



INSTITUTE for PUBLIC SERVICE

Checklist: Highway Officials

- ◇ Bring your oath of office, have it affirmed (including signing) and file with County Clerk.
- ◇ Surety bond approved by the County Mayor or insurance policy is obtained. The bond or insurance policy, certificate, or endorsement must be recorded with the Register of Deeds and filed with the County Clerk within 30 days of election (or appointment).
- ◇ Designate Interim Successor in Case of Vacancy:
 - ◇ County with Elected Highway Commission – filed with the chair of the county highway commission and with the county clerk.
 - ◇ County without Elected Highway Commission – filed with the chair of the county legislative body (CLB) and with the county clerk.
- ◇ Review Policies/Financial Information:
 - ◇ Financial/Purchasing Policies
 - ◇ Personnel Policy
 - ◇ Internal Controls Assessment
 - ◇ Current Highway Department Budget
 - ◇ Five-Year Average Calculation
 - ◇ Prior-Year Audit Findings
- ◇ Complete an inventory of all the machinery, equipment, tools, supplies and materials owned or used by the county.
 - ◇ Inventory is to be filed with the CLB and chief executive officer within sixty (60) days after taking office and thereafter a revised current inventory must be submitted by September 1 of each year.
- ◇ Review County Road List
- ◇ Review Minimum Road Specifications, Subdivision Regulations, Stormwater Regulations, etc.
- ◇ Review Annual Work Program Submitted to CLB and TDOT
- ◇ Avoid firing anyone or making any other personnel changes without checking with the county attorney.
- ◇ Do not dispose of records without checking with the County Public Records Commission. Current retention schedules can be found on our electronic library (e-Li), reference number CTAS-2068.