</tr>
</tbody>
</table>

20. (a) How much latitude is allowed the employee in completing the work? (b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? (c) State how and in what detail work assignments are made.

(a) Oral as well as written instructions will be required on occasion; however, the majority of the workload in the area of analysis and execution of duties will be conducted at the discretion of the employee. The employee works with various political entities and senior government officials and must be capable of discharging duties and responsibilities with little direct supervision. The employee has the latitude for initiative and independent judgment within the broadly established state and federal policies and procedures. Review by the Traffic Safety Manager is performed through conferences and reports. Duties require a high degree of concentration due to the considerable analytical thought necessary for interpreting a variety of factors, problems and alternatives for methods and procedures.

(d) Check the statement which best describes the results of error in action or decision of the employee:

- Minimal property damage, minor injury and/or minor disruption of the flow of work.
- Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
- Major program failure, major property loss and/or serious injury.
- Loss of life and/or disruption of operations of a major agency.

Give example(s):

Errors could cost hundreds of thousands of dollars and disrupt the programs in numerous agencies affecting the quality and timeliness of needed data.
21. Describe the work of this position using this page or one additional page only. Use the following format for describing job duties:

What is the action being done (use an action verb)? To whom or what is the action directed (object of action)? Why is the action being done (describe the expected result or outcome)? *How is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

<table>
<thead>
<tr>
<th>No.</th>
<th>%</th>
<th>E/M</th>
</tr>
</thead>
</table>

**Leadership Responsibilities Statement:** A lead worker is a person who assigns, monitors or reviews work, but does not have the responsibilities detailed above for a supervisor.

This position is responsible for administering the data analysis and evaluation operations, and is the Program Manager for the TRCC in support of the federally funded National Highway Traffic Safety (NHTSA) programs. This position interacts with the office program coordinators, federal agencies, KDOT bureaus, other state agencies, cities, counties, private non-profit organizations and must possess the ability to work with all levels in coordinating, establishing, and insuring effective data analysis systems.

1. **25% E**

**TRCC Program Manager:** Responsible for planning, coordinating, developing programs and directing large groups of people from various agencies/organizations toward established goals of the TRCC. Required to oversee traffic data projects from multiple state agencies to ensure future compatibility with multiple systems. Required to make formal presentations or preside at meetings with individuals/groups from other government agencies/organizations to bring the group to a common understanding of the issues and potential solutions. Determines feasibility and operational impact of proposed data systems in the development of a statewide traffic records system. Develops and maintains effective working relationships with co-workers and senior agency officials at the state and local level.

2. **20% E**

**Problem Identification:** Plans, organizes, and directs the problem identification of each federal program toward completion of the annual highway safety plan and traffic records strategic plan. Identifies the state's priority areas and considers the overall traffic safety issues during problem identification. Responsible for identifying necessary criteria for collection, establishing methodologies, insuring the collection and availability, utilizing traffic records system data, and effectively analyzing and presenting the results.

3. **20% E**

**Evaluation/Reporting:** Directs, plans, organizes and directs the evaluation process of the federal programs to satisfy federal requirements and insures compliance with grant criteria. This involves the ability to identify complex and diverse techniques and programs for solving technical problems or complicated situations. Coordinates the collection of statewide traffic related data, establishing projects and recommending major program changes and/or policy decisions. Coordinates reporting systems with other KDOT bureaus and state agencies. Evaluates the effectiveness and/or performance of programs and presents findings in formal presentations and written reports. Assists Program Consultants in developing evaluation procedures for sub-grantee problems.

4. **15% M**

**Requests and Specialized Reports:** Responds to phone and written requests for traffic safety related data, utilizing state traffic accident system and other available resources, including but not limited to, associated national organizations, federal agencies, etc. and prepares reports. Prepares special reports requested by the Traffic Safety Manager and/or Traffic Safety staff, including an annual statewide accident summary, periodic reports of sub-grantee activities, or special studies of current traffic safety issues.

5. **10% E**

**Administrative Policies and Legislative Issues:** Assists the Traffic Safety Manager in assessing the data and evaluation needs for new/existing programs, determining the viability of supporting new programs, identifying and/or developing procedures or systems to support them. Knowledge and consideration of federal and state policies must be incorporated when formulating procedures or methodologies. Monitors legislative calendar and journal daily during session, prepares legislative tracking for BTS staff and assists in preparation of fiscal notes and testimony as requested.

6. **10% M**

**Staff Meetings and Other Related Duties:** Attends meetings necessary to keep abreast of current methodologies and traffic safety issues and current priorities. Performs related tasks as required by the Traffic Safety Manager or Assistant Traffic Safety Manager. This position is also the webmaster for KDOT BTS&T Traffic Safety Section internet/intranet pages maintained on the KDOT website and is responsible for maintenance of the site.

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.*
22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

( x ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

<table>
<thead>
<tr>
<th>Civil Service Title</th>
<th>KDOT / SHARP Position Numbers</th>
</tr>
</thead>
</table>

23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contacts are necessary with KDOT bureaus, state agencies, cities and local governments, other safety organizations, federal agencies, etc., in directing TRCC and meeting objectives of reporting.

24. What hazards, risks or discomforts exist in the job or work environment?

( ) Frequent exposure to extreme cold/heat wet/humid conditions.
( ) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
( ) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
( x ) Work in traffic.
( ) Other:

Normal minimal office environment setting discomforts. Annual survey requires manual dexterity to conduct visual counts along roadways throughout the state, in all types of settings.

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Telephone – daily
Computer – daily
State vehicle - occasionally
PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS (see class specifications)

27. SPECIAL REQUIREMENTS

a) Indicate any license, registration, certification, etc. required for this position:
   ( ) Professional Civil Engineer License
   ( ) Engineer in Training Certificate
   ( ) Survey License
   ( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. (This statement is for Equipment Operator positions.)
   ( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. (This statement is for CDL positions other than Equipment Operators.)
   (x) Other: Valid Kansas Class C Driver's License

b) List preferred education or experience that may be used to screen applicants.

28. Check each physical activity which typically relates to the essential functions of this position. Indicate the frequency and reason for the activity.

<table>
<thead>
<tr>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>(x) walking</td>
<td>Daily - in current job duties</td>
<td>(x) standing</td>
<td>Daily - retrieve information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) crouching</td>
<td>as required</td>
<td>(x) vocal ability</td>
<td>Daily - phones/presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) kneeling</td>
<td></td>
<td>(x) grasping</td>
<td>Daily - computer/driving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) reaching</td>
<td></td>
<td>(x) vision - straight ahead &amp; peripheral</td>
<td>Daily - reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) stooping</td>
<td>Occasionally</td>
<td>(x) acuity - far &amp; near</td>
<td>Frequently - computer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) feeling</td>
<td>Daily</td>
<td>(x) body coordination/balancing at heights</td>
<td>Constantly - phones/meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) climbing</td>
<td>Files computer/toping</td>
<td>(x) repetitive movement</td>
<td>Occasionally</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) handling</td>
<td></td>
<td>(x) hearing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(x) lift 5-25 lbs.</td>
<td>Occasionally</td>
<td>(x) carry 5-25 lbs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) slide lbs.</td>
<td></td>
<td>( ) other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART IV -- Signatures

__________________________________________ Date
Signature of Employee

__________________________________________ Date
Signature of Personnel Official

__________________________________________ Date
Signature of Supervisor

__________________________________________ Date
Signature of Appointing Authority
Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

Send the original to KDOT Bureau of Personnel Services.

CHECK ONE: □ NEW POSITION  X EXISTING POSITION

PART I - Position Information

   KS Dept. of Transportation  00-35-10-801 / K0213505

2. Employee Name (leave blank if position vacant)

3. Division
   Planning and Development

4. Section
   Bureau of Transportation Safety and Technology

5. Unit

6. Location (address where employee works)
   City: Topeka  County: Shawnee

7. (Check appropriate items)
   Full time  X  Regular
   Part time  Temp

8. Regular hours work: (check appropriate time)
   FROM: AM 8  PM  TO: AM 5  PM

For use by Personnel Office

11. Present Civil Service Title / FLSA code (if existing position)
   Public Service Executive I

12. Proposed Civil Service Title

13. (a) Allocation  (b) FLSA code

14. Effective Date

15. By  Approved

16. Audit Date:  By:
   Date:  By:

17. Position Review Date:  By:
   Date:  By:

PART II - Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?)  (b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

This position provides administration in the areas of financial and program support for the Kansas Highway Safety Program as administered by the KDOT Bureau of Transportation Safety and Technology.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

Name  Pete Bodyk, Jr.
Civil Service Title  Bureau Chief
KDOT/SHARP Position Number  00-35-10-801 / K0213505

20. a) How much latitude is allowed the employee in completing the work?  b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work?  c) State how and in what detail work assignments are made.

This position works at the direction of the Bureau Chief; however, considerable independence is allowed with latitude and judgment to effectively manage, direct and support the financial operations for the federally funded programs within the Bureau. Verbal requests and written guidelines, contractual agreements, Federal and State written regulations, policies and procedures are provided.

(d) Check the statement which best describes the results of error in action or decision of the employee:
   ( ) Minimal property damage, minor injury and/or minor disruption of the flow of work.
   ( ) Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
   (x ) Major program failure, major property loss and/or serious injury.
   ( ) Loss of life and/or disruption of operations of a major agency.

Give examples:

Knowledge of federal, state, and local rules, regulations, and statutes is imperative to assure compliance in program and continuation of funding. An error in judgment could jeopardize federal funding, credibility with sub-grantees or result in audit citations.
21. **Describe the work of this position using this page or one additional page only. Use the following format for describing job duties:**

   * What is the action being done (use an action verb)? To whom or what is the action directed (object of action)? Why is the action being done (describe the expected result or outcome)? *How is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.*

<table>
<thead>
<tr>
<th>No.</th>
<th>%</th>
<th>E/M</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>35%</td>
<td>E/M</td>
</tr>
</tbody>
</table>

This position is responsible for administering the Bureau's financial operations for the federally funded National Highway Traffic Safety Administration (NHTSA). This position interacts with the Bureau's Project Consultants, Federal agencies, KDOT Bureaus, other State agencies, cities, counties, private non-profit organizations and must possess the ability to work with all levels, and address the administrative, accounting and financial management requirements of each. Major duties include:

**Leadership Responsibilities Statement:** It is expected that the person in this position will provide effective leadership to their assigned work unit. This includes such things as leading by example, providing priority outcomes, quarterly performance feedback, timely performance reviews, coaching and counseling, discipline, and providing employee development opportunities for employees under your supervision.

|     | 15% | E |

**Administration:** Assists in the administration of federal safety programs funded by NHTSA and OJJDP including program planning, contract negotiation and project management. Facilitates and coordinates the day-to-day operations of the Bureau including managing and overseeing activities of Bureau employees.

|     | 20% | E |

**Policies and Procedures:** Provides administrative assistance to office staff and local governments or non-profit organizations in procedures necessary to obtain federal funding and insure compliance. Establish standards for grantee financial management systems (requires interpretation of federal and state regulations, knowledge of state accounting principles, budgeting and reporting systems).

|     | 25% | E |

**Financial Management System:** Establish and maintain acceptable computerized financial management system for programs to insure accurate fund obligations and balances of state and federal appropriations. This includes managing the minimum or maximum spending requirements of dedicated funds, following proper accounting procedures in obligating or reprogramming funds to accomplish program objectives and prevent lapse of federal funds.

**Monitoring and Surveillance System:** Review and recommend approval of annual grant applications for conformance with federal and state regulations. Develop and maintain monitoring and surveillance record system to insure compliance with grant terms and conditions for reporting and accounting.

**Status Reports:** Oversee and prepare monthly, quarterly, and annual financial status reports for NHTSA Program Managers, and Office Heads; prepare yearly program budget reports for inclusion in office budget; assist Program Consultants with projected financial program planning and compilation of Kansas Highway Safety Plan pursuant to Public Law 89-564.

**Meetings and Conferences:** Attend meetings and conferences with Local Governments, KDOT Bureaus, State Agencies and Federal grantor agencies as required to discuss and/or become informed of regulations to be in compliance with State and Federal laws.

|     | 5%  | E |

Provide leadership to subordinates by counseling periodically, to maximize potential (through quarterly reviews); conveying goals and objectives clearly; conveying job responsibilities and roles clearly; and establishing and enforcing consistent, high performance standards.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.
22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
   ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
   (x) Plans, staffs, evaluates, and directs work of employees of a work unit.
   ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

   b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

<table>
<thead>
<tr>
<th>Civil Service Title</th>
<th>KDOT / SHARP Position Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Specialist</td>
<td>00-35-11-007 / K02091189</td>
</tr>
<tr>
<td>Program Consultant I</td>
<td>00-35-11-003 / K0175887</td>
</tr>
<tr>
<td>Program Consultant I</td>
<td>00-35-11-004 / K0046993</td>
</tr>
<tr>
<td>Program Consultant I</td>
<td>00-35-11-005 / K0175898</td>
</tr>
<tr>
<td>Research Analyst III</td>
<td>00-35-11-006 / K0207473</td>
</tr>
</tbody>
</table>

23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

   Frequent interactions with KDOT Fiscal Services Bureau in day-to-day operations.
   Frequent contacts with sub-grantees in management and reporting of their grants, and in processing monthly claims for reimbursement.

24. What hazards, risks or discomforts exist in the job or work environment?

   ( ) Frequent exposure to extreme cold/heat/wet/humid conditions.
   ( ) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
   ( ) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
   (x) Works in traffic.
   ( ) Other:

   None extraordinary – Travel required, operation of a vehicle.

   Telephone – daily
   Personal Computer – daily
   Automobile – weekly or as necessary
   Adding Machine - daily

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

   Telephone – daily
   Personal Computer – daily
   Automobile – weekly or as necessary
27. **SPECIAL REQUIREMENTS**

a) Indicate any license, registration, certification, etc. required for this position:

- [ ] Professional Civil Engineer License
- [ ] Engineer in Training Certificate
- [ ] Survey License
- [ ] CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. (This statement is for Equipment Operator positions.)
- [x] CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. (This statement is for CDL positions other than Equipment Operators.)
- [ ] Other Class C drivers license

b) List preferred education or experience that may be used to screen applicants.

28. Check each physical activity which typically relates to the essential functions of this position. Indicate the frequency and reason for the activity.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Reason</th>
<th>Activity</th>
<th>Frequency</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
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<td>Daily</td>
<td>in current</td>
<td>( ) standing</td>
<td>Daily</td>
<td>in current</td>
</tr>
<tr>
<td>(x) crouching</td>
<td>&quot;</td>
<td>job duties</td>
<td>(x) vocal ability</td>
<td>Daily</td>
<td>job duties</td>
</tr>
<tr>
<td>(x) kneeling</td>
<td>&quot;</td>
<td>as needed</td>
<td>(x) grasping</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>(x) reaching</td>
<td>&quot;</td>
<td>&quot;</td>
<td>(x) vision - straight ahead &amp; peripheral</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>(x) stooping</td>
<td>&quot;</td>
<td>&quot;</td>
<td>(x) acuity - far &amp; near</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>(x) feeling</td>
<td>&quot;</td>
<td>&quot;</td>
<td>( ) body coordination/balancing at heights</td>
<td>&quot;</td>
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<tr>
<td>(x) climbing</td>
<td></td>
<td></td>
<td>(x) repetitive movement</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>(x) handling</td>
<td></td>
<td></td>
<td>(x) hearing</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>( ) lift lbs.</td>
<td></td>
<td></td>
<td>( ) carry lbs.</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>( ) slide lbs.</td>
<td></td>
<td></td>
<td>( ) other:</td>
<td></td>
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</tr>
</tbody>
</table>

PART IV -- SIGNATURES

Signature of Employee ___________________________ Date __________

Signature of Personnel Official ___________________________ Date __________

Signature of Supervisor ___________________________ Date __________

Signature of Appointing Authority ___________________________ Date __________
Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to KDOT Bureau of Personnel Services.

CHECK ONE: ☐ NEW POSITION X EXISTING POSITION

PART I - Position Information

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>KS Dept. of Transportation</td>
<td></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>2. Employee Name (leave blank if position vacant)</th>
<th>11. Present Civil Service Title / FLSA code (if existing position)</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
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<th>12. Proposed Civil Service Title</th>
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</thead>
<tbody>
<tr>
<td>Planning and Development</td>
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</table>

<table>
<thead>
<tr>
<th>4. Section</th>
<th>For use by Personnel Office</th>
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<tbody>
<tr>
<td>Bureau of Transportation Safety and Technology</td>
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<table>
<thead>
<tr>
<th>5. Unit</th>
<th>13. (a) Allocation</th>
<th>(b) FLSA code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6. Location (address where employee works)</th>
<th>14. Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Topeka</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>7. (Check appropriate items)</th>
<th>15. By</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>X</td>
<td>Regular</td>
</tr>
<tr>
<td>Part time</td>
<td>Temp</td>
<td>%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Regular hours work: (check appropriate time)</th>
<th>16. Audit Date:</th>
<th>By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: 8 AM / PM to AM / 5 PM</td>
<td>Date:</td>
<td>By:</td>
</tr>
</tbody>
</table>

PART II - Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?) (b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

This position is senior manager and directs the functions of the Bureau of Traffic Safety as Chief. The position of Highway Safety Engineer has been added to the Bureau which significantly increases the number of programs affected by the Bureau and has broadened the scope of responsibilities to include the engineering and planning aspects of safety.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

<table>
<thead>
<tr>
<th>Name</th>
<th>Civil Service Title</th>
<th>KDOT/SHARP Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Herrick</td>
<td>Division Director</td>
<td>00-12-00-804/K0214923</td>
</tr>
</tbody>
</table>

20. a) How much latitude is allowed the employee in completing the work?
   b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work?
   c) State how and in what detail work assignments are made.

Work is performed under the general direction of the Division Director, with considerable latitude for exercising independent judgment and initiative within established guidelines of federal program and state regulations. Frequent contacts with regional grantor officials to insure focus on priority areas of programs.

(d) Check the statement which best describes the results of error in action or decision of the employee:

   (x ) Minimal property damage, minor injury and/or minor disruption of the flow of work.
   (x ) Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
   ( ) Major program failure, major property loss and/or serious injury.
   ( ) Loss of life and/or disruption of operations of a major agency.

Give examples:

Knowledge of federal, state, and local rules, regulations, and statutes is imperative to assure compliance in program and continuation of funding. An error in judgment could jeopardize federal funding, credibility with sub-grantees or result in audit citations.
21. Describe the work of this position using this page or one additional page only. Use the following format for describing job duties:
What is the action being done (use an action verb)? To whom or what is the action directed (object of action)? Why is the action being done (describe the expected result or outcome)? How is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

Leadership Responsibilities Statement: It is expected that the person in this position will provide effective leadership to their assigned work unit. This includes such things as leading by example, providing priority outcomes, quarterly performance feedback, timely performance reviews, coaching and counseling, discipline, and providing employee development opportunities for employees under your supervision.

This position is responsible for planning, organizing and directing the comprehensive statewide highway traffic safety programs funded annually through the U.S. Department of Transportation, National Highway Traffic Safety Administration (NHTSA) and Federal Highway Administration (FHWA), under the Highway Safety Act (23 U.S.C. section 402 and 408), and Office of Juvenile Justice and Delinquency Prevention (OJJDP) under the Enforcing the Underage Drinking Laws (EUDL). This position serves as the delegated representative for highway safety for the Secretary of Transportation and the Governor of Kansas. This position performs high level administrative work in planning, managing, directing and evaluating the operations of the Bureau.

1. 45% E

Administer the Traffic Safety function which includes initiating, facilitating, reviewing and approving:

a. Development and preparation of the annual Highway Safety Plan (HSP) and Alcohol Traffic Safety Plan (ATSP) as a prerequisite for obtaining approximately 2.5 to 4.0 million dollars annually for the State in federal transportation safety funds.

b. Safety problem identification activities

c. Development of effective countermeasures

d. Negotiations and contracting for outside assistance

e. Implementation, monitoring and evaluation of contracts for services

f. Techniques and methods used for data collection, reporting, impact measurement and forecasting used in evaluating programs.

g. Decision making involving allocation and obligation of funds, resolving audit citations and monitoring state and local government agencies for compliance with contract provisions

h. Providing assistance and information to city and county officials in the conduct of their traffic safety Programs.

i. Coordinate and promote the use of current safety practices, technologies, policies and standards in the planning, design, and operation of Kansas streets and highways

2. 40% E

Manage the Bureau of Traffic Safety. A wide latitude for initiative and judgment is exercised in the supervision and direction of a bureau staff and in staff assignments for routine or assigned work. These duties include:

a. External contact and communication with federal, state and local officials including regional or Division administrators of federal agencies, agency heads within state government, and the technical and administrative staffs of these agencies.

b. Interaction with the bureau staff, division directors, other bureau chiefs, district engineers, and others

to maintain communication necessary to implement department policy and to achieve department, Division and bureau goals and objectives.

c. Representing the department, division, and bureau at meetings, hearings, and other assemblies, both Public and private

d. Directing the preparation of the bureau's budget and work plans and reviewing budget and work plans regularly.

e. Reporting program progress to the Division Director along with recommendations of alternative actions when corrective activity is required.

f. Implementing and administering agency policy regarding personnel, equal employment, and other employment matters.

3. 10% E

Directing and supervising the work of the Highway Safety Engineer and chairing the KDOT Safety Steering Committee. This position coordinates the statewide effort of traffic safety as it interrelates among other state agencies and local governmental and non-governmental entities. It serves as the expert in the State of Kansas on traffic safety issues related to education, enforcement and behavior modification. As such, the person in this position is called on to testify to the Legislature every year on safety issues that invariably come up and to provide expert advice and testimony in other public forums as well. This position holds membership in the National Association of Governor's Highway Safety Representatives (NAGHSR) and represents the agency on highway safety related issues, both within the state and nationally including membership on the AASHTO Standing Committee on traffic safety. This position is often the Secretary's designated representative for safety issues on various statewide committees.

4. 5% M

Other duties as assigned.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.
22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
   ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
   (x) Plans, staffs, evaluates, and directs work of employees of a work unit.
   ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

<table>
<thead>
<tr>
<th>Civil Service Title</th>
<th>KDOT / SHARP Position Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Specialist</td>
<td>00-35-10-003/K0070934</td>
</tr>
<tr>
<td>Public Service Executive I</td>
<td>00-35-11-002/K0081106</td>
</tr>
<tr>
<td>Program Consultant II</td>
<td>00-35-10-011/K0075938</td>
</tr>
</tbody>
</table>

23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Communications with NHTSA and FHWA is ongoing to insure compliance with changes in federal program requirements. Negotiations with state, county, and city government units, community leaders, safety advocacy groups, and non-profit organizations are conducted to meet statewide objectives. Contacts include the judiciary, the prosecution, law enforcement, school districts, legislators, and privately organized and public appointed committees as well as many areas within KDOT including chairing the KDOT Safety Steering Committee.

24. What hazards, risks or discomforts exist in the job or work environment?
   ( ) Frequent exposure to extreme cold/heat wet/humid conditions.
   ( ) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
   ( ) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
   ( X ) Work in traffic.
   ( ) Other.

None extraordinary – Travel required, including participation in outside press/media events or public appearances.

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

   Telephone – daily
   Personal Computer – daily
   Automobile – weekly or as necessary
PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS (see class specifications)

27. SPECIAL REQUIREMENTS
   a) Indicate any license, registration, certification, etc. required for this position:
      ( ) Professional Civil Engineer License
      ( ) Engineer in Training Certificate
      ( ) Survey License
      ( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. (This statement is for Equipment Operator positions.)
      ( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. (This statement is for CDL positions other than Equipment Operators.)
      (x ) Other: Valid Kansas Class C Driver License

   b) List preferred education or experience that may be used to screen applicants.

28. Check each physical activity which typically relates to the essential functions of this position. Indicate the frequency and reason for the activity.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Reason</th>
<th>Activity</th>
<th>Frequency</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>( x ) walking</td>
<td>Daily</td>
<td>in current</td>
<td>( ) standing</td>
<td>Daily</td>
<td>phone, public appear.</td>
</tr>
<tr>
<td>( ) crouching</td>
<td></td>
<td>job duties as required</td>
<td>(x ) vocal ability</td>
<td></td>
<td></td>
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<td>( ) reaching</td>
<td></td>
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<td>(x ) vision - straight ahead &amp; peripheral</td>
<td>Weekly</td>
<td>traveling-mtgs.</td>
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<td>( ) stooping</td>
<td></td>
<td></td>
<td>( ) acuity - far &amp; near</td>
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<td>( ) feeling</td>
<td></td>
<td></td>
<td>( ) body coordination/balancing at heights</td>
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<td>( ) climbing</td>
<td></td>
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<td>( ) repetitive movement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) handling</td>
<td></td>
<td></td>
<td>( ) hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) lift lbs.</td>
<td></td>
<td></td>
<td>( ) carry lbs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) slide lbs.</td>
<td></td>
<td></td>
<td>( ) other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART IV -- Signatures

Signature of Employee ___________________________ Date ____________

Signature of Personnel Official ________________ Date ____________

Signature of Supervisor _________________________ Date ____________

Signature of Appointing Authority ______________ Date ____________
# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

Send the original to KDOT Bureau of Personnel Services.

CHECK ONE: □ NEW POSITION  X EXISTING POSITION

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>KS Dept. of Transportation</td>
<td></td>
<td>3021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Employee Name (leave blank if position vacant)</th>
<th>11. Present Civil Service Title / FLSA code (if existing position)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Research Analyst III</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>3. Division Planning and Development</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>4. Section Bureau of Transportation Safety and Technology</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5. Unit Traffic Safety Section</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6. Location (address where employee works)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Topeka</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>Shawnee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. (Check appropriate items)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full time</th>
<th>X</th>
<th>Regular</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part time</td>
<td>Temp</td>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Regular hours work: (check appropriate time)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FROM: AM 6:30/PM</th>
<th>TO: AM/3:30 PM</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>13. (a) Allocation</th>
<th>(b) FLSA code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>14. Effective Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>15. By</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>16. Audit Date:</th>
<th>By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Position Review Date:</th>
<th>By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

## Part II - Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?)  (b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

*Primarily, this position is needed to coordinate Kansas Operation Lifesaver (railroad safety) activities across the state and educate the Kansas citizens about the dangers associated with at-grade highway-rail crossings and railroad right-of-ways. The position of the Executive Director is needed to carry out the directives of the Board of Directors and manage the day-to-day activities of Kansas Operation Lifesaver, Inc. The Executive Director shall assist and work with Board of Directors in the development and management of the annual budget; assist in establishing and implementing annual goals and action plans; and work to enhance the program. It is expected that the Executive Director shall administer the Kansas Operation Lifesaver program in a professional manner, assist in planning and implementing various activities and events, address all concerns and questions in a positive manner, demonstrate dependability and integrity when working with presenters and Kansas Operation Lifesaver partners, and offer sound solutions and suggestions to solve any problems or issues that may arise. The Executive Director will serve as the liaison to related organizations and agencies and act as the official spokesperson for Kansas Operation Lifesaver. In addition to the Kansas Operation Lifesaver activities, this position is needed to assist the Bureau of Transportation Safety and Technology, Traffic Safety Section with reports, website maintenance and other support activities.*

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

<table>
<thead>
<tr>
<th>Name</th>
<th>Civil Service Title</th>
<th>KDOT/SHARP Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Borta</td>
<td>Public Service Executive I</td>
<td>00-33-11-002 / K9081106</td>
</tr>
</tbody>
</table>

20. a) How much latitude is allowed the employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail work assignments are made.

   - a) Latitude is subject to direction of supervisor, administrative policies and time constraints
   - b) This person is responsible for developing appropriate methods of completing assignments and formulating creative and innovative solutions to problems encountered, consistent with applicable guidelines as provided by laws, regulations, and KDOT policy.
   - c) Verbally or written, with consultation is required. Considerable initiative, discretion and judgment on the part of the employee is expected.

(d) Check the statement which best describes the results of error in action or decision of the employee:

   - ( ) Minimal property damage, minor injury and/or minor disruption of the flow of work.
   - ( ) Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
   - (x) Major program failure, major property loss and/or serious injury.
Loss of life and/or disruption of operations of a major agency.

Give examples:

*Activities, recommendations, and decisions made in the capacity of this position can have either positive or negative consequences on the Kansas Operation Lifesaver organization. Well coordinated activities, recommendations made based on solid research, and well thought out decisions can have a positive impact on the organization, its growth and the numbers of people throughout Kansas that hear the Kansas Operation Lifesaver railroad safety message. Likewise, the lack of activities in conjunction with poor decisions and recommendations can negatively impact the organization in terms of finances, (donations from Railroads, Operation Lifesaver Inc (OLI via Federal Railroad Administration and others), lack of volunteer presenter participation and reach fewer people through educational events. Responsibilities and activities associated with the position as they pertain to assisting with reports, and other support activities may result in public policy positions contrary to the public or Agency’s interests.*

21. Describe the work of this position using this page or one additional page only. Use the following format for describing job duties:

**What** is the action being done (use an action verb)? **To whom** or **what** is the action directed (object of action)? **Why** is the action being done (describe the expected result or outcome)? **How** is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

<table>
<thead>
<tr>
<th>No.</th>
<th>%</th>
<th>E/M</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>40%</td>
<td>E</td>
</tr>
<tr>
<td>2.</td>
<td>30%</td>
<td>E</td>
</tr>
<tr>
<td>3.</td>
<td>25%</td>
<td>E</td>
</tr>
<tr>
<td>4.</td>
<td>5%</td>
<td>E</td>
</tr>
</tbody>
</table>

1. Coordinate Kansas Operation Lifesaver (KS OL) administrative activities. These administrative duties include: preparing and monitoring the organizations budget, maintaining financial spreadsheets, maintaining KS OL books (accounts payable and accounts receivable), ordering and maintaining hand-out material inventory in five warehouses, coordinating quarterly board of director and committee meetings, collecting data and maintaining database of at-grade highway-rail crossing and railroad right-of-way injuries and fatalities, filing the annual report and other documents with the Operation Lifesaver, Inc. national organization, and maintaining the KS OL website.

2. Coordinate KS OL educational activities. The educational duties include: maintaining an inventory of OL educational materials for presenter use, maintaining video and CD library, distributing educational materials to presenters as needed, coordinating, teach and attending KS OL Certified Presenter Training courses, be a mentor for new presenters and certify them, attending KS OL educational events and activities, maintaining database of certified presenters and presentations given, recruiting volunteer presenters, mentoring new presenters, responding to requests for presentations as well as public concerns regarding rail safety issues, and attending National Operation Lifesaver Symposium, State Coordinator Summit, Regional Meetings, and various workshops.

3. Work with KS OL Board of Directors to establish annual objectives and goals and monitor progress of achieving those objectives and goals. Write the quarterly “Sunflower State Signal” newsletter. Act as the KS OL Executive Director, representative and spokesperson, serving as a liaison with related organizations and agencies. Assist in planning KS OL members in presentations, activities and events.

4. Assist the Traffic Safety Section with reports, website maintenance, program planning and implementation as described in the Highway Safety Plan.

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.*
22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
   (x) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
   ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
   ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

   b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

<table>
<thead>
<tr>
<th>Civil Service Title</th>
<th>KDOT / SHARP Position Numbers</th>
</tr>
</thead>
</table>

23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

   Primary contact will be the Kansas Operation Lifesaver Board of Directors, volunteer presenters, KDOT employees, other state and federal agencies, local law enforcement and official,s and railroad personnel. Contact with Operation Lifesaver, Inc. (national organization) will be required. This contact will be a normal and necessary responsibility of the person in this position. Contacts will include personal, telephone and written communications. Public presentations at meetings, conferences and a variety of educational events will be required.

24. What hazards, risks or discomforts exist in the job or work environment?

   ( ) Frequent exposure to extreme cold/heat wet/humid conditions.
   ( ) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
   ( ) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
   (x) Works in traffic.
   ( ) Other:

   This position will require some travel, primarily in state via automobile. Occasionally out-of-state travel via airplane or Amtrak Train will be necessary. Appearances at Kansas Operation Lifesaver Board of Directors meetings, Kansas Operation Lifesaver committee meetings and public events in all parts of the state are required in this position.

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

1. Telephone – daily
2. Cell phone – daily
3. Personal Computer – daily
4. Adding machine/calculator -- daily
5. Automobile – weekly or as necessary
PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS (see class specifications)

27. SPECIAL REQUIREMENTS
a) Indicate any license, registration, certification, etc. required for this position:

( ) Professional Civil Engineer License
( ) Engineer in Training Certificate
( ) Survey License
( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. (This statement is for Equipment Operator positions.)
( ) CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. (This statement is for CDL positions other than Equipment Operators.)
( x ) Other Valid Ks Class C Drivers License

b) List preferred education or experience that may be used to screen applicants.

28. Check each physical activity which typically relates to the essential functions of this position. Indicate the frequency and reason for the activity.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Reason</th>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>( x ) walking</td>
<td>Daily</td>
<td>in current</td>
<td>( x ) standing</td>
<td>Occasionally/presentations</td>
</tr>
<tr>
<td>( x ) crouching</td>
<td>&quot;</td>
<td>job duties</td>
<td>( x ) vocal ability</td>
<td>Daily in current</td>
</tr>
<tr>
<td>( x ) kneeling</td>
<td>&quot;</td>
<td>as needed</td>
<td>( x ) grasping</td>
<td>Daily</td>
</tr>
<tr>
<td>( x ) reaching</td>
<td>&quot;</td>
<td>&quot;</td>
<td>( x ) vision - straight ahead &amp; peripheral</td>
<td>Daily as needed</td>
</tr>
<tr>
<td>( x ) stooping</td>
<td>&quot;</td>
<td>&quot;</td>
<td>( x ) acuity - far &amp; near</td>
<td>Daily</td>
</tr>
<tr>
<td>( x ) feeling</td>
<td>&quot;</td>
<td>&quot;</td>
<td>( ) body coordination/balancing at heights</td>
<td>Daily</td>
</tr>
<tr>
<td>( x ) climbing</td>
<td>&quot;</td>
<td>&quot;</td>
<td>( x ) repetitive movement</td>
<td>Daily</td>
</tr>
<tr>
<td>( x ) handling</td>
<td>&quot;</td>
<td>&quot;</td>
<td>( x ) hearing</td>
<td>Daily</td>
</tr>
<tr>
<td>( x ) lift 35 lbs.</td>
<td>&quot;</td>
<td>&quot;</td>
<td>( x ) carry 50 lbs.</td>
<td>&quot;</td>
</tr>
<tr>
<td>( x ) slide 50 lbs.</td>
<td>&quot;</td>
<td>&quot;</td>
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</table>

PART IV -- Signatures

________________________________________  Date
Signature of Employee

________________________________________  Date
Signature of Personnel Official

________________________________________  Date
Signature of Supervisor

________________________________________  Date
Signature of Appointment Authority