Hand Tools for Trades and Crafts

Purpose
To establish an increase in the tool allowance at the Utah Department of Transportation (Department) and to set standards to obtain and define mechanic levels. To compensate those who obtain a higher tool inventory that increases job performance. To set forth a procedure to guide supervisors in performing job evaluations. The administration and management of this program rests with the Division or Region involved.

Policy
To provide uniformity throughout the Department and to establish a minimum listing of hand tools to be provided by individuals hired into mechanic positions. To provide a fair and equitable tool allowance for maintaining and upgrading hand tools where appropriate and required. To provide guidance for replacement of tools lost, worn, or damaged. The following guidelines are established as a policy of the Department. Performance Evaluations should be used to reflect proper usage of this policy. This policy is to be reviewed every two years to evaluate possible increases in reimbursement amounts.

1. **Hand tool listing for mechanics.**

   Each Region or Division will consider the individual duties of each position and determine the tools necessary.

   Tool List I and II

   All hand tools related to the basic mechanic tool sets are as follows within the two tool lists. Other tools may be required but because mechanics usually specialize in a particular area of equipment repairs it is impossible to list the exact tools needed. Mechanics must maintain at least the minimum on each list to qualify for said allowances. The determined tool levels will be identified on Attachment 1, Tool Allowance Request/Authorization form.

   Tool List I

   Eligible employees will have all the tools listed on Tool I List. These employees may be eligible for $33.00 per pay period. Refer to tool lists below.
Tool List II

Eligible employees will have all the tools listed on list I and list II. These employees may be eligible for $45.00 per pay period. Refer to tool lists below.

2. Certain job duties may require substitutions or allowances from the required tool lists. Supervisor will verify the required tool level for each employee and the need, if any, to substitute tools based on duties. These substitutions must be approved by the mechanic’s supervisor.

3. The Department will not be responsible for the replacement of any hand tools due to loss, wear, or breakage in excess of the tool allowance except when the loss results from fire or a reportable crime on or involving Department property.

4. The Department will provide the employee 85 percent of the replacement cost of all tools lost based on a certified inventory kept in the Region or Division file in cases where the loss warrants replacement.

5. The Region or Division will administer and manage this program through the Equipment Operations Manager.
Tool List I

Tools may be substituted by Supervisor’s discretion only.

¼ Inch Drive Tools
¼ inch ratchet handle
9 piece socket set 3/16 inch to ½ inch
10 piece socket set 4mm to 13mm
Extensions 3 inch and 6 inch

¾ Inch Drive Tools
8 piece regular sockets set ⅜ to 13/16 inch
8 piece regular deep socket ⅜ to 13/16 inch
11 piece socket set 9mm to 19mm
11 piece deep socket set 9mm to 19mm
⅜ inch ratchet handle
⅜ inch universal joint
Extensions 3 inch and 6 inch
Allen socket set 5/32 to ⅜ inch
Allen socket set 4mm to 10mm
Spark plug socket ⅜ inch
Spark plug socket 13/16 inch
7 piece Torx bit set from T15 to T50

⅝ inch drive
Shallow depth sockets set ⅜ inch to 1¼ inch
Deep socket set 7/16 inch to 1⅜
Socket set 9mm to 24mm
½ inch universal joint
Extensions 6 inch and 10 inch
½ inch ratchet handle
Flex T handle (breaker bar)

Wrenches
Combination end wrench set ¼ to 1¼ inch
Combination end wrench set 7mm to 24mm
4 piece flare nut wrench set ⅜ to 7/8 inch
Combination ignition wrench set 5/32 to 7/16 inch
Combination ignition wrench set 4mm to 11mm
Adjustable 4 and 6 inch crescent wrench
Joint pliers 8 inch
Locking pliers 8 inch Vise Grip
Brake pliers
Wire striper/crimp tool
**Screw Drivers**
8 piece screw driver set slotted and Phillips
7 piece nut driver set standard

**Pliers**
Water pump pliers 10 inch
Diagonal cut 7 inch
Needle nose pliers 6 inch

**Hammers**
Hammer - 12oz ball pein
Hammer- over one pound (24oz)
Dead blow hammer

**Miscellaneous Tools**
Feeler gauges from .0015 to .025 inch
Roll pins punch set
Punch and chisel set
Wire brush
Hack saw
Adjustable wrench 8 inch
Flashlight
Cotter key puller
Seal puller
Tin snips
Oil filter wrench
Gasket scraper
Scissor
Brass drift
Pipe wrench 8 inch
Battery terminal cleaner
3 piece pry bars set
Air blower
Adjustable wrench 12 inch
File set
Tool box large enough to hold tools listed
Test light
Mirror
Magnet
¼ Inch Drive
Flex socket 3/16 to 9/16 inch
Flex socket set 5mm to 14mm
¼ to ⅜ inch socket adaptor
Flex joint ratchet
Flex handle
Extension bar 1½ and 3 inch
Screw driver hand ¼ inch

⅜ Inch Drive
Offset handle ratchet
Socket extensions 1½ to 10 inch
Socket adaptor ⅜ to ¼ inch and ⅜ to ½ inch
⅜ inch flex handle
⅜ inch flex spark plug socket
13/16 inch flex spark plug socket
Standard set impact socket ⅜ to 13/16 inch
Deep set impact socket ⅜ to 13/16 inch
Metric set impact 9mm to 21mm
Allen socket set ⅜ to ¼ inch
Torx head socket set T15 to T50
⅜ inch air ratchet
Torque wrench 150 lb.
Socket adaptor ½ to ⅜ inch and ½ to ¾ inch
½ inch drive speed bar or ¾ inch
Square socket set ⅜ to ⅞ inch
Metric deep socket set 13mm to 24mm

⅜ Inch Drive
Impact socket set 7/16 to 1⅛ inch
Impact deep set ½ to 1¼ inch
Extension bar 2, 3, and 12 inch
Impact universal joint
½ inch air gun
Stubby slotted and Phillips set
Metric nut driver set
**Hammer**
Dead blow 2 lb.
8 oz ball pein
Plastic tip 6 oz
Brass 2 lb.

**Screw Driver**
Offset slotted
Offset Phillips

**Wrenches**
Standard box straight long ¼ to 1 inch
Metric flare nut set 9mm to 21mm
Adjustable 8, 10, and 12 inch
Crow foot set ⅜ to 1 inch
Ratchet wrench set ¼ to ⅞ inch
Pipe 10 and 14 inch

**Pliers**
Lineman
Water pump 6 inch
Locking 6 and 10 inch vise grip
Needle nose, bent 4½ inch
Snap ring adjustable inside outside
Tool List II

To include all tools listed in Tool List I list. Tools may be substituted by Supervisor’s discretion only.

18 and 24 inch pipe wrench
Flare tubing and cutter set
18 and 24 inch adjustable wrench
Box wrench set ¼ thru ⅝ inch
4 piece long chisel set
Long box wrench set ¼ thru ⅜ inch
Chain wrench
Gear puller set
¾ inch socket set ⅝ thru 2 inch
Utility Knife
Wrench set 1¼ thru 2 inch
Electricians knife
Stubby wrench set ⅜ thru ¾ inch
Hose cutters
¾ inch torque wrench (inch lbs)
Brake tool set
4 inch side cutters and needle nose pliers
Volt/Ohm meter
Alignment bar set
Flex pick-up stools (magnetic and finger)
Ball end hex key sets standard and metric
Pop rivet tool
½ inch drive 20 inch extension
Ratcheting box end wrench set ¼ thru ⅛ inch
¾ inch drive 20 inch extension
Hand impact driver
3 piece stubby ratchet set
Hook and pick set
Tap and die set
Multi tubing bender set
Snap ring plier set
Drill index set 1/16 thru ½ inch in 32nds
Easy out set
0-6 inch dial or Vernier caliper
6 inch C clamp
Stud remover ½ inch
Gasket punch set
¾ inch set of sockets
Letter and number stamp set
¾ inch ratchet head with handle
Sledge hammer (over 4 lb.)
Extension set 10 to 21 inch
Dead blow hammer (over 3 lb)
¾ inch air gun
Mechanics stethoscope
½ inch reversible air drill
Starter (moon) wrench set
Air hammer/Chisel with bits
Metric flare nut wrench set
⅜ inch impact
Die grinder
Multi meters, scanners
⅜ inch butterfly impact
Micrometers, set of 4
Cummins special tools to run overhead
¾ inch drive torque wrench
Responsibility: Employee

Actions

1. Complete tool inventory and submit inventory to immediate supervisor. This inventory must be specific and include manufacturer of each tool or set.

2. Maintains 100 percent of the tool inventory on the job site.

Responsibility: Immediate Supervisor

3. Verify the need for the requested tool list level of each employee.


5. Maintain file of tool inventories.


7. Verify that the following conditions are met:
   
   a. The tools that are inventoried by the employee are necessary for his or her duties.
   
   b. The appropriate tools are on site and available for use.

8. Notify Equipment Operations Manager if any of these conditions are not met during the fiscal year.

Responsibility: Equipment Operations Manager


10. Approve request and forward to Equipment Operations Accounting Technician.
11. Verify tool inventory during yearly shop inspection.

12. Report annually to the Operations Engineer the number of mechanics in each level of tool lists.

**Responsibility:** Equipment Operations Accounting Technician


14. Verify information on request is correct (Employee ID, Effective Date, Unit).

15. Forward a copy to Comptroller’s Office.

**Responsibility:** Comptroller’s Office

16. Receive approved tool allowance requests and processes payroll documents so that the allowance is added to the employee’s paycheck for each pay period they are eligible.
Attachment 1 – Tool Allowance Request/Authorization

PAYROLL

Tool Allowance Request / Authorization

Property Rent Pay -- Code 1121

Department: Transportation

Date: ______________

Division: ______________

Unit/Org: ________

Appr: __

Effective for pay period: __________ Ending or Termination Date: __

In accordance with UDOT Tool Policy 06A-46 it is requested that:

Employee #: __________

Employee Name: ________________________________

Complies with Tool Level:

Tool Allowance: Level I Level II

$33.00 $45.00

Submitted By: ___________________________ Phone: __________

Date: ______________________________

Approved By: ________________________________

Date: ______________________________

Attach original to tool inventory for records
cc: Equipment Operations for approval
cc: Payroll for processing