

COUNTY HIGHWAY OFFICIALS

TRANSITION CHECKLIST

COUNTY-SPECIFIC REQUIREMENTS MAY APPLY. This guide is based primarily on the County Uniform Highway Law (CUHL), T.C.A. § 54-7-101 et seq. Private acts, charters, civil service rules, financial laws, and local policies may differ. The CUHL does not apply in Shelby, Davidson, Knox, or Hamilton County. Consult CTAS and the county attorney as needed.

BEFORE ASSUMING OFFICE / IMMEDIATE FILINGS

- **Oath.** Take and sign the required oaths before performing the duties of office; file the oath and administering officer's certificate with the county clerk. *T.C.A. §§ 54-7-108; 8-18-107; 8-18-109.*
- **Bond or insurance.** Put the required official bond or county-authorized insurance in place before performing duties. The bond is \$100,000 unless the county legislative body sets a greater amount. Ensure proper approval, recording with the register of deeds, and filing with the county clerk within 30 days. *T.C.A. §§ 54-7-108; 8-19-101-103; 8-19-115.*
- **Interim successor.** Designate a successor in writing by name, title, or position. File the designation with the county clerk and either the highway commission chair or county legislative body chair, as applicable. *T.C.A. § 54-7-107.*
 - County with an elected highway commission: file with the commission chair and the county clerk.
 - County without an elected highway commission: file with the chair of the county legislative body and the county clerk.

WITHIN THE FIRST 60 DAYS

- **Inventory.** Inventory all department machinery, equipment, tools, supplies, and materials; file copies with the county legislative body and county mayor/executive within 60 days. Mark and number equipment and retain the inventory for audit. *T.C.A. § 54-7-112.*
- **Personnel policies.** Identify the highway or countywide policies that apply; confirm required legal review and filing with the county clerk. *T.C.A. §§ 5-23-101 et seq.; 54-7-109.*
- **Access and continuity.** Secure keys, system and email access, banking and purchasing access, fuel and vendor accounts, emergency contacts, contracts, and essential records.

FINANCIAL AND ADMINISTRATIVE REVIEW

- **Governing laws.** Identify the financial management and purchasing system that applies. Review purchasing authority, bid thresholds, emergency and cooperative purchases, used-equipment purchases, leases, contracts, and surplus property. *See T.C.A. § 54-7-113 and applicable local laws.*
- **Financial condition.** Review the budget and amendments; cash flow projections; open purchase orders, contracts, leases, grants, debt, and planned capital purchases; maintenance of effort; audit findings and corrective action plans; internal controls policy; payroll, accrued leave, assets, and insurance coverage.
- **State-Aid program.** Review the current Annual Work Program and the schedule for the next submission to the county legislative body and TDOT. *T.C.A. § 54-7-111.*
- **County legislative body coordination.** Clarify expectations for budget presentations, road-list changes, State-Aid submissions, committee meetings, and routine communication with the CLB.

PERSONNEL, SAFETY, AND OPERATIONS

- **Staff and safety.** Meet individually with supervisors and key staff. Review organizational structure, job duties, compensation, schedules, leave balances, licenses and CDLs, driver qualification files, FMCSA/DOT drug and alcohol testing and Clearinghouse compliance, safety training, workers' compensation, and accident reporting.
- **Personnel actions.** Before significant personnel changes, review policies, civil service or private-act requirements, documentation, budget, and employment law; consult human resources and the county attorney as appropriate. The highway CAO generally has personnel authority, subject to the budget and other laws. *T.C.A. § 54-7-109.*
- **Equipment and emergencies.** Review inspections and preventive maintenance, titles and registrations, fuel and shop controls, employee assignments, workplace safety, and emergency response plans.

ROAD SYSTEM, PLANNING, AND DEVELOPMENT

- **Official road list.** Obtain the list filed with the county clerk and verify that additions, deletions, and classifications were approved by the county legislative body. Do not work on a road that has not been formally accepted, classified, and listed. *T.C.A. §§ 54-10-103-104.*
- **Standards and development.** Review minimum road standards and procedures affecting subdivision roads, road acceptance, rights-of-way, road cuts, utilities, driveway permits, stormwater, environmental compliance, and bridge or culvert work.
- **Planning and emergency coordination.** Meet with the planning department, county mayor, emergency management, stormwater/environmental staff, utilities, and other partners to review planning, development, permitting, EOP/disaster-response roles, debris management, FEMA documentation, and intergovernmental work processes.
- **Road and bridge condition.** Review current road and bridge condition information, safety priorities, maintenance schedules, equipment needs, ongoing projects, State-Aid routes, and TDOT reporting or project requirements.
- **Complaints and claims.** Establish a process to log road, bridge, drainage, sign, and safety complaints. Document inspections, responses, repairs, closures, and referrals to the county attorney or risk manager.

CRITICAL LEGAL RESTRICTIONS

Private work. Do not use county equipment, vehicles, labor, rock, or other materials on private roads or for private purposes unless a specific law allows it. Work for another government generally requires county legislative body approval and reimbursement. School-bus or postal turnarounds and disaster cleanup have special request, permission, approval, and reimbursement requirements. *T.C.A. § 54-7-202.*

Ethics and conflicts. Follow the county ethics policy and highway conflict-of-interest rules. Do not participate in purchases or contracts involving a prohibited direct or indirect interest. *T.C.A. § 54-7-203.*

Open meetings. If working with an elected highway commission or other public body, coordinate on notice, agendas, minutes, deliberations, and Sunshine Law requirements. *T.C.A. § 8-44-101 et seq.*

Records. Retain and dispose of records only under the county's adopted retention schedules and disposition procedures. Coordinate with the county public records commission and public records request coordinator before responding to requests or disposing of responsive records. *CTAS e-Li No. CTAS-2068; T.C.A. § 10-7-503.*

ANNUAL AND RECURRING REQUIREMENTS

- **September 1.** Submit the revised department inventory reflecting inventory effective July 1. *T.C.A. § 54-7-112.*
- **Budget cycle.** Review highway maintenance of effort and complete the required budget and certification steps. *T.C.A. § 67-3-901(d).*
- **Annually.** Submit the State-Aid Annual Work Program and review/update the official county road list. *T.C.A. §§ 54-7-111, 54-10-103 and 54-10-104.*
- **As needed.** Update personnel policies, internal controls, safety and emergency procedures, access lists, and records-disposition authorizations.

COUNTY-SPECIFIC NOTES / FOLLOW-UP
