



# West Virginia Division of Highways Policy:

## **Mechanic Tools**

*Issued by the Commissioner of Highways*

**Policy No: DOH 1.4**

**Issue Date: 01/15/2004**

**Revised: 07/22/2022**

**Page 1 of 5**

---

## **1.0 INTRODUCTION**

The Division of Highways (DOH) is responsible for providing specialty mechanic tools necessary to perform Equipment Repair and Preventative Maintenance within each organizational unit responsible for these operations. Each mechanic, however, is responsible for supplying certain common tools, as specified in this policy. To assist in the replacement of broken and worn-out tools, the DOH provides an annual stipend of \$300 to permanent employees classified as mechanics to compensate for these losses.

---

## **2.0 SCOPE**

This policy applies to all mechanics employed by DOH.

---

## **3.0 POLICIES**

- 3.1 The DOH will make available and provide specialty tools for mechanic use.
- 3.2 Each mechanic will purchase and have available for use those common mechanic tools not provided by the DOH. To ensure equity in this matter, the DOH will maintain a representative listing of such common tools. Mechanics are required to provide substantially all the tools on that list. See Section 4.0 of this policy.
- 3.3 Mechanics are responsible for providing the DOH with a complete inventory of tools being stored on DOH's premises. Also, each mechanic is responsible for making any additions or deletions of tools from the Inventory Listing. The shop foreman or the mechanic's immediate supervisor is responsible for ensuring the accuracy of these inventories.

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

- 3.4 Mechanics are responsible for personal tools used for work assignments. Upon completion of work assignments or at the end of the workday the mechanic's personal tools are to be either secured or removed from the premises by the individual in such a manner as to ensure their safekeeping.
- 3.5 The DOH will make a reasonable effort to secure the work facilities where the mechanics perform their duties. In the event of theft of personal tools from the state

# Policy: **Mechanic Tools**

## WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOH 1.4

Issue Date: 01/15/2004

Revised: 07/22/2022

Page 2 of 5

garages, a claim will be made by the Claims Section of Legal Division for investigation and for a determination of the validity of the claim.

- 3.6 The claim is considered valid if the Claims Section of Legal Division determines that an employee was not negligent when their items were stolen and were properly included on the signed inventory. No claim or portion of such claim will be considered valid unless all these requirements are met.
- 3.7 The Claims Section of Legal Division will submit its determination to the Business Manager's Office on whether the claim is valid. If the claim is valid, replacement in kind will be recommended. The Business Manager must approve the recommendation before a replacement is purchased. Purchases for replacement in kind will be made by the District Comptroller's Office following proper procurement procedures and charged to the organization submitting the claim. After receiving the in kind replacement, the employee will sign Proof of Loss and Release Forms from the Claims Section of Legal Division.
- 3.8 Mechanics receive a supplemental check for \$300 (gross) on the first supplemental pay date (as established by the State Auditor's Office) in December of each year. This check compensates the mechanics for tools that are broken or for tools in addition to those on the required listing.
- A. Employees classified as Transportation Worker 1, Transportation Worker 2, Transportation Worker 3, Transportation Worker 4, or Highway Equipment Specialist who work as a mechanic and are required to supply their own tools are eligible for this stipend.
- B. Federal and state taxes will be withheld from these checks. Retirement/pension payments will not.
- C. To qualify for the annual stipend, an employee must be in an eligible classification for six (6) months within a calendar year, as described above in Section 3.8.A. The annual stipend will be prorated if the employee has at least six (6) months, but less than 12 months of qualifying service.
- D. In order to receive the annual stipend, a mechanic must be on the payroll on December 1. Eligible employees will not qualify to receive the annual stipend if hired after December 1 within the calendar year.

### 4.0 EXHIBIT

Type	Quantity	Description
Socket Set 1/4" Drive	1 set	1/4" – 1/2" Standard Depth (6 Point)
Socket Set 1/4" Drive	1 set	1/4" – 1/2" Deep (6 Point)
Socket Set 1/4" Drive	1 set	6mm – 12mm Shallow (6 Point)

# Policy: **Mechanic Tools**

## WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOH 1.4

Issue Date: 01/15/2004

Revised: 07/22/2022

Page 3 of 5

Type	Quantity	Description
Socket Set 1/4" Drive	1 set	6mm – 12mm Deep (6 Point)
Socket Set 1/4" Drive	1 each	Ratchet
Socket Set 1/4" Drive	1 each	Extension – 3", 6"
Socket Set 1/4" Drive	1 each	Flex/Universal Joint
Socket Set 3/8" Drive	1 set	5/16" – 3/4" Standard Depth (6 Point)
Socket Set 3/8" Drive	1 set	3/8" – 3/4" Deep (6 Point)
Socket Set 3/8" Drive	1 set	9mm – 19mm Standard Depth (6 Point)
Socket Set 3/8" Drive	1 set	9mm – 19mm Deep (6 Point)
Socket Set 3/8" Drive	1 each	Ratchet
Socket Set 3/8" Drive	1 each	Extension – 3", 6", 12", 18"
Socket Set 3/8" Drive	1 each	Universal Joint
Socket Set 1/2" Drive	1 set	7/16" – 1 1/8" Standard Depth (6 Point)
Socket Set 1/2" Drive	1 set	7/16" – 1 1/8" Deep (6 Point)
Socket Set 1/2" Drive	1 set	10mm – 25mm Standard Depth (6 Point)
Socket Set 1/2" Drive	1 set	10mm – 25mm Deep (6 Point)
Socket Set 1/2" Drive	1 each	Ratchet
Socket Set 1/2" Drive	1 each	Breaker Bar
Socket Set 1/2" Drive	1 each	Extension – 3", 6", 12"
Socket Set 3/8" Drive	1 set	5/16" – 3/4" Standard Depth (6 Point)
Combination Wrenches	1 set	1/4" – 1" Standard
Combination Wrenches	1 set	7mm – 24mm Metric
Tubing Wrenches	1 set	3/8" – 3/4" Standard
Tubing Wrenches	1 set	10mm – 18mm Metric
Hex (Allen) Wrenches	1 set	050"- 3/8" Fractional
Hex (Allen) Wrenches	1 set	2mm – 7mm Metric
Screw Drivers	1 set	12-Piece Blade Type + Phillips
Torx Bits Tamper Proof (Screwdriver or Sockets)	1 set	T-8, T-10, T-20, T-25, T-27, T-30, T-40, T-50, T-55
Pliers	1 each	Slip Joint 6"
Pliers	1 each	Needle Nose 6"
Pliers	1 each	Diagonal Cutter 7"
Pliers	1 each	Channel Locks 12"
Pliers	1 each	Vise Grip Pliers 10"
Snap/Retaining Ring Pliers	1 each	Internal Retaining Ring Pliers
Snap/Retaining Ring Pliers	1 each	External Retaining Ring Pliers
Punch and Chisel Set	1 each	Center Punch
Punch and Chisel Set	1 Set	Pin Punch – 1/8", 3/16", 1/4", 5/16"
Punch and Chisel Set	1 set	Taper Punch – 3/8", 1/2, 5/8"
Punch and Chisel Set	1 each	Brass Punch – 3/4
Punch and Chisel Set	1 each	Cape Chisel
Punch and Chisel Set	1 set	Cold 3/8" – 3/4"
Pry Bars	1 each	Rolling Head 16"
Pry Bars	1 each	Straight 16"
Electrical Tools	1 each	12V Test Light or LED Circuit Tester

## Policy: **Mechanic Tools**

### WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOH 1.4

Issue Date: 01/15/2004

Revised: 07/22/2022

Page 4 of 5

Type	Quantity	Description
Small Tools	1 each	Hack Saw
Small Tools	1 each	Mini Tubing Cutter
Small Tools	1 each	Air Blow Gun
Small Tools	1 each	Scraper/Putty Knife
Toolbox	1 each	All-purpose Toolbox with Key Lock

---

## 5.0 CHANGE LOG

July 22, 2022

- Formatted policy per policy and procedure work group.
- Changed annual stipend from \$150 to \$300 annually.
- Updated 4.0 Exhibit Mechanic Required Tool List.

## Policy: **Mechanic Tools**

### WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOH 1.4


Issue Date: 01/15/2004

Revised: 07/22/2022

Page 5 of 5

Effective Date of Policy: 07/22/2022

Approved by:



Jimmy D. Wriston, P.E.  
Secretary of  
Transportation  
Commissioner of  
Highways



Date

\*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 et seq., and §17-2-1 et seq., waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.