

Highway Official Checklist

- Oaths of office taken, signed, and filed with County Clerk.
- Surety bond is approved by the CLB, recorded with Register of Deeds, and filed with County Clerk. Note: the bond must be transmitted to the County Clerk for filing within either forty (40) days after the election or twenty (20) days (September 21st) after the term of office begins. If obtaining insurance instead of a bond, the certificate of insurance must be recorded with the Register of Deeds.
- Name interim successor (in case of vacancy due to death, resignation, or removal).
- Review personnel policy - Check with County Clerk.
- Review county ethics policy - Check with County Clerk.
- Do not fire anyone or make any other personnel changes without checking with the county attorney.
- Review current year budget (begins July 1st). If not in office file, check with County Clerk.
- Review county's current financial/purchasing policies.
- Review 5-year average.
- Review county highway department inventory of machinery and equipment.
- Review annual work program that is submitted to CLB and TDOT.
- Review current state aid road and bridge projects.
- Review documented internal controls, risk assessments, and the office's list of capital assets.
- Do not throw anything away without checking with the records commission.